

# SACPSSA ATHLETICS CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

**WORKPLACE:** SA ATHLETICS STADIUM & SACPSSA

**ASSESSOR'S NAME(s):** Darren Elliott

**DATE:** to be reviewed 02/2019

**DESCRIPTION OF TASK:** SACPSSA ATHLETICS CARNIVALS

**LOCATION:** SA ATHLETICS STADIUM 145 Railway Terrace Mile End, South Australia, 5031

**DATE OF EVENT:** \_\_\_\_\_ (8:45am – 3:00pm)

**NUMBER OF STUDENTS** – Up to 18 schools per day

**YEAR LEVEL:** 4-7 inclusive

**CONTACTS:** SACPSSA Athletics Carnival Coordinator – Darren Elliott  
Site supervisor - Clare Houston

**MODE OF TRANSPORT:**

Each school responsible for their own transport to and from the Athletics carnivals.

**VOLUNTEERS:**

- Volunteers attending:** Yes/No (Please see section on volunteer details)

**EVENT SUMMARY:**

- Site Induction conducted by SACPSSA Athletics Coordinator – Darren Elliott
- Program of events.
- PA system and walkie talkies to be provided at the event.

**Risk Assessment Authorised By:** ..... **Date:** / /20

**Signed:** \_\_\_\_\_

## SACPSSA ATHLETICS CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

Q1 Hazard Identified	Q2 Likelihood/ Consequence	Person/s Responsible	Q3 Current Controls	Q4 Effective Yes/No	Q5 Risk Rating	Q6 New/Additional Controls Required	Q7 Re-rate Risks
<b>SITE INDUCTION:</b>							
<b>Injury or incident resulting from lack of Site information</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Athletics Coordinators / site supervisor	<input type="checkbox"/> Site Induction to be conducted by Event coordinator at commencement of event including: <ul style="list-style-type: none"> <li>- Location of first aid facilities.</li> <li>- Location of toilets.</li> <li>- No smoking.</li> <li>- Emergency Procedures</li> </ul>	<b>Y</b>	<b>H</b>	<u>First Aid officers present at each carnival day &amp; stationed within the complex.</u>	<b>L</b>
<b>TRANSPORT TO VENUE:</b>							
<b>Walking to and from transport</b>	<u>Likelihood:</u> Catastrophic/ Unlikely to occur, but could happen.	Staff supervisors from each school	<input type="checkbox"/> Teachers attending to supervise the entry from buses into the centre  <input type="checkbox"/> <input type="checkbox"/> Brief participants on rules and behaviour  <input type="checkbox"/> Ensure bus drops-off and picks-up children in the area adjacent to the entrance path  <input type="checkbox"/> Remain on pedestrian pathways and utilise pedestrian crossings at all times	<b>Y</b>	<b>E</b>	<input type="checkbox"/> Students to walk in controlled lines on the footpaths or areas as directed by the teacher.	<b>M</b>
<b>SUPERVISION:</b>							
<b>Child not supervised and is lost or abducted from venue.</b>	<u>Likelihood:</u> Catastrophic/ Unlikely to occur but could happen.	Staff supervisors from each school	<input type="checkbox"/> Each school and their staff are responsible for their own students. This includes all students and parents who accompany their school.	<b>Y</b>	<b>E</b>	<input type="checkbox"/> Police called immediately if security is breached.	<b>L</b>
<b>Watching and waiting for events- Exposure to sun, wind, rain and dehydrations</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> catastrophic	Participants and staff supervisors from each school.	<input type="checkbox"/> Wear hats, shirts with sleeves and sunscreen while outdoors <input type="checkbox"/> Seat children under the shade areas provided <input type="checkbox"/> Schools to be seated in Grandstand or under shades provided <input type="checkbox"/> Remind children to drink fluids	<b>Y</b>	<b>E</b>		<b>M</b>

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<b>PARTICIPATING IN ATHLETICS EVENTS:</b>							
<b>Injuries while participating</b>	<u>Likelihood:</u> Moderate/Likely to occur at some time. <u>Consequence:</u> Catastrophic	Supervising teachers	<input type="checkbox"/> Supervisors and teachers are in full view of stadium at all times. <input type="checkbox"/> All athletes must be competent to compete in their activity. <input type="checkbox"/> Follow stadium rules <input type="checkbox"/> Brief participants on rules and behavior at the commencement of the carnival <input type="checkbox"/> Teachers to fully supervise their students <input type="checkbox"/> First Aid officers on hand at all times	Y	H		L
<b>Use of equipment Tested Student use</b>	<u>Likelihood:</u> Moderate/ Likely to occur at some stage <u>Consequence:</u> Catastrophic	Supervising teachers/ volunteers/ SACPSSA staff	<input type="checkbox"/> All equipment (excluding training batons) are provided by Athletics SA or SACPSSA. <input type="checkbox"/> All equipment is in line with SACPSSA guidelines & inspected prior to commencement of the carnivals. <input type="checkbox"/> Students shall only handle equipment when asked and whilst in competition	Y	H		
<b>Weather Conditions – Hot weather Wet weather/Storm</b>	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Minor	SACPSSA Athletics Coordinators	<input type="checkbox"/> SACPSSA Supervisor to check with Weather Bureau website for weather warning prior to event. If storm threatens SACPSSA Supervisor will either delay, postpone or cancel event.  <input type="checkbox"/> Water provisions for heat.  Sunscreen and hats required and provided by SACPSSA for assisting staff and volunteers.	Y	M	SACPSSA Athletics Coordinators to make decision if temperature exceeds 34 degrees 24 hours or in the case of Monday 72 hours prior to event – event will be postponed/cancelled if inclement weather.	
<b>MOVEMENT IN AND AROUND THE STADIUM:</b>							
<b>Competition areas Track Field Grandstand/ surrounding areas</b>	<u>Likelihood:</u> Minor / Likely to occur at sometime	Supervising teachers	<input type="checkbox"/> The arena will only be occupied by competitors & officials; competitors should enter the arena and cross to their field event behind the 'Finish line'. <input type="checkbox"/> Spectators need to stay in the Grandstand, or on the perimeters of the Stadium (behind the railings) <input type="checkbox"/> Grandstand walkways need to be kept clear	Y	M	School will provide first aid kits and asthma packs.  School staff to supervise students at all times.	L
<b>Access/ Egress – easily accessible in</b>	<u>Likelihood:</u> Unlikely to occur, but could	SACPSSA Athletics	<input type="checkbox"/> Clear signs to EXITS – bring to attention during briefing.	Y	M	Emergency vehicles met at front gate and escorted in	L

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the event of fire or other emergency	<u>Consequence:</u> Moderate	Coordinators / site supervisor	<input type="checkbox"/> Entrance/Exits must be clear of equipment at all times. <input type="checkbox"/> Emergency Assembly area and site plan available.				
Traffic flow - emergencies	<u>Likelihood:</u> Unlikely to occur, but could <u>Consequence:</u> Moderate	SACPSSA Athletics Coordinators / site supervisor	<input type="checkbox"/> Provisions for safe passage of emergency and other vehicles through pedestrian traffic. Staff will supervise area.	Y	M	P.A. used to clear area and call staff for assistance.	L
<b>VOLUNTEERS</b>							
Volunteers injured or unwell	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	School staff	<input type="checkbox"/> All volunteers supplied by participating schools and are required to have CEO Police Checks. <input type="checkbox"/> Volunteers identified by SACPSSA Volunteer badge.	Y	H		H
Smoking related injury	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	Site coordinator	<input type="checkbox"/> No Smoking signs displayed on buildings.	Y	M		L
Voice Care injury	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Athletics Coordinators	<input type="checkbox"/> PA system used at carnivals <input type="checkbox"/> Roving microphone for announcer <input type="checkbox"/> Walkie Talkies <input type="checkbox"/> Mobile phones	Y	H	Water available for all staff.	L
SACPSSA Assisting Volunteer personnel.  Injury/incident	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	SACPSSA Athletics Coordinators	<input type="checkbox"/> Induction to occur prior to event – Advise of procedures re: supervision, hat, water, sunscreen.	Y	M	Induction conducted again on the day	L
Equipment – Injury from Starting gun	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Athletics Coordinators	<input type="checkbox"/> Starter to wear earmuffs. <input type="checkbox"/> Training in Safe Operating Procedure. – update safe operating procedure re holding the gun <input type="checkbox"/> Storage away from traffic areas.	Y	H		L

# SACPSSA ATHLETICS CARNIVAL RISK ASSESSMENT YEAR \_\_\_\_\_

## RISK ASSESSMENT INSTRUCTIONS

This instruction provides a step-by-step guide in the use of the general Risk Assessment document.

Identify the subject of the risk assessment e.g. task, equipment, substance, plant, stress, voice, etc.

- Q1 Identify the hazards e.g. fall from height, workstation design, voice, stress, etc
- Q2 What are the risks/consequences that harm/danger will occur.
- Q3 Identify any current controls in place e.g. scaffolding, ergonomic furniture, amplification systems, etc
- Q4 Decide if the existing controls are effectively controlling the risks, answer Yes or No.
- Q5 Rate each risk using the Risk Calculator, which is located below the risk assessment table (inclusive of current controls).
- Q6 Include any new or additional controls.
- Q7 Re-rate the risks.

Authorized person to sign the form.

Note that if a task is performed many times it is only necessary to conduct the one risk assessment unless the task or any circumstances change.

Risk Calculator						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain to occur in most circumstances.	High	High	Extreme	Extreme	Extreme
	Likely to occur frequently.	Medium	High	High	Extreme	Extreme
	Likely to occur at some time.	Low	Medium	High	Extreme	Extreme
	Unlikely to occur, but could happen.	Low	Low	Medium	High	Extreme
	May occur, but probably never will.	Low	Low	Medium	High	High

Definition of Risk	
<b>Low</b>	Action not urgent within 3 months.
<b>Medium</b>	Action as soon as possible – within 1 month.
<b>High</b>	Action within 24 hours.
<b>Extreme</b>	Immediate action.

Hierarchy of Control	
<b>1. Eliminate</b>	Remove the hazard.
<b>2. Substitute</b>	Replace with less hazardous.
<b>3. Isolate</b>	Use guards or barriers.
<b>4. Engineer</b>	Redesign.
<b>5. Administration</b>	Training, information, safe work procedures
<b>6. Personal Protective Equipment</b>	Gloves, goggles etc