

# SAFETY Risk Assessment and Management Plan

Name of workplace:

Public School

Workplacemanager:

Activity, event or task:

PSSA Junior and Senior Girls' Soccer

Date of activity:

23rd May, 2025  
13 June, 2025  
1 August, 2025  
22 August, 2025

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?
Walking: Concrete	Tripping	Students to wear appropriate footwear and warned about dangerous parts of the road. Visual supervision.	4	Avoid uneven footpaths and take a different route if required. Advise students prior to the walk. Advise the local council of dangers.	4	All teachers	End of sporting season
Walking: crossing roads	Vehicle accidents	Brief children on rules and behavior prior about crossing roads safely. Teachers to supervise sporting group crossing roads. Children will cross streets along Denman Ave, Dalhouse St and Parramatta Rd at the lights and cross the street. The teacher will stand in the middle of the street/road and instruct students to walk to the next available post etc. and wait for the teacher to catch up.	2	Walk in the assigned route. Follow road safety guidelines. Remind students to stop, look, listen and think.	2	All teachers	End of sporting season
Boarding and disembarking bus	Road Safety/traffic Tripping/uneven footpath Travel sickness Accident	Pre-event meeting with staff and students in the explanation of expected safe travelling behaviour. Visual supervision and discipline when boarding and disembarking a bus and during travel. Verbal reminders about road safety rules. Monitor behaviour.	4	Consistent teacher supervision. Students prone to travel sickness are placed further towards the front of the bus. Provide first aid (vomit bags) to students prior or where necessary. Remind and apply school/ sporting contract rules.	4	All teachers	End of sporting season

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		Ensure vehicle operators hold appropriate licenses and insurance. Ensure seatbelts are worn (if available) Adults attending to supervise					
Clothing	Footwear	Children spoken to about wearing full sport uniform prior to the excursion.	5 3	Inspect footwear prior to departure. Check for shoe laces etc.	5 3	All teachers	End of sporting season
Communication	Separation of groups Getting lost	Teachers exchange mobile phone numbers prior to the excursion. Speaking to children about being aware of where they are and to stay with a buddy and have a teacher in view at all times. Mark the roll 4 times (head count) before leaving the school grounds, at the venue, before leaving the venue and upon returning to school.	3	Teachers to wear high vis vests. Students to have a buddy system and walk in pairs. Students can inform teachers any student concerns. Additional copies of the roll (of all students attending)	3	All teachers	End of sporting season
Allergies	Anaphylaxis, Asthma	Epipens provided. Students to bring their own Ventalin puffers.  Teachers to ensure asthmatic students have puffers before leaving school and before leaving park  Teachers ensure anaphylactic students have epipens before leaving school and before leaving park.	4	School epipens and asthma brought to grounds. Students carry their own epipen/ puffer if required.	4	All teachers	End of sporting season
General Public	Crowds, strangers, public	Teachers to supervise each group. Warning students about meeting and talking to strangers.	6	Teachers to have emergency mobile to contact 000.	6	All teachers	End of sporting season
Using the toilets in the park.	Stranger danger in the park.	Students to the toilet in groups of two/ three. Students inform teachers if there are strangers hanging around the toilets.	4	Students must ask for teacher permission. Teachers must be aware of when students go and when they have returned. Toilets should be checked by the teacher prior to students using them.	4	All teachers	End of sporting season
Heat stroke and sunburn	Suffers heat stroke due to sun exposure	Students are encouraged to bring and drink water. Hats are to be worn. Sunscreen should be applied before and during the excursion.	6 6	Teachers remind students to reapply sunscreen or their own. Students allergic to school sunscreen are to provide their own. Teachers provide	6 6	All teachers	End of sporting season

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	Suffers sun burn due to sun exposure			students adequate time for a drink break. If the event is deemed to be unsafe (due to weather conditions), it will not go ahead.			
Playing Soccer at games and during training sessions	Uneven Surfaces, tripping hazard, sprains Hard or sharp objects on field Collision of players running Impact from sports equipment - Ball	Grounds maintained by council. Students to play in suitable footwear. A safety check of the playing fields for any objects before play commences. Students to follow the rules of the game outlined by qualified/experienced teachers. If injury does occur teachers trained in First Aid are present. Students to wear appropriate shoes and shinpads. GoalKeepers to wear gloves.	3	Contact Inner West/ Canada Bay/ Burwood Council if maintenance is required.  Use cone markers to isolate zones where there is no play. Boundaries marked at least 2 metres inside the fence line. Follow the DET concussion guidelines. Keep all students at a safe distance and limit to controlled/ teacher guided sessions/ games only.	3	All Teachers at gamed and training sessions	End of sporting season
Students with additional needs	Student could get lost Student could place themselves or others in danger	Identify students with additional needs prior to excursion. Use SCHOOL BYTES (or Similar) to identify the risk of student attending excursion outside of school.  Discuss with Principal / DP if additional teacher support or SLSO is required to attend.	4	Develop social stories for students with additional needs.  Develop a buddy system to ensure that students are aware of possible risks.  Consistent roll marking and student head count.	4	All teachers	End of sporting season
Interaction with members of the public	Unwanted interaction with strangers or members of the public	Teachers to actively supervise students in clearly designated groups.  Students reminded to remain within sight of staff at all times and not to engage with unknown individuals.	4	Teachers to wear high-visibility vests for easy identification.  Students use a buddy system and must ask for permission before leaving the group (e.g., for toilet breaks).  Teachers to reinforce messages around respectful interaction and awareness of surroundings, using inclusive and calm language rather than fear-based messaging.  Emergency contact numbers to be kept on hand at all times.	4	All teachers	End of sporting season

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Eating food during sporting activity	Student allergies to certain food products / anaphylaxis	<p>Food brought by student should only be approved and provided by student's parent/carer</p> <p>Discuss with class groups about the importance of only eating your own food</p> <p>Ensure someone trained in medical procedures (use of Epipen) attends</p> <p>Communicate special requirements/food allergies to all staff, especially emergency response procedures and equipment</p>	3	<p>Supervised eating session before play.</p> <p>School epipen/ student epipen is easily accessible when required.</p>	3	All teachers	End of sporting season
Making contact with others and of sporting equipment	Student risk of exposure to COVID-19.	<p>Hand sanitisers to be readily available, supplied and restocked appropriately..</p> <p>Parents must abide by social distancing measures and not enter the field of play.</p> <p>Where applicable, students and staff to sanitise equipment.</p>	3	<p>Keep distance from parents, carers and spectators.</p> <p>Remind students about contact with others.</p> <p>Ensure equipment is sanitised on a regular basis.</p>	3	All teachers	End of sporting season
First Aid Response	Student or staff illness, injury or accident.	<p>Staff to bring a first aid kit with them to the venue. Ice should be available for treatment of injuries.</p> <p>Ensure all staff are trained or have completed: E-emergency care, CPR and are aware of the DET concussion policies.</p> <p>MediFast Staff onsite during gala days.</p>	3	<p>Ensure all first aid kits are restocked.</p> <p>Ensure all epipens, asthma puffers and medical equipment required are present and readily available.</p> <p>Any serious incident that has occurred to contact parent/carer either at venue or as soon as returning back to school depending on seriousness of injury. Teacher must notify Principal / DP of any incidents and any first aid treatment given eg: ice.</p>	3	All teachers	End of sporting season

Relevant information attached: Yes ☐ No ☐

# SAFETY Risk Assessment and Management Plan

You should report, monitor and review:

Prepared by:  Position:  Plan review date:

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

Prepared in consultation with:

Name	Signature	Date

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

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

	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 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

Likelihood criteria

Qualitative criteria <i>Hazard is:</i>	Description
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