

EVENT	DIOCESAN ATHLETICS Trials	DATE	7th August 2024
LOCATION	Hunter Sports Centre Glendale Stockland Drive	STAFF	Bernadette Duggan (pre convenor), Leanne Treadwell & Deb Black Day Convenor TM x 18 from each Region, Officials, Athletics NSW Officials

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	Human Resources	Target Baseline Risk: (All Key Controls in Place)	Minor (3)	Possible (3)	Moderate (9)
Risk Owner	Bernadette Duggan	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 an inability for students to begin a pathway to elite sport • <i>Financial:</i> Financial wellbeing decreased • <i>People:</i> Mental, physical, social wellbeing decreased, increased absenteeism and decreased staff morale, parent dissatisfaction • <i>Reputation:</i> Significant reputational damage particularly in terms of failure of students to achieve their sporting goals, CSSS to provide a safe environment • <i>Regulatory/Legislative:</i> Additional compliance overhead, penalties • <i>Other:</i> 				
Cause(s)		Strategies/Controls			
1. Lack of traffic management		1. Map of parking is on the Diocesan sport website & has been emailed to all school sport coordinators to put on their compass event notification.			

	<ol style="list-style-type: none"> 2. A new set of traffic lights has been installed for pedestrians walking from the shopping centre car park to the facility. 3. Parents/carers walk children from car to inside the centre to their regional team managers.
<p>2. Injury and medical emergencies</p>	<ol style="list-style-type: none"> 1. Qualified teachers are in attendance. Athletics NSW Officers in attendance. 2. Equipment utilized the facilities and is inspected prior to use by Centre staff and maintained to safe industry/Aust. Standards where specified. 3. Venue has ambulance access 4. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing. 5. 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). This information is to be collated by the regional team managers. Schools create an event on compass for their students attending and forward to their regional convenor. The Regional Sport coordinator has been directed to follow up and check this. 6. Attire- School sport uniform is to be worn. A single/shirt must be provided that identifies each Region 7. Player equipment including footwear and other protective items must comply with age or standard levels appropriate to the laws of the game. Boots must be inspected prior to the commencement of any game to ensure that studs do not have sharp edges or are excessively worn. 8. Sun safe practices – sunscreen provided by convenor & team managers. Sunscreen to be reapplied throughout the day, hat, grandstand has shade for parents and during breaks. Time of year is not so hot. 9. Taps access is provided. Students instructed to bring a water bottle. 10. Sunscreen are strongly recommended. Convenor provides sunscreen 11. All participants are reminded to bring their own drink and protective equipment 12. Medics Australia in attendance. Access to emergency medical support 13. John Hunter Hospital a 15 min drive

	<p>14. Student progress from school to region to Diocesan level. Students must have a level of skill required for a Polding level trial particularly in field events.</p>
<p>3. Inadequate resources</p>	<ol style="list-style-type: none"> 1. Equipment – Hunter Sport Centre provide all equipment. It is industry standard. It is compulsory for students to use the centres starting blocks. 2. Facility on the day risk management completed 3. Designated first aid officers – Medics Australia 4. Injury register with Medics Australia 5. Shading providing sheltering for spectators is in the grandstand. Shelters are provided for staff at finishline and at each of the field events. Tents provided at Marshalling area.
<p>2. Inadequate information, training and support</p>	<ol style="list-style-type: none"> 1. Update emails distributed to school sport coordinators 2. general information available from school sport coordinators 3. Specific information is available on the diocesan tile of the csnsw website for all to view. 4. Details emailed to all regional TMs and Officials prior to the event. 5. Bottled Water provided 6. Event Officials identifiable. 7. All staff have access to DEC Sports Specific Guidelines - https://app.education.nsw.gov.au/sport/page/1064?returnpageid=1114
<p>3. 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. Areas of competition checked before start of trials 2. The surface must be level and free of obstructions. 3. Grounds maintained by Hunter Sport Centre Committee 4. Time & space allowed for warm up 5. Ensure students apply sunscreen and wear a hat & hydrate throughout the day 6. Competition area clearly defined to restrict spectator intrusion. 7. Students directed to walk around the track, not across it. 8. Wheelchair access available for spectators

4. Inappropriate equipment	<ol style="list-style-type: none"> 1. Students to provide own personal protection. 2. Sizes, weights of equipment as per guidelines
5. Child protection related issues	<ol style="list-style-type: none"> 1. Educational Institution staff and staff engaged by CSNSW comply with NSW Working with Children Legislation and have participated in employment screening. Specific control areas restrict public access ie: delineated competitor area. 2. Team Managers will monitor roll .
6. Emergency situations not planned for	<ol style="list-style-type: none"> 1. Each venue displays emergency procedure template 2. Convenor to identify muster points at meeting in morning prior to start of event.

CONTACT POINTS

Event Convener	Bernadette Duggan Leanne Treadwell	0418683296 0422133824
CSO	Director of Schools	49791207

Emergency Services		000
Hospital	John Hunter Hospital, Lookout Road, New Lambton Hgts NSW 2305	<u>49213000</u>
Police	Toronto Police	0240881099

EMERGENCY PROCEDURES

1. Any person identifying an emergency should raise the alarm by attracting the attention of any teacher.
2. The Convenor should contact make contact with Bernadette Duggan or the CSO and inform of the location of the emergency, the type of emergency and the name and location of the caller.
3. The Convenor will take on the role of the Chief Fire Warden (CFW) and be responsible for ordering the evacuation of the courts and the calling of the Emergency Services if deemed appropriate. The Chief Fire Warden may also determine that a **false alarm** has occurred or a **'Shelter in place or Lockdown'** direction is necessary.
4. The Chief Fire Warden will establish a control point at an appropriate emergency exit, to receive reports and relay any necessary instructions. Supervising teacher will assume the role of Communications Officer to support the Chief Fire Warden
5. District Park Supervisor will be responsible for the evacuation of the venue when directed by the Chief Fire Warden. Anyone requiring assistance should ask the teachers for assistance.
6. The Chief Fire Warden will remain in the Centre until the arrival of the appropriate Emergency Services, if it is safe to do so.
7. The Chief Warden will direct the Emergency Services to the location of the emergency and inform them of the action that has been taken.
8. The Chief Warden will inform the Centre Manager of events so that the relevant venue management can be informed.
9. Team Officials and grounds managers are to account for all students in their group and remain at evacuation point or other nominated area till told otherwise by the Chief Fire Warden or Emergency Services. Any one requiring first aid treatment should be identified.
10. Team Officials are asked to check with the Chief Fire Warden prior to communicating any message via mobile media.

CAR PARKS – Traffic Management



CATHOLIC SCHOOLS SPORTS SERVICES

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 CSSS. 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	DIOCESAN ATHLETICS	SELECTION	✓
	VENUE	Hunter Sport Centre Glendale	KNOCKOUT	
	DATE	7th August 2024	CHAMPIONSHIP	
	TIME		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? E.g 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? E.g 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?				
	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?				
	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 office.

GROUND MANAGER	NAME		DIO REP/ EXEC OFFICER	NAME	
	DATE			DATE	
	MOBILE			MOBILE	
	SIGNATURE			SIGNATURE	

EVALUATION: At the conclusion of the event please provide feedback for future planning					
GROUND MANAGER			DIO REP/ EXEC OFFICER		

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 MN Leader of Sport at the conclusion of the event:

bernadette.duggan@mn.catholic.edu.au