Community user risk assessment

To support a hire agreement for school facilities

For more detail, see the [Community use of state school facilities procedure and guidelines](#)

- This risk assessment is to be completed by the community user when seeking to use school facilities and submitted with their application.
- The principal will then consider the community user's risk assessment as part of the application process.

The community user should complete the risk assessment, keeping in mind the Department of Education has the lowest appetite for risks associated with:

- safety of children and students;
- workplace health and safety of staff and the community;
- fraud and corruption; and
- security of confidential and personal information.

In completing a risk assessment, the community user is to:

- identify specific potential risks of the proposed activity and their consequences; and
- identify appropriate protections and strategies to reduce or remove the risks.

Proposed activity:

Include information about: the number of people, children/adults, activity type and duration, equipment to be used…

1. **Identify and list the specific risks that may be present in the proposed activity:** *i.e. Note any issues that could cause harm, for example:*	2. **Provide appropriate protections and strategies to reduce or remove the risk (risk mitigation):** *i.e. Describe how the risks from the proposed activity will be managed, for example:*
There is a risk of injuries caused by incorrect use of equipment	*Signage and instructions will be provided about correct use of equipment. Children may only use equipment under direct supervision of an adult*
There is a risk of illness/injury caused by exposure to chemicals	*Non-toxic cleaning products will be used as instructed by school*
There is a risk of injury/harm due to unsupervised or unsanctioned activities	*Security measures are in place to monitor entrances and exits / adults will be nominated for supervision of x # of children*
There is a risk of children drowning due to a lack of supervision of pool activities	*Appropriately qualified supervisors will be present for swimming/water activities; supervision tasks allocated*

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Please tick to confirm that:

☐ the activity is not a prohibited use activity – refer to Guidelines at page two, point five

☐ your employees, contractors and volunteers have the relevant blue card or exemptions required for activities which involve children or young people (i.e. Evidence of compliance with the *Working with Children (Risk Management and Screening) Act 2000*)

☐ you have Certificate of currency of public liability insurance

☐ you have Certificate of currency of worker's compensation insurance (if employees are engaged by the community user). Refer to: https://www.worksafe.qld.gov.au/insurance and https://www.worksafe.qld.gov.au/safety-fundamentals/home

☐ you have provided evidence of all approvals, permissions, licences, and consents required for the proposed use (including any local council permits and development applications)

☐ you have training certificates and qualifications required for you and your personnel to legally undertake the proposed activity

☐ you have the required emergency equipment and supplies relevant to the type of activity being undertaken to effectively respond to both first aid and other emergency situations

Community user organisation:	*Insert the name of the legal entity which operates the business (where applicable)*
Name:	
Signature:	
Date:	*Insert the date of the application to which this community user risk assessment is to be attached*

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