

# SAFETY Risk Assessment and Management Plan



**Name of workplace:** Inner West PSSA

**Workplace manager:** John Tran (President), Andrew Hutchinson (Convener)

**Activity, event or task:** PSSA Girls' Football (Soccer) – Multiple Parks

**Date of activity:** Term 2, Week 1 - Term 5, Week 4 (Fridays)

Situation	Anticipate	Find out		Eliminate or control	Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk? Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Student health and wellbeing	Spread of infectious Disease-COVID 19	<p>Follow DoE COVID Safe guidelines:</p> <ul style="list-style-type: none"> <li>Stay home if unwell</li> <li>Regular washing of hands</li> <li>Physical distancing of 1.5m for adults</li> </ul> <p>Standard Infection Control Procedures are in place</p> <p>Personal hygiene: wash hands, cover your mouth when coughing etc.</p> <p>Hand sanitisers and disinfectant wipes are located in all learning spaces and staff areas.</p>	5	<p>As per updated COVID-19 rules and regulations:</p> <ul style="list-style-type: none"> <li>If students are unwell, teachers must not let them attend PSSA.</li> <li>Students must have a negative COVID-19 result or a sufficient note from their doctor explaining that the student is fit to attend school and PSSA.</li> </ul>	PSSA Coaches	During activity
Managing student behaviour and strangers	Unsafe student behaviour	<p>Children with known behavioural issues should be monitored carefully and their behaviour support plan / individual risk management plan followed.</p> <p>Students must sit along the sidelines during games if they are not required to play.</p> <p>Students must walk in groups of 3 to bathrooms or bubblers.</p>	5		PSSA Coaches	During activity Post activity

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	Strangers					
Managing Allergies and Anaphylaxis as well as other health care needs	Anaphylactic reaction	Identify participants with known anaphylactic diagnoses and ensure their auto-injector (EpiPen) and health care plan have been packed from school.  Spare auto-injector (EpiPen) in bus medical kit	3		First Aid Officer/s PSSA Coaches	Before Activity
	Asthma attack	Identify participants with known asthma and ensure appropriate medication/treatment has been packed from school  Individual Asthma action plan  Students' medication in first aid green bags.	3			During Activity
	Other Health Care Needs	Staff have emergency care training, student contact & medical details available, first aid kits available, and mobile phones available.  Identify participants with known medical conditions and ensure appropriate medication/treatment has been packed from school.  List of students with health care needs communicated to staff attending.  Individual health care plans up to date.  Staff safety training up to date.	3			Before Activity

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Dangerous Weather conditions (Sun/Heat, Wind, Rain/Hail, Frost/Cold, Storms/Lightning)	Excessive Exposure to Weather	Personal Protective Safety is discussed prior to activity.  Ensure children have appropriate clothing, sunscreen, sun-smart hat, and remain undercover in extreme weather conditions.	5		PSSA Coaches	During Activity
Illness/Injury during sports activity	Acute sports injury suffered during activity	Students are required to complete a warm-up and warm-down after each game.  Staff have emergency care training, student contact & medical details available, first aid kits available, and mobile phone available.	5	Please refer to the Inner West Concussion Policy Statement on the Inner West PSSA <a href="#">website</a> -	PSSA Coaches	

Relevant information attached: Yes  No

You should report, monitor and review:

Prepared by:  Position:  Plan review date:

Sign off Authority:  Position:  Contact no.:  Signature:

Prepared in consultation with:

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**Communicate to** - List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet

Name	Signature	Date

**Likelihood criteria**

**Consequence criteria**

**Sign-off authority** - Based on highest residual risk

Likelihood criteria	Description	Consequence criteria	Impact
Very likely	Will probably occur in most circumstances	Extreme	Death or permanent injury
Likely	Might occur occasionally	High	Long term illness
Unlikely	Could happen at some time	Medium	Medical attention and several days off
Very unlikely	May happen only in exceptional circumstances	Low	First aid needed
<b>Acceptability</b>		<b>Sign-Off Authority</b>	
		<b>Schools*</b>	<b>Corporate</b>
1	Unacceptable	Principal to talk to staff about reducing the risk and contact:	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.</li> <li>• Legal as required.</li> </ul>

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		<p>nta ct:</p> <ul style="list-style-type: none"><li>•</li></ul>	
		<ul style="list-style-type: none"><li>•</li></ul>	

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2	Undesirable	Principal	Executive Director or

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		to sig n off an d co nta ct  •	delegate to sign off and contact: <ul style="list-style-type: none"><li>• Health and Safety Directorate for review.</li><li>• Legal as required.</li></ul>
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	Tolerable	School Principal or	Senior Manager or Director.	<b>Risk rating matrix</b>	
<b>Consequence criteria</b> <i>How serious would it be</i> 3 & 4		School Principal or	<b>Likelihood criteria</b> <i>How likely is it to occur</i>		
	<b>Very likely</b>	<b>Likely</b>	<b>Unlikely</b>		<b>Very unlikely</b>
<b>Extreme</b>	1	1	2		3
<b>High</b>	1	2	3		4
<b>Medium</b>	2	3	4	5	
<b>Low</b>	3	5	5	6	
	Accidental	School Principal or delegate	Immediate Supervisor or Workplace Manager.		
<b>5 &amp; 6</b>					

**\*Note:** For International Excursion risk assessments, all Plans must be signed off by the respective Executive Director.