



EVENT RISK ASSESSMENT & MANAGEMENT PLAN

2024 Polding Tennis Selections, Friday 9 February Sawtell Tennis Courts (Lyons Road)

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	Friday, 9 February 2024
Event	Boys and Girls Polding Tennis Selections
Location of Booking	Sawtell Tennis Courts (Lyons Road), Sawtell
Contact Name	Lisa Clark
Position	Event Convenor
Contact Number	0421 357 045

CONTACT POINTS

CSNSW Sport	Peter Giles	0425 242 265
Event Convener	Lisa Clark	0421 357 045
CSNSW SPORT Office		9287 1595
Venue Administration	Sawtell Tennis Courts (Lyons Road), Sawtell	0407296685
Emergency Services		000
Hospital	Coffs Harbour Health Campus 345 Pacific Mtwy, Coffs Harbour NSW 2450	0266567000
Medical Centre	Sawtell Medical Centre, 71 First Ave, Sawtell NSW 2452	02 6624 1411
Police	Police Station 2 Beryl St, Coffs Harbour NSW 2450	02 6691 0799
'Bump in' and 'Bump out' time	Bump in 8am Bump out 3pm	
Event start and finish time	Event Start 8:30am Event Finish 2:30pm	
Nearest crossroads	Lyons Rd and Kookaburra Rd	
Location of Emergency Services Access	Lyons Rd	

EVENT RISK MANAGEMENT PLAN

EVENT	Tennis Selections	DATE	9 February 2024
LOCATION	Sawtell Tennis Courts (Lyons Road), Sawtell	STAFF CONTACTS	Peter Giles, Lisa Clark
# PARTICIPANTS	Approx 60	# SPECTATORS	50

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	<ul style="list-style-type: none"> • <i>All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. Student Code of Conduct >>></i> • <i>Event Code of Behaviour for spectators, officials and team management to be included in event program.</i> • <i>Code of Conduct and behaviour reiterated at pre-event meeting and in programs.</i>
2. Injury and medical emergencies	<ul style="list-style-type: none"> • <i>Qualified teachers are in attendance</i> • <i>Injury register>> Plus injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ</i> • <i>Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified.</i> • <i>Venues have ambulance access>>></i> • <i>Emergency details>>></i> • <i>Parents are to record medical history and medications on child's registration.</i> • <i>Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing.</i> • <i>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...)</i> • <i>Suitable attire must be worn. Any course rules and dress code regulations must be adhered to.</i> • <i>Sun safe practices – shade available at outdoor venues, caps/hats included in uniform requirements or encouraged.</i> • <i>Taps and water cooler access is provided.</i> • <i>Sunscreen is strongly recommended.</i> • <i>All participants are reminded to bring their own drink and protective equipment.</i>

	<ul style="list-style-type: none"> CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support.
3. Inadequate resources	<ul style="list-style-type: none"> Engage the use of sports specific qualified officials. CSNSW Sport, through event convenor have appointed suitable venues managers for each venue. Additional staff to be funded from the Selection budget. Equipment –Sunscreen available by CSNSW Sport. Venue “On the Day Risk Management” completed. Injury register. All serious injuries & incidents must be recorded on http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ. Kiosk facilities or access to club facilities operating at each venue.
5. Inadequate information, training and support	<ul style="list-style-type: none"> Update emails distributed to Dioceses and registered participants regularly. Rules and general information available on CSNSW SPORT website. Induction meeting for all Officials. 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.
6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles & scrums	<ul style="list-style-type: none"> Area of play checked before start of event – “On the Day Risk Management” Checklist” >>> completed. Equipment maintained by local authority or management. Playing area maintained by local authority or management. Time & space allowed for warm up Recommend students carry fluids – Provide water station. Recommend students apply sunscreen and wear a hat for outdoor events. Competition area defined to restrict spectator intrusion. Covered area at key assembly points for outdoor venues.

	<ul style="list-style-type: none"> • <i>Wheelchair access available.</i> • <i>COVID-19 Safety Plan applied –hand sanitiser available.</i>
7. Child protection related issues	<ul style="list-style-type: none"> • <i>Educational Institution staff and staff engaged by CSNSW SPORT comply with NSW Working with Children Legislation and have participated in employment screening.</i> • <i>Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points.</i>
8. Emergency situations not planned for	<ul style="list-style-type: none"> • <i>Each venue displays emergency procedure template.</i> • <i>Managers to identify muster points at meeting in morning prior to start of event.</i> • <i>Review Muster points in program in program.</i> • <i>Review Adverse Weather procedures.</i> • <i>CSNSW Emergency procedures are included in Attachment A</i>
9. COVID 19 Restrictions and safety	<ul style="list-style-type: none"> • <i>The CSNSW Sport COVID 19 Safety Plan will be the overarching framework for COVID 19 Management</i> • <i>Each venue will have a COVID Safety pack which will include- gloves, face masks, hand sanitiser, disinfectant wipes, a paper record keeper, Safety Signs.</i>
10. Specific Risk Assessments – Specific Risk Assessment for General Equipment / Running / High Jump / Long Jump / Throwing Events	<ul style="list-style-type: none"> • <i>Attachment B</i>

TRAFFIC MANAGEMENT, EMERGENCY EVACUATION an COVID SAFE AREAS



PLAN KEY:			
	Sign In		First Aid Station
	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.

EVENT	SPORT	TENNIS Polding	SELECTION	Yes
	VENUE	Sawtell Tennis Courts (Lyons Road), Sawtell	KNOCKOUT	
	DATE	Friday, 9 February 2024	CHAMPIONSHIP	
	TIME	8:30am – 2:30pm	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				
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

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 everything they need
- You will be asked to meet emergency services, if possible



Attachment B - Specific Risk Assessment for Tennis

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	CSNSW ensure adequately trained medical staff are engaged Clothing, uniform checked by officials	Low
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 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	Ensure players have adequate sun protection including clothing, sunscreen, hats and sunglasses	Low