



EVENT RISK ASSESSMENT & MANAGEMENT PLAN EVENT CRITICAL INCIDENTS MANAGEMENT PLAN

2023 NSWCCC **Junior & Intermediate Basketball Championship** **Monday 30 – Tuesday 31 October 2023**

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	30 - 31 October 2023
Event	NSWCCC Junior/Intermediate Basketball Championship
Location of Booking	Bankstown Basketball Stadium
Areas of Operation	Bankstown Basketball Stadium
Contact Name	Pete Giles
Position	CSNSW Sport Officer
Contact Number	0425 242 265

CONTACT POINTS

CSNSW Sport Manager	Ann-Marie Miranda	0414 864 008
Event Convenor	Peter Giles	0425 242 265
CSNSW SPORT Office		9287 1595
Venue Administration	Bankstown Basketball Stadium	0297071866
Emergency Services		000
Hospital	Bankstown-Lidcombe Hospital, Eldridge Rd, Bankstown NSW 2200	02 9722 8000
Medical Centre	Eldridge Road Medical Health Centre, Suite G01/68 Eldridge Rd, Bankstown NSW 2200	02 97832 199
Police	Bankstown Police Station, 14 Meredith St, Bankstown NSW 2200	02 9783 2199
Nearest crossroads	Third Ave and Railway Pde	
Location of Emergency Services Access	Visible on map	

EVENT RISK MANAGEMENT PLAN

EVENT	NSWCCC Junior & Intermediate Basketball Championship	DATE	30 – 31 October 2023
LOCATION	Bankstown Basketball Stadium	STAFF CONTACTS	Peter Giles
# PARTICIPANTS	Approx 200	# SPECTATORS	Approx 100

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)	Possible (3)	Moderate (9)
Risk Owner	CSNSW Sport	Inherent Risk: (No Key Controls in Place)	Major (7)	Likely (4)	Extreme (28)
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. <i>Regulatory/Legislative:</i> Penalties for failure to meet legislative duty of care or other legislative compliance. 				

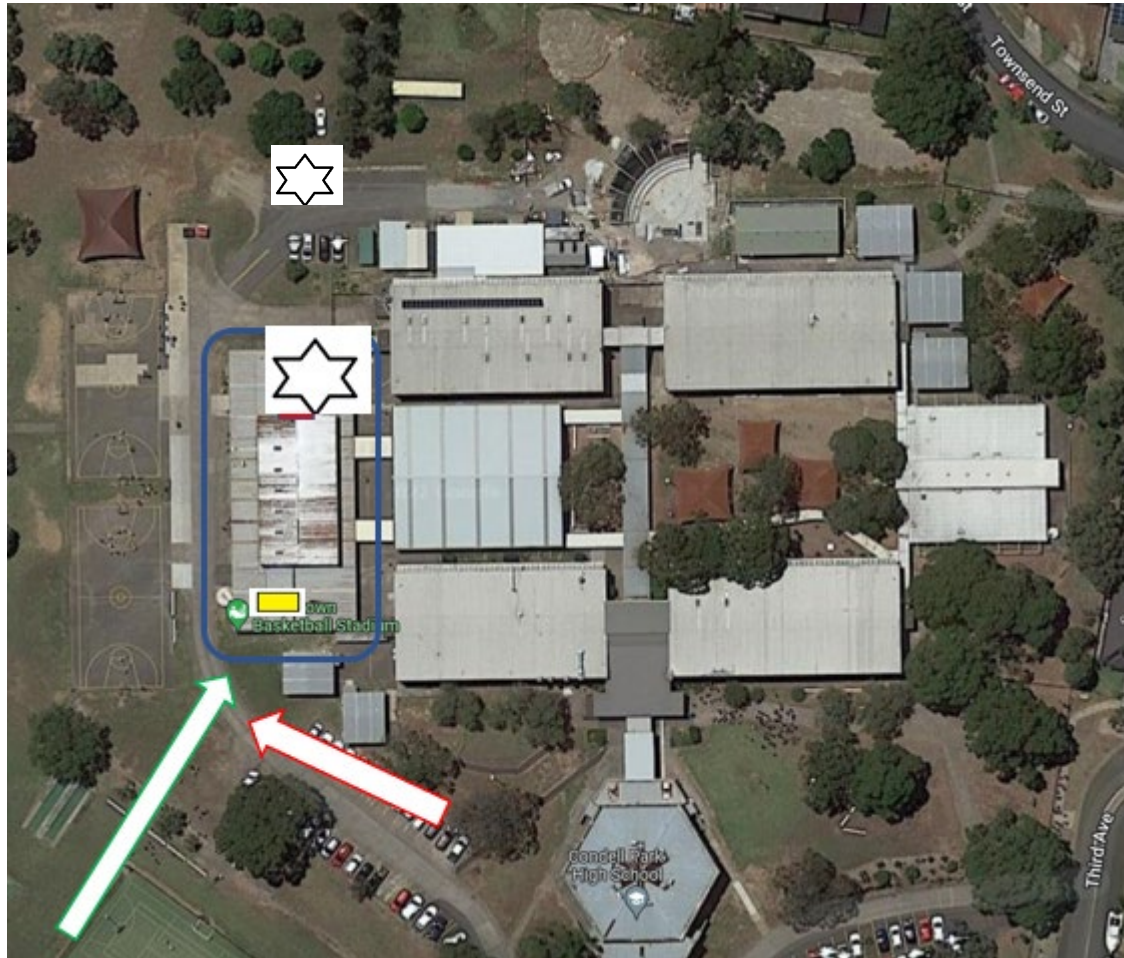
Cause(s)	Strategies/Controls
1. Behaviours & Conduct	<ol style="list-style-type: none"> 1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. Student Code of Conduct >>> 2. Event Code of Behaviour for spectators, officials and team management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

	<p>10. Taps and water cooler access is provided.</p> <p>11. All participants are reminded to bring their own hydration.</p> <p>12. CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support</p> <p>13. Student progress from school to Diocesan level must have a level of skill required to compete CSNSW Sport event.</p> <p>14. Participants are to provide their own sport specific equipment.</p>
4. Inadequate resources	<p>1. Engage the use of sports specific qualified officials.</p> <p>2. Additional staff to be funded from the Selection budget</p> <p>3. Venue "On the Day Risk Management" completed</p> <p>4. Ensure a designated first aid officer per venue.</p> <p>5. Injury register. All serious injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ</p> <p>6. Kiosk facilities or access to club facilities operating at each venue</p> <p>7. Shading providing sheltering for spectators</p>
5. Inadequate information, training and support	<p>1. Update emails distributed to Dioceses and registered participants regularly</p> <p>2. Rules and general information available on CSNSW SPORT website.</p> <p>3. Information provided for all Diocesan Team Officials.</p> <p>4. Emails to competitors with links competition rules, reminders about hydration and sun smart.</p> <p>5. Bottled Water & lunch provided for event and team officials</p> <p>6. Event Officials identifiable.</p>





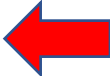

	<p>7. All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines</p>
<p>6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles & scrums</p>	<ol style="list-style-type: none"> 1. Area of play checked before start of event – <u>“On the Day Risk Management” Checklist</u> >>> completed 2. Equipment maintained by local authority or management. 3. Playing area maintained by local authority or management. 4. Time & space allowed for warm up 5. Recommend students carry fluids 6. Recommend students apply sunscreen and wear a hat for outdoor events. 7. Competition area defined to restrict spectator intrusion. 8. Wheelchair access available <p>COVID-19 Safety Plan applied</p>
<p>7. Child protection related issues</p>	<ol style="list-style-type: none"> 1. Educational Institution staff and staff engaged by CSNSW SPORT comply with NSW Working with Children Legislation and have participated in employment screening. 2. Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points. 3. Diocesan team officials will monitor roll 4. All match officials engaged by CSNSW Sport be added to the CSNSW Sport WWC register. <p>1.</p>
<p>8. Emergency situations not planned for</p>	<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. Include muster points map>>> in program 4. Review Adverse Weather >>> procedures.

	CSNSW Sport Emergency Procedures >>>
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 >> CSNSW SPORT COVID-19 SAFETY PLAN 2. CSNSW Sport COVID Safety Plan will operate in conjunction with venue plan. The more conservative plan will be adopted. 3. All current health orders will be adhered to. 4. Bankstown Basketball Courts has been booked for the trials to occur. 5. CSNSW Sport will ensure that event occurs in accordance with its own Covid-19 procedure as well as the Covid -19 safety plan of the Sydney Olympic Park Aquatic Centre. 5. There will be no sharing of any equipment between players.

TRAFFIC MANAGEMENT, EMERGENCY EVACUATION AND COVID



PLAN KEY:

	General Entrance		First Aid Station
	Check in		Emergency Muster Point
	Emergency and Student Access		Venue Zones

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	NSWCCC Junior & Intermediate Basketball Championship	SELECTION	
	VENUE	Bankstown Basketball Stadium	KNOCKOUT	
	DATE	30 October 2023	CHAMPIONSHIP	YES
	TIME	8:00am – 4:00pm	CARNIVAL	

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

	Confirm canteen is open and operable	X			
	Sunscreen is available at control area	X			
EQUIPMENT	Is all equipment appropriately secured to prevent injury?	X			
	Check equipment meets sport safety specifications	X			
	All individuals & teams are aware of regulations regarding safety equipment	X			
COMPETITION AREA	Has the competition area been checked for irregularities?	X			
	Is the competition area safe to proceed with the event? Eg Water quality, surface stability	X			
SPECTATOR AREA	Clearly defined and separate from competition area	X			
	Has the spectator area been checked for irregularities?	X			
	Are bins accessible for rubbish disposal?	X			
FIRST AID ARRANGEMENTS	Has the appointed first aid officer arrived at the logged time?	X			TIME: 7:55am
	Has the first aid officer been briefed on emergency procedures?	X			
	Identify student with medical alerts and provide action plans if necessary	X			
	Is the first aid room open and clean and clearly identified?	X			
	Do the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees	X			
	Is ice available?	X			
ENVIRONMENTAL CONDITIONS	Is there the potential for the competition to be interrupted by an environmental factor? If so, What?		X		
	Do you have a plan to counter extreme environmental factors?	X			
APPROXIMATE ATTENDANCE NUMBERS	Number of Staff	X			2
	Number of Students	X			150
	Number of Spectators	X			50

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	Peter Giles
	DATE			DATE	29/5/23
	MOBILE			MOBILE	0425242265

	SIGNATURE			SIGNATURE	
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EVALUATION: At the conclusion of the event please provide feedback for future planning	
WHAT HAS BEEN TO ADDRESS ANY CONCERNS ?	<ul style="list-style-type: none"> - Need to ensure a PA system is working

Paperwork is available:

- [Codes of Conduct](#)
- Sport Specific Guidelines/By Laws
- [Medical/Accident Report Forms](#)
- [Evacuation Procedures](#)
- 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

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	NSWCCC Junior & Intermediate Basketball Championship	SELECTION	
	VENUE	Bankstown Basketball Stadium	KNOCKOUT	
	DATE	31 October 2023	CHAMPIONSHIP	YES
	TIME	8:00am – 3:30pm	CARNIVAL	

		YES	NO	N/A	COMMENT
TRANSPORT	Ensure the traffic management plan is in place.				
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				
	Toilets are accessible, clean and workable including disabled facilities				

VENUE INFORMATION	Drinking water is available and accessible				
	Confirm emergency vehicle have access				
	Confirm canteen is open and operable				
	Sunscreen is available at control area				
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.

	NAME			NAME	
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VENUE MANAGER	DATE		DIO REP/ CSNSW SPORT	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](#)
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Attachment A – Emergency Response

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 Void Sth Void Bathroom Cool Room Workshop Video Board Grandstand	Warm Up M/F Bathrooms Accessible Bathrooms Demountable Workshop

Category	Danger / Hazard	Risk Mitigation Strategy	Risk Rating
General Equipment This includes general use shared equipment such as tents and vehicles	Equipment defective	Ground staff check equipment and areas before event Students clothing, apparel and equipment checked by officials	Low
Clothing, Shoes and Apparel	Faulty equipment / rings necklaces / certain earrings / bracelets etc	CSNSW ensure adequately trained medical staff are engaged Clothing, uniform and basketball equipment checked by officials – no pockets / zips in shorts No dangerous objects like rings / necklaces to be worn, this to be checked by officials.	
Condition of courts including ensuring there are no liquid hazards	Hazards on the court	Courts examined for foreign objects Courts examined for slippery surfaces Ensure Courts have adequate padding Ensure adequate maintenance and regular inspection. Ensure court markings are clear Ensure surrounds are clear of foreign objects. No seating for spectators too close to Courts	Low
Sun damage	Skin Cancer / serious sunburn	If outdoors ensure players have adequate sun protection including clothing, sunscreen, hats and sunglasses	