









EVENT RISK ASSESSMENT – 2024 NSWCCC & NSWCPS Cross Country Championships

1. EVENT DETAILS

EVENT	2024 NSWCCC & NSWCPS Cross Country Championships	LOCATION	Sydney International Equestrian Centre
DATE OF ASSESSMENT	05/06/2024	COMPLETED BY	Chelsea Trainor/ Nemesis
PERSONS CONSULTED	Robert Rush, Chelsea Trainor, Nemesis		

2. PERSONAL PROTECTIVE EQUIPMENT

							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: All workers should be wearing appropriate sun protection, footwear appropriate for uneven/unsealed surfaces, and identifying high visibility vest. Competitors and their carers should refer to the information pack provided by CSNSW Sport, as well as the 'What to Bring' section on the CSNSW Website e.g. https://csnsw.sport/sports/mackillop-primary-southern-nsw/cross-country							

3. RISK ASSESSMENT

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CSNSW Sport – Risk Assessment – NSWCPS & NSWCCC Cross Country Championships	20/05/2024	20/05/2025	Chelsea Trainor	Robert Rush

EVENT RISK ASSESSMENT – 2024 NSWCCC & NSWPCS Cross Country Championships

			Inherent Risk			Residual Risk						
No.	Hazards	Potential Risks	C o n s e q u e n c e	L i k e l i h o o d	R i s k S c o r e	Current Controls	C o n s e q u e n c e	L i k e l i h o o d	R i s k S c o r e	Additional Controls	Who	Target Date
General Risks for All CSNSW Events												
1	Equipment - Defective Equipment	Equipment failure causing injury to staff and competitors, disruption to event, damage to reputation	5	3	M	All areas and equipment to be checked prior to event commencement using the pre-event checklist	3	2	Low	Review of pre-event checklist and testing on day of event.	Nemesis Consulting Group	03/04/24 04/04/24
2	Equipment – Incorrect Apparel & Equipment	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. Sizes and weights of equipment are as per guidelines for each sport. Convenor/ CSNSW Sport to provide team playing equipment. Students can provide their own personal protective equipment.	3	2	Low	Independent review to be completed on the day of the event to ensure checks are completed.	Nemesis Consulting Group	03/04/24 04/04/24
3	Environmental – Venue Condition	Presence of foreign objects and slip, trip, fall hazards that may cause injury	5	3	M	Pre-event checklist is completed by CSNSW for any foreign objects and other hazards, with regular inspections completed throughout the day.	3	2	Low	Independent review to be completed on the day of the event to ensure checks are completed.	Nemesis Consulting Group	03/04/24 04/04/24
4	Student Behaviour - Inappropriate paraphernalia	Wearing of inappropriate items such as earrings, necklaces that may cause injury	5	3	M	CSNSW staff and officials check that students are not wearing inappropriate items.	3	2	Low	Independent review to be completed on the day of the event to	Nemesis Consulting Group	03/04/24 04/04/24

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						Student clothing and equipment requirements included in pre-event information distributed to students & parents/guardians				ensure checks are completed.		
5	Child protection & Safety	Risk of serious injury, drowning or criminal offences against children	7	3	H	<p>Workers engaged by CSNSW Sport comply with NSW Working with Children Legislation and have participated in employment screening.</p> <p>Specific control areas restrict public access i.e. delineated competitor areas. Event staff will enforce control points.</p> <p>Adequate staff engaged by school, diocese and CSNSW to supervise events.</p> <p>Specific and identifiable child protection officers engaged to complete regular patrols. Specific first aid officers assigned for the event.</p> <p>Emergency procedures in place for events, including medical and child at risk.</p> <p>Advice on child safety in all pre-event briefings, including roles</p>	3	2	L	Independent review to be completed on day of event	Nemesis Consulting Group	03/04/24 04/04/24

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						<p>and responsibilities and Child Safe Framework including Code of Conduct, Statement of Commitment, Reporting Procedures, and Contractor and Volunteers Declaration Form.</p> <p>All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWCC register.</p> <p>Specific control areas restrict public access, i.e. delineated competitor areas, event staff to enforce control points.</p> <p>Diocesan staff to maintain the roll of participations, including any medical/health issues.</p>						
6	Student Behaviour - General	Inappropriate student behaviour, such as antisocial behaviour, prohibited items, leading to injury, lost student, emotional distress	5	3	M	<p>All students have signed approval from parents/guardians to attend.</p> <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>	3	2	L	N/A	N/A	N/A

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						Appropriate child protection controls as listed above.						
7	Health Conditions – Underlying or Pre-existing	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>	3	2	L	Independent review to be completed on the day of the event, including pre-event briefing, layout of venue, emergency arrangements.	Nemesis Consulting Group	03/04/24 04/04/24
8	Emergency Situations - General	Failure to appropriately respond to an emergency, such as a fire, resulting in injury and disruption to events.	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</p>	3	2	L	Independent review to be completed of emergency management arrangements	Nemesis Consulting Group	03/04/24 04/04/24

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						<p>exit paths and muster/assembly area.</p> <p>Documentation of specific event emergency procedures in the Safety and Operational Plan, including general emergencies, child at risk, medical emergencies, fire, dangerous situations, and personal threat.</p> <p>Site plan and muster points provided in event program, event summary, event plan, and event lanyard, as well as site evacuation diagrams.</p>						
9	Environmental – Extreme Weather	Extreme weather such as heat, severe storms, or poor air quality	3	2	L	<p>CSNSW Severe Weather Management Plan.</p> <p>Information for students and carers includes requirements for sun protection and hydration.</p> <p>Additional water available on site.</p> <p>Monitoring of weather conditions.</p> <p>Response plan in place for severe weather conditions.</p>	3	2	L	N/A	N/A	
10	Behaviour – Parents/Guardians	Poor behaviour by parents/guardians resulting in	5	3	M	<p>All participants' parent/guardians have acknowledged and agreed to a</p>	3	2	L	Consider the introduction of Conditions of Entry for	CSNSW	June 2024

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		injury, emotional distress, disruption to events.				<p>Student Code of Conduct when registering.</p> <p>Event Code of Behaviour for spectators, officials and team management to be included in the event program.</p> <p>Code of Conduct and behaviour reiterated at pre-event meetings 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> <p>Staff and volunteer training in recognising and de-escalating conflicts and poor behaviour.</p> <p>Monitoring of sidelines by designated workers.</p>				each event, reinforcing Code of Conduct.		
11	Emergency Situations – Injury &	Medical emergency arising from injury or illness	7	3	H	Designated first aid officers in attendance and visible, equipped with first aid kit and ice.	3	2	L	Post-event review of incidents and injuries to identify future	CSNSW	June 2024

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	Medical Emergency					<p>Qualified teachers in attendance, all of whom have appropriate first aid qualifications.</p> <p>Injury register - injuries & incidents must be recorded.</p> <p>Medical emergency procedures in place and provided to workers.</p> <p>Equipment 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 their child's registration.</p> <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, and other adults are to be in possession of treatment plans and medication</p>				hazards that may need to be mitigated		

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						<p>for known allergies and reactions (e.g. asthma puffer, epi-Pens, adrenalin, etc...)</p> <p>Proper attire to be worn for participation in sport, bare feet are not acceptable, events officials reminded to check attire in marshalling area.</p> <p>Taps and water cooler access is provided.</p> <p>All participants were reminded to bring their own drink and protective equipment (if required).</p> <p>CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support.</p> <p>Student progress from school to CCC/CPS level must have a level of competency required to compete in CSNSW Sport event.</p>						
12	Resourcing – Inadequate Event Resourcing	Inadequate resources to deliver a safe and successful event, resulting in injury, event disruption, reputational	7	3	H	Engage the use of sports specific qualified officials.	3	2	L	Post-event review to be completed to determine	CSNSW Nemesis	June 2024

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		damage, and legislative non-compliance				<p>CSNSW Sport, through event convenor have appointed suitable venues managers for each venue.</p> <p>CSNSW staff present at the event.</p> <p>Venue “on the day’ risk assessment completed, including pre-event site inspection.</p> <p>Designated and identifiable first aid staff.</p> <p>Students provide their own equipment.</p> <p>Kiosk facilities or access to club facilities.</p> <p>Shaded areas for spectators and competitors.</p>				improvement opportunities		
13	Administrative – Information, Training, and Support	Inadequate information, training and support provided to staff and officials.				<p>Update emails distributed to Dioceses and registered participants regularly.</p> <p>Rules and general information available on CSNSW Sport website.</p> <p>Induction meeting for all Diocesan Team Officials.</p>	3	2	L	Post-event review to be completed to determine improvement opportunities	CSNSW Nemesis	June 2024

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						<p>Emails to competitors with links to competition rules, reminders about hydration and sun smart.</p> <p>Bottled Water & lunch provided for event and team officials.</p> <p>Event Officials identifiable.</p> <p>All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines.</p>						
14	Security – Theft of personal belongings	Theft or damage of personal belonging left unattended				<p>Secure valuable belongings in locked storage areas.</p> <p>Encourage workers, participants to monitor and report any suspicious behaviour.</p> <p>Discourage attendees from bringing high value items to events.</p>						
15	Behaviour - Crowd control	Large crowds may pose risks of congestion or crowd crush, particularly at the start and finish lines.				<p>Implementation of crowd management strategies such as designated spectator areas, crowd control barriers, and directional signage.</p> <p>Event workers to monitor areas for overcrowding and intervene to disperse where required.</p>						

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						Communicate crowd control measures to workers, participants and spectators before and during events. Competition area defined to restrict spectator intrusion.						
Specific Risks for NSWCPS & NSWCCC Cross Country Championships												
16	Environmental - Weather conditions	Extreme heat, rain, or strong winds could pose risks to participants.	5	3	M	Monitoring of weather forecasts leading up to the event and have contingency plans in place. Identify areas of shelter – nearby buildings, motor vehicles. Emergency plan in-place, including site evacuation procedures. Adequate access to water and shade. Recommend students carry fluids, water station provided Severe weather procedures documented and in place. Sun safety is encouraged for all participants during outdoor events, including hats, sunscreen, and appropriate clothing.	3	2	L			

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17	Environment - Terrain Hazards	Uneven ground, rocks, roots, or slippery surfaces could lead to slips, trips and falls.	5	3	M	<p>Pre-event site checklist completed prior to the event to identify and mitigate potential hazards.</p> <p>Mark hazardous areas with signage or barriers to alert participants.</p> <p>Provide course marshals along the route to guide participants and assist in emergencies.</p> <p>Equipment area maintained by local authority or management.</p>	3	2	L			
18	Environmental - Animal Encounters	The presence of horses or other animals, particularly if startled, could pose risks to participants.	5	2	M	<p>Pre-event site checklist to be completed prior to event commencement.</p> <p>Pre-event briefing to event staff on hazard reporting requirements.</p> <p>Appropriately trained venue staff on site to deal with any animal issues.</p> <p>Event stop procedures where there is a risk to competitors.</p> <p>SIEC emergency management plan includes response to specific site risks such as animal encounters.</p>	5	1	L			
19	Environment - Traffic &	Risks associated with vehicles entering and leaving	7	3	H	Implementation of designated pedestrian crossing areas.	7	2	M			

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	Pedestrian Safety	the facility, and interactions between vehicles and pedestrians.				<p>Separation of vehicle entry points and pedestrian crossing areas.</p> <p>Wheelchair access available.</p> <p>Traffic control in places where there are road closures or where separation cannot be achieved.</p> <p>Traffic management plan in place and provided to local police.</p> <p>Appropriate directional signage for pedestrians and motorists.</p> <p>Speed limit signage in place throughout venue parking areas - <10kph</p>						
20	Behaviour – Participants lost or taking wrong turn	Poorly marked or confusing signage could lead to participants getting lost or taking a wrong turn.	3	3	M	<p>Appropriate course signage and marshals in place to direct competitors.</p> <p>Lost child procedures in place.</p>	3	2	L			
21	Emergency – Medical - Allergic Reactions	Some participants may have allergies to pollen, plants or animals found along the running course.	7	3	H	<p>Easily accessible medical facilities and trained staff.</p> <p>Participant health questionnaires to ensure awareness of relevant health issues.</p>	5	2	M			

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						<p>First aid equipment with allergic medication, such as Epi-pens.</p> <p>Participants and spectators were advised to carry their own medication as required.</p> <p>SIEC Emergency Management Plan includes specific reference to medical emergencies relevant to the environment.</p>						

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