



**EVENT RISK ASSESSMENT & MANAGEMENT PLAN**  
**EVENT CRITICAL INCIDENTS MANAGEMENT PLAN**

**2025**

***NSWCCC Water Polo Selections***

***Monday, 26 May 2025***

***Ryde Aquatic Leisure Centre***

**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

<b>Date</b>	Monday, 26 May 2025
<b>Event</b>	NSWCCC Water Polo Selections
<b>Location of Booking</b>	Ryde Aquatic Leisure Centre, 504 Victoria Road Ryde
<b>Areas of Operation</b>	Ryde Aquatic Leisure Centre, 504 Victoria Road Ryde
<b>Contact Name</b>	Chris Hook
<b>Position</b>	Convenor
<b>Contact Number</b>	0438 116 138

## CONTACT POINTS

<b>CSNSW Sport Manager/Director</b>	Robert Rush	0429 122 973
<b>Event Convenor</b>	Chris Hook	0438 116 138
<b>CSNSW SPORT Office</b>	Ann-Marie Miranda	9287 1595 0414 864 008
<b>Venue Manager (Staff)</b>	Paul Hartmann	8878 5111
<b>Venue Administration</b>	Ryde Aquatic Leisure Centre, 504 Victoria Road Ryde Katie Shepherd	8878 5111
<b>Emergency Services</b>		000
<b>Hospital</b>	Concord Hospital	<a href="tel:(02)97675000">(02) 9767 5000</a>
<b>Medical Centre</b>	Gladesville Family Medical Centre 2 Linsley St, Gladesville NSW 2111	<a href="tel:(02)98164944">(02) 9816 4944</a>
<b>Police</b>	Ryde Police Station 810 Victoria Rd, Ryde NSW 2112	<a href="tel:(02)98087401">(02) 9808 7401</a>
<b>Nearest crossroads</b>	Victoria Rd and Weaver St, Ryde.	
<b>Location of Emergency Services Access</b>	Entry via carpark via Weaver St.	

## EVENT RISK MANAGEMENT PLAN

<b>EVENT</b>	<b>NSWCCC Water Polo Selection Trials</b>	<b>DATE</b>	Monday, 26 May 2025
<b>LOCATION</b>	Ryde Aquatic Leisure Centre, 504 Victoria Road Ryde	<b>STAFF CONTACTS</b>	
<b>96</b>	72	<b># SPECTATORS</b>	40

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.	<b>Residual Risk:</b> ( <b>Actual</b> Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
<b>Risk Category</b>		<b>Target Baseline Risk:</b> ( <b>All</b> Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
<b>Risk Owner</b>	CSNSW Sport	<b>Inherent Risk:</b> ( <b>No</b> Key Controls in Place)	Major (7)	Likely (4)	Extreme (28)
<b>Possible Impacts</b>	<ul style="list-style-type: none"> <li><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.</li> <li><i>Financial:</i> Decrease in revenue going forward, costs associated with damages caused by CSNSW through act or omissions.</li> <li><i>People:</i> Mental, physical, social wellbeing of participants decreased (injury risk), increased absenteeism and decrease of staff morale, parent dissatisfaction.</li> <li><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.</li> <li><i>Regulatory/Legislative:</i> Penalties for failure to meet legislative duty of care or other legislative compliance.</li> </ul>				

Cause(s)	Strategies/Controls
<b>1. Behaviours &amp; Conduct</b>	<ol style="list-style-type: none"> <li>1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. <a href="#">Student Code of Conduct &gt;&gt;&gt;</a></li> <li>2. Event Code of Behaviour for spectators, officials and team management to be included in event program. <a href="#">Event Code of Conduct &gt;&gt;&gt;</a></li> <li>3. Code of Conduct and behaviour reiterated at pre event meeting and in programs</li> </ol>
<b>2. Lack of traffic management</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Traffic management plan&gt;&gt;&gt;</a> included in this document</li> <li>2. Venue has large carpark for 200 cars – well signposted</li> <li>3. 2 x separate pedestrian entries</li> </ol>
<b>3. Injury and medical emergencies</b>	<ol style="list-style-type: none"> <li>1. Pool staff assume the role of first responder and render medical assistance as required.</li> <li>2. Qualified teachers are in attendance</li> <li>3. <a href="#">Injury register&gt;&gt;</a> Plus injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ">http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</a></li> <li>4. Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified.</li> <li>5. <a href="#">Venues have ambulance access&gt;&gt;&gt;</a></li> <li>6. <a href="#">Emergency details&gt;&gt;&gt;</a></li> <li>7. Parents are to record medical history and medications on child's registration.</li> <li>8. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing.</li> <li>9. 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...)</li> </ol>

	<ul style="list-style-type: none"> <li>10. Proper Attire to be worn appropriate for participation in the sport – water polo specific swimwear. CSNSW Sport to provide playing caps and balls</li> <li>11. Sun safe practices – shade available at outdoor venues, caps/hats included in uniform requirements or encouraged, as well as the use of sun screen (minimum 30+ SPF) – indoor venue</li> <li>12. All participants are reminded to bring their own hydration and protective equipment. Taps and water cooler access shall be made available.</li> <li>13. Aquatic centre to provide trained first aiders. Attending staff have a minimum basic first aid level.</li> <li>14. Student progress from school to NSWCCC level must have a level of skill required to compete CSNSW Sport event.</li> </ul>
<b>4. Inadequate resources</b>	<ul style="list-style-type: none"> <li>1. Engage the use of sports specific qualified officials.</li> <li>2. Equipment –CSNSW Sport to provide relevant equipment such as water polo balls and caps. Ryde Aquatic will provide timing system, field marker and goals.</li> <li>3. Venue “On the Day Risk Management” completed</li> <li>4. Designated first aid officer provided by Ryde Aquatic.</li> <li>5. Injury register. All serious injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ">http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</a></li> </ul>
<b>5. Inadequate information, training and support</b>	<ul style="list-style-type: none"> <li>1. Update emails distributed to registered participants regularly</li> <li>2. Rules and general information available on CSNSW SPORT website.</li> <li>3. Emails to competitors with links competition rules, reminders about hydration and sun safety.</li> <li>4. Bottled Water &amp; lunch provided for event and team officials</li> </ul>

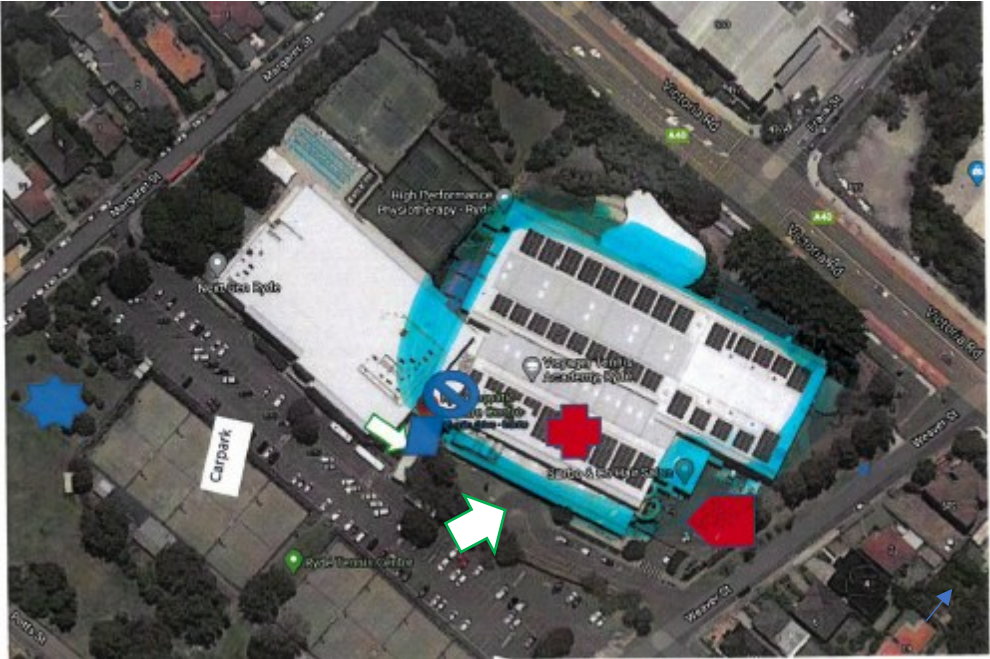
	<p>5. <i>Event Officials identifiable.</i></p> <p>6. <i>All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Documentation and Procedures.</i></p>
<p><b>6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles &amp; scrums</b></p>	<p>1. Area of play checked before start of event – <a href="#">“On the Day Risk Management” Checklist” &gt;&gt;&gt;</a> completed</p> <p>2. <i>Equipment maintained by local authority or management.</i></p> <p>3. <i>Playing area maintained by local authority or management.</i></p> <p>4. <i>Time &amp; space allowed for warm up</i></p> <p>5. <i>Recommend students carry fluids – Provide water station</i></p> <p>6. <i>Recommend students apply sunscreen and wear a hat for outdoor events.</i></p> <p>7. <i>Competition area defined to restrict spectator intrusion.</i></p> <p>8. <i>Covered area at key assembly points for outdoor venues</i></p> <p>9. <i>Wheelchair access available</i></p>
<p><b>7. Child protection related issues</b></p>	<p>1. <i>Educational Institution staff and staff engaged by CSNSW SPORT comply with NSW Working with Children Legislation and have participated in employment screening.</i></p> <p>2. <i>Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points.</i></p> <p>3. <i>All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWC register.</i></p>






<b>8. Emergency situations not planned for</b>	<ol style="list-style-type: none"><li>1. Each venue displays emergency procedure template</li><li>2. Managers to identify muster points at meeting in morning prior to start of event.</li><li>3. Include <a href="#">muster points map&gt;&gt;&gt;</a> in program</li><li>4. Review <a href="#">Adverse Weather &gt;&gt;&gt;</a> procedures.</li><li>5. <a href="#">CSNSW Sport Emergency Procedures &gt;&gt;&gt;</a></li></ol>
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## EMERGENCY PROCEDURES

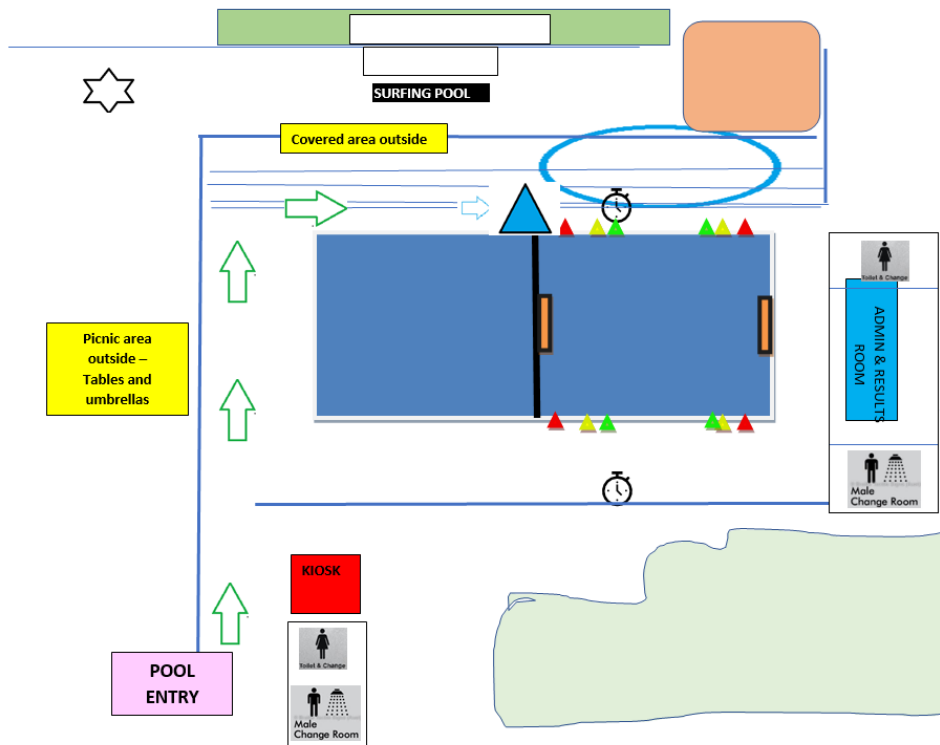
1. Any person identifying an emergency should raise the alarm by attracting the attention of any CSNSW Sport or Host Diocese appointed person.
2. The Event Manager should make contact with CSNSW Sport Manager and inform of the location of the emergency, the type of emergency and the name and location of the caller.
3. If the event of a fire or bomb threat the Event Manager will take on the role of the Chief Fire Warden (CFW) and be responsible for ordering the evacuation of the building 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 in the Reception area or at an appropriate emergency exit, to receive reports and relay any necessary instructions. CSNSW Sport team officials or other will assume the role of Communications Officer to support the Chief Fire Warden
5. The Centre Supervisor will be responsible for the evacuation of the venue when directed by the Chief Fire Warden. Anyone requiring assistance should ask the CSNSW Sport staff 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. Anyone 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.
11. Log all times and comments on the [Emergency Operational Procedure & Time Log](#).

TRAFFIC MANAGEMENT & EMERGENCY EVACUATION



PLAN KEY:					
			First Aid Station		
	Entry Point		Emergency Muster Point		
	Emergency Access		Player/official zone – 1 spectator allowed.		

## Internal Map of Ryde Aquatic Centre



# 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.

	SPORT	<b>NSWCCC Water Polo</b>	SELECTION	<b>X</b>
	VENUE	Ryde Aquatic Centre	KNOCKOUT	
	DATE	26 March 2025	CHAMPIONSHIP	
	TIME		CARNIVAL	

		YES	NO	N/A	COMMENT
<b>TRANSPORT</b>	Ensure the traffic management plan is in place.				
<b>STAFFING</b>	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				
<b>VENUE INFORMATION</b>	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				
<b>EQUIPMENT</b>	Is all equipment appropriately secured to prevent injury?				

	Check equipment meets sport safety specifications				
	All individuals & teams are aware of regulations regarding safety equipment				
<b>COMPETITION AREA</b>	Has the competition area been checked for irregularities?				
	Is the competition area safe to proceed with the event? Eg Water quality, surface stability				
<b>SPECTATOR AREA</b>	Clearly defined and separate from competition area				
	Has the spectator area been checked for irregularities?				
	Are bins accessible for rubbish disposal?				
<b>FIRST AID ARRANGEMENTS</b>	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?				
<b>ENVIRONMENTAL CONDITIONS</b>	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?				
<b>APPROXIMATE ATTENDANCE NUMBERS</b>	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.

<b>VENUE MANAGER</b>	NAME		<b>DIO REP/ CSNSW SPORT</b>	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  
[sportresponses@CSNSW.catholic.edu.au](mailto:sportresponses@CSNSW.catholic.edu.au)

## INJURY REGISTER

EVENT:

DATE:

DATE	STUDENT'S NAME	SCHOOL	INJURY	TREATMENT	PARENT/ SCHOOL INFORMED	ADDED TO COMPLI- SPACE

SERIOUS INJURY & INCIDENT REPORTING - [http://csnsw.csassurance.com/contracts/new?contract\\_template=29&token=s5jKhxYyvU6qZfh4KEvJ](http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ)

## **EVENT CRITICAL INCIDENT PLAN**

### **1. CRITICAL INCIDENTS**

1.3 A Critical Incident may be defined as an event which causes disruption to an organisation, creates significant danger or risk, and which creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.

1.4 A sensitive awareness of the varying needs and circumstances of students, staff and families is important in such a crisis. Arising from the duty of care that CSNSW SPORT owes to students for whom they have responsibility, planning for the management of an abnormal or critical incident is essential.

1.5 The early identification of, and preparation for a potential critical incident, or crisis, will help in creating a safe, supportive environment for students and staff members. Education, greater awareness and the ways in which crises can be managed require planning. Thus, providing support to staff and students is to empower them, and their families, to help themselves and to enhance their skills for future critical incident in their lives.

1.6 Examples of a Critical Incident include:

- Serious injury, illness or death, including suicide.
- Students or staff lost or injured.
- Students or staff being taken hostage.
- Violent assault of a person at an event.
- Violent event at a venue, including terrorist activity.
- Students or staff witnessing a serious accident or incident of violence.
- Significant vandalism or destruction at an event.
- Fire, bomb threat, explosion, gas or chemical hazard, flood, earthquake, windstorm, hailstorm or extremes of temperature.

### **2. MANAGEMENT:**

CSNSW SPORT requires the reporting of any incidents/accidents to any person, or damage to any equipment/property at or near the area of activity, within the event area of the event. Such incidents should, in the first instance, be notified to CSNSW SPORT on 02 9287 1595. In accordance with the Work Health & Safety Regulation 2011, all serious incidents that cause injury to persons in particular must be reported to WorkSafe NSW immediately on 13 10 50.

Should an incident involving a student or teacher occur during the event, CSNSW SPORT staff will manage all first aid and emergency services contact requirements. CSNSW SPORT staff will complete the relevant internal reports, which are maintained on file at the CSNSW SPORT Office in accordance with the NSW State Records Act. Copies of internal reports will not be provided to the school, unless the matter is litigated. Incident Report in appendix.

#### **Management Plan:**

- 2.1 [Information and contact numbers of emergency services.](#)
- 2.2 [Evacuation plans](#)
- 2.3 [Assign roles and responsibilities to other teaching staff](#)

2.4 Ensuring that there is provision in the plan for dissemination of information to parents and family member

## ROLES & RESPONSIBILITIES

**VENUE MANAGER** or designated person will lead the emergency response and be guided by the Critical Incident action guide

Immediate Response

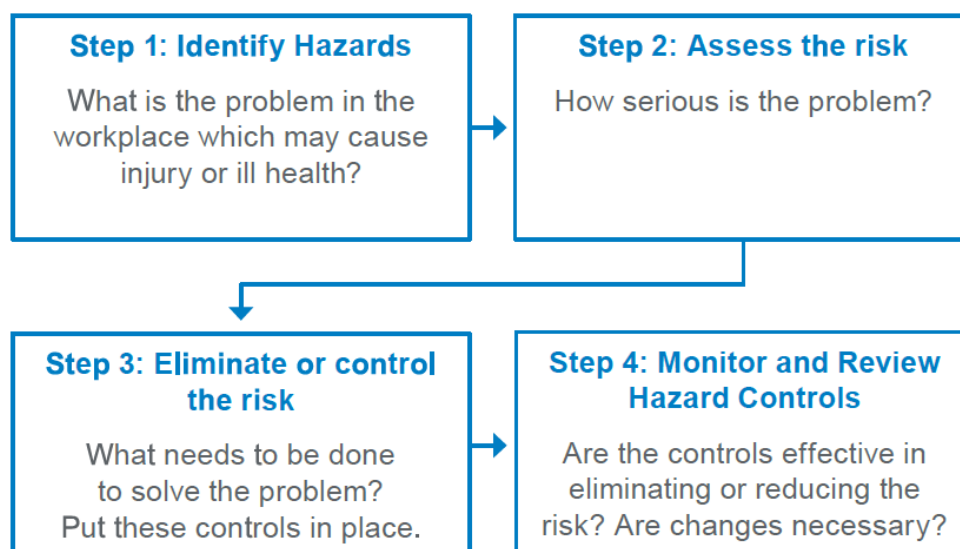
- ☐ Identify the nature of the critical incident
- ☐ [Implement the appropriate emergency procedure](#)
- ☐ [Contact emergency services](#)
- ☐ Delegate immediate first aid to trained staff
- ☐ If applicable, secure the area

**CSNSW SPORT STAFF** will:

- ☐ Ensure safety and welfare of children and staff
- ☐ Notify the CSNSW Sport Manager & Director
- ☐ Liaise with emergency services, hospital and medical services
- ☐ Maintain Emergency Operational Procedure & Time Log (Appendix F)
- ☐ [Complete an Incident Report](#)
- ☐ Manage media and publicity

**CSNSW SPORT Appointed Staff, Other School Staff** will:

- ☐ Contact and inform parents and family members
- ☐ Contact school and Diocesan Sports Coordinator
- ☐ Identify children and staff members most closely involved and at risk



## CHAIN OF REPORTING



- [Reporting Contacts >>](#)
- [CSNSW Assurance Module >>](#)
- [Emergency Response >>](#)
- [Emergency Operational Procedure & Time Log>>](#)

# EMERGENCY RESPONSE GUIDE



## FIRE

### EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Raise fire alarm, if possible
- Call 000
- Close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators



## SEVERE WEATHER

### MOVE TO A SAFE LOCATION

- Give directions to meet at designated shelter area
- Close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or bathrooms and stay away from windows
- Remain in shelter until it's safe



## URGENT SITUATION

### CONTACT EMERGENCY SERVICES

- Call 000
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



## VIOLENT INCIDENT

### AVOID | DENY | DEFEND

#### Avoid

- Pay attention to your surroundings
- Have an exit plan
- Quickly move away from the threat
- Put distance and barriers between you and the threat
- Warn others of the danger

#### Deny

- Keep distance between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

#### Defend

- Be prepared to defend yourself
- Be aggressive and committed to your actions

Call 000 when you are in a safe area

When law enforcement arrives, **show your hands and follow commands**

## EMERGENCY CONTACT INFORMATION

<https://www.nsw.gov.au/living-nsw/emergency-services>

EMERGENCY ..... 000

STATE EMERGENCY SERVICES (SES)..... 132 500

NSW HEALTH.....[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

POISONS INFORMATION CENTRE.....131 126

CSNSW SPORT OFFICE..... 9287 1595

BUREAU OF METEOROLOGY (BOM).....[www.bom.gov.au](http://www.bom.gov.au)

[www.csnsw.sport](http://www.csnsw.sport)

# INJURY RECORD SHEET - Please upload to [CSNSW Assurance Injury Register](#) and complete the report



Name of patient: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: Male ☐ Female ☐

Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_am/pm Is the injured person : Player / Referee / Coach / Spectator

Patient Address: \_\_\_\_\_ Patient Phone Number: \_\_\_\_\_

Sport \_\_\_\_\_ Venue \_\_\_\_\_ Event/match: \_\_\_\_\_

<p><b>Type of activity at time of injury</b></p> <p><input type="checkbox"/> training  <input type="checkbox"/> warm-up  <input type="checkbox"/> competition  <input type="checkbox"/> cool-down  <input type="checkbox"/> other _____</p> <p><b>Reason for Presentation</b></p> <p><input type="checkbox"/> new injury  <input type="checkbox"/> exacerbated/aggravated injury  <input type="checkbox"/> recurrent injury  <input type="checkbox"/> illness  <input type="checkbox"/> other _____</p> <p><b>Body Region Injured</b>          Tick or circle body part/s injured &amp; name</p> <div style="text-align: center;"> </div> <p><b>Body part/s</b></p> <p>_____          _____          _____          _____</p>	<p><b>Nature of Injury/illness</b></p> <p><input type="checkbox"/> abrasion/graze  <input type="checkbox"/> sprain eg ligament tear  <input type="checkbox"/> strain eg muscle tear  <input type="checkbox"/> open wound/laceration/cut  <input type="checkbox"/> bruise/contusion  <input type="checkbox"/> inflammation/swelling  <input type="checkbox"/> fracture (including suspected)  <input type="checkbox"/> dislocation/subluxation  <input type="checkbox"/> overuse injury to muscle or tendon  <input type="checkbox"/> blisters  <input type="checkbox"/> concussion  <input type="checkbox"/> cardiac problem  <input type="checkbox"/> respiratory problem  <input type="checkbox"/> loss of consciousness  <input type="checkbox"/> unspecified medical condition  <input type="checkbox"/> other _____</p> <p><b>Provisional diagnosis/es</b></p> <p>_____</p> <p><b>CAUSE OF INJURY</b></p> <p><b>Mechanism of Injury</b></p> <p><input type="checkbox"/> struck by other player  <input type="checkbox"/> struck by ball or object  <input type="checkbox"/> collision with other player/referee  <input type="checkbox"/> collision with fixed object  <input type="checkbox"/> fall/stumble on same level  <input type="checkbox"/> jumping to shoot or defend  <input type="checkbox"/> fall from height/awkward landing  <input type="checkbox"/> overexertion (eg muscle tear)  <input type="checkbox"/> overuse  <input type="checkbox"/> slip/trip  <input type="checkbox"/> temperature related eg heat stress  <input type="checkbox"/> other _____</p>	<p><b>Explain exactly how the incident occurred</b></p> <p>_____          _____          _____          _____          _____          _____</p> <p><b>Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play?</b></p> <p>_____          _____          _____</p> <p><b>Protective Equipment</b>          Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg mouthguard, ankle brace, taping.</p> <p>_____</p> <p><b>Initial Treatment</b></p> <p><input type="checkbox"/> none given (not required)  <input type="checkbox"/> RICER <input type="checkbox"/> dressing  <input type="checkbox"/> sling, splint <input type="checkbox"/> crutches  <input type="checkbox"/> CPR <input type="checkbox"/> stretch/exercises  <input type="checkbox"/> taping only  <input type="checkbox"/> none given - referred elsewhere  <input type="checkbox"/> other _____</p> <p><b>Advice Given</b></p> <p><input type="checkbox"/> immediate return unrestricted activity  <input type="checkbox"/> able to return with restriction  <input type="checkbox"/> unable to return at present time  <input type="checkbox"/> Able to return but the player chose not to  <input type="checkbox"/> Referred for further assessment before returning to activity</p>	<p><b>Referral</b></p> <p><input type="checkbox"/> no referral  <input type="checkbox"/> medical practitioner  <input type="checkbox"/> physiotherapist  <input type="checkbox"/> ambulance transport  <input type="checkbox"/> hospital  <input type="checkbox"/> other _____</p> <p><b>Provisional severity assessment</b></p> <p><input type="checkbox"/> mild (1-7 days modified activity)  <input type="checkbox"/> moderate (8-21 days modified activity)  <input type="checkbox"/> severe (&gt;21 days modified or lost)</p> <p><b>Treating person</b></p> <p><input type="checkbox"/> medical practitioner  <input type="checkbox"/> sports trainer  <input type="checkbox"/> other _____</p> <p>I have provided the patient with a copy of this report and told them that this record will be kept for insurance purposes. The injury information (not including patient name, address or phone number) will be entered into the Sports Injury Tracker Tool as part of the statistical analysis of injuries that occurred during the event. Patients are anonymous in these statistical records which help to create a safer sporting environment for future events.</p> <p><b>Name</b></p> <p>_____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Today's Date:</b> ____/____/____</p> <p><b>Sports Trainer ID</b></p> <p>_____</p>
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## EMERGENCY OPERATIONAL PROCEDURE & TIME LOG

<b>Emergency</b>			
<b>Location</b>		<b>Date</b>	
		<b>Time of Initiation</b>	
		<b>Time of Stand Down</b>	

Issues To Be Addressed	Time	Comments
Venue Management/leasee Identified		
CSNSW Sport Office contacted		
Initiated emergency response		
Assess student/staff safety		
Activate alarms		
Emergency services called		
Relocation of students/staff		
Delegation of duties – <ul style="list-style-type: none"><li>• First Aid</li><li>• Warden to monitor evacuation</li><li>• Securing entrances</li><li>• Clearing emergency exits</li><li>• </li></ul>		
Contact schools and Dioceses		
Do services need to be cancelled		
Organise collection of students		
Is there a risk of infection?		
Are there PR issues to addressed		

**COORDINATOR SIGNATURE:**

**DATE:**

Email to: [sportresponses@csnsw.catholic.edu.au](mailto:sportresponses@csnsw.catholic.edu.au)