

NETBALL ACT PRIMARY SCHOOL GALA DAY EVENT RISK ASSESMENT

Event Details

Event Details:

The higher the Residual Risk, the higher the priority for implementation of controls.

Location: Various

Date of Event: March

Event Leader: Lachie O'Sullivan

Contact No: 02 6241 4088

■ HIGH Residual Risk (25-20)	■ MEDIUM Residual Risk (19-11)	■ LOW Residual Risk (10-1)
Eliminate or control the risk immediately. Written work procedure required. eg. SWMS	Eliminate or control the risk before work commences. Written work procedure may be required. eg. SWMS	No formal written work procedure required. Communicate and train all employees then begin job.

Proposed Activities: Primary School Match Play

No of Attendees: 300-500

No. of Staff / Volunteers: 3

First aid kit – Yes

List of attendees attending the event See Gala Day Team Sheet Document

Contact information for each attendee (if required) Teachers to supply if needed

Medical information for each attendee (if required) Teachers to supply if needed

List of staff / volunteers participating in the event – Lachie O'Sullivan

Mobile phone / other means of communicating with the service & emergency services – Lachie using personal mobile

Other items, please list

Risk Assessment

Hazard	Initial Risk Rank (L M H)	Control	Residual Risk Rank (L M H)
Power Outage Alarm Activation	L L	<ul style="list-style-type: none"> • Event Management to instruct participants to cease and evacuate the building • Event Management to check the switchboard to see if any of the switches have been tripped • Event Management to ring ACTEW Fault line (13 10 93 – NACT Acct: 2467 8359 1009) to find out if there is a fault in the area and / or to report the fault 	L
Slippery / Wet Floors from Roof Leakage/rain during wet weather or morning frost	L	<ul style="list-style-type: none"> • Event Management to have towels ready if required to dry slippery spots. • Event Management to keep an eye for any moisture during the game • Event Management to cease games upon rain once conditions are unsafe (Outdoors) 	L
Collisions with Surrounding Spectators	M	<ul style="list-style-type: none"> • First Aid to be performed on injured spectator if required • Event Management file injury form in folder 	M
Playing Equipment <ul style="list-style-type: none"> • Broken Post Padding 	L	<ul style="list-style-type: none"> • Event Management to ensure all equipment is safe whilst completing a start of day check of 	L

<ul style="list-style-type: none"> Broken post not secured into Court adequately Broken ring / net 		<p>equipment including: Court Surface and Post Check – removing any visible hazards.</p> <ul style="list-style-type: none"> Report any broken equipment (courts, posts, Ring etc.) to competition coordinator. 	
<p>Children playing on side-line & Drink bottles / clothing/school bags left courtside</p> <ul style="list-style-type: none"> Loose ball going on court Umpire Tripping 	M	<ul style="list-style-type: none"> Event Manager to advise teachers of where designated team areas are Event Management to actively monitor games and spectators to ensure a safe environment for players and officials. Event Manager to remove / instruct removal of obstruction If Injury occurs dependent upon injury game to cease while injury is dealt with. 	M
<p>Minor Injury from general Play</p> <ul style="list-style-type: none"> Cuts and Bleeding Bruises 	M	<ul style="list-style-type: none"> Event Manager to notify First Aid Officer of Injury Umpires checking nails before players take the court Umpires to. cease Games if blood is on Court until Cleaned. All visible Jewellery to be removed before a player starts game 	L
<p>Major Injury from General play</p> <ul style="list-style-type: none"> Ankle Injuries Dislocations Knee Injuries 	L	<ul style="list-style-type: none"> Umpires to stop play on court Event Manager to call ambulance if required, while First Aid Officer remains with injured player 	H

		<ul style="list-style-type: none"> Teacher of Injured player to fill in injury report form. Event Manager to inform injured player's Teacher of claim process. Event Manager file injury form in folder 	
Heat Exhaustion	M	<ul style="list-style-type: none"> Player to be removed from playing area to cooler area – Foyer/Pavilion is generally cooler than playing area. <p>First Aid to retrieve ice to be put on back of neck</p> <ul style="list-style-type: none"> Water Bottle to be filled with cold water Water coolers with cold water supplied for teams Heat policy should be enforced <p>Refer to Netball ACT Extreme Weather Policy</p>	M
<p>Person in building</p> <ul style="list-style-type: none"> Causing major concern of danger or violence 	L	<ul style="list-style-type: none"> Press panic button under the counter in the canteen (NACT ONLY) If required make an announcement for all persons to evacuate the building at the nearest exit (E.g. Fire doors) Continue to move away from the building to a safe area If staff are in the canteen and unable to evacuate, lock doors and shutters until police arrive 	H

		<ul style="list-style-type: none"> Do not engage with the individual – your safety and patron safety is paramount All staff to be briefed on evacuation procedures Court Supervisor to be out actively monitoring the event and spectators to ensure a safe environment for players and officials 	
<ul style="list-style-type: none"> Poor Hygiene Infected persons attend 	<ul style="list-style-type: none"> L L 	<ul style="list-style-type: none"> Hand hygiene for infection control; Try not to touch your eyes, nose or mouth; Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow; Isolate yourself at home if you feel sick; Regularly clean items such as balls, post pads; FOLLOW instructions of NACT COVID Safety Plan Follow Instructions of ACT Education Directorate 	M

Emergency Procedures

Have workers been inducted and informed of these emergency procedures: Yes No

Detail Organisation emergency response procedures:

Refer to the attached

Details Organisation and task specific first aid procedures:

R – Rest / I – Ice / C – Compression / E- Elevation

If injury is severe, staff to ask injured person, if they would like an ambulance to be called. If player is unconscious – staff to perform CPR procedures as per first aid training

Detail any emergency equipment required (such as a first aid kit, satellite phone, stokes litter, etc.):

First Aid Officers

Emergency Personnel and Contact Details

Name / Organisation	Position	Contact Number
Police, fire and ambulance		000
Security One	Security Patrols / Attendance	6122 2777
Fire Department	Fire Control	Emergency – 000

Risk Assessment

Name	Position	Signature
Prepared By: Lachie O'Sullivan	Participation Coordination	
Approved By: Kim Symons	Competitions & Facility Manager	

RISK RATING MATRIX		CONSEQUENCES					CONSEQUENCE	LIKELIHOOD
		Catastrophic	Major	Moderate	Minor	Insignificant		
LIKELIHOOD	Almost Certain	25	23	20	16	11	Catastrophic – single or multiple fatalities	Almost certain – is expected to occur in most circumstances (<i>common</i>)
	Likely	24	21	17	12	7	Major – hospitalisation with potential to result in permanent impairment	Likely – will probably occur in most circumstances (<i>has happened</i>)
	Possible	22	18	13	8	4	Moderate – person unable to resume normal duties in the short-medium term	Possible – might occur at some time (<i>could happen</i>)
	Unlikely	19	14	9	5	2	Minor – first aid treatment or precautionary medical attention only. person likely to immediately resume normal duties	Unlikely – could occur at some time (<i>not likely</i>)
	Rare	15	10	6	3	1	Insignificant – no injury/minor first aid treatment only	Rare – may occur only in exceptional circumstances (<i>practically impossible</i>)

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