# CSSA/SASSA Sec 16&U and Open Boys Rugby Union Trials

# CSSA new logo smaller versionRisk Assessment Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event | CSSA/SASSA Sec 16&U and Open Boys Rugby Union Trials | | | |
| Assessed By | Linda Heslehurst |  | Approved By | Linda Heslehurst |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Locations | Kiama Showground |  | Activities | **16&U and Open Boys Boys Rugby Union Trials** |
| 2 Bong Bong St, Kiama NSW 2533 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | INDOOR HAZARDS |  |  | **5** | HAZARDS ON HILLS AND MOUNTAINS |  |
| **1.1** | Inappropriate lighting |  |  | **5.1** | Slips & trips on grass, mud, rock |  |
| **1.2** | Temperature |  |  | **5.2** | River crossings |  |
| **1.3** | Insufficient or unsuitable space |  |  | **5.3** | Remote locations |  |
| **1.4** | Untidiness – causing trip / fire hazard |  |  | **5.4** | Difficult communication – weather / distance |  |
| **1.5** | Stairs – dark / steep / no handrail |  |  | **5.5** | Falling debris | Y |
| **1.6** | Lack of fire escapes / extinguishers / procedures |  |  | **5.6** | Extra work imposed by terrain type / angle |  |
| **1.7** | Slip / trip / fall hazards |  |  | **5.7** | Lack of shelter |  |
| **1.8** | Inadequate ventilation |  |  | **5.8** | Separation of group members |  |
| **1.9** | Inhalation of dust |  |  | **5.9** | Getting lost |  |
| **1.10** | Poor surfaces for activities – slips / trips / impact |  |  | **5.10** | Falls from height |  |
| **1.11** | Electrical hazards |  |  | **5.11** | Extremes of weather |  |
|  |  |  |  |  |  |  |
| **2** | SPORTING ACTIVITY HAZARDS |  |  | **6** | PEOPLE & ORGANISATIONAL HAZARDS |  |
| **2.1** | Uneven playing surface | Y |  | **6.1** | Lack of information, training or instruction | Y |
| **2.2** | Playing surface too hard or soft | Y |  | **6.2** | Poor activity planning or preparation | Y |
| **2.3** | Hard or sharp objects on pitch | Y |  | **6.3** | Poor activity delivery or organisation | Y |
| **2.4** | Sliding on Astroturf or similar surface |  |  | **6.4** | Ignorance of rules and / or procedures | Y |
| **2.5** | Collisions / Conflict with surrounding objects or people | Y |  | **6.5** | Unsafe behaviour or attitude | Y |
| **2.6** | Impact from sports equipment - Ball or Clubs | Y |  | **6.6** | Lack of appropriate first aid equipment and experience | Y |
| **2.7** | Contact sport injury | Y |  | **6.7** | Medical conditions of participants | Y |
| **2.8** | Personal injury – fracture / sprains / cuts | Y |  | **6.8** | Poor safety control from group leaders | Y |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YE |  | **6.9** | Poor safety awareness from participants |  |
| **3** | HAZARDS ON COASTS & COASTAL WATERS |  |  | **6.11** | Lack of cooperation within group |  |
| **3.1** | Falls from cliffs, piers, sea walls |  |  | **6.12** | Differing skill levels within group | Y |
| **3.2** | Struck by falling objects from cliff |  |  | **6.13** | Low level of physical fitness / strength | Y |
| **3.3** | Slips & falls on slopes / loose surfaces |  |  | **6.14** | Aggression between participants | Y |
| **3.4** | Quick sand & mud |  |  | **6.15** | Aggression from crowd / public | Y |
| **3.5** | Access problems due to steep angle of beach slope |  |  | **6.16** | Contact between participants increasing risk | Y |
| **3.6** | Collisions between water users |  |  | **2.22** | USE BY UNTRAINED ERSONS NAUGHTY | ES |
| **3.7** | Swept away by wave surges |  |  | **7** | EQUIPMENT AND OTHER HAZARDS |  |
| **3.8** | Being washed against rocks / piers |  |  | **7.1** | Crash handling |  |
| **3.9** | Low water temperatures |  |  | **7.2** | Transport to and from your activity | Y |
| **3.10** | Communication problems from waves / swell / distance |  |  | **7.3** | Food poisoning | Y |
| **3.11** | Struck by objects in water |  |  | **7.4** | Hazardous substances |  |
| **3.12** | Stranded by tides |  |  | **7.5** | Equipment with moving / hot parts |  |
| **3.13** | Swept away by currents |  |  | **7.6** | Heavy equipment |  |
| **3.14** | Rip tides |  |  | **7.7** | Electrical hazards from equipment |  |
| **3.15** | Longshore drift |  |  | **7.8** | Noise from equipment |  |
| **3.16** | Conflicts between beach users |  |  | **7.9** | Risk of trapping body / clothing in equipment |  |
| **22.22** | UNTRAINED PERSONS NAUGHTY | YE |  | **7.10** | Inadequate environment for equipment operation |  |
| **4** | HAZARDS ON STILL / MOVING WATER |  |  | **7.11** | Inadequate protective equipment | Y |
| **4.1** | Getting swept away from equipment or people |  |  | **7.12** | Equipment in unsuitable condition |  |
| **4.2** | Collision with rocks in and to sides of rivers |  |  | **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YS |
| **4.3** | Striking / trapping by submerged obstacles |  |  | **8** | OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY |  |
| **4.4** | Being dragged down by undertow |  |  | **8.1** | Venue meets safety standards | Y |
| **4.5** | Restricted or impossible access to / from water |  |  | **8.2** | First Aid Available | Y |
| **4.6** | Access problems – rescue / getting kit into water |  |  | **8.3** | Child Protection | Y |
| **4.7** | Falls from drops in level at weirs / waterfalls |  |  | **8.4** | Inadequate Supervision | Y |
| **4.8** | Getting out of depth |  |  | **8.5** | Dehydration/Exhaustion/Sun sense | Y |
| **4.9** | Low water temperature |  |  | **8.6** | Students inappropriately dressed to compete. ie. uniform, footwear | Y |
| **4.10** | Separation from other people |  |  | **8.7** | Extremes of weather/lightning | Y |
| **4.11** | Slips / trips on steep banks or uneven surfaces |  |  | **8.8** | Infectious Diseases: Blood Rule Procedure | Y |
| **4.12** | Difficult communications |  |  | **8.9** | Warm up & Cool down | Y |
| **4.13** | Remote locations |  |  | **8.10** | Jewellery | Y |

# Risk Assessment – Student Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Club/Society Name** | Christian Schools Sports Association | **Number of persons involved** | **approx 100** |
| **Nature of Activity** | Rugby Union | **Frequency of Activity** | **One day** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessed By** | Linda Heslehurst | **Dates :** |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard Ref.** | **Potential Effect** | **Existing Controls in Place** | **Score**  **Low/Medium/High Risk** |
| 2.1  2.2  2.8  8.1  8.6 | **Uneven playing surface**  **Playing surface too hard or soft**  **Personal injury – fracture / sprains / cuts**  **Venue meets safety standards**  **Students inappropriately dressed to compete. ie. uniform, footwear** | The CSSA/SASSA Sec 16&U and Open Boys Rugby Union Trials will be played on outdoor playing fields that are regularly checked & maintained by Kiama Council.. The playing surface can be uneven in spots & depending on weather conditions very soft or hard under foot.  Players are required to wearing adequate footware appropriate for the sport & are encouraged to strap their ankles & knees to help prevent sprains etc. Individual schools must check that their students are appropriately dressed for Rugby Union prior to the commencement of competition  All user groups to inspect fields before playing. | Medium |
| 2.3 | **Hard or Sharp Objects on the Pitch** | A safety & venue audit will be conducted prior to the commencement of play. Any sharp objects will be removed or a warning sign placed near any potential danger. | Low/Medium |
| 2.5  2.7  7.11 | **Collisions/Conflicts**  **Contact/Sports Injury**  **Inadequate protective equipment** | Players are required to conduct themselves in accordance with the rules of the game, the Rugby Union Safety in Sports Guidelines and the CSSA Code of Conduct. Capable people/certified referees will be controlling each game. If injury does occur there is qualified first aid trainers on hand.  Students assessed as having an inappropriate physique for selection in the front or second row must not be allowed in any circumstances to play in these positions. Particular care must also be taken to prevent students with such physiques from playing in these positions as replacements or by positional changes during the course of a game.  If a front row or second row forward is replaced, the team manager must ensure the replacement player has the appropriate training and experience for the position to be filled and the physical requirements for the position.  Correctly fitted mouth guard MUST be worn by all players in all games. Players are highly recommended to wear protective equipment including headgear and shoulder pads. Posts are to be padded | Medium |
| 2.6  8.2 | **Impact from sports equipment - Ball**  **First Aid Available** | Players are required to conduct themselves in accordance with the rules of the game and CSSA Code of Conduct. If injury does occur there is qualified first aid trainers on hand. | Medium |
| 5.5 | **Falling debris** | There are very few trees at the venue, however players will be instructed not to stand under large trees – especially during a storm or high wind. Event will be cancelled in extreme weather conditions. | Low |
| 6.1 | **Lack of information, training or instruction** | Information relating to the CSSA Sec 16&U and Open Boys Rugby Union Trials ie. rules/regulations etc can be obtained from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) The CSSA Code of Conduct can also be downloaded from the website. Schools are expected to train their students to an acceptable standard of play & have a good understanding of the rules. | Low |
| 6.2 | Poor activity planning or preparation | The CSSA/SASSA Rugby Team Manager/Coaches/Selectors all have Rugby Coaching Accreditation & have had previous experience playing and organising Rugby Union matches and leading groups in similar environments. The trials will be coordinated by:  Mr Scott Sutherland: St Peter’s Anglican College Broulee  E: [s.sutherland@stpetersbroulee.nsw.edu.au](mailto:s.sutherland@stpetersbroulee.nsw.edu.au) | Low |
| 6.3 | Poor activity delivery or organisation | The Team Manager will ensure that all players are briefed regarding: the rules and safety procedures laid down by CSSA/SASSA & the venue’s management including evacuation procedure. | Low |
| 6.4  6.5  6.8  6.9 | Ignorance of rules and / or procedures **Unsafe behaviour or attitude**  **Poor Safety control from group leaders;injury**  **Poor safety awareness from participants: injury** | CSSA Code of Conduct is clear as to expectations upon players/team managers/parents/speectators. All sports coordinators have agreed to abide by the Rugby Union Safety in Sports Guidelines & CSSA Code of Conduct when they nominate students to trial. All players should be familiar with these guidelines before attending the trials. The Rugby Union Safety in Sports Guidelines & CSSA Code of Conduct can be downloaded from the CSSA website. www.cssa.net.au | Low |
| 6.6 | **Lack of appropriate first aid equipment & experience** | A qualified first aid trainer will be on hand. | Low |
| 6.7  6.13 | **Medical conditions of participants**  **Low level of physical fitness / strength** | Students should only participate in vigorous activities if medically fit. Students must not be allowed to play or continue to play if they are injured. If a teacher has reason to believe that a student is injured, the student must be removed from the play. Coaches must not allow students to return to playing after injury until it is clear that the injury has healed. If there is any doubt, the student is not to play until medically cleared | Low/Medium |
| 7.2 | **Transport to and from your activity** | Responsibility is with the students school and or parents. | N/A |
| 7.3 | **Food Poisoning** | A canteen MAYBE available for students to purchase food & drink. All care has been taken to ensure proper control & handling procedurers are followed. Purchasing food at this outlet is done at their own risk. Players are recommended to bring their own food & drink to the venue. | Low/Medium |
| 8.3 | **Child Protection** | All staff present at the event are understood to have undergone Working With Children check with by Individual Schools. Individual schools are required to supply sufficient supervion for their students throughout the entire event. | Low |
| 8.4 | **Inadequate Supervision** | Individual schools responsible for their own players – including all transport organisation | Low |
| 8.5 | **Dehydration/Exhaustion/Sun sense** | All competitors are reminded to Slip, Slop, Slap before play commences & reapply through out the day. When not playing students are recommended to wear a hat. The gala day/trials has been designed to ensure that competitors receive rest periods between games. Schools are to provide waterbottles for all their players. Sharing of water bottlesis NOT ACCEPTABLE! . | Low/Medium |
| 8.7 | **Extremes of weather/ Lightning** | CSSA/SASSA Rugby Team Manager/Coaches/Selectors will monitor playing conditions in relation to heat, storms and adverse playing weather. Event may be postponed, suspended or cancelled as required. Players to be advised that at the first sign of local thunder or lightening they are to abandon the round and return to the club house immediately. Organisers to sweep the field to ensure compliance. | Medium |
| 8.8 | **Infectious Diseases: Blood Rule Procedure** | All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.  A player who is bleeding must be removed immediately from the activity and not permitted to return until:   * the source of the bleeding has been controlled, the wound dressed and securely covered * any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed. | Low/Medium |

|  |  |  |  |
| --- | --- | --- | --- |
| 8.9 | Warm up & Cool down | Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the training session or game.  The warm-up should be continuous and lead into the training session. It should include games/ activities relevant to the session to be performed. | Low/Medium |
| 8.10 | Jewellery | Students must remove jewellery and other ornaments likely to cause injury. | Low |

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

**As a competing 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.

|  |
| --- |
| **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. |

**RUGBY UNION**

###### ( extract from the CSSA Safety in Sport Guidelines )

All students must have written parental permission to play at intra, inter-school and higher representative levels. A proforma for permission is included below. This form should be amended for students selected to play at zone or state representative levels.

Students 12 years old to under 19 level must play under the International Rugby Board Under 19 Laws and adhere to 'PLAYING IT SAFE' published by the Australian Rugby Union. Rule booklets and kits are available from the ARU and the NSWRU.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly.

**TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE**

The coach must have appropriate expertise and/or training in the teaching/coaching of rugby league/rugby union. These details should be assessed and recorded by the principal.

A teacher must be present who has recognised current training in emergency care.

**SUPERVISION**

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

It is recommended that qualified referees be used for inter-school competition. In respect of supervision for spectators, principals should assess the proportion of supervising teachers to students on the basis of the number of students, their ages, maturity, special needs, the layout of the venue and spectator accommodation arrangements.

**EQUIPMENT**

Appropriate padding must be used on goal posts.

The state and national controlling bodies of these sports strongly recommend the wearing of a correctly fitted mouthguard during both training and competition.

Accordingly, students and parents should be advised of this recommendation and encouraged to comply.

Players should be encouraged to wear Standards Australia approved head gear designed primarily to protect the ears and head against abrasions.

Rugby union players must wear only shoulder pads approved for their respective sport. ie. shoulder pads of the harness type (rugby league) must not be worn. Shoulder pads that cover only the shoulders and collar bone are acceptable. They must not have a sternum plate or reinforcing across the chest. Boots must conform to the Laws of the game. A well-equipped medical kit must be readily available.

**VENUES**

Enclosed grounds are preferred for inter-school fixtures. Grounds must be free of obstructions and loose objects and marked avoiding the use of hydrated lime. Spectators and reserve players must be positioned well back from the sideline during play.

**SAFETY**

Each school is required to have a structured training and coaching program and an agreed selection procedure for teams participating in intra and inter-school programs. Training must be specific to the player's position and physique.

Coaches of intra or inter-school teams must be aware of the specific strength and physical requirements of the activity, for example, the most desirable and suitable body build for a front row forward.

Students must be selected on the basis of ability and suitability for the position they are to play (refer to the memorandum: Rugby League/Rugby Union as School Sports - 87/094).

Students assessed as having an inappropriate physique for selection in the front or second row must not be allowed in any circumstances to play in these positions. Particular care must also be taken to prevent students with such physiques from playing in these positions as replacements or by positional changes during the course of a game.

If a front row or second row forward is replaced, the coach must ensure the replacement player has the appropriate training and experience for the position to be filled and the physical requirements for the position.

If a front row or second row forward is sent from the field, the coach must be given the opportunity to make a change to the playing personnel to ensure that these positions are filled by players with the appropriate training and experience. This may require the voluntary substitution of another player. The team involved should remain one player short.

If a suitable replacement for the front or second row position is not available, then non- contestable scrums shall be played. Rugby union coaches should note that they are required to have at least four players who can play in the front row.

Any player ordered off shall be replaced. If a team is unable to provide a suitably trained front or second row replacement, the referee shall order non-contestable scrums.

Students should only participate in vigorous activities if medically fit. Students must not be allowed to play or continue to play if they are injured. If a teacher has reason to believe that a student is injured, the student must be removed from the play. Coaches must not allow students to return to playing after injury until it is clear that the injury has healed. If there is any doubt, the student is not to play until medically cleared.

Where possible, but particularly for representative matches, there should be a person present at each sporting venue who has current first-aid qualifications. A well-equipped medical kit must be available at each venue.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the training session or game.

The warm-up should be continuous and lead into the training session. It should include games/ activities relevant to the session to be performed.

Students trialling for zone teams must present to the organisers, a permission note (similar to the school rugby union/league note) signed by the parent or caregiver.

Students must remove jewellery and other ornaments likely to cause injury.

**INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)**

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

* the source of the bleeding has been controlled, the wound dressed and securely covered
* any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has  been cleaned or removed.

**RUGBY Union** Date:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level of Competition** (tick appropriate) | | | Intra School | |  | Inter School |  |  | |
| **Year level/s** (tick appropriate) | | | |  | | | | | |
| Infants ( K-2) |  | Junior Primary (Yrs 3-4) | | |  | Senior Primary (Yrs 5-6) | | |  |
| Junior High (Yrs 7-8) |  | Middle High (Yrs 9-10) | | |  | Senior High (Yrs 11-12) | | |  |

**General**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **NA** |
| Permission has been obtained from parents/guardians for all students participating |  |  |  |
| Adequate teachers are attending providing appropriate levels of supervision for the activity and spectators. |  |  |  |
| Parents have been notified of location of venue, transport arrangements and time involved |  |  |  |
| First Aid Kit Available |  |  |  |
| Water is available for students at the venue |  |  |  |
| Ice is available |  |  |  |
| Students have been advised of personal sun protection requirements |  |  |  |
| Students suffering from Asthma have been advised to carry their puffer to all events |  |  |  |
| Staff issued with infectious diseases policy |  |  |  |
| Form provided for record of injuries/incidents |  |  |  |
| Access available for emergency vehicle |  |  |  |
| A Risk Assessment has been completed |  |  |  |

**Participants & Officials**

|  |  |  |  |
| --- | --- | --- | --- |
| Coaches are adequately experienced or qualified, details on file and have passed Child Protection checks |  |  |  |
| Qualified referees are used |  |  |  |
| Teacher present with Emergency Care qualifications |  |  |  |
| Officials are aware of modified rules to be used |  |  |  |
| Players should wear only the shoulder pads appropriate to their sport. |  |  |  |
| Students are playing positions appropriate to ability and physique |  |  |  |
| Officials have checked player’s jewellery, nails and boots prior to match |  |  |  |
| Students are aware that properly fitted mouthguards and headgear are strongly recommended (mandated?) |  |  |  |

**Equipment / Grounds**

|  |  |  |  |
| --- | --- | --- | --- |
| The grounds have been checked and are free of obstructions and loose objects. |  |  |  |
| Spectator areas are clearly marked |  |  |  |
| Goal Posts are appropriately padded and secure |  |  |  |
| Non hazardous line-marking material used |  |  |  |
| Corner posts/flags constructed to give way if a player collides with them e.g. cardboard |  |  |  |
| Public facilities and buildings which are to be used have been checked |  |  |  |

**Environmental**

|  |  |  |  |
| --- | --- | --- | --- |
| Weather conditions appropriate for the safe conduct of the event |  |  |  |