



**Associated
Catholic
Colleges**

*"Excellence,
Honour and
Fairness in
Student Activities"*

Risk Assessment – Student Activities

Association Event	2019 Cross Country Championship	Number of persons involved	750
Nature of Activity	Cross-Country Competition	Frequency of Activity	One Day

Assessed By	Paddy McKenna	Date	11/09/2019
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ENVIRONMENT

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
First Aid Equipment Staffing	ACC to organise medic on the day in a medical truck. Medics supplied by Colbrow – minimum first aid qualification. Induction to take place between Paddy McKenna and Medics on duty prior to the event starting.	Medium		Event Manager	On the day
Fire / Evacuation	Safety and emergency planning undertaken by the Event Manager. Risk assessment carried out in consultation with Schools Involved. Emergency protocols and procedures distributed to schools and made available on the ACC website.	Low		Event Manager	Pre-event, On the day
Disturbance / Disorderly conduct	Communication of emergency plans between Event Manager & ACC Officials. Protocols confirmed regarding filming and photography, access to competition areas and public areas. High vis "Official" vests and name tags supplied to staff accessing competition areas. Photographers required to sign in and receive a name tag and high vis orange vest. Code of conduct communicated with member schools and details made available on the ACC website.	Medium	Monitoring of field during competition.	Officials, Event Manager	Pre-event, On the day
Venue safety	Pre-event sign off and walk through in place to identify any hazards or safety and security issues.	Medium		Event Manager, Course Marshall	On the day
Uneven surface Personal injury – fracture / sprains / cuts	A venue safety check to be conducted prior to the venue being opened to participants and spectators.	High		Event Manager, Course Marshall	On the day

Slips, trips	Supervision of students in the stands, as well as when they are moving around the competition area.	High	ACC officials to be vigilant during the event and remove any obstacles that arise.	Individual Schools, Officials, Event Manager	On the day
Extremes of weather	Event Manager will monitor weather conditions in relation to heat, storms and adverse weather. Event may be postponed, suspended or cancelled as required. Event will be cancelled in extreme weather conditions e.g The BOM issues a local severe weather warning for damaging winds and storm activity.	Medium		Event Manager	On the day
UV Exposure	Schools reminded to bring sunscreen for competitors. Sunscreen provided for all officials.	Medium	Student helpers assigned to regularly move around the course with sunscreen.	Individual Schools, Officials, Event Manager	Pre-event On the day
Dehydration	Water stations to brought in. Bottled water made available for all officials during the event.	Low	Student helpers assigned to regularly move around the course with water for officials.	Event Manager	On the day
Electrical hazards from equipment	All electrical items to be tagged and tested. All cables and electricity leads to be protected from the weather (covered adequately in waterproof material).	Medium		Event Manager, Results & Timing	Pre-event On the day
Lightning	ACC safety procedures to be implemented – evacuation of open areas / grandstand etc.	Low		Event Manager	On the day

STUDENT CAPACITY

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Medical Conditions	Asthmatics are requested to bring their own 'puffers' and take appropriate medication prior to competing. Students with injuries or suffering illness should not compete. Only those who have been training and are suitably fit should be allowed to compete. Individual schools to manage adequately.	High		Individual Schools	Pre-event On the day
Poor safety awareness from participants	Risk assessment details and safety guidelines made available to all schools prior to the event. Safety guidelines also published on the ACC website. Information and safety briefing provided to all participants pre-race.	Low		Event Manager	Pre-event On the day
Spectators	All schools provided with an event information package, which contains specific details regarding expected behaviour from athletes and spectators. A code of conduct is in place for all ACC activities, covering participants, coaches and spectators.	Low		Event Manager	Pre-event

ACTIVITIES

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Event briefing / management of officials	List of official duties provided to schools and relevant officials prior to event day, along with an Officials' Handbook providing a role description for each official. A pre-event briefing to take place for all officials, with content covering the management of the event, safety and security and emergency protocols.	Low		Event Manager	Pre-event On the day
Personal Injury	Three first aid medics will be on site for the duration of the event. An ambulance will be called in the event of an emergency, following consultation with the first aid medics and the Event Manager. Schools are requested to bring a first aid kit in order to deal with minor injuries. Event officials should contact the Event Manager in the case of a medical emergency or other emergency. Mobile phone details will be distributed on the day. Two-way radios will be provided to key officials, including key marshals, first aid medics and event management staff.	High		Teachers, Schools, Event Manager	Pre-event On the day
Poor activity delivery or organisation	The Event Manager will ensure that all event staff are briefed regarding: the rules of the carnival, their roles and responsibilities with their duties and safety procedures.	Low		Event Manager	Pre-event On the day
Ignorance of rules and/or procedures	All schools sent a copy of the rules and guidelines. They are also made available on the website.	Low		Event Manager	Pre-event
Poor safety awareness from participants	Risk assessment details and safety guidelines made available to all schools prior to the event. Safety guidelines also published on the ACC website. Information and safety briefing provided to all participants, officials and spectators.	Low		Event Manager	Pre-event On the day
Supervision of students	This is to take place at the location that the school sets up, as well as on the course during the event. A staff member should be allocated to supervising their students around the course. Each school is responsible for the supervision of their students at all times.	Low		Individual Schools, Officials, Event Manager	Pre-event On the day

Transport to and from your activity	Responsibility is with the member schools.	N/A		Individual Schools	Pre-event On the day
Vehicle Parking – movement of pedestrians	Car and bus parking information provided to all schools a few weeks prior to the event. Safety information communicated to schools regarding the movement of pedestrians to and from the bus parking area and the crossing of roads adjacent to BP. Schools to adequately supervise student movement to & from the venue.	Medium		Individual Schools, Event Manager	Pre-event On the day

INVOLVEMENT OF EXTERNAL PROVIDERS

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Transport to and from your activity	Responsibility is with the member schools	N/A		Individual Schools	Pre-event On the day
Student safety / security	Bookings through accredited suppliers where relevant. Working With Children Checks – all relevant suppliers requested to provide details prior to the event. Information checked on the Department of Justice website for WWCC. ACC Child Safe Protocols to be made available to all suppliers and external staff pre-event. Suppliers to sign prior to commencement acknowledging receipt and acceptance of the Code of Conduct and Child Safe policies of the Association.	Low		Event Manager	Pre-event On the day
Food poisoning	Food and refreshments provided to event staff to be prepared by accredited food handlers. Adequate food preparation, handling and storage practices to be utilised.	Low		Event Manager	Pre-event On the day
Electrical hazards from equipment	All electrical items to be tagged and tested.	Medium		Event Manager	Pre-event On the day

Risk Analysis Tools

Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.