

UQ Sport Affiliated Clubs Trip or Event Activity Plan

IMPORTANT

A 'Club Activity' is defined as any function, event or trip being run, organised or promoted (i.e. advertised via online platforms or printed material) by a Club.

Club activities that go ahead without submission and review from UQ Sport at least two weeks prior may not be covered by insurance.

Club			
Activity			
Location			
Date (from-to)			
Time of Club activities (from-to)			
Are participants club members?	Yes	<input type="checkbox"/>	Number of attending members
	No	<input type="checkbox"/>	Number of attending non-members

Persons Completing Assessment

Name	Mobile number	Role	Signature	Date

Risk Identification

- Alcohol (consumption of alcohol)
- Exposure (extreme heat or cold)
- Fire (bushfire)
- Heights (rock climbing etc.)
- Remote area (three hours or more from medical support)
- Water (lakes, rivers, sea etc.)
- Wildlife (snakes, spiders etc.)

Risk Controls:

Trained personnel

Name of person	
Qualifications	
Name of person	
Qualifications	
Name of person	
Qualifications	

Emergency procedures

Emergency services contact numbers	
Closest hospital or medical centre	

Emergency procedures

Attached

Map to closest medical assistance

Attached

Activity Safety Brief:

Scheduled date:
Scheduled time:
Scheduled location:
Name of person(s) conducting brief:
Signature:

Equipment

Type of equipment	
Condition of equipment	
On site/location check (if applicable)	Scheduled date: Scheduled time: Scheduled location:
Date of last service/safety check	
Responsible person(s)	

First Aid

First aid kit appropriate for activity Yes

First aid kit fully stocked Yes

Name	Date inspected	Signature

Manual handling (if applicable)

Hazardous manual handling tasks identified Yes

Mechanical aids available Yes N/A

Participants briefed on manual handling risks Yes

Manual handling process (attached) Yes No

Transport (if applicable)

Mode of transport (car, plane etc.)

Vehicles are in good working order Yes

Private vehicle information	Driver name: Licence number: Vehicle make: Vehicle model: Registration number:
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Operators are licenced and competent to operate vehicles Yes

Safest route of travel have been selected Yes

Transport will occur during daylight hours (where possible) Yes

Proposed travel route (map attached) Yes No

Accommodation (if applicable)

Name	
Address	
Phone number	
Nearest medical centre/hospital	Name: Address: Contact number:

Map to closest medical assistance

Attached **Activity location**

Address	
Methods for communicating with group on activity	<input type="checkbox"/> Mobile phone (List available)
	<input type="checkbox"/> Two way radio
	<input type="checkbox"/> Other (Please specify)
Access to location	
Site specifics	

Location map

Attached

Map to closest medical assistance

Attached **Weather (if applicable)**

Weather Report for location Bureau of Meteorology <http://www.bom.gov.au/>
or AccuWeather <https://www.accuweather.com/en/au/australia-weather>

Conditions	
Time & date of report	

Weather is appropriate to continue with activity

Yes

Appropriate equipment available for weather conditions

Yes

Emergency plan produced for severe weather (attached)

Yes No

Weather conditions reassessed on the day of trip/event

Yes No **Alcohol (if applicable)**

An event manager(s) have been assigned to ensure

appropriate and safe behaviour

Yes

Event Manager	
Event Manager	

There are no activities that encourage the excessive consumption of alcohol

Yes

There are means of managing difficult situations such as intoxication, illness or violent behaviour

Yes

Alcohol/Drugs management procedure (attached)

Yes No

Who is the designated person to stay at .0 for alcohol and drug consumption in the event of an emergency?

Name: _____

Signature: _____

Refer to UQ's Alcohol, Tobacco Smoking other Drugs Policy

<http://www.uq.edu.au/hupp/index.html?page=25058>

Refer to Queensland Government Community alcohol restrictions guide

<https://www.qld.gov.au/atsi/health-staying-active/alcohol-smoking-drugs/community-alcohol-restrictions/fines-penalties>

Exposure to extreme heat or cold (if applicable)

Detailed description of activity/risk	
Measures to reduce risk	

Appropriate clothing/shoes/equipment is available Yes

Appropriate food/water/sunscreen is available Yes

Fire (skip if not relevant)

Fire Danger Rating for location

<https://www.ruralfire.qld.gov.au/Pages/Home.aspx>

Conditions	
Time & date of report	

Bush Fire Emergency procedures developed

Attached

Fire Danger Rating is appropriate to continue with activity Yes

Remote Area (skip if not relevant)

Emergency Position-Indicating Radio Beacon (EPIRB) available Yes

No

Suitable communication device available Yes No

Water (skip if not relevant)

Detailed description of activity/risk	
Measures to reduce risk	
Type of equipment	
Condition of equipment	
Date of last service	
Responsible person(s)	

Swimming Assessment:

Have all participants completed and passed the swim assessment? Yes

No

Heights (skip if not relevant)

Detailed description of activity/risk	
Measures to reduce risk	
Type of equipment	
Condition of equipment	
Date of last service	
Responsible person(s)	

Wildlife (skip if not relevant)

Detailed description of activity/risk	
Measures to reduce risk	

Critical Incident Procedure:

A critical incident is an occurrence where a member or members of a club are involved in a traumatic event or situation, or the threat of such, which causes or is likely to cause a fatality, severe physical injury, fear, harm, or severe emotional distress.

In the event of a critical incident, the club's activity leader, instructor, coach, or team manager should follow the following steps:

Critical Incident – Important Steps
Take appropriate action to clear the area of any immediate danger and ensure the safety of others
Commence first aid and/or seek assistance from others qualified to commence first aid
For incidents on campus: call UQ Security on 3365 3333, or dial 000 for off campus incidents and ask for the relevant emergency service (Police, Fire or Ambulance)
Follow directions from emergency service personnel
Once above steps have been followed, immediately contact UQ Sport:
Chief Executive Officer 07 2115 7101 Campus Engagement Manager 07 2115 7109
Follow directions from UQ Sport
Complete and submit a UQ Sport Incident Report Form within 24 hours

Media Procedure:

If approached or contacted by a media outlet regarding a critical incident, do not engage in any questioning or comment on the matter. Immediately notify UQ Sport, who will coordinate a response.

Responsible Person

I _____ (PLEASE PRINT) acknowledge the inherent risks associated with this activity have been identified and reduced using the appropriate controls, so far as reasonably practicable.

Sign: _____ **Date:** _____