



EVENT RISK ASSESSMENT & MANAGEMENT PLAN
EVENT CRITICAL INCIDENTS MANAGEMENT PLAN

2025

NSWCCC Volleyball Trials

Friday, 7 March 2025

Netball Central

2 Olympic Blvd, Sydney Olympic Park NSW 2127

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, 7 March 2025
Event	NSWCCC Volleyball Selection Trials
Location of Booking	Netball Central, 2 Olympic Blvd, Sydney Olympic Park NSW 2127
Areas of Operation	Netball Central
Contact Name	Rebecca Ardern
Position	Convenor
Contact Number	0450077922

CONTACT POINTS

CSNSW Sport @ Event	Pete Giles	0425 242 265
Event Convener	Rebecca Ardern	0450077922
CSNSW SPORT Office		9287 1595
Venue Manager (Staff)		(02) 9951 5000
Venue Administration		(02) 9951 5000

Emergency Services		000
Hospital	Concord Hospital	02 9767 5000
Medical Centre	Waterfront Medical Centre	02 9023 3200
Police	Auburn Police Station	02 9646 8699
Nearest crossroads	Sarah Durack Avenue and Olympic Avenue	
Location of Emergency Services Access	Visible on map	

EVENT RISK MANAGEMENT PLAN

EVENT	NSWCCC Volleyball Trials	DATE	Friday 7 March
LOCATION	Netball Central	STAFF CONTACTS	Peter Giles, Rebeca Ardern
# PARTICIPANTS	80	# SPECTATORS	40

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. 				

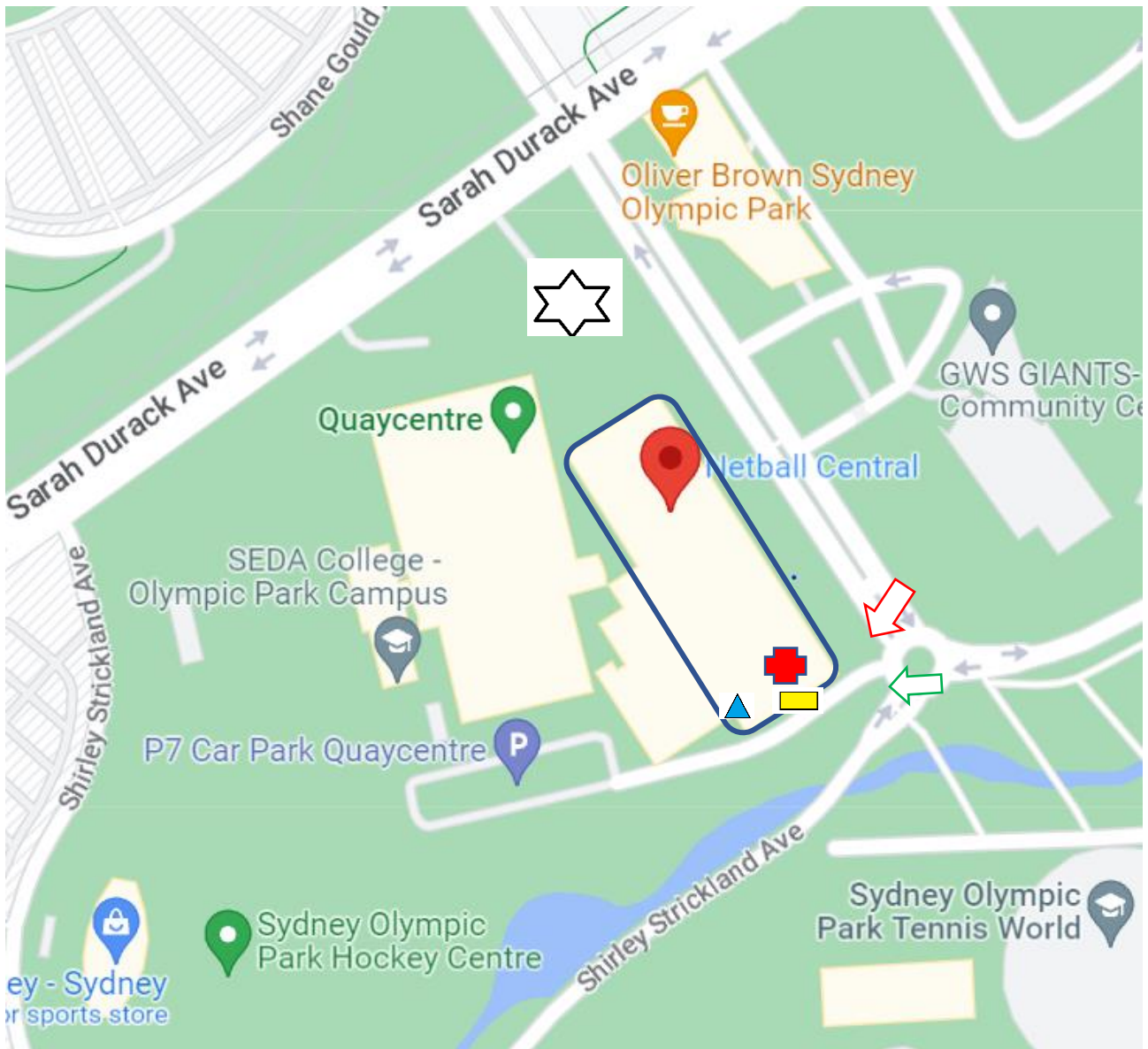
Cause(s)	Strategies/Controls
1. Behaviours & Conduct	<ol style="list-style-type: none"> 1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. <u>Student Code of Conduct >>></u> 2. Code of Conduct and behaviour reiterated at pre event meeting and in programs
2. Lack of traffic management	<ol style="list-style-type: none"> 1. Traffic management plan included in 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. <u>Injury register>></u> Plus injuries & incidents must be recorded on <u>http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6gZfh4KEvJ</u> 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. Parents are to record medical history and medications on child's registration. 7. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing. 8. 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...) 9. Attire - Bare feet are not acceptable 10. Sun safe practices – shade available at outdoor venues, caps/hats included in uniform requirements or encouraged. 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 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 event.
4. Inadequate resources	<ul style="list-style-type: none"> 1. Engage the use of sports specific qualified officials from Volleyball NSW. 2. Additional staff to be funded from the Selection budget 3. Equipment – Students to provide own playing and safety equipment. Playing equipment to be provided by Volleyball NSW. 4. Venue “On the Day Risk Management” completed 5. Appoint a designated first aid officer per venue. 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 at each venue 8. Shading providing sheltering for spectators
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. Emails to competitors with links competition rules, reminders about hydration and sun smart. 4. Bottled Water & lunch provided for event and team officials 5. Event Officials identifiable.

	6. 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 – <u>“On the Day Risk Management” Checklist” >>></u> 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
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. Sizes, weights of equipment as per 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. All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWC register.
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. CSNSW Sport Emergency Procedures >>>
10. COVID 19 Restrictions and safety	<ol style="list-style-type: none">1. CSNSW Sport COVID Safety Plan will operate in conjunction with venue plan. The more conservative plan will be adopted.2. All current health orders including venue numbers will be adhered to.

TRAFFIC MANAGEMENT & EMERGENCY EVACUATION



PLAN KEY:			
	Check in		First Aid Station
	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	NSWCCC Volleyball Selections	SELECTION	x
	VENUE	Netball Central	KNOCKOUT	
	DATE	7 March 2025	CHAMPIONSHIP	
	TIME	8:00am – 3:30pm	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	
--	-----------	--	--	-----------	--





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</p> <p>Assess the situation and type of assistance required</p> <p>Raise the alarm – call Triple Zero (000)</p> <p>Alert nearby staff</p> <p>Evacuate the area if necessary</p> <p>Notify your supervisor</p> <p>Follow directions of emergency services 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 <p>If it looks dangerous, don't touch it, don't approach it, keep your distance</p> 
<p>MEDICAL EMERGENCY</p> <p>Assess the situation and type of assistance required</p> <p>Remove the injured person/s from immediate danger, if safe to do so</p> <p>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</p> <p>A Alert nearby staff & contact Triple Zero (000)</p> <p>C Confine the fire/smoke – close doors / windows</p> <p>E Extinguish or control fire – if trained and it is safe</p> <p>If in doubt... EVACUATE</p>
<p>DANGEROUS SITUATIONS</p> <p>Escape (Evacuate)</p> <ul style="list-style-type: none"> • Take cover, leave asap, check route <p>Hide</p> <ul style="list-style-type: none"> • Avoid congregating in open areas • Secure your immediate environment  is safe	<p>PERSONAL THREAT</p> <p>Remain calm and control your emotions</p> <p>Assess the situation and the type of assistance required</p> <p>Maintain a safe distance and avoid sudden movements</p> <p>Immediately leave the area if the situation escalates, go to a safer place</p> <p>Alert nearby staff/volunteers, and tell them to go to a safer place</p>

<ul style="list-style-type: none"> • Consider locking yourself (and others) in a secure place • Remain quiet and still <p>Tell</p> <ul style="list-style-type: none"> • Ring the Police on Triple Zero (000) 		<p>Stay out of danger – remain in a safe place until they leave</p> <p>Contact Police on Triple Zero (000)</p> <p>Don't challenge or attack the  person</p>
---	---	--

Calling Triple-000

<p>CALLING TRIPLE ZERO (000)</p> <p>Call Triple Zero (000) when:</p> <ul style="list-style-type: none"> • Someone is injured or in need of help • Your life or property is being threatened • You have witnessed a serious accident or crime 		<p>CALLING TRIPLE ZERO (000)</p> <p>The operator will ask the following:</p> <ul style="list-style-type: none"> • 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 General Equipment / Volleyball

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. Also check the studs of the boots where required Check no rings and necklaces worn by participants.	
Condition of court	Hazards on the court	Court examined for foreign objects 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 Equipment	Ensure the balls are pumped to the correct pressure	Ensure by checking pregame by officials the balls are not too firm not too deflated as this can lead to injury	Low
	Ensure hooter is in working order	Testing hooter	Low

