



**Associated
Catholic
Colleges**

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

Risk Assessment – Student Activities

| | | | |
|--------------------|---------------------------------|----------------------------|------------|
| Association Event | ACC 2020 Athletics Championship | Number of persons involved | 1500 |
| Nature of Activity | Track & Field Competition | Frequency of Activity | One Day |
| Venue | Lakeside Stadium | Event Date | 25/03/2020 |

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|-------------|---------------|------|------------|
| Assessed By | Paddy McKenna | Date | 18/02/2020 |
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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 | Lakeside Stadium (LS) first aid room checked and all equipment in place. Medics supplied by Colbrow – minimum first aid qualification. Induction to take place between LS Duty Manager and Medics on duty prior to the event starting. | Medium | | LS, Event Manager | On the day |
| Fire / Evacuation | Safety and emergency planning undertaken by the Event Manager. Risk assessment carried out in consultation with LS. Emergency protocols and procedures distributed to schools and made available on the ACC website. | Medium | | LS, Event Manager | Pre-event, On the day |
| Disturbance / Disorderly conduct | Communication of emergency plans between LS and Event Manager. 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 of play during competition. | Officials, Event Manager | Pre-event, On the day |
| Venue safety | Pre-event sign off and walk through in place to identify and hazards or safety and security issues. | Low | | LS, Event Manager | On the day |

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|--|---|--------|---|--|-------------------------|
| Uneven surface Personal injury – fracture / sprains / cuts | A venue safety check to be conducted prior to the venue being opened to participants and spectators. | Medium | | LS, Event Manager | On the day |
| Slips, trips | Supervision of students in the stands, as well as when they are moving around the competition area. | Medium | 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 | | LS, Event Manager | On the day |
| Air Quality | Event Manager will monitor air quality conditions leading up to the event and on event day itself. Event may be postponed, suspended or cancelled as required. Event will be cancelled if air quality conditions fall into the Very Poor category (97 PM ^{2.5} and above) in line with the ACC Policy. | Medium | | MSAC, Event Manager | Pre-event On the day |
| UV Exposure | Schools reminded to bring sunscreen for competitors. Sunscreen provided for all officials. | Low | Student helpers assigned to regularly move around the field of play with sunscreen. | Individual Schools, Officials, Event Manager | Pre-event On the day |
| Dehydration | Drinking water available at the venue. Bottled water made available for all officials during the event. | Low | Student helpers assigned to regularly move around the field of play 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 | LS safety procedures to be implemented – evacuation of open areas / grandstand etc. | Low | | LS, 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 | Students with medical conditions are required to bring their own asthma puffers, epipens, etc and take appropriate medication following medical advice. 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 | <p>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 LS Duty Manager. Schools are requested to bring a first aid kit in order to deal with minor injuries.</p> <p>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 marshalls, first aid medics and event management staff.</p> | 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 | Field events taking place outside the stadium (shot put & discus) to have dedicated staffing for the duration of the event (Athletics Victoria, ACC and member schools). Each school is responsible for the supervision of their students at all times, particularly during the events held outside the stadium. | Low | | Individual Schools, Officials, Event Manager | Pre-event On the day |

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|--|---|--------|--|---------------------------------------|-------------------------|
| 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 LS. Schools to adequately supervise student movement to & from the venue. | Medium | | Individual Schools, Event Manager | Pre-event On the day |
| Post event function | Pre-event planning to take place with function venue regarding function set up, provision of food and drinks, as well as staffing. Function to be held at a licenced venue. | Low | | Function supervisor, 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 required to provide details prior to the event. 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

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| 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. |