

# SAFETY Risk Assessment and Management Plan



**Name of workplace:** Inner West PSSA

**Workplace manager:** John Tran (President), Matt Hull (Convener)

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

**Date of activity:** Term 2, Week 1 - Term 3, Week 5 (Fridays)

Situation	Anticipate	Find out	Risk rating	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?		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	<p>Unsafe student behaviour</p> <p>Strangers</p>	<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	<p>During activity</p> <p>Post activity</p>

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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:

Matt Hull

Position:

IWPSSA Boys  
Football  
Convener

Plan review date:

Term 3, Week 2022

Sign off Authority:

John Tran

Position:

IWPSSA  
President

Contact no.:

0450 135 130

Signature:

Prepared in consultation with:

John Tran

# SAFETY Risk Assessment and Management Plan



**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

Likelihood criteria	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

Consequence criteria	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 <i>How serious would it be</i>	Likelihood criteria <i>How likely is it to occur</i>			
	Very likely	Likely	Unlikely	Very unlikely
<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

## 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.</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.</li> <li>Legal as required.</li> </ul>
2	Undesirable	Principal 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>	Executive Director or 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>
3 & 4	Tolerable	School Principal or delegate.	Senior Manager or Director.
5 & 6	Acceptable	School Principal or delegate.	Immediate Supervisor or Workplace Manager.

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