


EVENT RISK ASSESSMENT – 2024 POLDING ATHLETICS CHAMPIONSHIPS

1. EVENT DETAILS

EVENT	2024 Polding Athletics Championships	LOCATION	Hunter Sports Centre
DATE OF ASSESSMENT	10/09/2024	COMPLETED BY	Ann-Marie Miranda/Nemesis
PERSONS CONSULTED	Robert Rush, Ann-Marie Miranda, Bernadette Duggan		

2. PERSONAL PROTECTIVE EQUIPMENT

							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Competitors will be required to wear appropriate footwear and diocesan running uniform							

3. RISK ASSESSMENT

No.	Hazards	Potential Risks	Inherent Risk			Current Controls	Residual Risk			Additional Controls	Who	Target Date
			Consequence	Likelihood	Risk Score		Consequence	Likelihood	Risk Score			
1	Defective equipment	Equipment failure causing injury to staff and competitors, disruption to event, damage to reputation	5	3	M	HSC staff check equipment and areas before event commencement, including throwing implements, high jump equipment, competitor area, batons, starting blocks	3	2	Low	Review of pre-event checklist and testing on day of event.	Ann-Marie Miranda	13/09/2024

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2	Equipment – incorrect apparel	Incorrect apparel and PPE used by students, leading to risk of injury	5	3	M	Student clothing and PPE is checked by officials. Student clothing and equipment requirements included in pre-event information distributed to students & parents/guardians	3	2	Low	Independent review to be completed on day of event to ensure checks are completed.	Ann-Marie Miranda	13/09/2024
3	Environmental - Venue	Presence of foreign objects and slip, trip, fall hazards that may cause injury	5	3	M	Pre-event checklist in completed by CSNSW Sport and HSC for any foreign objects and other hazards, with regular inspections completed throughout the day.	3	2	Low	Independent review to be completed on day of event to ensure checks are completed.	Ann-Marie Miranda	13/09/2024
4	Student behaviour - inappropriate paraphernalia	Wearing of inappropriate items such as earrings, necklaces that may cause injury	5	3	M	CSNSW Sport staff, Dio Managers and officials check that students are not wearing inappropriate items. Student clothing and equipment requirements included in pre-event information distributed to students & parents/guardians	3	2	Low	Independent review to be completed on day of event to ensure checks are completed.	Ann-Marie Miranda	13/09/2024
5	Child protection & safety	Risk of serious injury, drowning or criminal offences against children	7	3	H	HSC compliance with student/staff ratios for event supervision Educational institution staff and staff engaged by CSNSW SPORT comply with NSW Working with	3	2	L	Independent review to be completed on day of event	Ann-Marie Miranda	13/09/2024

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						Children Legislation and have participated in employment screening. Specific control areas restrict public access i.e. delineated competitor area. Event staff will enforce control points. Adequate staff engaged by school, diocese and CSNSW Sport to supervise event. Specific child protection officers engaged to complete regular patrols. Specific first aid officers assigned for event. Emergency procedures in place for event, including medical emergencies						
6	Student behaviour - general	Inappropriate student behaviour, such as antisocial behaviour, prohibited items, leading to injury, lost student, emotional distress	5	3	M	All students have signed approval from parents/guardians to attend.	3	2	L	N/A	N/A	N/A

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						<p>All attendees are provided with pre-event information, including Code of Conduct.</p> <p>Appropriately qualified and experienced staff and procedures to manage behavioural issues.</p> <p>Appropriate child protection controls as listed above.</p>						
7	Health conditions	Underlying or pre-existing health conditions that may exacerbated by physical exertion	5	3	M	<p>All underlying/pre-existing conditions are documented as part of the registration process.</p> <p>Trained staff and first aid officer assigned to assist with injury or illness.</p> <p>Emergency response procedures in place, including medical emergencies.</p> <p>Pre-event briefing on emergency arrangements and location of first aid.</p> <p>Code Red medical conditions identified with GREEN wristband</p>	3	2	L	Independent review to be completed on day of event, including pre-event briefing, layout of venue, emergency arrangements.	Ann-Marie Miranda	13/09/2024

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8	Emergency situations	Failure to appropriately respond to an emergency, such as a fire, resulting in injury and disruption to event.	7	3	H	<p>Venue emergency management plan in place, compliant with AS3745, including evacuation diagrams, muster/assembly areas.</p> <p>Emergency control organisation established and trained, including chief warden, wardens, and first aid staff.</p> <p>Pre-event briefing and induction to ensure all staff are aware of the emergency procedures, including exit paths and muster/assembly area.</p> <p>Documentation of specific event emergency procedures in the Safety and Operational Plan, including general emergencies, medical emergencies, fire, dangerous situations, and personal threat.</p>	3	2	L	Independent review to be completed of emergency management arrangements	Ann-Marie Miranda	13/09/2024
9	Environmental – Extreme Weather	Extreme weather such as heat, severe storms, or poor air quality	3	2	L	CSNSW Sport Severe Weather Management Plan.	3	2	L	Use of policy – use Wet Bulb guidelines for heat	Ann-Marie Miranda	13/09/2024

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						Information for students and carers includes requirements for sun protection and hydration. Additional water available on site. Monitoring of weather conditions. Response plan in place for severe weather conditions. Refer to HSC policy>>						
10	Behaviour – Parents/guardians	Poor behaviour by parents/guardians resulting in injury, emotional distress, disruption to event.	5	3	M	All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. Event Code of Behaviour for spectators, officials and team management to be included in event program.	3	2	L	Consider, reinforcing Code of Conduct.	CSNSW	June 2024

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						<p>Code of Conduct and behaviour reiterated at pre-event meeting and in programs.</p> <p>Competition area defined to restrict spectator intrusion.</p> <p>Documentation of specific event emergency procedures in the Safety and Operational Plan, including general emergencies, dangerous situations, and personal threat.</p>						
11	Medical emergency	Medical emergency arising from injury or illness	7	3	H	<p>Injury register - injuries & incidents must be recorded.</p> <p>Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified.</p> <p>Emergency contact details for all students.</p> <p>Parents are to record medical history and medications on child's registration.</p>	3	2	L	Post-event review of incidents and injuries to identify future hazards that may need to be mitigated	CSNSW	Nov 2024

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						<p>Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing.</p> <p>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> <p>Major medical histories identified with GREEN band</p>						
12	Event resources	Inadequate resources to deliver a safe and successful event, resulting in injury, event disruption, reputational damage and legislative non-compliance	7	3	H	<p>Engage the use of sports specific qualified officials. CSNSW Sport, through event convenor have appointed suitable venues managers for each venue.</p> <p>Additional staff to be funded from the Selection budget.</p>	3	2	L	Post-event review to be completed to determine improvement opportunities	CSNSW Sport	Nov 2024
13	Administrative – information, training, and support	Inadequate information, training and support provided to staff and officials.				Update emails distributed to Dioceses and registered participants regularly.	3	2	L	Post-event review to be completed to determine improvement opportunities	CSNSW Sport	Nov 2024

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						Rules and general information available on CSNSW SPORT website. Induction meeting for all Officials & Team Managers Emails to competitors with links competition rules, reminders about hydration and sun smart. Bottled Water & lunch provided for event and team officials. Event Officials identifiable. All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines.						

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APPENDIX

[Hunter Sports Centre Athletics Carnival Induction & Risk Package](#)

[CSNSW Sport Adverse Weather Conditions Guide>>](#)

[CSNSW Sport Concussion Statement 2024>>](#)

[CSNSW Sport Codes of Conduct>>](#)

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