



Risk Management Plan- Zone Athletics



Zone: Excursion Co-Ordinator: BEN HARRISON Contact Number: 0424661314
 Location: SOPAC Athletic Centre Date of Excursion: 21st AUGUST 2018
 Group/Class: Years 2-6
 Accompanying Staff: parents, volunteers: See officials sheet and event program.
 Risk assessment focus: Ryde PSSA Athletics Carnival– children will be involved in running, jumping and throwing
 Number in Group : approx. 1000

Location / Activity	Hazard Identification Type / Cause	Current Controls	Risk matrix score	Elimination or Control Measures	Who	When
Pre Planning Communication		Adherence to DEC Risk Management Policy and Procedure http://www.sports.det.nsw.edu.au/spguide/activities/athletics/athletics.php	6	<ul style="list-style-type: none"> Follow Excursions Policy Implementation Guidelines Liaison with key stakeholders: <ul style="list-style-type: none"> Zone/ Area Convener Transport company Teachers at schools Parents 	Zone Convener Sports Organisers	Prior to Activity.
Venue- SOPAC Athletics Centre	Slips, Trips, Falls. Items left out, not stored or located in correct area. Wet grass or ruts/ uneven areas on the track	Contact with Convener SOP Athletics Centre Keep equipment in correct locations at the venue.		Event areas prepared and inspected as per Sports & Physical Activity in School Safe Conduct Guidelines Brief students on emergency evacuation – assembly points.	Convener SOPAC STAFF	Prior, during and after the activity.

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				Students briefed on 'out of bounds' areas- hill Students briefed on 'dos and don'ts'.		
First Aid/Allergens	Medical problems eg fits, asthma, allergies Animal bites- snake, ant, bee etc	Staff hold current certifications in e- Emergency Care, Anaphylaxis and if required CPR Medical Officer at the venue	3	Students and parents advised on first aid procedures for the excursion through Permission Note and debriefed at beginning of the event re location of first aid. Medical information to be indicated on the permission note. Staff/ parents take required health care plans and required medications. Team manager take first aid kit with current epi pen. Children have puffers/medication requirements and administered if and when required. First aid available Contact with schools on hand. (eg mobile phone). Teachers on field events have walkie talkies or send runners if medical assistance is required.	All Staff members	Prior and during the activity.
Student Supervision	Lost student Student misadventure Insufficient supervision of students	Teacher to student ratio meets the guidelines for the activity that is being undertaken – Sports & Physical Activity in School Safe Conduct Guidelines	4	Permission notes returned to school, signed by parents, noting approval for student to attend, participate and with details of each activity to be undertaken by student.	Parents Teachers	Prior to Activity and during Activity

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				Students advised to sit in the specific section of the grand stand at the venue. Parent supervise own children at the venue while spectating if in attendance.	Team managers	
Student Behaviour	Out of bounds; Injuries, Students leaving the area without permission. Fighting	Staff follow DEC behaviour policy Sports code of Conduct	5	Students to adhere to behaviour Code of Conduct. If not, time out is given and appropriate behaviours are restated. Staff take required student behaviour plans. Student advised of appropriate conduct on the excursion. Student identifiable in school sports uniform / zone singlets.	Parents Teachers Team managers	Prior to Activity and during Activity
Transport Private Vehicle	Vehicle Accident	School checks vehicle operator holds current applicable licence, vehicle insurance. Adherence to Child Protection Policy. Staff supervising students	6	Parents and students briefed on Code of Conduct for vehicle travel. Minimum of two students in a vehicle, sitting in rear seat. Vehicle seat belts checked in good working order. Permission Note indicating transportation information.	School Staff. Parents.	Prior to Activity and during Activity

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Transport Bus	Boarding bus Vehicle accident uneven footpaths, struck by vehicle, going home with a friend, being left behind	Ensure vehicle operator hold the applicable license; enforce safety rules; monitor behaviour; Bus coordinator to control the numbers getting on board Student supervision	6	Teachers supervising students to line up, walk in orderly fashion. Brief students on rules for transportation. Ensure students are dropped off at the safest possible location at the venue. Car Park supervision on entry to the oval. Teacher walking to supervise class groups	Supervising Staff members Bus Driver	
Communication	Students dropped off at the venue without supervision or not picked up on time. Staff and students unaware of changes or where they should be at a set time.	Permission Notes School Apps Mobile phone contact with staff member PA system	4	Send permission notes home a week before the event. Put out a message on School Apps or web sites. Use a PA System as well as a runner to inform each group of any requirements needed, changes ,movement etc.	Schools' Staff Zone/ Area Carnival Organisers	Prior, during, at conclusion of the event
Going to toilet/canteen	Stranger Danger. Child protection Slip, trip ,falls	Permission needed Buddy System	6	Toilets/Canteen in the confines of the event. Children get permission off teacher on supervision or parents. Students briefed of correct Code of Conduct in the toilets.	Teachers supervising	Throughout the events

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High Jump	Bar hitting High jumper. Slipping on grass. Missing the mat. Hitting the upright supports. Injury to body parts	Staff member with experience to run the event Students provided with safety rules and correct technique prior to carnival Safety measurers put in place http://www.sports.det.nsw.edu.au/spguide/activities/athletics/athletics.php www.iaaf.org/about-iaaf/documents/rules-regulations	4	Provide appropriate mats, bars and stands. Instruct children on safety and rules prior to the carnival, revise before jumping. Teacher supervising to have experience and knowledge of safety rules for high jump. Explain and show children where to aim for on the bar when jumping. Use straps to prevent the bar falling onto the mat where the jumper will land. Place high jump gear in best area (eg grass not clover). Don't jump if wet. First aid nearby.	Teachers and High Jump official at Carnival	Prior& during the event
Long Jump	Twisted ankles, knee injury. Sand in eyes. Landing on rake. Prongs through foot. Injury due to needles, glass hidden in sand pit.	Rules and safety measures put in place www.iaaf.org/about-iaaf/documents/rules-regulations	4/5	Check sandpit for glass, needles etc. Rakes to be placed in safe position – prongs down and away from Pit. Children instructed on correct techniques and warm up prior to competition. First aid available if needed.	Club/Coordinator, teachers and long jump official	Prior& during the event
Shot Put	Being hit by shot. Dislocated shoulders. Broken foot. Twisted ankles. Injury to body	Rules and safety measures put in place Staff member with experience to run the event Students provided with safety rules and correct technique prior to carnival	4/5	Children instructed prior to carnival on correct techniques, stretch before their event. No shots to be thrown back after throws/puts.	All teachers, children	Prior& during the event

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		Safety measurers put in place http://www.sports.det.nsw.edu.au/spguide/activities/athletics/athletics.php www.iaaf.org/about-iaaf/documents/rules-regulations		Shoes must be worn. Spectators and other competitors in safe area. Event supervised by teacher and brief children on safety, rules prior to competition.	and shot officials	
Discus	Being hit by a discus. Injury to oneself	Staff member with experience to run the event. Students provided with safety rules and correct technique prior to carnival. Safety measurers put in place. http://www.sports.det.nsw.edu.au/spguide/activities/athletics/athletics.php www.iaaf.org/about-iaaf/documents/rules-regulations	4/5	Event supervised by teacher and brief students on safety, rules prior to competition. All competitors must be behind at the Discus cage, one thrower at a time. Official with experience and knowledge of discus.	Organiser, spectators, teachers, official on discus	Prior and during the event
Track Events	Falls, spiked competitors, asthma attacks, exhausted athletes, pulled muscles, sprains, strains	IAAC Rules and safety measures put in place. www.iaaf.org/about-iaaf/documents/rules-regulations	4/5	Check for hazard and remove. Children with spikes must take them off at end of their race. No spikes in 800/1500 – children must wear shoes NOT BARE FEET in all events. Warm up and stretch before events. Children have puffers and use them	Coordinator Track officials, teachers, competitors	Prior and during the event

Relevant additional information reviewed and attached:

Yes

No

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Plan prepared by:	Ben Harrison	Position: Ryde PSSA Athletics Convener			Date: 24/07/2018	
Prepared in consultation with:	Vanessa Roach	Communicated to: All Ryde PSSA Schools				

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note: assessments of risk vary with the particular circumstances (eg nature of the workplace, student group)