



EVENT RISK ASSESSMENT & MANAGEMENT PLAN
EVENT CRITICAL INCIDENTS MANAGEMENT PLAN

2023

MacKillop Athletics Championships

Monday 18 September

Sydney Olympic Park Athletic Centre

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

Date	Monday, 18 September 2023
Event	MacKillop Athletics Championships
Location of Booking	Sydney Olympic Park Athletic Centre (SOPAC), Edwin Flack Ave, Sydney Olympic Park NSW 2127
Areas of Operation	SOPAC

CONTACT POINTS

CSNSW Sport Manager (first contact for on-field staff)	Ann-Marie Miranda	0414 864 008
Event Convenor	Margaret Thornton	0408 278 918
CSNSW Sport Director	Robert Rush	0429 122 973
CSNSW SPORT Office		9287 1595
CSNSW Sport Comms (including emergency comms)	Chelsea Trainor	0413 175 339
Venue Manager (Staff)	Hassan Koussan – Operation Manager	0438 653 835
Venue Administration	SOPAC	02 4953 6366
Emergency Services		000
Hospital	Concord Hospital, Hospital Rd, Concord NSW 2139	02 9767 5000
Medical Centre	Sydney Olympic GP, Australia Towers Shop 9 / 5 Australia Avenue (located inside Pikes Pharmacy, Sydney Olympic Park NSW 2127)	02 9023 3200
Police	Auburn Police Station, Queen St, Auburn NSW 2144	02 9646 8699
Nearest crossroads	Edwin Flack Ave and Shane Gould Ave	
Location of Emergency Services Access	Main entrance - Edwin Flack Ave	
‘Bump in’ and ‘Bump out’ time	Bump in 630am Bump out 4pm	
Event start and finish time	Event Start 8am Event Finish 3pm	

EVENT RISK MANAGEMENT PLAN

EVENT	MacKillop Athletics Championships	DATE	Monday 18 Sept 2023
LOCATION	SOPAC	STAFF CONTACTS	Ann-Marie Miranda, Margaret Thornton, Drew Ferguson, Robert Rush, Peter Giles, Dan Clark and Chelsea Trainor
# PARTICIPANTS	950	# SPECTATORS	1100

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.	Residual Risk: (Actual Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
Risk Category		Target Baseline Risk: (All Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
Risk Owner	CSNSW Sport	Inherent Risk: (No Key Controls in Place)	Major (7)	Possible (3)	High (21)
Possible Impacts	<ul style="list-style-type: none"> <i>Operational effectiveness:</i> Operational ineffectiveness stemming from inefficiencies in organising event, resulting in an inability for students to begin a pathway to elite sport. <i>Financial:</i> Decrease in revenue going forward, costs associated with damages caused by CSNSW through act or omissions. <i>People:</i> Mental, physical, social wellbeing of participants decreased (injury risk), increased absenteeism and decrease of staff morale, parent dissatisfaction. <i>Reputation:</i> Significant reputational damage in terms of the ability of the Catholic School System to provide effective sport offering. Sporting students unmotivated to achieve their sporting goals through Catholic pathways. No value add proposition to broader Catholic system. 				

- *Regulatory/Legislative:* Penalties for failure to meet legislative duty of care or other legislative compliance.

Cause(s)	Strategies/Controls
1. Behaviours & Conduct	<ol style="list-style-type: none"> 1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. Student Code of Conduct >>> 2. Event Code of Behaviour for spectators, officials and team management to be included in event program. 3. Code of Conduct and behaviour reiterated at pre-event meeting and in programs.
2. Injury and medical emergencies	<ol style="list-style-type: none"> 1. Qualified teachers are in attendance 2. Injury register>> Plus injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ 3. Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified. 4. Venues have ambulance access>>> 5. Emergency details>>> 6. Parents are to record medical history and medications on child's registration. 7. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing. 8. 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...)







	<ol style="list-style-type: none"> 9. <i>Suitable attire must be worn. Any course rules and dress code regulations must be adhered to.</i> 10. <i>Sun safe practices – shade available at outdoor venues, caps/hats included in uniform requirements or encouraged.</i> 11. <i>Taps and water cooler access is provided.</i> 12. <i>Sunscreen is strongly recommended.</i> 13. <i>All participants are reminded to bring their own drink and protective equipment.</i> 14. <i>CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support.</i>
3. Inadequate resources	<ol style="list-style-type: none"> 1. <i>Engage the use of sports specific qualified officials.</i> 2. <i>CSNSW Sport, through event convenor have appointed suitable venues managers for each venue.</i> 3. <i>Additional staff to be funded from the Selection budget.</i> 4. <i>Equipment –Sunscreen available by CSNSW Sport.</i> 5. <i>Venue “On the Day Risk Management” completed.</i> 6. <i>Injury register. All serious injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ.</i> 7. <i>Kiosk facilities or access to club facilities operating at each venue.</i>
5. Inadequate information, training and support	<ol style="list-style-type: none"> 1. <i>Update emails distributed to Dioceses and registered participants regularly.</i> 2. <i>Rules and general information available on CSNSW SPORT website.</i> 3. <i>Induction meeting for all Officials.</i>

	<ol style="list-style-type: none"> 4. <i>Emails to competitors with links competition rules, reminders about hydration and sun smart.</i> 5. <i>Bottled Water & lunch provided for event and team officials</i> 6. <i>Event Officials identifiable.</i> 7. <i>All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines.</i>
6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles & scrums	<ol style="list-style-type: none"> 1. Area of play checked before start of event – <u>“On the Day Risk Management” Checklist</u> >>> completed. 2. <i>Equipment maintained by local authority or management.</i> 3. <i>Playing area maintained by local authority or management.</i> 4. <i>Time & space allowed for warm up</i> 5. <i>Recommend students carry fluids – Provide water station.</i> 6. <i>Recommend students apply sunscreen and wear a hat for outdoor events.</i> 7. <i>Competition area defined to restrict spectator intrusion.</i> 8. <i>Covered area at key assembly points for outdoor venues.</i> 9. <i>Wheelchair access available.</i> 10. <i>COVID-19 Safety Plan applied –hand sanitiser available.</i>
7. Child protection related issues	<ol style="list-style-type: none"> 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> 2. <i>Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points.</i>

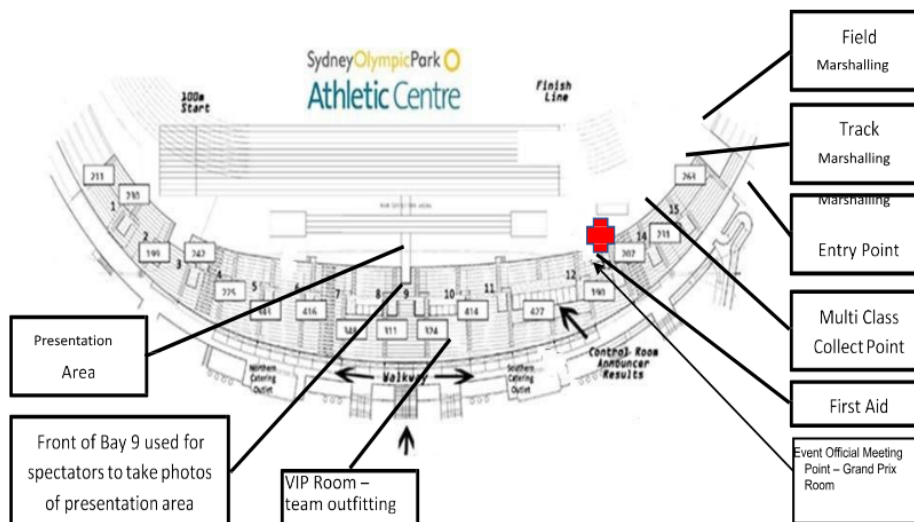
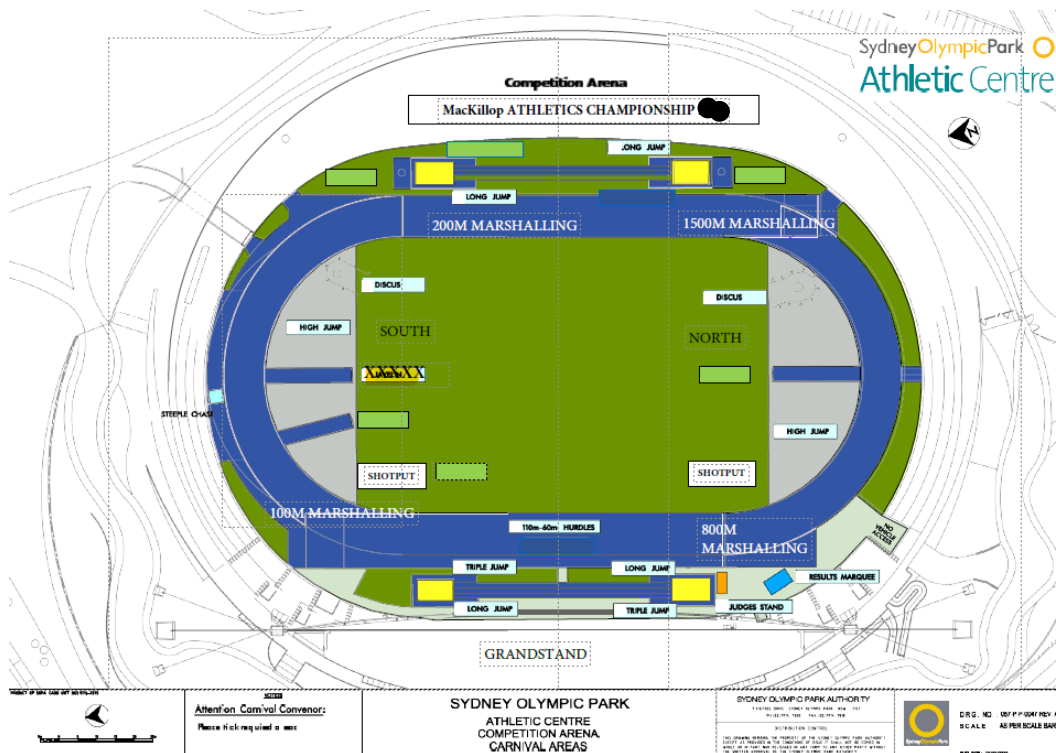
8. Emergency situations not planned for	<ol style="list-style-type: none"> 1. Each venue displays emergency procedure template. 2. Managers to identify muster points at meeting in morning prior to start of event. 3. Review Muster points in program in program. 4. Review Adverse Weather procedures. 5. CSNSW Emergency procedures are included in Attachment A
9. COVID 19 Restrictions and safety	<ol style="list-style-type: none"> 1. The CSNSW Sport COVID 19 Safety Plan will be the overarching framework for COVID 19 Management 2. Each venue will have a COVID Safety pack which will include- gloves, face masks, hand sanitiser, disinfectant wipes, a paper record keeper, Safety Signs.
10. Specific Risk Assessments - Specific Risk Assessment for General Equipment / Running / High Jump / Long Jump / Throwing Events	<ol style="list-style-type: none"> 1. Attachment B

Map and Emergency Evacuation



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

Sydney Olympic Park Athletic Centre (SOPAC)

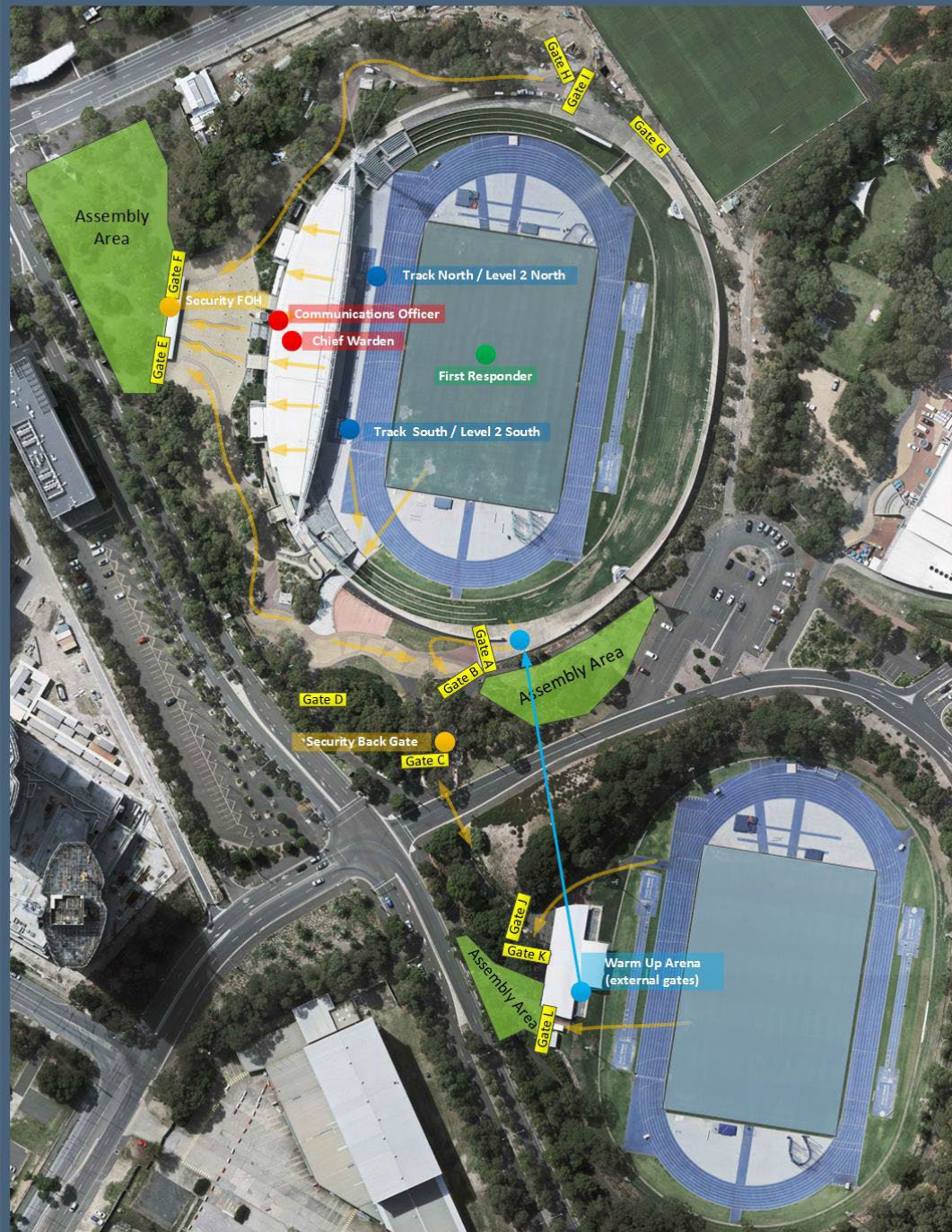


GRANDSTAND - DIOCESAN SEATING

ALLOCATION 2023

Bay 5	Bay 6	Bay 7 & 8	Bay 9, 10 & 11	Bay 12 & 13
Canberra Goulburn	Wollongong	Parramatta	Sydney	Wagga Wagga

Evacuation Exits



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.

EVENT	SPORT	MacKillop Athletics Championships	SELECTION	
	VENUE	SOPAC	KNOCKOUT	
	DATE	18 September 2023	CHAMPIONSHIP	X
	TIME	7:30am-3:30pm	CARNIVAL	

		YES	NO	N/A	COMMENT
STAFFING	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				
VENUE INFORMATION	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				
	Is appropriate security present for the event? (in the comments please note the quantum)				8 Security guards

EQUIPMENT	Is all equipment appropriately secured to prevent injury?				
	Check equipment meets sport safety specifications				
	All individuals & teams are aware of regulations regarding safety equipment				
COMPETITION AREA	Has the competition area been checked for irregularities?				
	Is the competition area safe to proceed with the event? Eg Water quality, surface stability				
SPECTATOR AREA	Clearly defined and separate from competition area				
	Has the spectator area been checked for irregularities?				
	Are bins accessible for rubbish disposal?				
FIRST AID ARRANGEMENTS	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?				
ENVIRONMENTAL CONDITIONS	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?				
APPROXIMATE ATTENDANCE NUMBERS	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.

VENUE MANAGER	NAME		DIO REP/ CSNSW SPORT	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](#)
- [Injury Register](#)
- 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

Attachment A - Emergency Procedures

<p>IN AN EMERGENCY Assess the situation and type of assistance required Raise the alarm – call Triple Zero (000) Alert nearby staff Evacuate the area if necessary Notify your supervisor Follow directions of emergency services</p>  <p>that attend</p>	<p>KEEPING WATCH – WHITE LEVEL INSPECTIONS</p> <ul style="list-style-type: none"> Get to know your area, so you know what doesn't belong Check your area when you start, check it regularly Keep an eye out for anything that looks out of place <ul style="list-style-type: none"> Behaviour, items, vehicles, safety hazards If you see something out of place, report it to your supervisor or security. If it looks dangerous, don't touch it, don't approach it, keep your distance 
<p>MEDICAL EMERGENCY Assess the situation and type of assistance required Remove the injured person/s from immediate danger, if safe to do so Alert nearby staff to:</p> <ul style="list-style-type: none"> Notify the First Aid Officer Contact Triple Zero (000) Notify your supervisor <p>Follow directions of emergency services that attend</p> 	<p>FIRE</p> <p>R Remove people in immediate danger A Alert nearby staff & contact Triple Zero (000) C Confine the fire/smoke – close doors / windows E Extinguish or control fire – if trained and it is safe</p> <p>If in doubt... EVACUATE</p>
<p>DANGEROUS SITUATIONS Escape (Evacuate) <ul style="list-style-type: none"> Take cover, leave asap, check route is safe Hide <ul style="list-style-type: none"> Avoid congregating in open areas Secure your immediate environment Consider locking yourself (and others) in a secure place Remain quiet and still Tell <ul style="list-style-type: none"> Ring the Police on Triple Zero (000) </p>  <p>safe</p>  <p>secure place</p>	<p>PERSONAL THREAT Remain calm and control your emotions Assess the situation and the type of assistance required Maintain a safe distance and avoid sudden movements Immediately leave the area if the situation escalates, go to a safer place Alert nearby staff/volunteers, and tell them to go to a safer place Stay out of danger – remain in a safe place until they leave Contact Police on Triple Zero (000) Don't challenge or attack the person</p> 

Calling Triple-000

CALLING TRIPLE ZERO (000)

Call Triple Zero (000) when:

- Someone is injured or in need of urgent
- Your life or property is being threatened
- You have witnessed a serious accident or



medical help

crime

CALLING TRIPLE ZERO (000)

The operator will ask the following:

- **Police, Fire or Ambulance**
- Where you are
- Number, street and cross street
- Locality (i.e. Sydney CBD)

Don't hang up until the operator has

You will be asked to meet emergency services, if possible



everything they need

Attachment B -

Specific Risk Assessment for General Equipment / Running / High Jump / Long Jump / Throwing Events

Category	Danger / Hazard	Risk Mitigation Strategy	Risk Rating
General Equipment This includes general use shared equipment such as tents, lights and vehicles	Equipment defective	SOPAC staff check equipment and areas before event Catholic engaged staff double check where appropriate Students clothing, apparel and equipment checked by officials First Aid room checked by SOPAC – CSNSW ensure adequately trained medical staff are engaged	Low
Running Events on track	Hazards on the track Track defective and not of safe for athletes Athletes do not have adequate clothing or footwear Starting blocks are defective or incorrectly installed Hurdles are defective or incorrectly installed Students inappropriately dressed including incorrect footwear	Track examined for foreign objects Porous surface should be cleaned regularly to allow drainage. Ensure adequate maintenance and regular inspection. Utilising a synthetic track which leads to reduced incidences of foot and ankle injuries Athletes should wear adequate clothing and footwear. Ensure starting blocks are firmly secured onto the track or other area. Starting blocks are to be supplied from SOPAC. Competitors may use a crouch start or standing start. Ensure athletes line up in an orderly manner and Athletes and Athletes need to observe local lane discipline. When a training run is about to start ensure that there is no risk of collisions with others using the track. Hurdles: <ul style="list-style-type: none">• shall be used in the correct direction and in the appropriate manner.	Low

		<ul style="list-style-type: none"> the mechanisms for fixing the hurdles (a) at the required height (b) and for positioning the counter balance weight, should be lubricated and well maintained. damaged hurdles must be replaced. ensure adequate maintenance and regular inspection. they must be set at a height appropriate to the age and ability of the athletes. 	
Long Jump	The Sand Pit is inadequate to safely host long jump Athletes do not have adequate clothing or footwear Surrounds are not clear	Sand pit covered when not in used Sand bit examined for foreign objects Take off board are clearly visible and level with surrounding areas Students' clothing, apparel and equipment checked by officials Ensure surrounds are clear	Low
High Jump	The High Jump infrastructure is defective or incorrectly installed Surrounds are not clear Athletes do not have adequate clothing or footwear	Stable high jump uprights Landing mats secured so do not separate Appropriate high jump bars used Students' clothing, apparel and equipment checked by officials Ensure surrounds are clear	Low
Throwing Events Shot Put Discus	Athletic Equipment is defective or incorrectly installed Supporting infrastructure ie netting / throwing circle is defective or incorrectly installed Athletes do not have adequate clothing or footwear Non – Associated people are not in danger of being hit by a projectile Surrounds are not clear	Equipment stored in sturdy containers Protective netting needs to be sufficient including checking that the netting tension has minimal bounce. Students' clothing, apparel and equipment checked by officials Ensure non-associated people are not within a dangerous vicinity before throws begin. Ensure the grass is not over long. Ensure the throwing circle is in good order and not breaking up / dirty / slippery Ensure surrounds are clear	Low

Attachment C – SOPA Evacuation Warden and Exits Plan



1

First Responder communicates issue to Chief Warden

Chief Warden calls "AMBER ALERT", calls wardens to reception (except Warm Up Arena warden) and advises Security to stay in position to manage gates

Reception staff to advise Competition Management to stay off PA and wait for further direction, then returns immediately to reception to begin as a **Track Warden**.

2

Chief Warden makes EWIS announcement for an incident reported and being investigated

Chief Warden notifies Fire Brigade if required and Pool Duty Room

Warm Up Arena warden opens Gates A, B, C, D, E, F and Shane Gould middle gates and confirms evacuation routes are clear to the **Chief Warden** over radio.

Track Wardens collect megaphones and high-vis vest, then move to position on track.

3

Chief Warden notifies evacuation routes and muster points over radio (front gate and green car park where possible)

Chief Warden makes EWIS announcement for full or partial evacuation

4

All Wardens manage the safe evacuation of patrons from the arena

Track Wardens commence Level 2 sweep, then continue to Level 1

Chief Warden ensures entire venue is clear, notifies management and liaises with convenor

Arriving at the panel

1. Turn key to 'Manual'
2. Press 'Buzzer Mute/ACK'
3. Press 'Master Reset'

Making an announcement

1. Remove microphone from bracket
2. Press 'ALL PA'
3. Press button on side of microphone to talk
4. Press 'Cancel' to finish

AMBER ALERT / ALARM BEING INVESTIGATED

Every 3 minutes

"Your attention please, this is a building safety announcement.
The building emergency warning system has been automatically activated. The cause of the alarm
is currently being investigated.
Please carry on with normal activities but listen for further announcements. Thank You."

False Alarm

Only after fire brigade have given all clear

"Your attention please, this is a building safety announcement.
The earlier alarm activated has been investigated and found to be a false alarm.
No further action is required. Thank you."

EVACUATION

Only with chief warden approval, repeat, then activate EVAC TONE

"Your attention please, this is an important safety announcement.
A... (description of event)... has been discovered in the building and as a precaution, we are going
to evacuate the building until we receive the 'All Clear' from emergency services.
Would you please now leave the building... (specific instructions)... via the nearest emergency exit
and make your way to the footpath area outside the main entrance to the Centre.
THIS IS NOT A DRILL.
Please follow the directions of Centre staff and move well away from the building. Thank you."

AREAS TO CLEAR

Level 1

Bathrooms
First Aid
Grand Prix
Athletics NSW
Precision Offices
Cleaners Office

Level 2

Bathrooms
VIP 1
VIP 2
Comp MGMT
Media Room
Kings Sports
Concessions

External/Plant

Southern Vold
Sth Vold Bathroom
Cool Room
Workshop
Video Board
Grandstand

Warm Up

M/F Bathrooms
Accessible Bathrooms
Demountable
Workshop

