



# **Event Risk Assessment / Management / Critical Incidents - Plan**

**2023**

**NSWCCC Cup Rugby League (Schools)**

***Wed 16 August***  
***Holy Cross Ryde***

## **HOW TO USE THIS DOCUMENT**

Any content in *italicised grey print* is for the user to update and adjust to be relevant to the event the plan is for. The *greyed out* text may be removed if not relevant. Any text in **BLACK** and not italicised or a [blue hyperlink](#) must be kept in the document.

## DETAILS

<b>Date</b>	Wednesday 16 August 2023
<b>Event</b>	NSWCCC Cup Rugby League (Schools)
<b>Location of Booking</b>	Holy Cross College, Ryde
<b>Areas of Operation</b>	Holy Cross College, Ryde - Fields
<b>Contact Name</b>	Tim White
<b>Position</b>	Rugby League Convenor and Event Manager
<b>Contact Number</b>	0418 962 702

## CONTACT POINTS

<b>CSNSW Sport Officer @ event</b>	Pete Giles	0425 242 265
<b>Event Convenor</b>	Tim White	0417 065 446
<b>CSNSW SPORT Office</b>		0418 962 702
<b>Venue Administration</b>	Holy Cross College	9767 5000

<b>Emergency Services</b>		000
<b>Hospital</b>	Concord Hospital Hospital Rd, Concord NSW 2139	97675000
<b>Medical Centre</b>	Top Ryde Medical Centre 46-48 Blaxland Rd, Ryde NSW 2112	9807 4447
<b>Police</b>	Ryde Police Station 810 Victoria Rd, Ryde NSW 2112	9808 7401

<b>Nearest crossroads</b>	Victoria Rd and Cressy Rd
<b>Location of Emergency Services Access</b>	On map

## EVENT RISK MANAGEMENT PLAN

<b>EVENT</b>	NSWCCC Cup Rugby League (Schools)	<b>DATE</b>	Wed 16 August 2023
<b>LOCATION</b>	Holy Cross Ryde	<b>STAFF CONTACTS</b>	Pete Giles 0425 242 265, Tim White 0418 962 702
<b># PARTICIPANTS</b>	200 (approx)	<b># SPECTATORS</b>	250 (approx.)

Assess Risk Appetites using guide >> [CSNSW SPORT RISK APPETITE ASSESSMENT TOOL](#)

1	Risk Description		Impact	Likelihood	Rating
There is a risk that event is not managed effectively, resulting in injury or decreased wellbeing to students, spectators and staff and reputational risk to CSNSW.		<b>Residual Risk:</b> ( <b>Actual</b> Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
<b>Risk Category</b>		<b>Target Baseline Risk:</b> ( <b>All</b> Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
<b>Risk Owner</b>	CSNSW Sport	<b>Inherent Risk:</b> ( <b>No</b> Key Controls in Place)	Major (7)	Possible (3)	High (21)
<b>Possible Impacts</b>	<ul style="list-style-type: none"> <li><i>Operational effectiveness:</i> Operational ineffectiveness stemming from an inability for students to begin a pathway to elite sport</li> <li><i>Financial:</i> Financial wellbeing decreased</li> <li><i>People:</i> Mental, physical, social wellbeing decreased, increased absenteeism and decreased staff morale, parent dissatisfaction</li> <li><i>Reputation:</i> Significant reputational damage particularly in terms of failure of students to achieve their sporting goals, CSNSW SPORT to provide a safe environment</li> <li><i>Regulatory/Legislative:</i> Additional compliance overhead, penalties</li> </ul>				

Cause(s)	Strategies/Controls
<b>1. Behaviours &amp; Conduct</b>	<ol style="list-style-type: none"> <li>1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. <a href="#">Student Code of Conduct &gt;&gt;&gt;</a></li> <li>2. Event Code of Behaviour for spectators, officials and team management to be included in event program.</li> <li>3. Code of Conduct and behaviour reiterated at pre event meeting and in programs</li> </ol>
<b>2. Lack of traffic management</b>	<ol style="list-style-type: none"> <li>1. Traffic management plan included in venue map in this document</li> </ol>
<b>3. Injury and medical emergencies</b>	<ol style="list-style-type: none"> <li>1. A designated first aid officers will be in attendance and visible, equipped with a medical kit and ice.</li> <li>2. Qualified teachers are in attendance</li> <li>3. Injury Register - Plus injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ">http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</a></li> <li>4. Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified.</li> <li>5. Venues have ambulance access</li> <li>6. <a href="#">Emergency details&gt;&gt;&gt;</a></li> <li>7. Parents are to record medical history and medications on child's registration.</li> <li>8. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing.</li> <li>9. Attending teachers, carers, other adults are to be in possession of treatment plans and medication for known allergies and reactions (e.g. Asthma puffer; Epi-Pens; Adrenalin; etc...)</li> <li>10. Proper Attire to be worn appropriate for participation in the sport - Bare feet are not acceptable - Mouthguards are compulsory</li> <li>11. Taps and water cooler access is provided.</li> <li>12. All participants are reminded to bring their own drink and protective equipment if required</li> <li>13. CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support</li> </ol>







	<p>14. Student progress from school to CCC level must have a level of skill required to compete CCC event</p>
<p><b>4. Inadequate resources</b></p>	<ol style="list-style-type: none"> <li>1. Engage the use of qualified officials.</li> <li>2. CSNSW to ensure staff presence at event.</li> <li>3. Equipment – Students to provide own playing equipment.</li> <li>4. Venue “On the Day Risk Management” completed</li> <li>5. Designated first aid officer provided.</li> <li>6. Injury register. All serious injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ">http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</a></li> <li>7. Kiosk facilities or access to club facilities operating.</li> <li>8. Shaded areas for spectators and competitors</li> </ol>
<p><b>5. Inadequate information, training and support</b></p>	<ol style="list-style-type: none"> <li>1. Update emails distributed to Dioceses and registered participants regularly</li> <li>2. Rules and general information available on CSNSW SPORT website.</li> <li>3. Induction meeting for all Diocesan Team Officials.</li> <li>4. Emails to competitors with links competition rules, reminders about hydration and being sun smart (if relevant).</li> <li>5. Bottled Water &amp; lunch provided for event and team officials</li> <li>6. Event Officials identifiable.</li> <li>7. All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines</li> </ol>
<p><b>6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles &amp; scrums</b></p>	<ol style="list-style-type: none"> <li>1. Area of play checked before start of event – <a href="#">“On the Day Risk Management” Checklist” &gt;&gt;&gt;</a> completed</li> <li>2. Equipment maintained by local authority or management.</li> <li>3. Playing area maintained by local authority or management.</li> <li>4. Time &amp; space allowed for warm up</li> <li>5. Recommend students carry fluids – Provide water station</li> </ol>

	<ol style="list-style-type: none"> <li>6. <i>Recommend students apply sunscreen and wear a hat for outdoor events.</i></li> <li>7. <i>Competition area defined to restrict spectator intrusion.</i></li> <li>8. <i>Covered area at key assembly points for outdoor venues</i></li> <li>9. <i>Wheelchair access available</i></li> <li>10. <i>COVID-19 Safety Plan applied –, hand sanitiser available</i></li> </ol>
<b>4. Inappropriate equipment</b>	<ol style="list-style-type: none"> <li>1. <i>Convener/ CSNSW Sport to provide team playing equipment. Students to provide own personal protection, and playing equipment</i></li> <li>2. <i>Any sizes, weights of equipment as per sport specific guidelines.</i></li> </ol>
<b>5. Child protection related issues</b>	<ol style="list-style-type: none"> <li>1. <i>Educational Institution staff and staff engaged by CSNSW SPORT comply with NSW Working with Children Legislation and have participated in employment screening.</i></li> <li>2. <i>Contact signage available at every event</i></li> <li>3. <i>Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points.</i></li> <li>4. <i>All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWC register.</i></li> </ol>
<b>6. Emergency situations not planned for</b>	<ol style="list-style-type: none"> <li>1. <i>Each venue displays emergency procedure template</i></li> <li>2. <i>Managers to identify muster points at meeting in morning prior to start of event.</i></li> <li>3. <i>Include muster points map&gt;&gt;&gt; in program</i></li> <li>4. <i>Review Adverse Weather &gt;&gt;&gt; procedures.</i></li> <li>5. <i>Follow Emergency Procedure Response Guide</i></li> </ol>
<b>7. COVID 19 Restrictions and safety</b>	<ol style="list-style-type: none"> <li>1. <i>The CSNSW Sport COVID 19 Safety Plan will be the overarching framework for COVID 19 Management &gt;&gt; CSNSW SPORT COVID-19 SAFETY PLAN</i></li> <li>2. <i>Each venue will have a COVID Safety pack available</i></li> <li>3. <i>COVID Safe practices and restrictions will be communicated to all participants before the event via email.</i></li> </ol>

	<ul style="list-style-type: none"><li>4. CSNSW Sport COVID Safety Plan will operate in conjunction with venue plan. The more conservative plan will be adopted.</li><li>5. All current health orders including venue numbers will be adhered to.</li><li>6. St Mary's Stadium has been booked for the trials to occur.</li></ul>
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TRAFFIC MANAGEMENT, COVID & EMERGENCY EVACUATION



PLAN KEY:			
	First Aid Station		Check In
	Entry Point		Emergency Muster Point
	Emergency Access		Player/official zone



# CATHOLIC SCHOOLS NSW SPORT

## On the Day of the Event Checklist

This document needs to be completed by the Event Manager or the nominated person when managing the listed event under the auspices of CSNSW SPORT. This must be completed on the day, prior to the commencement of the event. It may need to be revisited throughout the day as conditions change.

In your venue assessment if the “No” column is ticked, please confirm remediation in “Comment” column.

<b>EVENT</b>	<b>SPORT</b>	NSWCCC Cup Rugby League (Schools)	<b>SELECTION</b>	
	<b>VENUE</b>	Holy Cross Ryde	<b>KNOCKOUT</b>	
	<b>DATE</b>	Wed 16 Aug 2023	<b>CHAMPIONSHIP</b>	x
	<b>TIME</b>		<b>CARNIVAL</b>	

		YES	NO	N/A	COMMENT
<b>TRANSPORT</b>	Ensure the traffic management plan is in place.				
<b>STAFFING</b>	Have all team officials signed the registration sheet and confirmed their understanding of relevant policies and procedure? (Name, Mobile, School, participant numbers)				
	Have all event officials signed the registration sheet and confirmed their understanding of relevant policies and procedure?				
	Do all event officials have name tags and identifiable clothing?				
	Do all event officials have working mobile phones?				
	Ensure all staff have access to the Carnival Manager’s mobile number				
	Have we distributed documentation for key aspects of relevant policies and procedures?				
	Does the Carnival Manager have internet access?				
	Does each key person know their specific role/s?				
	Have all staff been briefed on the key aspects of the events? Eg duty of care of all individuals				
<b>VENUE INFORMATION</b>	Toilets are accessible, clean and workable including disabled facilities				
	Drinking water is available and accessible				
	Confirm emergency vehicle have access				
	Confirm canteen is open and operable				

	Sunscreen is available at control area				
<b>EQUIPMENT</b>	Is all equipment appropriately secured to prevent injury?				
	Check equipment meets sport safety specifications				
	All individuals & teams are aware of regulations regarding safety equipment				
<b>COMPETITION AREA</b>	Has the competition area been checked for irregularities?				
	Is the competition area safe to proceed with the event? Eg Water quality, surface stability				
<b>SPECTATOR AREA</b>	Clearly defined and separate from competition area				
	Has the spectator area been checked for irregularities?				
	Are bins accessible for rubbish disposal?				
<b>FIRST AID ARRANGEMENTS</b>	Has the appointed first aid officer arrived at the logged time?				TIME:
	Has the first aid officer been briefed on emergency procedures?				
	Identify student with medical alerts and provide action plans if necessary				
	Is the first aid room open and clean and clearly identified?				
	Do the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees				
	Is ice available?				
<b>ENVIRONMENTAL CONDITIONS</b>	Is there the potential for the competition to be interrupted by an environmental factor? If so, What?				
	Do you have a plan to counter extreme environmental factors?				
<b>APPROXIMATE ATTENDANCE NUMBERS</b>	Number of Staff				
	Number of Students				
	Number of Spectators				

In signing this you acknowledge that you have read and understand the Control Sheet and the Risk Register in relative to this event. At the conclusion of the event, please sign and promptly return to the CSNSW SPORT office.

<b>VENUE MANAGER</b>	NAME		<b>DIO REP/ CSNSW SPORT</b>	NAME	
	DATE			DATE	
	MOBILE			MOBILE	
	SIGNATURE			SIGNATURE	

EVALUATION: At the conclusion of the event please provide feedback for future planning

**WHAT HAS  
BEEN TO  
ADDRESS  
ANY  
CONCERNS  
?**

**Paperwork is available:**

- [Codes of Conduct](#)
- Medical/Accident Report Forms -  
[http://csnsw.csassurance.com/contracts/new?contract\\_template=29&token=s5jKhxYyvU6qZfh4KEvJ](http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ)
- Please make any comments that you feel are relevant regarding the safety at this venue.

Please email the completed copy to the CSNSW Sport Manager at the conclusion of the event

[sport@CSNSW.catholic.edu.au](mailto:sport@CSNSW.catholic.edu.au)

# EMERGENCY RESPONSE GUIDE



## FIRE

### EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Raise fire alarm, if possible
- Call 000
- Close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators



## SEVERE WEATHER

### MOVE TO A SAFE LOCATION

- Give directions to meet at designated shelter area
- Close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or bathrooms and stay away from windows
- Remain in shelter until it's safe



## URGENT SITUATION

### CONTACT EMERGENCY SERVICES

- Call 000
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



## VIOLENT INCIDENT

### AVOID | DENY | DEFEND

#### Avoid

- Pay attention to your surroundings
- Have an exit plan
- Quickly move away from the threat
- Put distance and barriers between you and the threat
- Warn others of the danger

#### Deny

- Keep distance between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

#### Defend

- Be prepared to defend yourself
- Be aggressive and committed to your actions

Call 000 when you are in a safe area

When law enforcement arrives, **show your hands and follow commands**

## EMERGENCY CONTACT INFORMATION

<https://www.nsw.gov.au/living-nsw/emergency-services>

EMERGENCY ..... 000      STATE EMERGENCY SERVICES (SES)..... 132 500

NSW HEALTH.....[www.health.nsw.gov.au](http://www.health.nsw.gov.au)      POISONS INFORMATION CENTRE.....131 126

CSNSW SPORT OFFICE..... 9287 1595      BUREAU OF METEOROLOGY (BOM).....[www.bom.gov.au](http://www.bom.gov.au)

[www.csnsw.sport](http://www.csnsw.sport)

**Attachment B -**  
**Specific Risk Assessment for General Equipment - Rugby League**

<b>Category</b>	<b>Danger / Hazard</b>	<b>Risk Mitigation Strategy</b>	<b>Risk</b>
General Equipment This includes general use shared equipment such as tents, lights and vehicles	Equipment defective	Ground staff check equipment and areas before event Students clothing, apparel and equipment checked by officials CSNSW ensure adequately trained medical staff are engaged	Low
Clothing, Shoes and Apparel including playing equipment	Players not adequately dressed including football boots /rings/ necklaces	Clothing, boots and uniform checked by officials. Also check the studs of the boots where required Check no rings and necklaces worn by participants. Check players utilise mouthguards, shoulder pads (as required) and other relevant safety equipment	
Condition of field / court	Hazards on the field / court	Field / Court examined for foreign objects Porous surfaces should be cleaned regularly to allow drainage. Ensure adequate maintenance and regular inspection. Ensure football field markings are clear including the use of cones or other such object as required Ensure surrounds are clear of foreign objects	Low
Condition of Sport Equipment	Balls are not pumped to the correct pressure Ensure hooter is in working order	Ensure by checking pregame by officials the balls are not too firm not too deflated as this can lead to injury Testing hooter	Low
Sun Protection	Sun damage to skin	Check students have correct sun protection including but not limited to sunscreen, zinc and hair wear and other sun protective clothing	Low