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| **Risk Management Plan****WSPSSA Cross Country Carnival** |
| ***Name of President*:** Sean Craft ***Description and location of excursion*:** WSPSSAZone Cross Country Carnival, Timbrell Park, Five Dock ***Date(s) of excursion*:** Wednesday 26th May 2021***Group/class*:** 22 affiliated schools. Students from Years 2 – 6***No. in group/class*: Estimated** 30-33 students per school | ***Name of convener*:** Courtney Avramides (Abbotsford Public School) ***Contact number*:** 9713 6220 (School) ***Accompanying staff, parents, caregivers, volunteers*:** All schools to have a staff member as a team manager, teachers from various schools to act as officials.St Johns Ambulance – 2 First Responders/Advanced Responders |
| **Activity** | **Hazard Identification**Type/Cause | **Risk Assessment**  | **Elimination or Control Measures** | **Who** | **When** |
| Bus transport to excursion venue. | * Boarding bus/coach
* Vehicle accidents
 | 63 | * Ensure vehicle operators hold appropriate license(s) and insurance

All students briefed on road/bus safety rules and appropriate behaviour. Vehicle to be appropriate for needs of the group Enforce rules and monitor behaviour Ensure seatbelts are worn (if available) | School Staff | Prior to bookingOn carnival day  |
| Walking to and from the venue. | * Struck by vehicle on road
* Slips or trips on footpath
* Get bitten/stung by an insect
 | 255 | * Students remain on pedestrian footpaths with teachers watching all children cross the road at pedestrian crossings.
* Teachers are aware of their students who have allergies to insects and require medication. Medication brought with them.
* First aid is brought my all schools.
* First aid is carried out immediately if these students are strung/bitten
 | School Staff | On walk to and from park. |
| Using the toilets at the venue. | * Dangerous items left in the toilets
* Stranger danger in the park.
 | 44 | * Toilets are checked and monitored.
* They are locked before and after the event.
* Students are instructed to walk in pairs when using the toilets and inform teachers if there are strangers hanging around the toilets.
 | School Staff / conveners / Council workers | Before, during and after the Carnival. |
| Sitting and cheering in school areas | * Suffer from heat stroke or dehydration
* Change in weather conditions
* Have an asthma attack
* Hypothermia
* Trip and fall over
 | 5555 | * Team managers from each school supervise their students throughout the day. Students are reminded to stay off the equipment (is fenced off) and away from the road and running track.
* Students are instructed to apply sunscreen and wear their hats when sitting down at the carnival. Sunscreen will be made available to students throughout day.
* Students are instructed to drink water before and after their event.
* Ensure students carry water bottles with them to the park and they are wearing appropriate clothing. They are to bring appropriate clothing for all weather types, including hot weather and wet weather.
* If a child is to become sick, sit them in the shade and apply appropriate first aid. If further first aid is required they go to the St Johns ambulance reporters.
* Multiple general first aid kits are taken to the park by all schools.
 | Team ManagersStudentsSt Johns Reporters  | During the carnival  |
| Sitting at the carnival  | Previously Identified Medical Conditions* Epilepsy
* Asthma attack
* Diabetes
* Anaphylaxis
* Allergies
 | 4 | * All student medical needs have been noted on the participants’ form which was submitted by each school prior to the event.
* A list of student medical needs (across the 22 schools in the WSPSSA Zone) will be provided to course marshals and the medics (St Johns) on the day.
* Team Officials to bring appropriate medication on the day of the carnival (EPIPENS, asthma puffers and other relevant medication)
* An emergency epi pen is at the recorders table.
* Students participating in events to take puffers to event with them. Students and/or team managers to manage students’ puffers throughout the day, in line with student asthma plans and/or school specific asthma management policy.
* First Aid is carried out immediately if these students have any medical issues by the team managers. If further first aid is required the conveners and St Johns reporters are made aware of the situation.
 | * Students
* Team Managers
* St Johns Reporters
* Course marshals
* Conveners
 | Throughout carnival |
| Sitting at the carnival | Students without permission or ability or skill level attending carnival. | 6 | * Students to return notes with Parental/ Guardian permission.
* Officials/team managers are aware of students’ ability - prior knowledge or as stated on note
 | Teachers/ managers and /or Officials | Before or at venue |
| DURING THE RACE |  |  |  |  |
| Competing in the cross country | * Cramping and stitches from running
* Dehydration
* Heat stroke/sun stress
* Cuts and abrasions
* Bruising
* Broken limbs
 | 555664 | * Advise students to bring enough water especially on warm to hot days for fluid replacement. This will prevent heat stress to students. Students will be reminded to stay hydrated.
* If possible, schools are to bring a gazebo as there is little to no shade at the park.
* Make sure students wear an appropriate hat during activities and encourage them to apply sunscreen.
* St Johns Ambulance reporters are booked to provide first aid treatment for the duration of the carnival.
* Additional ice packs are brought to the carnival.
 | Course marshals /Conveners /First Aid Officers /St Johns Reporters  | Throughout carnival |
| Competing in the cross country | * Students injured during activity due to unsafe behaviour.
* Students injured due to not warming up and stretching before and after activity.
 | 65 | * Educate students in sports safety and to adhere to the correct codes of conduct. As an official, to maintain rules to prevent injury. The application of appropriate sanctions for infringements of the rules which may lead to injury (i.e. sending off) is an effective strategy.
* Prepare the body physically and psychologically for activities by stretching and warming-up and then, warm-down after activity.
 | Team managers and officials First Aid Officers | Prior to and throughout carnival |
| Competing in the cross country | * Obstacles
* Unable to follow the track and gets lots.
* Dog bite
 | 464 | * Course checked prior to event for hazards.
* Remove any possible hazards off course.
* Mark any hazards with red danger tape/orange cones to ensure students avoid these areas
* Students to walk the course on the day prior to race start.
* Course clearly marked with cones
* Mass Start: Moved start to clearer open space
* 13 Course Marshals to ensure safety of students and direct students around the course
* Course Marshals and officials to bring and wear yellow vests - to ensure student safety (students will then know who teachers are for help if needed)
* If injured or unwell students, the closest course marshal to call convener or walk student back.
* Convener mobile number is in their marshal pack. In email prior to event all marshals are asked to take mobile phone on course with them.
 | Convener /Course Officials Race Starter/starts marshals  | Before carnival Before the commencement of each race Course marshals to assist during races. |
| Competing in the cross country | - Suffers heat stroke due to sun exposure- Suffers sun burn due to sun exposure- Rain  | 64 | * Students are encouraged to bring and drink lots of water. While they are not running they are to remain under shade. Hats are to be worn when not running. Sunscreen should be applied before and during the carnival.
* Light, loose fitted clothing when running
* Presence of sunscreen, jumper, water, food and hats
* Course marshals provide immediate first aid and the conveners are contacted. If further first aid is required St Johns Ambulance assist.
 | School StaffFirst Aid OfficersCourse Marshals / St Johns | Throughout carnival |
| COVID-19 Safety Plans  |  |  |  |  |
| Covid 19 Restrictions |  |  | * Schools reminded via email of Covid safety plan prior to event, including – staff/students/family members must stay away from event if unwell, nearby testing locations, adults should maintain physical distancing throughout the day
* Schools are to bring their own hand sanitiser and students will be asked to apply sanitiser to their hands throughout the day.
* Public toilets will be cleaned at the beginning of the day and all students will need to sanitise as they leave the toilet.
* Toilets checked throughout day to ensure adequate supplies of soap and paper towel/hand dryers working
* Parents/spectators all need to be in accordance with the COVID-19 Safety Pan.

Spectators must sign in with QR code upon arrival. Signs at several locations to minimise crowding. Signage includes requirement that anyone who is unwell must stay away from event. Spectators regularly reminded by announcer to maintain physical distancing from people outside of immediate household contacts and practise good hygiene  | School StaffFirst Aid OfficersCourse Marshals / St Johns | Throughout carnival |
| *Venue and safety information reviewed and attached*: Yes **/ No** *Plan prepared by*: **Courtney Avramides** *Position*: Carnival Convener *Date*: **14/05/21***Communicated to*: All relevant staff  |
| Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. |