



Risk Management Plan

WSPSSA Cross Country Carnival



Name of President: Sean Craft

Description and location of excursion: WSPSSA Zone Cross Country, Majors Bay Reserve, Concord

Date(s) of excursion: Tuesday 9^h May 2023

Group/class: 11 affiliated schools. Students from Years 2 – 6

No. in group/class: Estimated 30-33 students per school

Name of convener: Nina Huvanandana (Newington Public School)

Contact number: 9748 7933 (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. Sideline Solutions – 1 First Responder/Advanced Responder

Activity	Hazard Identification Type/Cause	Risk Assessment	Elimination or Control Measures	Who	When
Bus transport to excursion venue.	- Boarding bus/coach	6	<ul style="list-style-type: none"> - 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 booking
	- Vehicle accidents	3			On carnival day
Walking to and from the venue.	- Struck by vehicle on road	2	<ul style="list-style-type: none"> - 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 by all schools. - First aid is carried out immediately if these students are stung/bitten 	School Staff	On walk to and from park.
	- Slips or trips on footpath	5			
	- Get bitten/stung by an insect	5			
Using the toilets at the venue.	- Dangerous items left in the toilets	4	<ul style="list-style-type: none"> - 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.
	- Stranger danger in the park.	4			
Sitting and cheering in school areas	- Suffer from heat stroke or dehydration	5	<ul style="list-style-type: none"> - 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 Sideline Solutions providers. - Multiple general first aid kits are taken to the park by all schools. 	Team Managers Students Sideline Solutions	During the carnival
	- Change in weather conditions	5			
	- Have an asthma attack	5			
	- Hypothermia	5			
	- Trip and fall over	5			

Sitting at the carnival	Previously Identified Medical Conditions - Epilepsy - Asthma attack - Diabetes - Anaphylaxis - Allergies	4	<ul style="list-style-type: none"> - 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 11 schools in the WSPSSA Zone) will be provided to course marshals and the medics (Sideline Solutions) 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 Sideline Solutions reporters are made aware of the situation. 	<ul style="list-style-type: none"> - Students - Team Managers - Sideline Solutions - Course marshals - Conveners 	Throughout carnival
Sitting at the carnival	Students without permission or ability or skill level attending carnival.	6	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Cramping and stitches from running - Dehydration - Heat stroke/sun stress - Cuts and abrasions - Bruising - Broken limbs 	5 5 5 6 6 4	<ul style="list-style-type: none"> - 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. - Sideline Solutions providers 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 / Sideline Solutions	Throughout carnival
Competing in the cross country	<ul style="list-style-type: none"> - Students injured during activity due to unsafe behaviour. - Students injured due to not warming up and stretching before and after activity. 	6 5	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Obstacles - Unable to follow the track and gets lots. - Dog bite 	4 6 4	<ul style="list-style-type: none"> - 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 	Convener / Course Officials Race Starter/starts marshals	Before carnival Before the commencement

			<ul style="list-style-type: none"> - 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. 		<p>nt of each race</p> <p>Course marshals to assist during races.</p>
Competing in the cross country	<ul style="list-style-type: none"> - Suffers heat stroke due to sun exposure - Suffers sun burn due to sun exposure - Rain 	<p>6</p> <p>4</p>	<ul style="list-style-type: none"> - 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 Sideline Solutions assist. 	School Staff First Aid Officers Course Marshals / Sideline Solutions	Throughout carnival

COVID-19 Safety Plans

Covid 19 Restrictions			<ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - 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 Staff First Aid Officers Course Marshals / Sideline Solutions	Throughout carnival
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Venue and safety information reviewed and attached: Yes / **No**

Plan prepared by: **Nina Huvanandana**

Position: **Carnival Convener**

Date: **05/05/22**

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.