# CSSA State Softball - Risk Assessment Hazard Checklist

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| Football Championships | CSSA Primary State Softball GD | Assessment Date |  |
|  | **CSSA Secondary State Softball GD** |  |  |
| Assessed By | **Linda Heslehurst** | Approved By | Linda Heslehurst/Amanda Butterworth |

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| Locations | **Blacktown International Peace Park**  **Seven Hills** |  | Activities | **Girls/Boys Softball** |

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| **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 |  |
| **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 | Y |
| **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 |  |  | **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 |  |
| **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 |  |
| **3.3** | Slips & falls on slopes / loose surfaces |  |  | **6.14** | Aggression between participants |  |
| **3.4** | Quick sand & mud |  |  | **6.15** | Aggression from crowd / public |  |
| **3.5** | Access problems due to steep angle of beach slope |  |  | **6.16** | Contact between participants increasing risk |  |
| **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 |  |
| **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 | Y |
| **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** | Sunsense & Dehydration | Y |
| **4.5** | Restricted or impossible access to / from water |  |  | **8.2** | Lightening | Y |
| **4.6** | Access problems – rescue / getting kit into water |  |  | **8.3** | Extremes of weather | Y |
| **4.7** | Falls from drops in level at weirs / waterfalls |  |  | **8.4** |  |  |
| **4.8** | Getting out of depth |  |  | **8.5** |  |  |
| **4.9** | Low water temperature |  |  | **8.6** |  |  |
| **4.10** | Separation from other people |  |  | **8.7** |  |  |
| **4.11** | Slips / trips on steep banks or uneven surfaces |  |  | **8.8** |  |  |
| **4.12** | Difficult communications |  |  | **8.9** |  |  |
| **4.13** | Remote locations |  |  | **8.10** |  |  |

# Risk Assessment – Student Activities

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| **Club/Society Name** | Christian Schools Sports Association | **Number of persons involved** | **150** |
| **Nature of Activity** | Softball | **Frequency of Activity** | **Two Days** |

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| **Assessed By** | Linda Heslehurst | **Dates :** |  |
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| **Hazard Ref.** | **Potential Effect** | **Existing Controls in Place** | **Score**  **Low/Medium/High Risk** |
| 2.1, 2.8 | **Uneven playing surface**  Personal injury – fracture / sprains / cuts | The Softball Gala Days will be played on outdoor playing fields that are regularly checked & maintained by local council. The playing surface can be uneven in spots. Players are required to wear adequate footware appropriate for the sport & are encouraged to strap their ankles & knees to help prevent sprains etc. No metal studs or metal cleats are to be worn. All user groups to inspect fields before playing. | Low |
| 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 | **Collisions/Conflicts** | Players are required to conduct themselves in accordance with the rules of the game and CSSA Code of Conduct. Capable people/certified umpires will be controlling each game. If injury does occur there is qualified first aid trainers on hand. | Medium |
| 2.6 | **Impact from sports equipment - Bat, Ball** | Players are required to conduct themselves in accordance with the rules of the game and CSSA Code of Conduct. All teams are required to supply a full softball kit containing enough safety helmets for batters and any base runners. The catcher is required to wear full protective gear including face mask/helmet, throat protector, catchers breast plate & leg protectors. If injury does occur there is a qualified first aid trainers on hand. All players are required to wear shin guards. Whilst not mandatory for all players to wear mouthguards, it is highly recommended. Schools are also required to supply safety equipment for their umpires. Schools must ensure that players shoes do not have metal studs or metal cleats. | Medium |
| 6.1 | **Lack of information, training or instruction** | Information relating to the Softball Gala Day ie. rules/regulations etc has been sent out to all CSSA schools via email. The CSSA Code of Conduct can also be downloaded from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au). Schools are expected train their students to an acceptable standard of play & have a good understanding of the rules. | Low |
| 6.2 | Poor activity planning or preparation | No specific leadership qualifications are normally required but the convener has considerable previous experience playing and organising softball gala days and leading groups in similar environments. The gala days will be coordinatoed by Mrs Amanda Butterworth – CSSA Assistant Executive Officer. | Low |
| 6.3 | Poor activity delivery or organisation | The convenor will ensure that all team managers are briefed regarding the rules and safety procedures laid down by CSSA & the venue’s management including evacuation procedure. Team managers are expected to convey this information onto their students | Low |
| 6.4, 6.5 | Ignorance of rules and / or procedures **Unsafe behaviour or attitude** | CSSA Code of Conduct is clear as to expectations upon players/team managers/parents/speectators. All sports coordinators have agreed to abide by the Code of Conduct when they entered the Gala Day. All players/team managers should be familiar with the code of conduct before attending the gala day. The CSSA Code of Conduct can be downloaded from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) | Low |
| 6.6 | **Lack of appropriate first aid equipment & experience** | A qualified first aid trainer will be on hand. Each team is required to have their own First Aid Kit. | Low |
| 7.2 | **Transport to and from your activity** | Responsibility is with the students school and or parents. | N/A |
| 8.1 | **Sun Sense & Dehydration** | 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. Water should be carried by all teams throughout the day. No canteen facilities are available at the venue so all food & water must be brought in on the day | Low/Medium |
| 8.2 | **Lightning** | Players to be advised that at the first sign of local thunder or lightening they are to abandon the round and return to the registration tables immediately. Organisers to sweep the course to ensure compliance. | Low |
| 8.3 | **Extremes of weather** | The convener will monitor playing conditions in relation to heat, storms and adverse playing weather. Event may be postponed, suspended or cancelled as required | Medium |

**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.

**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**

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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. |

**SOFTBALL**  Date:

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

**General**

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

**Participants & Officials**

|  |  |  |  |
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| Coaches are adequately experienced or qualified, details on file and have passed Child Protection checks |  | x |  |
| Qualified officials are used and are aware of modified rules if appropriate | x |  |  |
| Students are aware that properly fitted mouthguards are strongly recommended | x |  |  |

**Equipment / Grounds**

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| --- | --- | --- | --- |
| The grounds have been checked and are free of obstructions and loose objects. | x |  |  |
| Where more than 1 game is to be played there is sufficient room to avoid overlapping fielders | x |  |  |
| Kit has been checked and contains appropriate safety gear including catchers gear – helmet, mask, throat protector, breastplate, leg protectors  Baserunners and batters - at least 4 helmets with chinstraps of appropriate size; Shinpads for infielders | x |  |  |
| Safety Base used at 1st Base | x |  |  |
| Spectator areas are clearly marked | x |  |  |
| Non hazardous line-marking material used | x |  |  |
| Students made aware if bases are sliding or pegged | x |  |  |
| Public facilities and buildings which are to be used have been checked | x |  |  |

**Environmental**

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