# 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**](https://ppr.qed.qld.gov.au/pp/community-use-of-state-school-facilities-procedure)

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| * 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.
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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.

**Name of Community User: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Proposed activity:***

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| **Activity type:****Duration:** **Number of people: children / adults****Equipment to be used:** |
| ***Identify and list the specific risks that may be present in the proposed activity:*** | ***Provide appropriate protections and strategies to reduce or remove the risk (risk mitigation):*** |
| Fire/Evacuation | By complying with the After Hours Use of Southport SHS Facilities – Fire Safety document |
| Injuries associated with incorrect use of equipment |  |
| Risk of illness/injury caused by exposure to chemicals |  |
| Infection / Illness |  |
| Risk of injury/harm due to unsupervised or unsanctioned activities |  |

**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*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060))

☐ 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/injury-prevention-safety/small-business/compliance-at-a-glance-serious-about-safe-business>

☐ 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

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| **Community user organisation:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |