**CSSA Primary State Athletics Carnival**

**Risk Assessment**

Location: Sydney Olympic Park Athletics Centre

#### *Consequence or Impact*

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| **Level** | Descriptor | **Example detail description** |
| **1** | Insignificant | No injuries, low financial loss |
| **2** | Minor | First aid treatment, on-site release immediately contained, medium financial loss |
| **3** | Moderate | Medical treatment required, on-site release contained with outside assistance, high financial loss |
| **4** | Major | Extensive injuries, off-site release with no detrimental effects, major financial loss |
| **5** | Catastrophic | Death, toxic release off-site with detrimental effect, huge financial loss |

#### *Likelihood*

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| **Level** | **Descriptor** | **Description** |
| **A** | Almost Certain | Is expected to occur in most circumstances |
| **B** | Likely | Will probably occur in most circumstances |
| **C** | Possible | Might occur at some time |
| **D** | Unlikely | Could occur at some time |
| **E** | Rare | May occur only in exceptional circumstances |

**Risk Analysis Matrix – Level of Risk**

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| **Likelihood** | **Consequences** | | | | |
| **Insignificant  1** | **Minor  2** | **Moderate  3** | **Major  4** | **Catastrophic 5** |
| **A (almost certain)** | H | H | E | E | E |
| **B (likely)** | M | H | H | E | E |
| **C (moderate)** | L | M | H | E | E |
| **D (unlikely)** | L | L | M | H | E |
| **E (rare)** | L | L | M | H | H |

**Legend**

E: extreme risk; immediate action required

H: high risk; senior management attention needed

M: moderate risk; management responsibility must be specified

L: low risk; manage by routine procedures

Risk Evaluation Form

CSSA SECONDARY STATE ATHLETICS CARNIVAL

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| Exposure | Current Controls | Assessment | | | Additional Controls Required |
| Severity | Likelihood | Risk Priority |
| Inadequate training and preparation of students/competitor  Low level of physical fitness / strength | Responsibility of each school to prepare students/competitors. | 2 | D | L | - Students are required to complete at zone athletics carnival to qualify through to state athletics carnival |
| Physical injury/ asthma attack etc. as a result of participation | Trained 1st Aid Officers present and full equipment available. If students are asthmatic they must carry their medication at all times. | 2 | C | M | - It is recommended that each school brings a 1st Aid Kit & ensures that the supervising teacher is 1st Aid trained. |
| Referees/Officials with inadequate knowledge for effective supervision | Use of accredited NSW Athletics Officials | 2 | D | L | - Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run. |
| Poor program/draw organization | Athletics program has been arranged to maximize efficiency and safety of participants | 2 | D | L |  |
| Providing inadequate rules and instruction for conduct of event | Provision of clear hardcopy instructions for officials at each event | 2 | D | L |  |
| Lack of clear identification of officials | NSW Athletics Officials to wear official uniform for that sport. | 2 | D | L |  |
| Staff unfamiliar with emergency management principles | Request SOPAC to announce details of emergency procedure prior to commencement of carnival | 2 | D | L |  |
| Employees without working with Children Checks | All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association or individual school | 2 | C | M |  |
| Transport to and from the State Athletics Carnival | Responsibility is with the students school and or parents. |  |  | NA |  |
| Student Supervision when not competing  Collisions on track and students being hit by field implement | Out of bounds areas behind grand stand where students can not be seen. Schools must have a staff member in the stand with their students to monitor student presence.  Students to only walk around the outside of the field to events, crossing only at the end of the track, not near the finish line to avoid collisions.  No students to walk across centre of track grass area | 2  2  3 | C  C  D | M  M  M | - All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (approx 25-30 students)  - announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures. |
| Failure to check competition areas/fields and equipment prior to event | SOPAC staff check equipment daily. NSW Athletics/Little A’s Officials in conjunction with carnival referee check equipment and competition areas prior to carnival commencing. | 2 | C | M |  |
| Students inappropriately dressed to compete. ie. uniform, footwear | CSSA rules of competition require students to be dressed appropriately for athletics. This information is sent to schools via email, printed in the official “Program of Events”. Rules of competition & the CSSA Code of Conduct can be found in the CSSA Handbook which can be downloaded from the CSSA website . [www.cssa.net.au](http://www.cssa.net.au)  Individual schools must check that their students are appropriately dressed to compete by carnival rules prior to the marshalling of the 1st event. | 2 | C | M | - announcer to make a number of announcements throughout the day |
| First Aid equipment and facilities inadequate | First Aid rooms and equipment provided and checked by SOPAC daily – CSSA employ adequately trained 1st Aid personnel | 3 | D | M |  |
| Food Poisoning | A canteen will be available for students to purchase “Fast/Take Away” food & drink. All care has been taken by SOPAC to ensure proper control & handling procedures are followed. | 2 | D | L | - Purchasing food at these outlets is done at their own risk. Spectators & competitors are recommended to bring their own food & drink to the venue. |
| Carnival continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning | Deteriorating conditions continually assessed and appropriate action taken by Carnival Referee in consultation with SOPAC staff / 1st Aid personnel / NSW Athletics Officials etc. | 3 | D | M | - announcer to make a number of announcements throughout the day |
| Sun sense/Dehydration/ Exhaustion | Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day. | 2 | D | L | - announcer to make a number of announcements throughout the day |
| *Shot Put/ Discus and Javelin*  Students being hit with equipment thrown by another competitor | Students only to throw when asked by the official running the event  Students are not to pick up equipment after throwing but must be left to a marshal. | 2  2 | D  D | L  L | - Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run**.** |
| *Shot Put/ Discus and Javelin (cont)* | All Students are to be kept behind protective nets when not throwing and back far enough to account for slack in netting.  If no safety netting, students are to be seated in an area behind the throwing and landing areas. | 2  2 | D  D | L  L | - Teachers in charge of events will be given a checklist of how to run the event safely and supervise students.  - NSW Athletics Officials will oversee the running of all throwing events. If the teacher in charge of the event is unsure of any rules/safety requirements they are to seek assistance from the NSW Athletics Officials |
| *High Jump*  Student missing mats on landing  *Long Jump*  Students may step or land on rakes | Bars to be as close as possible to the mats  Ensure bars are centred to avoid mats on sides of bars being too short making falling off edges too easy.  Student free area to be maintained around the run up zone to prevent loss of focus during event.  Raking to be complete before a run up is begun  Rakes to be left ‘claw’ down at all times. | 2  2 | C  D | M  L | - Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run**.**  - Teachers in charge of events will be given a checklist of how to run the event safely and supervise students.  - NSW Athletics Officials will oversee the running of all jumping events. If the teacher in charge of the event is unsure of any rules/safety requirements they are to seek assistance from the NSW Athletics Officials |
| *Footwear*  Broken glass or sharp objects in the environment  Students may receive a wound from another student wearing spikes during a race | Students are to wear footwear at all times .  No students may compete in bare feet  Competitors are required to keep a safe distance from other competitors when competing | 3  2  2 | D  C  C | M  M  M |  |
| *Grandstand*  Students may trip and fall down a number of stairs/rows when moving in the grandstand | The stands will be a non-running area to avoid falling down steps | 2 | D | L | - Announcements to be made a regular intervals about safety rules in the grandstand |

**CSSA does not provide Personal/Accident Insurance Cover**

**As a CSSA Member school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed a “Working with Children” prohibited employment form.**

**Change Rooms**

CSSA recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSSA is that **Member School Staff** and **Member School Volunteers** would appropriately supervise change rooms in accordance with NSW Department of Education guidelines. The same goes for **CSSA Staff** and **CSSA Volunteers** who may be required to supervise change rooms in the course of supervising **CSSA Representatives** at **Non-CSSA Events**.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

* give explicit instructions and guidelines for behaviour in change rooms
* set a routine for going into change rooms and keep to it
* announce to students when entering the change room and allow time for students to cover up, and
* do not stand in change rooms while students are changing as students have a right to privacy.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

* give explicit rules about what is expected of students' behaviour in the change rooms
* ensure that students know that if there is an emergency you will enter the change room
* choose two student representatives to report to you about any problems in the change rooms
* ask the students to come out of the change room if there is any disturbance
* if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
* if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

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| **Risk Warning under section 5M of the *Civil Liability Act 2002* (NSW) on behalf of CSSA and its Member Schools**  **Sporting Activities**  Christian Schools Sports Association (CSSA) administers and convenes CSSA inter-school sporting activities in which many students from Member Schools participate. Students participating in these sporting events take part in practice, trials and competitions.  CSSA and its Member Schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds. CSSA and its Member Schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the CSSA Code of Conduct and to set a good example for the students.  While CSSA and its Member Schools take measures to make the sporting activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.  Parents, spectators and officials could also be injured or suffer loss.  Injury can occur while the student, parent, spectator or official is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.  On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator or official has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.  Students, parents, spectators and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.  CSSA does not provide Personal or Accident Insurance Cover. |

