

# Inner West PSSA

## Risk assessment plan – IWPSSA Netball 2024

School/workplace	Department of Education			Location	Cintra Park Netball Courts
Condition, task, activity or event	Winter PSSA - Netball				Entry via, Crane St, Concord NSW 2137 Courts 1-10, 13-14.
Netball Convener	Jenny Boyle	Date	12/04/24	Dates	Term 2 Week 1-10 Term 3 Week 1-5
Workplace Manager	John Tran	Date		Prepared in consultation with	Kate Jenkins

**Likelihood criteria**

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

**Consequence criteria**

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

**Risk rating matrix**

Consequence criteria	Likelihood criteria			
	<i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> <li>Director Educational Leadership for review</li> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> <li>Health and Safety Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

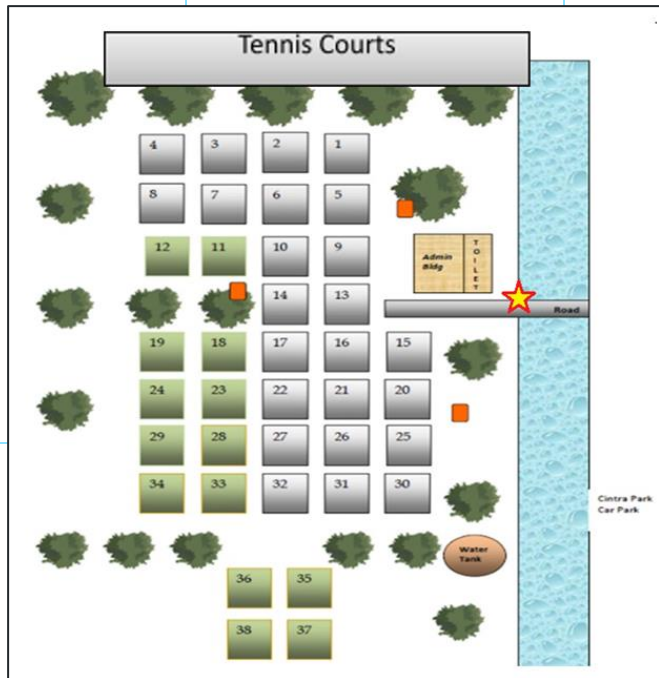
## Risk Assessment Plan – IWPSSA Netball 2024

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Teacher Supervision	Supervising teacher asked to referee or umpire games, whilst providing sole duty of care for all students in attendance	6	<p>Students must sit in designated area, alongside field of play, while supervising teacher is umpiring. All teaching staff to wear hi-vis vests.</p> <p>Students are not to play or warm up unless directly supervised by staff member.</p> <p>All sporting equipment kept in central location, eg kit bag. Students not to touch equipment except when directly supervised by staff member.</p>	6	Supervising teacher / students	Prior to and during event	
Medical	<p>Injury or illness requiring first aid</p> <p>Students with known health conditions:</p> <ul style="list-style-type: none"> <li>- Administration of scheduled medication</li> <li>- Students with health care plans</li> </ul>	6	<p>Supervising teacher to take first aid kit, including spare auto-injector (epipen), and individual student medications to site. Students made aware of first aid kit storage location.</p> <p>Supervising teacher to bring student-specific medication to game, returning to office when back at school. Student-specific medication stored with supervising teacher.</p> <p>Identify students with known anaphylactic diagnoses and ensure they bring their auto-injector (epipen) and health care plan to PSSA.</p>	6	<p>Supervising teacher</p> <p>Students</p>	Prior to and during event	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>Identify participants with known asthma and ensure appropriate medication/treatment is brought from and returned to school.</p> <p>List of students with health care needs communicated to supervising teacher attending.</p> <p>Supervising teacher to conduct site-assessment upon arrival at venue to determine designated court is safe and fit for purpose. Any concerns around safety of court, supervising teacher to convey concerns to convener. Game is not to commence if supervising teacher deems playing area unsafe and unable to remedy. Convener to address safety concern and use alternate court (where possible).</p> <p>Supervising teacher to ensure students warm up prior to match and warm down afterwards. Monitor student engagement to ensure sport is being played safely and halt play if risk of injury is imminent.</p> <p>In event of student requiring first aid, supervising teacher to stop umpiring/refereeing to triage and treat.</p> <p>Supervising teacher to use HealthDirect app to guide treatment approach. Supervising teacher to keep record of first aid treatment, enter into school system when able or handover to office upon arrival at school if unable to record electronically.</p> <p>In event of major incident, supervising teacher to contact convener immediately. Game to be halted immediately. Supervising teacher to contact own</p>		Supervising teacher	<p>If required</p> <p>Prior to game</p> <p>If required</p> <p>If required</p> <p>If required</p>	
					Supervising teacher Netball convener		

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			<p>school. Office staff at school to contact parents/caregivers if required. Supervising teacher to lodge incident with Incident Support and Report Hotline – 1800 811 523 and complete school accident report as soon as practicable.</p> <p>If supervising teacher is ill or injured, students to advise teacher from opposing school and request they call school office. Students to follow instructions of opposing teaching staff until own staff member arrives.</p> <p>Own school principal to ensure all supervising teachers have completed mandatory training and have up to date first aid qualifications.</p>		<p>Office staff Supervising teacher</p> <p>Principal</p>	Prior to event	
Environmental	<p>Students exposed to weather conditions which could include poor air quality, extreme temperatures, electrical storms, gale-force winds</p> <p>Some venues do not offer shelter for students and buses leave after dropping students off, return at set time. Students/teachers may be unable to move to safe location in event of unforeseen extreme weather.</p> <p>Risk of dehydration, sunburn, respiratory distress, injured by falling debris etc</p>	6	<p>Upon arrival at venue, supervising teacher to point out safe shelter location to students in event of emergency. Netball convener to call off games and guide schools to safe area..</p> <p>In event of unexpected electrical storm if no shelter is available, supervising teacher to instruct students to crouch low with feet touching each other, away from trees.</p> <p>Supervising teacher to make contact with school via phone as soon as is safe to do so.</p> <p>Principal or delegate to make arrangements for timely pick up of students – arrange for bus to return early, or staff to use own vehicles to transport students if no other option.</p> <p>Personal protection discussed prior to game. Supervising teacher to ensure students have appropriate clothing, sunscreen, sun-smart hat.</p>	6	<p>Supervising teacher Netball convener</p> <p>Supervising teacher</p> <p>Principal or delegate</p>	<p>Prior to / during event</p> <p>If required</p> <p>If required</p>	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Use of public toilets	Public toilets open to members of general public.  Risks include students coming across dangerous items left behind eg vapes, potential encounters with members of public or students/staff from another school	3	<p>Netball convener to open toilets and conduct safety assessment of toilet facilities prior to first game.</p> <p>When going to the toilet: Students to go and return in groups of three. Students to notify their teacher.</p> <p><b>NEW – Toilet roster (TR):</b> schools to provide an additional member of staff (pre-allocated) to monitor both girls and boys toilets from vantage point near bridge. TR to wear hi-vis vest and sit near bridge entrance. Schools to advise students of TR (different each week). ★ See map.</p> <p>In event of incident, one student to seek TR assistance while other two students remain together. TR staff member to conduct site assessment and contact netball convener.</p> <p><b>In the case of no TR:</b> If student requests assistance, convener game (Court 5) must be paused temporarily or umpiring/refereeing duty handed over to another teacher present.</p>	4	<p>Netball convener</p> <p>Supervising teacher</p> <p>Toilet Roster staff member (TR)</p> <p>Students / TR</p> <p>Convener</p>	<p>Upon arrival at venue</p> <p>If required</p> <p>During games</p> <p>If required</p> <p>If required</p>	



Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Student Wellbeing	Student misadventure Interactions with members of public and students/staff from other schools	2	<p>Supervising teacher to ensure students made aware of behavioural expectations to/from school.</p> <p>Safety talk with both teams prior to game regarding safe behaviour.</p> <p>Supervising teacher to instruct students to sit in designated area, alongside court of play, while supervising teacher is umpiring game.</p> <p>Supervising teacher to notify convener and appropriate executive staff member of any significant incidents upon return to school.</p> <p>Students with known behavioural issues should be monitored carefully and their behaviour response plan / individual risk management plan followed.</p>	2	<p>Supervising teacher</p> <p>Supervising teachers</p>	<p>Prior to event</p> <p>During event</p>	

### Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.