



EVENT RISK ASSESSMENT & MANAGEMENT PLAN EVENT CRITICAL INCIDENTS MANAGEMENT PLAN

2023

NSW All Schools Netball Tri Series

12 September

Menai Indoor Sports 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	12 September 2023
Event	All Schools Netball Tri Series
Location of Booking	98-150 Allison Cres, Menai NSW 2234
Areas of Operation	Menai Indoor Sport Centre
Contact Name	Peter Giles
Position	CSNSW Sport
Contact Number	0425 242 265

CONTACT POINTS

CSNSW Sport Director	Robert Rush	0429 122 973
Event Convener	Karen Ross	0411 267 290
CSNSW Sport Event Attendee	Peter Giles	0425 242 265
Venue Manager (Staff)		02 9532 0444
Venue Administration		029532 0444

Emergency Services		000
Hospital	Sutherland Hospital, Kareena Rd, Caringbah NSW 2229	02 9540 7111
Medical Centre	Centa health Menai General Practice, Level 1 Menai Marketplace	02 9532 1144
Police	Sutherland Police Station	02 9542 0899
Nearest crossroads	Allison Crescent and Schofield Pl	
Location of Emergency Services Access	Visible on map	

EVENT RISK MANAGEMENT PLAN

EVENT	All Schools Netball Tri Series	DATE	12 Sep 2023
LOCATION	Menai Indoor Sports Centre	STAFF CONTACTS	Karen Ross, Peter Giles
# PARTICIPANTS	110	# SPECTATORS	100

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

1	Risk Description		Impact	Likelihood	Rating
	There is a risk that student, spectators and staff wellbeing/injury management is not managed effectively	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. <i>Regulatory/Legislative:</i> Penalties for failure to meet legislative duty of care or other legislative compliance. 				

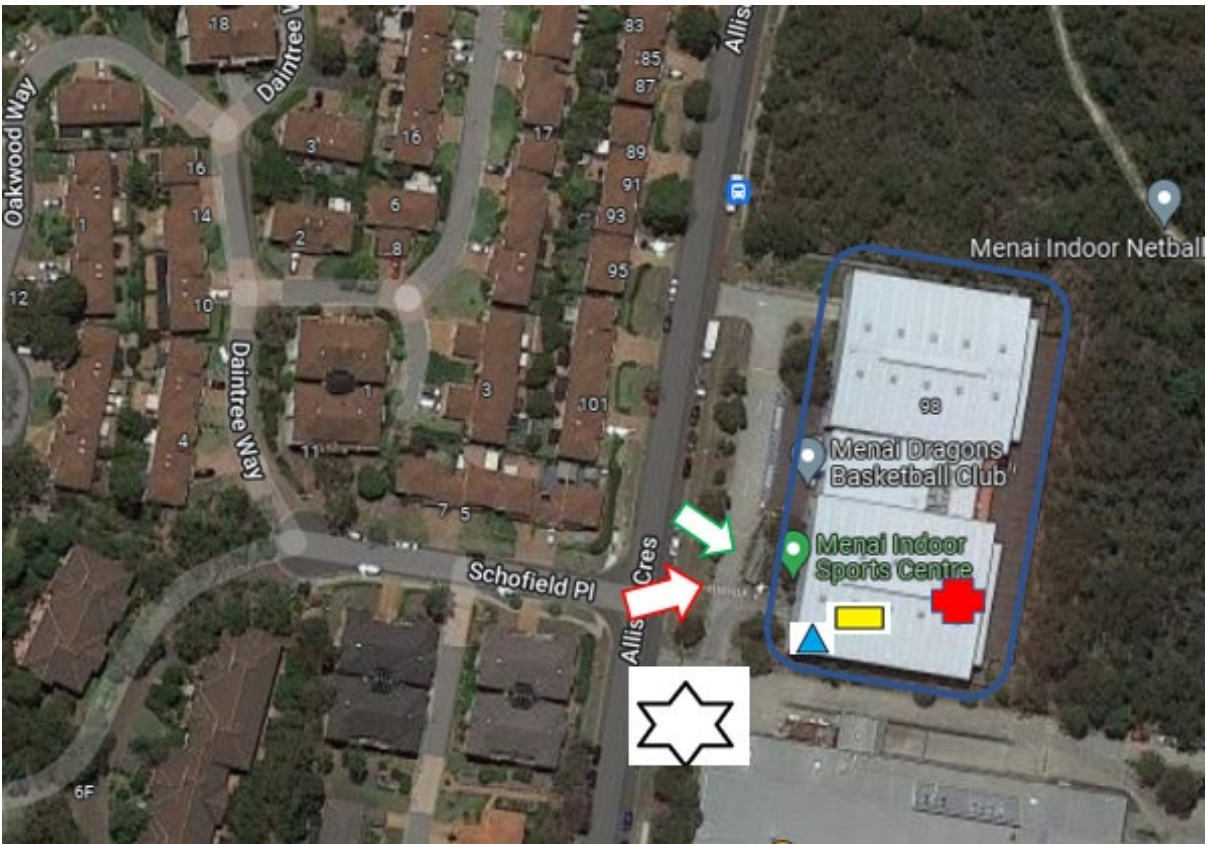
Cause(s)	Strategies/Controls
1. Behaviours & Conduct	<ol style="list-style-type: none"> 1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. Student Code of Conduct >>> 2. Event Code of Behaviour for spectators, officials and team management 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 venue map in this document
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 utilized 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...) 10. Proper Attire to be worn appropriate for participation in the sport - Bare feet are not acceptable 11. Taps and water cooler access is provided.








	<ul style="list-style-type: none"> 12. All participants are reminded to bring their own drink and protective equipment if required 13. CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support 14. Student progress from school to Diocesan level must have a level of skill required to compete CSNSW Sport - MacKillop event.
4. Inadequate resources	<ul style="list-style-type: none"> 1. Engage the use of qualified officials. 2. CSNSW to ensure staff presence at event. 3. Equipment – Students to provide own playing equipment. 4. Venue “On the Day Risk Management” completed 5. Designated first aid officer provided. 6. Injury register. All serious injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ 7. Kiosk facilities or access to club facilities operating. 8. Shaded areas for spectators and competitors
5. Inadequate information, training and support	<ul style="list-style-type: none"> 1. Update emails distributed to Dioceses and registered participants regularly 2. Rules and general information available on CSNSW SPORT website. 3. Induction meeting for all Diocesan Team Officials. 4. Emails to competitors with links competition rules, reminders about hydration and being sun smart (if relevant). 5. Bottled Water & lunch provided for event and team officials 6. Event Officials identifiable. 7. All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines

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 – “On the Day Risk Management” Checklist >>> 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 – Provide water station 6. Recommend students apply sunscreen and wear a hat for outdoor events. 7. Competition area defined to restrict spectator intrusion. 8. Covered area at key assembly points for outdoor venues 9. Wheelchair access available 10. COVID-19 Safety Plan applied –, hand sanitiser available
7. Inappropriate equipment	<ol style="list-style-type: none"> 1. Convener/ CSNSW Sport to provide team playing equipment. Students to provide own personal protection, and playing equipment 2. Any sizes, weights of equipment as per sport specific guidelines.
8. Child protection related issues	<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. <p>All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWC register.</p>
9. 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. Include muster points map>>> in program 4. Review Adverse Weather >>> procedures.

	5. CSNSW Sport Emergency Procedures >>>
10. 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. Each venue will have a COVID Safety pack which will include- COVID Marshal vests, gloves, face masks, hand sanitiser, disinfectant wipes, a QR Code, a paper record keeper, Safety Signs. 3. CSNSW Sport COVID Safety Plan will operate in conjunction with venue plan. The more conservative plan will be adopted. 4. All current health orders including venue numbers will be adhered to 5. Menai Indoor Sports Centre has been booked for the trials to occur.

TRAFFIC MANAGEMENT & EMERGENCY EVACUATION



PLAN KEY:					
	Sign placement		First Aid Station		Check in
	Entry Point		Emergency Muster Point		
	Emergency Access		Player/official zone – 1 spectator allowed.		

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	NSW All Schools Netball Tri Series	SELECTION	
	VENUE	Menai Indoor Sports Centre	KNOCKOUT	
	DATE	25 July 2023	CHAMPIONSHIP	x
	TIME	8:45am – 3pm	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				
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				

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	
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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](#)
- 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

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	POISONS INFORMATION CENTRE.....131 126
CSNSW SPORT OFFICE..... 9287 1595	BUREAU OF METEOROLOGY (BOM)..... www.bom.gov.au

www.csnsw.sport

Reviewed 2020

Attachment B -
Specific Risk Assessment for General Equipment / Sport Equipment

Category	Danger / Hazard	Risk Mitigation Strategy	Risk Rating
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	Players not adequately dressed including rings/necklaces	Clothing and uniform checked by officials. Check no rings and necklaces worn by participants.	
Condition of court	Hazards on the field / court	Court examined for foreign objects Porous surfaces should be cleaned regularly to allow drainage. Ensure adequate maintenance and regular inspection. Ensure court 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	Ensure the balls are 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 Low

