

## ACS SPORTS SAFETY POLICY

### Contents

1.	PURPOSE	2
2.	APPLICATION	2
3.	FACILITIES	2
4.	MEDICAL ATTENTION	3
4.1.	First aid	3
4.2.	Concussion and procedures	3
4.3.	Infectious Diseases Guidelines	4
5.	CRITICAL INCIDENT PLAN	6
6.	STANDARDS OF BEHAVIOUR	8
6.1	General Child Safeguarding	8
6.2	Gift giving	9
6.3	Images	9
6.4	Conflicts of interest	10
6.5	Electronic communication and Social Media	10
6.6	Supervision	11
6.7	Physical Contact	11
6.7	Changing Rooms	12
7.	ADVERSE WEATHER EVENTS	13
7.1.	Hot weather	14
7.2.	Wet weather	16
7.3.	Electrical thunderstorms/lightning	16
7.4.	Thunderstorm asthma	16
8.	AIR QUALITY	17
9.	SUN PROTECTION	18
10.	RISK MANAGEMENT PLANS AND CHECKLISTS	19
11.	CANCELLATION OF SPORTING EVENTS	19
11.1.	Cross Country Carnival	19
11.2.	Athletics Carnival	20
12.	SAFETY EQUIPMENT AND CLOTHING	22
12.1.	Eyewear guidelines for football and soccer competitions	22
Appendix 1 Figure 1: Graded return to sport framework for Community and Youth		24

Appendix 1	Figure 2: Systems for managing the concussed student in the school environment	25
Appendix 2	Critical Incident Management and Handover checklists	26
Appendix 3	Swimming championships risk assessment	31
Appendix 4	Athletics championships risk assessment	42
Appendix 5	Links to ACS Sport Specific Risk Assessments	50
Appendix 6	Cross-country championships risk management plan	51
Appendix 7	Emergency management plan for cross-country championships	54
Appendix 8	Record of cancellation of Cross-Country Championship	55
Appendix 9	Record of cancellation of Athletics Carnival	56

Policy number	ACS 03	Version	1a
Created	July 2023	Last reviewed	6 February 2026
Drafted by	Moray & Agnew	Approved by committee on	TBA
Responsible person	Michelle Sheehan	Scheduled review date	6 September 2028

## 1. PURPOSE

The purpose of this policy is to provide guidance to ACS staff and participating member schools' staff and students regarding health and safety considerations at ACS-organised sporting events, including the potential risks and appropriate measures to mitigate those risks as far as is reasonably practicable.

## 2. APPLICATION

This policy applies in respect of all ACS sporting activities and events, including athletics, badminton, basketball, cricket, cross-country running, Australian Rules football, futsal, hockey, netball, soccer, softball, table tennis, tennis, touch football and volleyball.

## 3. FACILITIES

- 3.1. ACS offers a range of weekly sport events which take place at various venues. Where such event is played at an ACS member school's facility or ground, primary responsibility for the quality and condition of that facility/grounds lies with the host school.
- 3.2. Where events are held at an external facility, primary responsibility for the quality and condition of that facility lies with the external provider.
- 3.3. Prior to the commencement of a sporting event at their facility, the host school should ensure, so far as is reasonably practicable, that the facility/ground being provided is safe and without risks to health and suitable for use in the applicable sport. Safety checks and regular testing of the facility/ground (such as the surface), including associated equipment or fixtures (such as goalposts) should be undertaken by the host school as appropriate for the type of sport being played.
- 3.4. Where the host school is not reasonably satisfied that its facility/ground is safe and suitable for its intended use, this should be communicated to the visiting school(s) and ACS as soon as possible.

## 4. MEDICAL ATTENTION

### 4.1. First Aid

At each event, each School delegate/representative must:

- (a) Ensure that there are sufficient and appropriately accredited first aiders present, taking into account:
  - the number of students;
  - the location and facilities where the event is taking place; and
  - the nature of the activity;
- (b) Be aware of the identity, location, and contact numbers of the first aiders on site;
- (c) Carry or have ready access to a basic first aid kit;
- (d) Have ready access to:
  - a phone (mobile or landline) and be able to contact the first aiders and/or ambulance;
  - the contact number of each of the other school members' delegates/representatives; and
  - in respect of their own school, family contact numbers of student participants.

### 4.2. Concussion and procedures

- (a) Concussion is a type of brain injury which can occur from a knock to the head or body. It can affect players in a range of sports, but most often occurs in sports that involve body contact, collision or high speeds of movement. Concussion in sport is a matter of increasing concern and public awareness, and there is now a heightened focus on the importance of safe and appropriate management and diagnosis at an early stage.
- (b) Concussion can be difficult to detect and does not always result in loss of consciousness. Symptoms can develop over time and are not always obvious. Recognising concussion is imperative to ensuring appropriate management and preventing further injury.
- (c) There is no single test which can determine whether someone has sustained a concussion. However, the Concussion Recognition Tool 6 ([CRT6](#)) provides guidance regarding recognising the signs and symptoms of concussion.
- (d) When dealing with any player who is unconscious or suspected to have a concussion, the basic rules of first aid should be employed. Initial management of a student with suspected concussion includes:
  - observing first aid principles for protection of the cervical spine;
  - removing the student from play;
  - referring them to a medical practitioner for assessment immediately;
    - Indicators of more serious injury that require immediate referral to the Emergency Department include neck pain, increased confusion, agitation or irritability, repeated vomiting, seizure, weakness or tingling/burning in the arms or legs, reduced level of consciousness, severe or increasing headache, or unusual behaviour; and
  - not permitting the student to return to play.

- (e) Children and adolescents take longer to recover from concussion than adults. A more conservative approach should be taken with those aged 18 years or younger. The player should not be permitted to return to sport until:
- several checkpoints to be cleared prior to progression; refer to **Appendix 1, Figure 2**;
  - a brief period of complete physical and cognitive rest (24-48 hours);
  - a period of symptom-limited activity to allow full recovery;
  - at least 14 days **symptom free** (at rest) before return to contact/collision training and must be cleared by a healthcare practitioner to do so;
  - a minimum period of 21 days until the resumption of competitive contact/collision sport;
  - recovery following the Australian Sports Commission's "Graded Return to Sport Framework for those under 19 years of age" refer **Appendix 1, Figure 1**;
  - review for clearance by a medical practitioner.
- (f) If the first aider is in any doubt at all, they should remove the student from play and refer them for immediate medical assessment.
- (g) It is recommended that schools introduce a 'concussion officer' to oversee the management of concussion. A 'concussion officer' is a single point of contact and manages the coordination of matters related to concussion. A 'concussion officer' is not a concussion expert and is not expected to diagnose concussion. The 'concussion officer' ensures that everyone diagnosed with concussion follow the concussion protocols as outlined in the ACS Sport Safety Policy under 4.2. Concussion procedures ensure that a medical practitioner has reviewed for clearance to return to contact sport and high risk activities. Refer **Appendix 1, Figure 2**;

For additional information refer to [Australian Concussion Guidelines for Youth and Community Sport](#) Australian Institute of Sport, February 2024.

### 4.3 Infectious Diseases Guidelines

In line with Sports Medicine Australia's Infectious Diseases Policy and the 'Blood Rules, OK' Information Booklet produced by the Australian Institute for Primary Care, the following recommendations may reduce the risk of transmitting infectious diseases:

- (a) All open cuts and abrasions must be reported and treated immediately.
- (b) In team areas:
- It is each team's responsibility to ensure that team areas are clean and tidy. Adequate soap, paper hand towels, brooms, disposal bins and disinfectants must be available at all times.
  - All clothing, equipment and surfaces contaminated by blood and/or bodily substances must be treated as potentially infectious.
  - Equipment and surfaces should be cleaned immediately if soiling or spills occur.
- (c) When cleaning up blood and/or bodily substances:
- Disposable latex gloves must be worn;
  - If the blood and/or bodily substance spill is large, confine and contain the spill;

- Remove the bulk of the blood and/or bodily substance with absorbent material such as paper towels;
  - Clean the site with warm water and a detergent solution, followed by wiping the site with paper towels soaked in a 1:10 solution of a bleach (preferably containing 5.25% sodium hypochlorite) and dry with clean paper towels; and
  - When finished cleaning, remove gloves and dispose of them along with the used paper towels, in a sealed plastic bag and place in rubbish bin.
- (d) Routine washing procedures using hot water and detergent are appropriate for the decontamination of most laundry items.
- (e) General utility gloves (i.e. rubber household gloves) should be worn when handling or washing soiled linen. The gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discoloured, torn, punctured or have other evidence of deterioration.
- (e) Contaminated linen should be transported in a leakproof plastic bag to the laundry site to ensure blood and/or bodily substances are not transferred to other items.
- (f) Sharing of towels, face washers, mouth guards, and drink containers or any other personal equipment must not occur. Water containers should be available for each individual player.
- (g) In an accident where bleeding occurs:
- The player must immediately leave the playing field or court. Play must cease until all blood on the ground or equipment is cleaned up.
  - If the skin is penetrated or broken, the immediate first aid step is to use disposable latex gloves to clean the wound with soap and water only. If water is not available, a 70% alcohol hand rub may be used.
  - If clothes are bloodstained, they should be changed for clean ones once the wound has been properly treated. They should be handled with rubber gloves and cleaned or disposed of in a sealed plastic bag.
  - If blood gets on the skin, irrespective of whether there are cuts or abrasions – wash well with soap and water.
  - If eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or normal saline.
  - If a player is wearing contact lenses:
    - Leave the contact lenses in, while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.
    - When the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the prescribed manner.
    - Follow the contact lenses guidelines to see if the lenses can be reused after being cleaned, or require disposal.
  - If blood gets in the mouth, spit it out and rinse the mouth with water repeatedly.
  - **Referees and game officials**
    - Officials must report all open cuts and abrasions at the first available opportunity.

- All contaminated clothing and equipment must be replaced prior to the player being allowed to resume play.
- If bleeding should recur, the above procedures must be repeated.
- If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game and should seek urgent medical attention.

## 5. CRITICAL INCIDENT PLAN

- 5.1. A critical incident is an event which causes disruption to an ACS event, creates significant danger or risk, and creates a situation where member schools' staff, students and/or parents feel unsafe, vulnerable and under stress. A critical incident is determined by its impact on individuals and the ACS community as a collective, rather than a predetermined list of events.
- 5.2. This critical incident plan is in respect of the three major sporting championships (**major events**) held each year: Swimming (held at MSAC), Athletics (held at Lakeside Stadium) and Cross Country (held at Bundoora Park). The SSCT is the statutory authority responsible for MSAC and Lakeside Stadium. Darebin City Council operates Bundoora Park.
- 5.3. For ACS' weekly events held at member schools, the host school is expected to have in place a suitable critical incident plan.
- 5.4. While ACS will take and arrange the following measures, for each major event member schools are expected to have sufficient arrangements in place to deal with the incident, including having sufficient staff members present to accompany their students to and from the event, and those staff members being aware of the contents of this Critical Incident Plan and their roles should an incident arise. Each member school is encouraged to appoint a nominated representative to manage and coordinate the Critical Incident Plan should an incident occur during an ACS major event.

### **Critical Incident Team Leader**

- 5.5. ACS will ensure that for each event there is a nominated "Team Leader" to manage and coordinate the response in the event of a critical incident.
- 5.6. Responsibilities of this role will include the following:
  - Identify those involved in the incident. Ensure all students, parents and guardians are accounted for (delegating this responsibility where necessary).
  - Ensure that Emergency services are notified and arranged.
  - Notify the venue Duty Manager.
  - If safe to do so, remove any injured person in immediate danger from the hazard.
  - Attend to any individuals who require first aid until Emergency Services arrive.
  - When Emergency Services arrive assist in the management of the casualty if requested.
  - Arrange the supervised removal of students / onlookers to a place of safety.
  - Notify the relevant School Principals.
  - Establish lines of communication, ensuring that all communication is provided from a central point. Any requests for information should be referred back to the centralised communication point.
  - Secure the area / scene of the incident and ensure it remains undisturbed.

- Manage the scene of the critical incident, including allocating responsibilities such as log/note taker and taking photographs where appropriate. Identify any potential witnesses.
- Manage any media or onlookers if necessary. Allocate responsibility to a nominated person to manage media enquiries.
- Liaise and provide situation report /briefing to Emergency Service personnel.
- Consider and set in motion transportation for students not involved to return to their schools.
- Prioritise and follow the Critical Incident Management Checklist and Handover Checklist (at **Appendix 2**).

5.7. The Critical Incident Team Leader will liaise with the School Principals in regard to appropriate communication strategy, taking into account the following potential responses:

- The parents/guardians of any students injured should be notified at the earliest opportunity.
- School office staff should be provided with factual information necessary in order to control enquiries from media and parent concerns, and in order to minimise the spread of false information or rumour.
- Consultants such as community counsellors should be contacted as required, and counselling offered to all students impacted (including those in other year groups to the injured student(s) who may have social links) and staff.
- School Chaplains should be contacted where appropriate.
- Factual updates should be prepared and disseminated to the Schools' communities (taking account of legal and privacy constraints).
- The relevant insurer should be notified.
- Legal advice should be sought where appropriate.
- Schools should consider a response to media, as required.

#### 5.8. Pre-event steps

- (a) Prior to each annual event, ACS will arrange for the Pre-Event Checklist to be completed (at **Appendix 2**).
- (b) Where there have been significant changes to the site from the previous ACS major event held there, a site visit will be arranged with SSCT for MSAC and Lakeside. Such site visit will include all matters contained in this Critical Incident Plan, plus a tour of the venue, highlighting risk management obligations.
- (c) ACS shall visit Bundoora Park several weeks prior to the Cross-Country event to ensure the site is as expected and plan for any contingencies.
- (d) Prior to the event, ACS will determine the respective venue's obligations for the provision of services and what resources will be supplied by ACS, taking into account the nature and size of the event and any changes from previous years.
- (e) SSCT provides staff as part of normal operations. ACS can arrange for SSCT to provide security staff at an additional cost. If traffic management is needed this should be

arranged with Parks Victoria. At present bus arrivals and departures are staggered in such a manner that traffic management is not required.

- (f) ACS will prepare a suitable risk assessment prior to each major event.

#### 5.9. Steps on the day of the event

- (a) The ACS event organiser will arrange for the Day of Event Checklist to be completed (at **Appendix 2**).
- (b) The ACS event organiser will meet with SSCT duty manager or Bundoora Park's Parks Manager (as applicable) at least one hour prior to start of program.
- (c) SSCT will conduct a specific event briefing, to include:
- The communication strategy for the day i.e. two-way radio, telephone, public address system etc.
  - Emergency service notification including proposed access and egress points.
  - Evacuation procedures – including warnings and evacuation points, and specific emergency instructions regarding any special needs requirements.
  - Any potential hazards due to changed conditions, temporary works etc.
  - Site inspection using relevant SSCT event signoff.
- (d) The ACS event organiser will brief all ACS Directors/Heads of Sport and event officials regarding issues raised during the briefing.
- (e) Bundoora Park's Manager will identify any recent potential hazards. All communication to the Park Manager is via mobile phone.

#### 5.10. Post-event steps

- (a) ACS will debrief with all ACS Directors/Heads of Sport at the meeting following the event, after consultation with their staff and officials. This debrief meeting will identify any areas requiring improvement or concerns regarding the venue or environment that may impact upon matters of safety.
- (b) The ACS event organiser should feedback any concerns with SSCT Duty Manager or Bundoora Park's Manager as applicable, and significant concerns should be escalated to the SSCT Risk Manager or Bundoora Park Management (as applicable) as soon as possible.

## 6. STANDARDS OF BEHAVIOUR

### 6.1. General Child Safeguarding

ACS staff should strive to create a warm and welcoming environment for all children and young people. ACS child safeguarding policies and procedures can be found here in the ACS DropBox Administration folder and on the ACS website under "[Policies](#)".

Child safeguarding should be part of all pre and post briefings for our activities and events and a regular agenda item for our team meetings.

ACS staff should display the following posters at events:

- How to raise a concern
- Child Safe Code of Conduct – child friendly version
- Child Safety and Wellbeing Policy – Child friendly poster version

Our staff must abide by our ACS Child Safe Code of Conduct and create safe boundaries when working with children and young people. Our ACS Child Safe Code of Conduct and this document detail a range of expected behaviours. More information on general boundary setting can be found here [Youth Affairs Council Victoria | Boundaries and privacy](#)

## 6.2. Gift giving

ACS staff should not provide gifts or be involved in gift giving unless permission from a Director or Child Safe Officer has been granted for specific activities in advance e.g. end of year cards. This would include:

- Obtaining prior authorisation from a Child Safety Officer
- Schools, parents/carers being made aware of any gift given.

Gifts such should only be provided during a session not outside of it.

## 6.3. Images

When appropriate permissions are in place, children and young people are able to be photographed or recorded (vision and sound) while involved in our service or program. Images and recordings may only be taken on an ACS or ACS member school owned device. Permission must be sought prior to any photography or other media recordings are made as follows:

- In a school setting, written permission must be sought from the Principal, Director/Head of Sport or school representative using our consent form or as part of our school agreement. The written permission must be stored in xxx
- In other settings written permission should be sought from the child's parent or guardian using our consent form.
- ACS contracts official photographers from Pure Sport Images (PSI). PSI photographers wear hi-vis vest with "Pure Sport Images". Schools are notified in advance when attending ACS activities onsite at all venues.

Informed and meaningful consent from children and young people should also be sought. Information about consent can be found here [Youth Affairs Council Victoria | Consent when working with young people](#)

- Whenever images and/or recordings are taken, the content should be reviewed by the person taking them to ensure all children and young people are appropriately dressed and are not depicted in any way which could be considered inappropriate.

Images should be:

- Suitable to the ACS context
- Dignified and respectful (children and young people are appropriately dressed and posed)
- Only used for official purposes

Any photographs, video, or voice recording must be uploaded to the designated ACS folder as soon as possible after it is taken and the originals deleted immediately from any phone, camera or other device. Under no circumstances are pictures of children or young people to be stored outside of the ACS filing system, or on personal devices. It is never acceptable to take images or recordings for personal use.

No image/recording is to be shared on social media, website or in marketing materials until permissions have been confirmed. The person taking the photograph is responsible for ensuring the necessary permissions are in place, uploading to the relevant ACS folder indicates to the marketing team that permission has been confirmed. Unsuitable images will be deleted/destroyed.

Identifying information or text should not be used and all images should meet standards that would not be considered in any way to be detrimental to the student.

Images and recordings will be stored in line with the ACS Privacy policy.

#### 6.4. Conflicts of Interest

A conflict of interest arises where personal interests could improperly influence, or be seen to influence, decisions or actions in the performance of a public duty, such as a staff member's role. Conflicted interests can be:

- Financial or non-financial and/or
- arise from duties and obligations to third-parties and/or
- potential, perceived or actual.

A conflict of interest can occur if ACS staff:

- have a pre-existing relationship or
- have a friend or family member with a pre-existing relationship

with a child or young person who attends one of our programs or events.

All personnel should seek written approval from their Director or Child Safe Officer before facilitating a program or activity where a child is known to them.

#### 6.5. Electronic communication and Social Media

Children and young people have the right to use technology and online communication methods. However, online communication and online platforms carry child safeguarding risks for children and young people that must be minimised.

Staff must only communicate with children and young people through appropriate channels (i.e. using an ACS email address). Communication with children and young people must relate to ACS work, programs or activities and use appropriate and professional language. Communication should never be one on one messages with a child or young person – messages should go to groups of children and young people and/or include other ACS staff/school staff/parents or carers.

Staff should only communicate with children and young people during normal business hours.

#### **Staff should never:**

- Communicate with a child about romantic, intimate or sexual feelings.
- Use a computer, mobile phone, camera, smart watch or other device to exploit or harass a child.
- Use private messages to communicate with a child or young person where open communication is possible.
- Invite children and young people or their parents and carers to join their personal social media sites (e.g. Instagram, Snapchat, Facebook, WhatsApp, YouTube, chat rooms etc) or accept invitations from children and young people and their parents and carers to their pages/sites.
- Use their personal phone or devices while supervising children and young people unless it is an emergency

## 6.6. Supervision

Appropriate and active supervision is required to ensure children and young people are protected from harm. Staff must be aware of risks and hazards that can occur in their setting and in their physical and online environments.

### **Staff must strive to ensure that children and young people:**

- Are in a safe environment
- Engage positively within the service, program, or event
- Behave appropriately towards one another

### **Staff must:**

- Ensure appropriate supervision ratios must be maintained, including an awareness of locations without line of sight
- Always know the location of each child or young person
- Avoid one-on-one unsupervised contact with a child or young person, except in emergency situations

## 6.7. Physical Contact

Any physical contact with children and young people must be necessary and appropriate to the delivery and context of our services, programs and events. Physical contact should be based on the needs of the child or young person, such as giving first aid or assisting with the use of equipment.

### **Appropriate physical contact with a child or young person should be:**

- Appropriate to the age and developmental needs of the child
- Be appropriate to the delivery of ACS services, programs or events
- Appropriate to your role description
- Responsive and stopped if a child shows signs of being uncomfortable
- Open, non-secretive and/or in the line of sight of others
- Culturally safe
- At the initiation (child led) or with the consent of the child
- To administer necessary first aid

### **Physical contact should never:**

- Be used for discipline
- Be unwanted touching
- Be of a sexual nature or any sexual act (including exhibitionism, touching and fondling)
- Be a task of a personal nature for a child if they can do it for themselves, such as changing clothes, feeding, personal grooming or toileting
- Include touching of an intimate body area (e.g. bottom, genitals, breasts)
- Make a child or young person feel pressured

Where possible, always seek consent as this helps teach children and young people the difference between safe, and unsafe/unwanted touch and reinforces their right to consent. Examples include:

- At the beginning of the session ask the group if they are ok with High fives or fist bumps and make it clear that it is ok to say no.

- When administering first aid, tell the child where you need to touch them, why, and ask if it is ok.
- If you are making contact to correct technique or demonstrate an activity, ask if it is ok to do so.

Respect children and young people's wishes if they tell you or give nonverbal cues that they do not like physical touch.

### **6.8. Changing Rooms**

ACS staff must use child safe practices to reduce any risks involved with changing rooms. If changing rooms will be accessed by children and young people at an ACS activity or event and members of the public at the same time a thorough risk assessment regarding the changing rooms will occur.

Adults who supervise changing rooms and staff should:

- pay attention to any inappropriate conversations
- be mindful of who is entering the space (e.g. member of the public)

Staff should be positioned in a way that they do not have full view of a naked child or young person.

Sport Integrity Australia provides the following Do's and Don'ts for changing rooms.

**Do**

- Provide private change room facilities where possible.
- Ask children and young people if they feel comfortable using the change room facilities.
- Ensure that there is always appropriate supervision.
- See the what appropriate supervision looks like section below for information about appropriate supervision.
- Knock and announce yourself and wait for approval before entering change rooms.
- Ensure where possible that there are suitable facilities for children and young people who may have unique changeroom requirements, such as those with a disability, who identify as transgender, or have specific religious or cultural beliefs.
- Only allow parents or carers to enter the change room facility for the purpose of assisting their child to get changed if required, such as when a child is very young, child or young person has a disability or specific personal care needs.
- Utilise a 'buddy system' (of two or more children or young people of a similar age and gender) when children or young people are required to go the bathroom without adult supervision.
- Check on the whereabouts of children or young people if they do not return from change rooms or bathrooms in a timely manner during training or a competition.

**Don't**

- Undress or get changed in the presence of children or young people.
- Be alone and unsupervised with a child or young person in a change room area.
- Isolate yourself with a child or young person (or multiple children or young people) from others in the change room (for example, take them into a cubicle with you).
- Provide personal or intimate assistance without the child's consent and written permission of their parent or carer.
- Enter a change room of the opposite sex while they are changing.
- Allow mobile phones to be used in change rooms.
- Take or record images of children and young people in a change room.
- Use bathroom facilities at the same time as a child or young person.
- Unnecessarily allow parents or carers into change rooms, unless a child or young person requires physical help getting changed (for example, younger children or children with disabilities) and permission has been obtained for care arrangements.
- Place pressure on a child or young person to change and/or shower in public if they feel uncomfortable to do so.

More information can be found here [Sport Integrity Australia | Keeping Change Room Facilities Safe for Children and Young People](#)

**7. ADVERSE WEATHER EVENTS**

- (a) Extreme weather conditions such as extreme heat, extreme cold, lightning strikes and hail, and poor air quality can cause a serious risk to the health and safety of students, staff and officials involved in sport played at outside facilities.
- (b) Children and young people can be more susceptible to extremes of heat and cold, due to their undeveloped thermoregulatory mechanisms which maintain normal body temperature when exposed to extremes. Adults aged 50 and over, and those with underlying medical conditions may also be at increased risk.
- (c) The ACS Executive Officer will monitor the predicted weather conditions at the closest weather stations to the sports events, as provided by the Bureau of Meteorology:

- a. on the day prior to the scheduled sports events; and
  - b. prior to 9:00am on the day of the scheduled sports events.
- (d) For reference, the following table sets out the closest weather stations to ACS member schools:

<b>Member Schools</b>	<b>Closest Weather Station</b>	<b>Station ID</b>
Aitken College	Melbourne Airport	86282
Bacchus Marsh Grammar (Woodlea Campus)	Melbourne Airport	86282
Loyola College	Viewbank	86068
Overnewton Anglican Community College	Melbourne Airport	86282
St Aloysius College	Melbourne (Olympic Park)	86338
St Leonard's College	Moorabbin Airport	86077
St Michael's Grammar School	Melbourne (Olympic Park)	86338
Westbourne Grammar School	Laverton RAAF	87031

### 7.1. Hot weather

#### *Prior to scheduled sports event*

- (a) If on the day before the scheduled sports event the Bureau of Meteorology predicts that the local temperature will reach 36°C (**34°C for primary school aged students**) or above at the location and time of the scheduled sports event the ACS Executive Officer shall notify the Sports Coordinators that the scheduled sports event is cancelled at or before:
  - 11:00am on the day of the scheduled sports event (Secondary);
  - 3:00pm on the day prior to scheduled sports event (Primary)
- (b) Sports Coordinators must confirm receipt of cancellation notice to the ACS as soon as possible.

#### *On the day of scheduled sports event*

- (a) Coaches, staff and officials are responsible for monitoring temperatures prior to and during the scheduled sports event.
- (b) If on the day of, or during, a sports event, the ambient temperature rises to 31°C (**29°C for primary school aged students**), member school representatives and coaches must implement appropriate measures in light of the health and safety risk, such as:
  - ensuring students have appropriate access to water and shade;
  - modifying any warm-up exercises to reduce intensity and duration to minimise the increase in body heat and temperature before the event;

- shortening matches and taking more frequent breaks, for example reducing the number of sets in tennis or volleyball, in soccer four quarters could be played instead of halves, in cricket the number of overs could be reduced, and breaks taken in between. If matches are to be shortened coaches should, where possible, agree on the timeframes and reduced score lines before play commences;
  - The benefit of taking rest breaks can be maximised by:
    - resting in shaded areas;
    - assisting evaporative cooling with fans (where possible) or by wetting the skin, or applying ice packs;
    - drinking cool water or sports drinks
  - Students should be permitted to exercise at their preferred intensity. They should not be urged to exercise harder or compelled to play strenuous sport in warm weather; and
  - Students who complain of feeling unwell, feeling unusually fatigued or who appear distressed from the activity should immediately be withdrawn from play.
- (c) If on the day of, or during, a sports event the ambient temperature rises to 36°C (**34°C for primary school aged students**) the sports event must be immediately suspended and can only resume if the ambient temperature falls below 36°C (**34°C for primary school aged students**) within 30 minutes of the suspension commencing. If the ambient temperature does not fall below 36°C (**34°C for primary school aged students**) the sport event must be cancelled.
- (d) The following table published by Sports Medicine Australia serves as a guide in respect of risks and potential management within certain temperature ranges. Member schools and officials should have regard to the health and safety of umpires, officials, volunteers, and participants.

Ambient temperature °C	Relative humidity	Risk of heat illness	Possible management for sustained physical activity
15 - 20		Low	Heat illness can occur in distance running. Caution over-motivation.
21 - 25	Exceeds 70%	Low - moderate	Increase vigilance. Caution over-motivation.
26 – 30	Exceeds 60%	Moderate	Moderate early pre-season training. Reduce intensity and duration of play/training. Take more breaks.
31 – 35	Exceeds 50%	High – very high	Uncomfortable for most people. Limit intensity, take more breaks. Limit duration to less than 60 minutes per session
36 and above	Exceeds 30%	Extreme	Very stressful for most people. Postpone to cooler conditions (or cooler part of the day) or cancellation

- (e) If a participant exhibits signs of heat illness or stress, basic first aid principles should be adopted including the following measures:
- They should be removed from the field of play and laid down in a cool place;

- Any protective clothing/equipment should be removed, and clothing loosened;
- Their legs and pelvis should be raised to improve blood pressure;
- Measures should be taken to cool the participant, for example by wetting skin liberally and fanning (where possible), and the use of ice packs;
- Cool water should be administered if the participant is conscious; and
- Should the participant be confused, vomiting or showing signs of altered consciousness, an ambulance should be called immediately.

## 7.2. Wet weather

- (a) Certain outdoor sports will be disrupted by rainfall, such as cricket and tennis. Sports coordinators, coaches and officials will need to determine on a match-by-match basis whether matches affected by wet weather need to be cancelled.
- (b) Sports Coordinators can arrange for tennis matches to be played indoors if facilities permit, and by prior arrangement with the opposition school sports coordinator.
- (c) Football, hockey, netball and soccer can be generally played in wet weather however member school representatives and officials should monitor conditions and keep play under review during periods of rainfall, as excessive rainfall on the pitch may create a hazard. Shelter should be sought immediately in the event of hail, thunderstorms or lightning (see below in section 7.3 and 7.4).

## 7.3. Electrical thunderstorms/lightning

- (a) Lightning can pose a risk of death or serious injury. In the event of an electrical thunderstorm, and particularly where the delay between thunder and lightning flash is under 30 seconds:
  - all play should be stopped;
  - if swimming, participants should leave the water immediately;
  - all participants should be immediately directed indoors;
  - if shelter in a building is not possible, it should be sought in a hard-top vehicle. Small open structures should be avoided. Shelter should not be sought under trees, which can increase the risk of injury from lightning strike.
- (b) Play should only resume if at least 30 minutes has passed without sound of thunder and coaches and officials are reasonably confident that the adverse weather event and consequent risk to health and safety has passed.

## 7.4. Thunderstorm asthma

- (a) Thunderstorm asthma events are generally considered to be triggered by a combination of high levels of grass pollen and a particular type of thunderstorm. During these storms, minute grass pollen grains can be swept up in the wind and carried in the air. When breathed in, these pollen grains are inhaled into the lungs, which can trigger severe asthma symptoms. The risk of asthma attack or flare up is highest for people with seasonal hayfever or who have asthma (whether current, in the past, or unknown).
- (b) The impact of thunderstorm asthma can be very serious. The risk is highest during peak season mainly in spring, but can extend to December during the grass pollen season.

- (c) School coordinators, coaches and officials should be aware of this risk, and check for any published thunderstorm asthma alerts, risks or warnings on days where outdoor sport is scheduled during October to December. Where there is a thunderstorm asthma risk forecast, consideration should be given to cancelling the event or otherwise arranging for alternative indoor facilities where practicable.
- (d) Recommended measures to help mitigate the risk posed by thunderstorm asthma include:
- those with asthma should use their inhaler during spring thunderstorm season
  - those with hayfever should keep this under control in their usual way, such as with the use of antihistamines
  - forecasts should be monitored and where possible being outside on the day of a forecasted thunderstorm asthma risk should be avoided, and particularly during the winds that precede the storm.

## 8. AIR QUALITY

- (a) Air quality and pollution in the air can cause a risk to health and safety and certain groups are more sensitive to the effects of poor air quality than others, such as young children, elderly people, those with heart and lung conditions such as asthma, and pregnant women.
- (b) The ACS is committed to taking appropriate measures to protect the health and wellbeing of young people from the effects of poor air quality.
- (c) The Environmental Protection Authority Victoria (EPA) AirWatch monitors the overall air quality across sites in Victoria, measuring for various pollutants in the air. EPA AirWatch measures the air quality on an hourly basis, and publishes its assessment (which can be searched by address or suburb) on its website: <https://www.epa.vic.gov.au/for-community/airwatch>. It categorises the quality as either good, fair, poor, very poor or extremely poor.
- (d) The closest EPA monitoring site to each ACS member school is set out below:

Member School	EPA Monitoring Site
Loyola College	Macleod
St Leonard's College & St Michael's Grammar School	Brighton
Overnewton Anglican Community College	Footscray
Westbourne Grammar School	Brooklyn

### For ACS weekly sport and championships

- (e) The ACS Office in conjunction with the Directors/Heads of Sport will monitor the EPA AirWatch page for air quality forecasts by 4.00 pm the day prior to match days and 1.00 pm prior to championship days. Where warnings have been issued for poor, very poor or hazardous readings for the following match or championship day, the ACS will notify the Directors/Heads of Sport via email.
- (f) On match days, it is the responsibility of the Director/Head of Sport of the home team to assess the air quality at the EPA monitoring site closest to their school by visiting the EPA AirWatch website and to determine a response based on guidelines below. NB: Member schools should note that air quality ratings can change within short time frames, therefore regular monitoring is recommended.
- (g) The Director/Head of Sport of the home team is responsible for actioning the following:

- If the air quality rating reaches 'Poor' in your area, outdoor sports should be monitored and matches modified where necessary. In particular, students with sensitivity to air pollution should be monitored. If the rating does not reduce within 30 minutes of activity being suspended, the matches should be cancelled. Indoor sport may continue.
- If the air quality rating reaches 'Very Poor' or 'Hazardous' in your area, all indoor and outdoor sports should be suspended. If the rating does not reduce within 30 minutes of activity being suspended, the matches should be cancelled.

#### For ACS Championships, actioned by the ACS

- (h) If the air quality rating reaches 'Very Poor' or 'Hazardous' in the area of the activity, all ACS Championships are to be rescheduled to the backup dates.

Activity	Good	Moderate	Poor	Very Poor	Hazardous
<b>Outdoor Sports</b>	No restrictions	No restrictions	Monitor and modify matches where necessary.  Monitor those sensitive to air pollution.	Suspend play and if the rating does not reduce within 30 minutes matches are to be cancelled  Reschedule ACS Championships to the backup date	Suspend play and if the rating does not reduce within 30 minutes matches are to be cancelled  Reschedule ACS Championships to the backup date
<b>Indoor Sports</b>	No restrictions	No restrictions	No restrictions	Suspend play and if the rating does not reduce within 30 minutes matches are to be cancelled	Suspend play and if the rating does not reduce within 30 minutes matches are to be cancelled

## 9. SUN PROTECTION

- (a) UV radiation from the sun can cause sunburn, skin and eye damage, and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before they reach 70. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.
- (b) Where an event is held outside and the UV level is 3 or higher, appropriate measures should be taken to protect all participants from over exposure to UV radiation from the sun:
- Students should be directed to use SPF 30 or higher, broad-spectrum, water-resistant sunscreen, and reapply regularly. Each member school representative/delegate should ensure that students have ready access to a supply of sunscreen, ideally onsite at the venue.
  - Students should be directed to wear hats, and sun-appropriate clothing, covering exposed skin where possible and line with the uniform of the activity being played.
  - Where possible, ACS will schedule outdoor events outside the daily sun protection times.
  - Suitable shaded areas should be available at each venue, and players and spectators should be encouraged to use these areas as far as possible.

## 10. RISK MANAGEMENT PLANS AND CHECKLISTS

- (a) Prior to the commencement of any sport event, each member school's representative and the match officials must conduct a risk assessment to ensure that it is safe to proceed in all of the circumstances.
- (b) To assist with such process, sport-specific risk assessment checklists are appended to this policy as follows:
  - Swimming championships at **Appendix 3**.
  - Athletics championships at **Appendix 4**
  - Sport Specific Risk Assessments at **Appendix 5**.
  - Cross-country championships at **Appendix 6**.
- (c) An emergency management plan for cross-country events is at **Appendix 7**.

## 11. CANCELLATION OF SPORTING EVENTS

- (a) The safety of students, staff and spectators will be paramount in any decisions made regarding cancellation of events.
- (b) Up to date weather predictions will be sought from [www.bom.gov.au](http://www.bom.gov.au) and [www.weatherzone.com.au](http://www.weatherzone.com.au).
- (c) Any decision to cancel an event will be taken in consultation with representatives from each participating member school and in consultation with the applicable venue regarding potential alternatives.
- (d) ACS has specific procedures around cancellation of cross-country and athletics carnivals as follows:

### 11.1. Cross-country carnival

#### 11.1.1. *Cancellation before commencement*

- (a) If a severe weather warning is forecast at the Viewbank station (station 086068) or Watsonia area for the day of competition as of 12.00 pm on the day prior:
- (b) This will initiate a discussion between the ACS President, Heads of Sport and the Executive Officer regarding possible cancellation, taking into account the nature of the severe weather forecasted, including predicted rainfall, temperature, wind and any possible electrical storms;
- (c) Any cancellation will be confirmed as close to 1.00 pm as possible on the day before the scheduled competition;
- (d) Member schools will be notified of the decision via e-mail to all key groups: Principals, Deputy Principals, and Heads of Sport;
- (e) Bundoora Park (or such other booked venue for the event) will be notified and the backup date will be invoked;
- (f) A notice of cancellation will be published on the ACS website including the back up date;
- (g) The following will also be notified of the cancellation and of the backup date:

- Athletics Victoria;
- Sole Motive (timing & equipment hire);
- Colbrow Medics (or such other appointed first aid provider);
- Pure Sport Images Photographers; and
- Any other contractors and suppliers including food vendors.

11.1.2. *Cancellation or modification on the morning or during the event*

- (a) Where it is deemed safe to proceed with the event, but the forecast for the day includes the prospect of a storm, member schools are required to have in place a contingency by arranging for buses to be on site for students to be transported back to school if needed.
- (b) Where the event proceeds, but runners are wet from excessive rain during/after their event, or if the onsite shelter is inadequate for keeping runners dry and warm, schools are required to arrange for runners who have completed their event to be transported back to school.
- (c) On the day of the event, carnival operations will be kept under review and weather conditions monitored. If 5mm (or more) of rain has fallen since the commencement of the event, as noted from the observations from the Viewbank station (station 086068) or from Laverton RAAF station (station 087031).
- (d) Should this occur, the ACS President will convene a consultation group to review and determine whether the event should continue. This group will include:
  - Athletics Victoria Referee;
  - One representative from each member school (a school can be represented by the Head of Sport, Principal, Deputy Principal/Head of Co-Curricular); and
  - The Carnival Coordinator (ACS Executive Officer).

11.1.3. *Results at the time of cancellations*

All results for completed events will stand and the year level pennant shall be awarded.

11.1.4. *Scores at the time of cancellations*

- (a) If at least 8 out of the 12 events are completed, this will be deemed sufficient for the team scores to stand, for year level pennants to be awarded for all completed events, and for aggregate cups to be awarded based on the scores achieved for the events completed.
- (b) Any cancellation will be appropriately recorded in the form of **Appendix 8**.

11.2. ***Athletics carnival***

11.2.1. *Cancellation before commencement*

- (a) If the weather forecast at the Melbourne Regional Office (station 086071) for the day of competition as at 1.00pm on the day prior includes:
  - more than 10mm of rain; or
  - 5 to 10mm of rain and a maximum temperature of 12° or lower

this will initiate a discussion between the ACS President, Heads of Sport and the Executive Officer regarding potential cancellation of the event.

- (b) Any cancellation will be confirmed as close to 1.00 pm as possible on the day before the scheduled event;
- (c) Member schools will be notified of the decision via e-mail to all key groups: Principals, Deputy Principals, and Heads of Sport;
- (d) Lakeside Stadium (or such other booked venue for the event) will be notified and the backup date will be invoked;
- (e) A notice of cancellation will be published on the ACS website including the back up date;
- (f) The following will also be notified of the cancellation and of the backup date:
  - Athletics Victoria;
  - First Aid at Events (or such other appointed first aid provider); and
  - Any other contractors and suppliers including caterers and photographer.

#### 11.2.2. *Cancellation or modification on the morning or during the event*

Depending on the level of adversity of weather conditions and associated potential impact on safety, the following measures may be taken.

##### *Level 1*

- (a) Individual high jump will be cancelled if the jump area is wet. If time permits, events may be rescheduled at the discretion of the Field Official in consultation with the Field Coordinator. Later events will be assessed at the scheduled event time.
- (b) Throwing events (shot put and discus) may be modified to prohibit spinning if the rink is wet.
- (c) Long jump and triple jump: if the take-off board is wet, these events will be relocated to an adjacent pit that has a rubber-track take off point.
- (d) Hurdles will be cancelled if the track is wet.

##### *Level 2*

- (a) Throwing events will be cancelled if water is sitting in the rink.
- (b) Long jump and triple jump: if there is standing water on or in the take-off area the event will be cancelled. Subsequent events will be assessed at the scheduled time.
- (c) If the track is wet, students will be permitted to use a standing start in the 100m, 200m, 400m and relay events.
- (d) The use of starting blocks will be encouraged for additional grip.

##### *Level 3*

The Carnival operation will be reviewed if 5mm (or more) of rain has fallen since the commencement of events.

##### *Level 4*

- (a) The Carnival will be cancelled if conditions have deteriorated to such an extent that continuing the event will pose an unacceptable risk to safety.
- (b) Students must be returned to school.

#### 11.2.3. *Decision making protocols*

- (a) Decisions concerning Levels 1 and 2 measures will be taken by Athletics Victoria Field Event Officials in consultation with the Field and Carnival Coordinator.
- (b) The ACS President will convene the following group to make decisions concerning Levels 3 and 4 measures, in the Media Room at Lakeside Stadium: Athletics Victoria Referee, Carnival Coordinator and one representative from each school (such representative to be the Head of Sport, Principal, Deputy Principal/Head of Co-Curricular).

#### 11.2.4. *Results at the time of cancellations*

Field events: if all athletes have completed three attempts the results will stand. If there are fewer than three attempts for any athlete the results will not be included and no ribbons or points will be awarded.

Track events: if track events have been completed the results will stand, ribbons awarded and points are awarded towards aggregate team points in accordance with 10.2.5 (a).

#### 11.2.5. *Scores at the time of cancellations*

- (a) If 110 events (or approximately 66%) of the 164 events are completed this will be deemed sufficient for the team scores to stand, for year level pennants to be awarded for all completed events, and for aggregate cups to be awarded based on the scores achieved for the events completed.
- (b) Any cancellation will be appropriately recorded in the form of **Appendix 9**.

## 12. SAFETY EQUIPMENT AND CLOTHING

Students are expected to wear the required uniform and appropriate safety equipment applicable for the sport/activity being undertaken. Each member school is responsible for ensuring that their students have access to the necessary safety equipment for the sport being played and comply with this requirement.

### 12.1. **Eyewear guidelines for contact sport competitions**

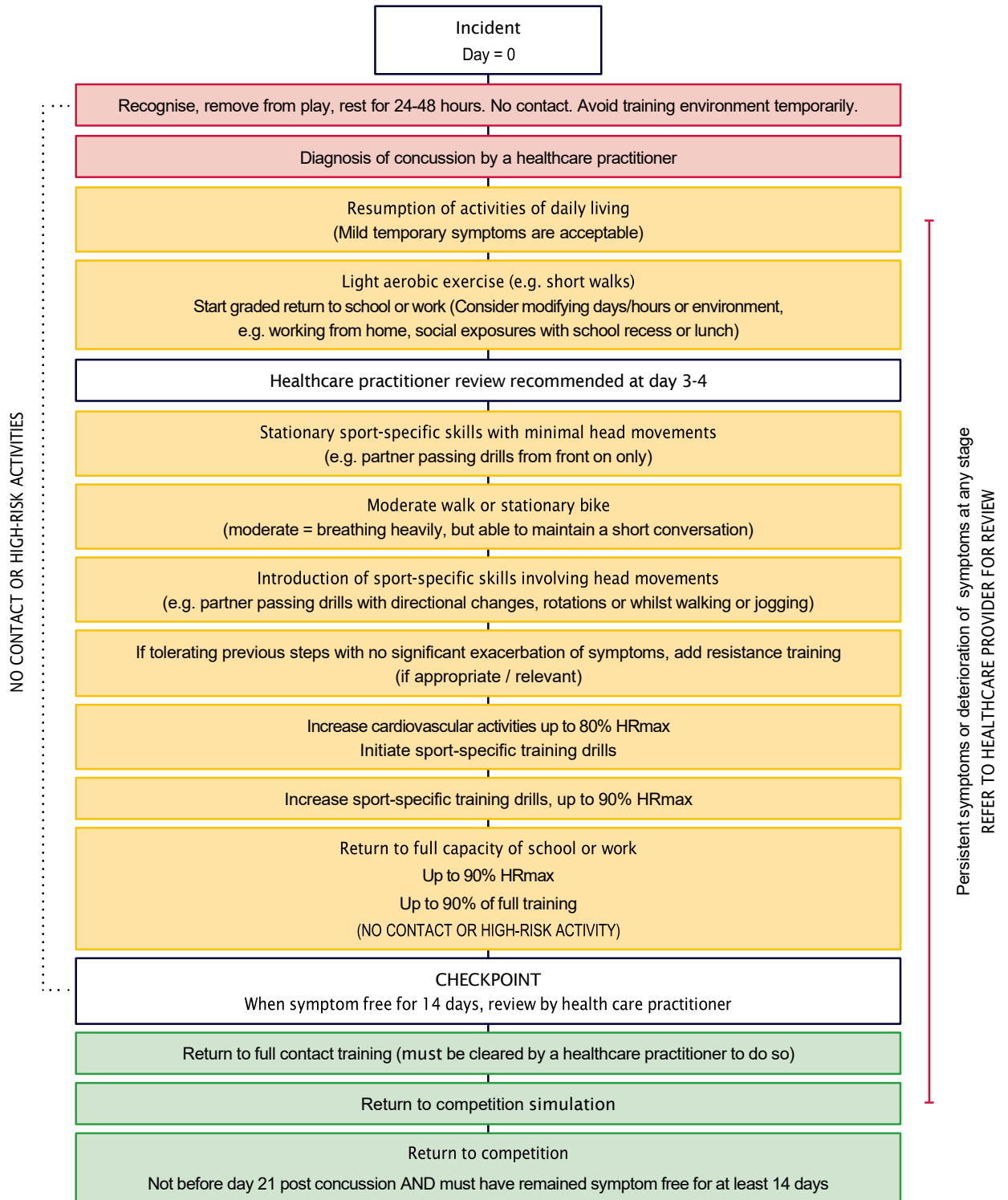
- (a) ACS recognises that some students need to wear glasses in order to participate in play. Flying balls and close physical contact make contact sports a moderate risk sport for eye injuries. Standard glasses with metal frames and glass lenses pose a risk to health and safety in contact sports due to the risk of breakage causing injury which could be serious.
- (b) In order to reduce risk, students who need to wear glasses to be able to play contact sports are asked to consider the following guidelines:
  - Glasses must be securely attached, preferably with a band, to limit the risk of the glasses becoming loose, being knocked and breaking, or removed during play

causing a hazard on the field of play. The band and glasses should ideally withstand potential ball impact.

- All edges, arms, corners, and frames should be rounded to minimise the risk of jabbing or spiking other players particularly in the face area.
  - Lenses should NOT be glass due to shatter potential, risk to the wearer eye on collision, risk to others from fragments, and risk due to shards on the field of play impossible to recover. Plastic lenses are recommended.
  - The glasses should have no exposed metal parts or edges (recessed small screws and other smooth incorporated panels are acceptable).
  - The best options are protective sports glasses or contact lenses (recognising that contact lenses are not always suitable for young players).
- (c) By following these guidelines this will minimise the risk of injury to the player, teammates and opposition players.
- (d) Umpires and referees must check that the glasses are safe and appropriately secured before commencing play. To allow sufficient time to conduct a proper assessment prior to play commencing, taking into account the health and safety of all participants including the student wearing glasses, umpires and referees should check players as early as possible before the match. The coach of the player wearing glasses must ensure the player approaches the umpires or referee in good time ahead of the start of the match.

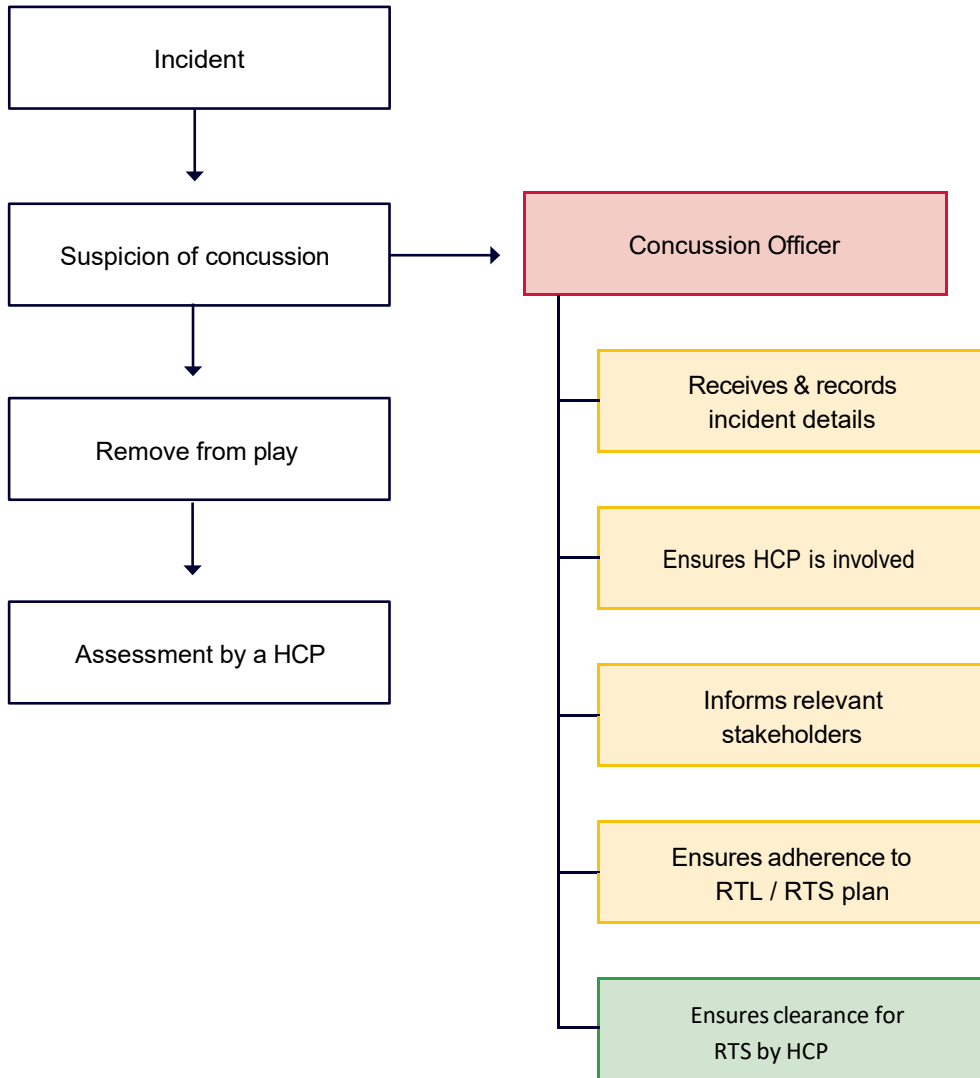
**Appendix 1**

Figure 1: Graded return to sport framework for community and youth sport



Appendix 1

Figure 2: Systems for managing the concussed student in the school environment



## Appendix 2

**CRITICAL INCIDENT MANAGEMENT CHECKLIST**

<b>NOTIFY AUTHORITIES &amp; KEY PERSONNEL</b>	
Notify Emergency Services (Ambulance/Fire/Police) as necessary	
Notify the Venue Duty Manager	
Notify any emergency personnel e.g. First Aiders, Fire Wardens etc.	
Notify Principal and other School Management Group Members	
Notify School religious representative i.e. Chaplain, Priest, (if applicable)	
Notify Class Teacher/Guardian (as appropriate)	
Notify ISV and school board if applicable	

<b>VERIFY INCIDENT &amp; RESPOND</b>	
Identify all those involved/affected	
Determine outline of incident	
Develop phone and email contact list specific to the incident	
Commence record of the events, i.e. Take notes	
Inform other agencies i.e. Insurance company, Legal Counsel	

<b>CO-ORDINATE PLANNING WITH FAMILY</b>	
Identify a family spokesperson	
Inform family contacts	
Liaise with family	

<b>IN THE EVENT OF DEATH</b>	
Identify appropriate counselling/support personnel for students and teachers	
Liaise as required with Emergency Services and other authorities e.g. WorkSafe	
Liaise with families	
Consider the planning of a memorial service	

<b>SCHOOL COMMUNITY (as appropriate in each incident)</b>	
Provide them with accurate and factual information	
Safety issues/ warnings (as appropriate)	
Availability of counselling	
Attend to the family's wishes/ requests	

<b>OVERSEAS STUDENT</b>	
Inform the homestay family and liaise with them for any arrangements	
Inform family contacts in Australia	
If the family intends to come to Australia, consider accommodation and any financial assistance	
Notify the Department of Immigration	
Notify the Commonwealth Register for Overseas students (CRICOS)	
Liaise with family and homestay family regarding student's personal belongings	
Identify culturally appropriate counselling/support personnel for students	
In the case of death – assist with funeral arrangements and repatriation (if required)	

**CRITICAL INCIDENT HANDOVER CHECKLIST**

Provide attending School representative with run through of the situation and the subsequent intervention conducted. i.e. situation report ("sit rep")	
Provide School representative with your ongoing contact details	
Where possible provide the representative with a copy of your notes or make suitable arrangements to do so.	
Communicate with or liaise with the principals of all schools attending on the day of the crisis. Provide them with accurate and factual information to enable communication to the wider student community attending.	
Consider the need for letters to parents (discuss with relevant school representatives). Consider privacy issues and cultural issues. Provide assistance as necessary.	
Consider media release (if necessary in consultation with the school representatives, any relevant family members, and the ISV media unit)	
Make contact with any affected staff or families. Leave contact details and offer assistance as required	
Consider counselling / support for staff / guardians/students present at the crisis. I.e. Employee Assistance Program (EAP) Assist with any arrangements.	
Document the incident and submit any reports.	
Arrange, conduct or participate in a debriefing with those involved. Monitor staff well-being throughout this process. Ensure that all aspects of the response to the incident are discussed and suggestions, considerations for improvement outcomes are documented.	
Liaise with all Emergency Service Agencies and any other Regulatory bodies as required and provide ongoing assistance.	

**EVENT CHECK LIST**

<b>PRE EVENT</b>	<b>RESPONSIBILITY</b>	<b>DATE/NOTES</b>
Annual induction/venue inspection	SSCT	Date:
Book event	ACS	Date:
Acknowledge event information form Conduct risk assessment	ACS	Date:

<p>Determine resources to be provided for events (all need to have valid working with children checks)</p> <ul style="list-style-type: none"> <li>• No. of staff members required for events</li> <li>• No. of Volunteers</li> <li>• Security Personnel</li> <li>• First Aid Responders</li> <li>• Event Marshals and Judges – must be accredited by relevant sporting body</li> <li>• Accredited photographer/camera operators</li> </ul>	ACS	Date:
<p>Conduct risk assessments and complete SSCT/Bundoora Park Event Information form: (NB: For Bundoora Park this must be submitted a minimum of four weeks before the scheduled event).</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• The type and duration of the event;</li> <li>• Any high risk activities involved;</li> <li>• Expected weather for the day of the event and its potential impact for the safe running of the event;</li> <li>• Expected attendance;</li> <li>• Age group;</li> <li>• Any identified special needs participants/spectators;</li> <li>• Venue use;</li> <li>• Effect of public admission/simultaneous events;</li> <li>• Known hazards/risks at venues;</li> <li>• Emergency response planning;</li> <li>• Required resourcing <ul style="list-style-type: none"> <li>○ Venue liaison</li> <li>○ Supervision</li> <li>○ First Aid</li> <li>○ Security</li> </ul> </li> <li>• Determine suitable event communication strategy</li> </ul>	ACS	Date:
Determine any special conditions required	ACS	Date:
<p>Notify ACS of any special conditions (Must be sent within 7 days of reviewing event information form)</p>	ACS	Date:
Advise SSCT how any special conditions will be addressed	ACS	Date:
Confirm special conditions met and	ACS	Date:

Ensure adequate and appropriate people are aware of the Critical Incident Management Procedure	ACS	Date:
Confirm "Conditions of Entry" and "Hire Terms and Conditions" for each facility has been reviewed and conditions met	ACS	Date:

DAY OF EVENT	RESPONSIBILITY	NOTES
ACS Event Organiser and Duty Manager meet 1 hour prior to commencement of program	ACS/SSCT	
ACS Event Organiser and Duty Manager to liaise with Swimming Victoria or Athletics Victoria Representative (depending on event) to ensure no change to conditions or expected changes	ACS/SSCT	
<p>Duty Manager conducts briefing:</p> <ul style="list-style-type: none"> <li>• The communication strategy for the day i.e. two-way radio, telephone etc.</li> <li>• Emergency service notification including proposed access and egress points</li> <li>• Evacuation procedures – including warnings and evacuation points <ul style="list-style-type: none"> <li>○ Specific emergency instructions for any special need requirements</li> </ul> </li> <li>• Any potential hazards due to changed conditions, temporary works etc.</li> <li>• Site inspection using relevant SSCT event signoff</li> </ul>	SSCT	
ACS Event Organiser; Conduct briefing to all event staff to update them of any issues raised in the Duty Manager briefing	ACS	

POST EVENT	RESPONSIBILITY	NOTES
<p>ACS Event Organiser conducts debrief with event staff to identify:</p> <ul style="list-style-type: none"> <li>• Any problems/concerns raised</li> <li>• Identify what worked well / not so well</li> <li>• How communication between event staff worked</li> </ul>	ACS	

ACS Event Organiser discussed any concerns with the SSCT Duty Manager	ACS/SSCT	
ACS Event Organiser Prepare an email outlining issues discussed during the debrief and circulate to all ACS Heads of Sport and SSCT booking contact	ACS	Date:
In the event of any significant issue or concern the ACS event organiser will schedule a formal debrief SSCT Events and Bookings Administrator  (Formal debrief should occur as soon as possible)	ACS	Date:

## **ADDITIONAL INFORMATION**

### Melbourne Sports & Aquatic Centre Conditions of Entry

<http://www.melbournesportshub.com.au/wp-content/uploads/2014/11/MSAC-terms-and-conditions-of-entry.pdf>

### Lakeside Terms & Conditions of Entry

<http://www.melbournesportshub.com.au/wp-content/uploads/2014/11/Lakeside-Terms-Conditions-Entry.pdf>

### Venue Hire Terms & Conditions

<http://www.melbournesportshub.com.au/wp-content/uploads/2014/09/Terms-and-Conditions-of-Hire.pdf>

### Parks Victoria Contact Details

By email [info@parks.vic.gov.au](mailto:info@parks.vic.gov.au)

By phone **13 19 63**

### Bundoora Park Contact Details

By email [bundpark@darebin.vic.gov.au](mailto:bundpark@darebin.vic.gov.au)

By phone (03) 8470 8170

## Appendix 3



## ASSOCIATION OF COEDUCATIONAL SCHOOLS

### SWIMMING CHAMPIONSHIPS RISK ASSESSMENT

<b>ACS SWIMMING CHAMPIONSHIPS</b>	<b>Event Organiser:</b> ACS Executive Officer; Michelle Sheehan	<b>Assisting School:</b> St Leonard's College
<b>Brief description of the event:</b> ACS Swimming Championships	<b>Mobile:</b> [insert]	
<b>Location:</b> Melbourne Sports and Aquatic Centre Outdoor Pool	<b>Event Date:</b>	<b>Date of Assessment:</b> [insert name and date]
30 Aughtie Drive, Albert Park 3206 <b>MSAC Contact:</b> Tiarne Rodgers; Hirings & Bookings Account Manager <b>Phone:</b> 9926 1420	<b>Nearest Hospital:</b> The Alfred Hospital, 55 Commercial Road, Melbourne Phone: 9076 2000	<b>Approved by:</b> Michelle Sheehan

ACS Member Schools Directors/Heads of Sport:	School	Mobile Number
Jacqueline Wade	Loyola College	[insert]
Katherine McWaters	Overnewton Anglican Community College	[insert]
Tony Kiers	St Leonard's College	[insert]
Tyren Montebruno	St Michael's Grammar School	[insert]
Matthew Healy	Westbourne Grammar School	[insert]
<b>First Aid Contractors:</b>	<b>Medics:</b>	
Colbrow Medics	TBA	
Office Ph: 1300 550 123		

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Drowning</b> <b>Cause:</b> Lack of skill, inadequate supervision, inappropriate behaviour. <b>Consequence:</b> Loss of life.	<ul style="list-style-type: none"> <li>• ACS employs Swimming Victoria Officials to run the event in accordance with competition regulations</li> <li>• Schools provide staff in official roles; such as timekeepers on pool deck who aid in additional supervision</li> <li>• Qualified Pool Lifeguards supplied by MSAC on pool deck at all times</li> <li>• ACS contracts First Aid Medic on site</li> </ul>	SATISFACTORY	EXTREME	RARE	3	<ol style="list-style-type: none"> <li>1. Contracted Medics and Lifeguards will give, where appropriate, first aid to the individual.</li> <li>2. If the situation calls for immediate medical support, then MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events</li> <li>3. Staff to move onlookers away from scene</li> <li>4. Student's DoS/HoS and ACS EO to be contacted.</li> </ol>	MEDIUM
<b>Severe weather &amp;/or change in weather (including lightning &amp; bushfire); change in air quality.</b> <b>Cause:</b> Change in wind direction and severe storms that were not forecast. Change in air quality <b>Consequence:</b> Prohibits continuation of activity, group separation, immediate evacuation, hypothermia, asthma; if air quality deteriorates, increased group anxiety.	<ul style="list-style-type: none"> <li>• Review weather forecast for the area in the lead up to the event and reassess appropriateness of activity depending on current weather conditions on carnival day</li> <li>• The ACS EO in consultation with the DoS/HoS will assess weather forecasts/conditions in accordance with the ACS's Guidelines for Cancellation of ACS Sport, and factors to consider before cancelling or modifying a sporting event (page 18 of ACS Handbook); and determine if the event should be postponed.</li> <li>• The ACS EO in consultation with the DoS/HoS will assess the air quality for any warnings in place.</li> </ul>	SATISFACTORY	MINOR	UNLIKELY	2	<ol style="list-style-type: none"> <li>1. Executive Officer to monitor weather conditions and air quality in the lead up to the carnival</li> <li>2. EO consult MSAC Events and Booking Administrator and DoS/HoS if forecast is severe or air quality rating is Very Poor-Hazardous</li> <li>3. Delay the event for thirty minutes after the last lightning strike</li> <li>4. Reschedule if EPA air quality category rating issues Very Poor-Hazardous rating.</li> </ol>	LOW

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Hypothermia:</b> A medical emergency that occurs when your body loses heat faster than it can produce heat, causing a dangerously low body temperature <b>Cause:</b> Exposure to cold weather, inappropriate clothing, inattentive supervision <b>Consequence:</b> Exhaustion, confusion, weakened pulse, loss of consciousness, and death.	There is an increased risk of Hypothermia during the winter months due to adverse cold & wind conditions that may be experienced during activity. <ul style="list-style-type: none"> <li>• Students will wear appropriate clothing with layers suited to the activity and weather conditions.</li> <li>• First Aid Medics will be on hand to deal with any cases which present.</li> <li>• Schools provide medical alerts to ACS for First Aid medics.</li> <li>• Pool Lifeguards will also be in attendance to any medical cases.</li> </ul>	<b>SATISFACTORY</b>	<b>MEDIUM</b>	<b>POSSIBLE</b>	<b>3</b>	<ol style="list-style-type: none"> <li>1. First Aid Medic in conjunction with Pool Lifeguards will administer appropriate first aid</li> <li>2. If the situation calls for immediate medical support, then MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events</li> <li>3. Officials/Staff to move onlookers away from scene</li> <li>4. Student's DoS/HoS and ACS EO to be contacted.</li> </ol>	<b>MEDIUM</b>
<b>Hyperthermia:</b> Overheating of the body. <b>Cause:</b> Overexertion or extended periods of time spent in hot conditions. <b>Consequence:</b> Change in behaviour, seizures, dehydration, vomiting, headaches, organ failure, and death.	There is an increased risk of Hyperthermia during the summer months due to adverse heat conditions that may be experienced during activity. <ul style="list-style-type: none"> <li>• Students will wear appropriate clothing suited to the activity and weather conditions;</li> <li>• Schools to bring extra water, or fill water bottles from drinking fountains and water can be purchased from café.</li> <li>• Schools provide medical alerts to ACS for First Aid medics</li> <li>• Schools shall supply sunscreen for staff and students to apply throughout the day and remind all to re-apply.</li> <li>• Spectator seating is under cover and provides sun</li> </ul>	<b>SATISFACTORY</b>	<b>MINOR</b>	<b>UNLIKELY</b>	<b>2</b>	<ol style="list-style-type: none"> <li>1. First Aid Medic in conjunction with Pool Lifeguards will administer appropriate first aid</li> <li>2. If the situation calls for immediate medical support, then MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events</li> <li>3. Staff to move onlookers away from the scene</li> <li>4. Student's DoS/HoS and ACS EO to be contacted.</li> </ol>	<b>LOW</b>

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
	protection but some areas of pool deck are exposed to the sun.						
<b>Dehydration:</b> Excessive loss or use of the bodies' water leading the body unable to function normally. <b>Cause:</b> Exposure to heat, overexertion, vomiting, fever. <b>Consequence:</b> Weakness, headache, fainting.	<ul style="list-style-type: none"> <li>• Schools to advise students about the importance of bringing adequate fluids to drink on the day</li> <li>• Students and staff to be reminded via PA announcements of the importance of staying hydrated throughout the day</li> <li>• Extra water is available in the first aid office and AOE office in emergencies</li> <li>• Schools provide medical alerts to ACS for First Aid medics.</li> </ul>	<b>SATISFACTORY</b>	<b>MEDIUM</b>	<b>POSSIBLE</b>	<b>3</b>	<ol style="list-style-type: none"> <li>1. First Aid Medic in conjunction with Pool Lifeguards will administer appropriate first aid</li> <li>2. If the situation calls for immediate medical support, then MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events</li> <li>3. Staff to move onlookers away from scene.</li> <li>4. DoS/HoS and ACS EO to be contacted.</li> </ol>	<b>MEDIUM</b>

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Inappropriate Behaviour:</b> <b>Cause:</b> Lacking awareness of rules, acting out to impress others. <b>Consequence:</b> Group or individual accident, injury, group separation, decreased ability for suitable supervision, death.	<ul style="list-style-type: none"> <li>• Ensure that schools have staff and students be aware of ACS Values Statement and Code of Ethics and Behaviour for all carnivals;</li> <li>• Staff from schools must monitor their students while participating in the carnival.</li> <li>• Supervisors are located on pool deck level around the marshalling and change room entrance areas to monitor all people movement and behaviours.</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. School staff are responsible for monitoring their students at all times.</li> <li>2. Where a student(s) fails to adhere to the activity guidelines, school staff are to be contacted to remove the student from the event and return to the school area.</li> <li>3. If the actions of any individual puts other students at risk Supervisor officials will contact the DoS/HoS to collect the student(s) and return to the school area;</li> <li>4. Schools to follow up students' actions.</li> </ol>	MEDIUM
<b>Insect stings; Allergic reaction &amp;/or Anaphylactic Reaction:</b> <b>Cause:</b> Exposure to known/unknown trigger. <b>Consequence:</b> Rash, itching, difficulty breathing, swollen skin, hospitalisation, death.	<ul style="list-style-type: none"> <li>• First Aid Medics will be on hand to deal with any cases which present.</li> <li>• Schools provide medical alerts to ACS for First Aid medics.</li> <li>• Pool Lifeguards will also be in attendance to any medical cases.</li> <li>• Students with anaphylaxis are required to bring their own EpiPen from home. Schools will manage their students with their EpiPens</li> <li>• Schools' First Aid kits will have general use Epipens, antihistamines and asthma relievers</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. First Aid Medic in conjunction with Pool Lifeguards will administer appropriate first aid</li> <li>2. If the situation calls for immediate medical support, then MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events.</li> <li>3. Staff to move onlookers away from scene.</li> <li>4. DoS/HoS and ACS EO to be contacted.</li> </ol>	MEDIUM

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Student Death:</b> <b>Cause:</b> Combination of errors leading to poor risk management and unforeseen outcomes; sudden death. <b>Consequence:</b> Death	<ul style="list-style-type: none"> <li>• Venue Lifeguards actively supervising pools</li> <li>• Adequate Supervision</li> <li>• ACS contracts First Aid Medic to be onsite for the event</li> <li>• Staff with First Aid qualifications</li> </ul>	SATISFACTORY	EXTREME	RARE	3	<ol style="list-style-type: none"> <li>1. Ensure all students are safe, supervised and supported away from location of incident, where possible</li> <li>2. MSAC Duty Manager/Lifeguards are to call 000 for an ambulance as per the MSAC Emergency Procedures Information for Major and Minor Events.</li> <li>3. Staff to move onlookers away from scene</li> <li>4. Students and staff to return to their school</li> <li>5. DoS/HoS, DP &amp; Principals and ACS EO to be contacted.</li> </ol>	LOW
<b>Unknown people attending carnival</b>	<ul style="list-style-type: none"> <li>• Visitors must remain in the designated grandstand area where they can be visible.</li> <li>• Venue is booked solely for the ACS.</li> <li>• ACS contracts two official photographers from "Pure Sport Images" with WWCC to take photographs from the pool deck.</li> <li>• Schools must apply to the ACS EO prior to the carnival if they wish to have a photographer take photos from the pool deck.</li> </ul>	SATISFACTORY	MEDIUM	RARE	2	<ol style="list-style-type: none"> <li>1. If someone seems suspicious or is behaving inappropriately, staff are to report it to the MSAC Duty Manager on <b>9926 1600</b> or Lifeguards or ACS EO who will ask the person to leave. If they refuse, call 000.</li> </ol>	MEDIUM
<b>Evacuation in case of emergency:</b> Lack of awareness of emergency evacuation plan such as emergency service notification – including proposed access and egress points.	<ul style="list-style-type: none"> <li>• Schools staff, coaches and umpires are to be aware of venue specific evacuation plans, including emergency exits and evacuations points</li> </ul>	SATISFACTORY	MEDIUM	RARE	3	<ol style="list-style-type: none"> <li>1. Emergency services are to be contacted via 000 in the event of an emergency.</li> <li>2. Students are to be moved to evacuation points.</li> </ol>	LOW

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
evacuation procedures – including warnings and evacuation points – and any potential hazards in case of an evacuation.							
<b>Unruly spectators:</b> Unruly spectator behaviour such as shouting abuse, aggressive confrontations, interfering with play, or any other conduct which causes harm to coaches, students, staff or other spectators.	<ul style="list-style-type: none"> <li>ACS Code of Ethics and Behaviour.</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	School staff, coaches and umpires to monitor behaviour and enforce consequences (such as warning or removal) to prevent and manage unruly spectator conduct.	MEDIUM
<b>Change rooms</b> <b>Cause:</b> Interference with student when using change room <b>Consequence:</b> Assault, bullying	<ul style="list-style-type: none"> <li>Supervisor officials on duty to supervise and monitor change rooms to ensure students are using the facilities appropriately and no adults unnecessarily enter the change rooms.</li> <li>Students are not to use mobile phones on the pool deck level they must be left in the grandstand area upstairs.</li> </ul>	SATISFACTORY	HIGH	UNLIKELY	3	<ol style="list-style-type: none"> <li>Supervisor officials/Staff to actively supervise this area</li> <li>Any confiscated phones will be returned to the DoS/HoS of the student(s) school.</li> </ol>	LOW

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Inappropriate lighting, untidiness, stairs; Injury from slip, trip or fall</b> <b>Cause:</b> Staff/students not heeding safety instructions	<ul style="list-style-type: none"> <li>• Venue has appropriate lighting; area is checked prior to the carnival starting and cleared of any potential hazards.</li> <li>• Officials and Lifeguards will remind students and staff not to run on pool deck</li> <li>• School bags must not be left in walkways or aisles between seats; schools are reminded in the coordinators checklist.</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. Where a student(s) fails to adhere to the activity guidelines, their DoS/HoS will be contacted to remove the student to the grandstand.</li> <li>2. School staff to ensure bags are not left in walkways or aisles between seats. They must be placed under seats.</li> <li>3. If someone seems suspicious, staff are to report it to the MSAC Duty Manager /Lifeguards or ACS EO who will ask the person to leave. If they refuse, call 000.</li> </ol>	LOW
<b>School spectator areas</b> <b>Cause:</b> Students fighting, causing injury	<ul style="list-style-type: none"> <li>• Staff are to actively supervise students in the grandstand spectator areas to ensure they are behaving appropriately</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. Schools are responsible for monitoring the actions of their students at all times.</li> </ol>	LOW
<b>Student or Staff member becomes unwell with COVID symptoms</b>	<ul style="list-style-type: none"> <li>• ACS COVID Safe Plan details all processes as required by the Victorian Government</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. Refer the individual to the venue's isolation room until they can leave the venue. If a student, contact school's first aid person to contact the student's parents.</li> </ol>	LOW
<b>Bus pick up/ drop off zone</b>	<ul style="list-style-type: none"> <li>• Buses use the drop off/pick up zone on Aughtie Drive to drop off and pick up students (refer to supplied map).</li> <li>• Students are supervised by their school staff to ensure they remain on the footpath and safely board buses.</li> <li>• Staff to ensure safe passage to the venue.</li> </ul>	SATISFACTORY	HIGH	UNLIKELY	3	<ol style="list-style-type: none"> <li>1. Each school is to ensure the bus company is aware of the designated drop off/pick up area on Aughtie Drive. ACS provides a map of the drop off/pick up area supplied by MSAC Event and Bookings Supervisor</li> <li>2. If an incident occurs, Staff to administer first aid</li> <li>3. Staff to move onlookers away from scene</li> <li>4. Call 000 if serious injury</li> <li>5. DoS/HoS, DP &amp; P to be contacted.</li> </ol>	MEDIUM
<b>Chemical exposure</b>	<ul style="list-style-type: none"> <li>• Venue monitors pool condition</li> <li>• Competitors wear goggles and caps</li> </ul>	SATISFACTORY	MINOR	UNLIKELY	2	<ol style="list-style-type: none"> <li>1. Pool inspection prior to the start</li> <li>2. First Aid Reports</li> </ol>	LOW

Identified Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Insufficient Event Officials</b>	<ul style="list-style-type: none"> <li>• ACS submits the Officials Booking Form to Swimming Victoria in the required time frames</li> <li>• ACS request 5 officials in excess of the 4 required to certify the meet.</li> <li>• ACS checks with Swimming Victoria one week prior on progress</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE	3	<ol style="list-style-type: none"> <li>1. Check with Swimming Victoria if any late withdrawals and request if a replacement can be sourced.</li> <li>2. Check within schools for suitably qualified officials.</li> </ol>	MEDIUM
<b>Child Safety Policy and Code of Conduct</b>	<ul style="list-style-type: none"> <li>• ACS is committed to the safety and well-being of children and young people.</li> </ul>	SATISFACTORY	HIGH	UNLIKELY	3	<ol style="list-style-type: none"> <li>1. Register is signed by all ACS employees and contractors</li> </ol>	MEDIUM
1. In the circumstances that a student is injured &/or unable to continue participation, &/or requires medical treatment, First Aid Medic staff are located in the First Aid Room on pool deck.				2. Where any injury / illness / incident has occurred that requires first aid; a staff member from the student's school must be notified			
3. If the First Aid Medic has determined immediate medical support is required, have the nearest Lifeguard contact the Duty Manager to call for the Ambulance. If no Lifeguard is nearby then call the Duty Manager on 9926 1600 stating your exact location and the nature of the emergency. If an ambulance has already been called; then contact the Duty Manager ASAP				4. Where medical assistance is required but not immediate, the nearest hospital is; The Alfred Hospital, 55 Commercial Rd, Melbourne Ph: 9076 2000			



## Emergency Procedures Information

### Major and Minor Events

**\*This excerpt from the MSAC Melbourne Sports and Aquatic Centre; Emergency Procedures Information relates only to a First Aid Response in the event of a medical emergency. The full MSAC Emergency Procedures Information document which includes evacuation procedures has been distributed to all ACS schools.**

### **SAFETY AWARENESS**

The following information is intended to give you an understanding of our procedures for handling emergency and critical situations. This information extends to any First Aiders you have brought to the facility, for example St John's. In all emergency situations, medical or other, where it is felt that emergency services need to be contacted, MSAC staff are trained to direct and inform emergency services of an exact location for a faster response. Ensuring all organisers, partners and supervising staff involved in your event are aware of this information can aid MSAC in providing safe and prompt response to any emergency situation.

### **FIRST AID RESPONSE**

In the event of a Medical Emergency (Injury or Illness):

- Remain calm and reassure the injured or ill person
- If possible, send someone to a reception point or staff member for help
- DO NOT call emergency services unless the person is in immediate danger
- If you are unable to send a messenger, call the Venue Responder on 9926 1600 stating your exact location and the nature of the emergency
- Alert the Venue Responder immediately if an ambulance has been called
- Pass on any information about the person's condition or how the incident has occurred to MSAC staff so they are able to make an informed assessment
- Do not crowd First Aiders and assist in keeping larger crowds away from the injured person
- You may be asked to leave the area or be moved away, please follow all MSAC staff instructions
- If necessary the MSAC Venue Responder will call an ambulance

### **Note for organisers sourcing external First Aid and/or Security service:**

External First Aid and Security providers facilitating on MSAC Site must report to the MSAC Duty Manager any incident and treatment given of a serious nature. This includes any incident:

- requiring ambulance
- oxygen
- CPR
- defibrillation
- prolonged attention
- excessive bleeding
- fracture or dislocation
- altered conscious state
- irregular or difficulty breathing
- chest pain or irregular pulse/pressure

Unless the patient is in immediate danger, please have MSAC Venue Responder assist in calling emergency services; they are trained to inform EMS of directions on-site for faster access to the patient.

## Risk Rating Matrix: Likelihood x Consequence = Risk Rating

LIKELIHOOD	CONSEQUENCE					Consequence Description
	TREATED CONSEQUENCE					
<b>Rare (1)</b> The event will only occur in exceptional circumstances	Low	Low	Low	Medium	Medium	<b>Low</b> No obvious injury or illness, first aid or equivalent only
<b>Unlikely (2)</b> The event could occur at some time	Low	Low	Low	Medium	High	<b>Minor</b> Routine medical attention required. (Up to 2 weeks incapacity)
<b>Possible (3)</b> The event should occur at some time	Low	Low	Medium	High	Extreme	<b>Medium</b> Likely to result in time off, increased level of medical attention (2 weeks to 3 months incapacity)
<b>Likely (4)</b> The event may occur in most circumstances	Low	Medium	High	Extreme	Extreme	<b>High</b> Extensive serious injury/health crisis (incapacity beyond 3 months)
<b>Almost Certain (5)</b> The event will occur in most circumstances	Low	Medium	Extreme	Extreme	Extreme	<b>Extreme</b> Multiple severe health crises/ injury or fatality

## Appendix 4



### ACS Athletics Championships Risk Assessment

<b>ACS ATHLETICS CHAMPIONSHIPS: Year Levels 7 - 12</b>	<b>Event Organiser:</b> ACS Executive Officer; Michelle Sheehan	<b>Assisting School:</b> Overnewton College
Brief description of the event: ACS Athletics Championships	<b>Mobile:</b> [insert]	
<b>Location:</b> Lakeside Stadium Athletics Track 33 Aughtie Drive, Albert Park 3206 Lakeside Contact: Eunice Chuang; Hirings & Bookings Account Manager Phone: 9926 1361	<b>Event Date:</b> [insert]      Backup date: [insert]	<b>Date of Assessment:</b> [insert]
	<b>Nearest Hospital:</b> The Alfred Hospital, 55 Commercial Road, Melbourne Phone: 9076 2000	<b>Approved by:</b> [insert name and date]

ACS Member Schools Directors/Heads of Sport:	School	Mobile Number
Jacqueline Wade	Loyola College	
Jake Maguire	Overnewton Anglican Community College	
Katherine McWaters	Overnewton Anglican Community College	
Tom Madden	St Aloysius College	
Tony Kiers	St Leonard's College	
Tyren Montebruno	St Michael's Grammar School	
Matthew Healy	Westbourne Grammar School	
<b>First Aid Contractors:</b>	<b>Medics:</b>	
<b>Colbrow Medics</b>	TBA	
Office Ph: 1300 550 123		

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<p><b>Severe weather &amp;/or change in weather (including lightning &amp; bushfire)</b>  <b>Cause:</b> Change in wind direction and severe storms that were not forecast.  <b>Consequence:</b> Prohibits continuation of activity, group separation, immediate evacuation, hypothermia, increased group anxiety.</p>	<ul style="list-style-type: none"> <li>Review weather forecast for the area in the lead up to the Championships and reassess appropriateness of activity depending on current weather conditions on the day with reference to the ACS Athletics Cancellation Policy</li> </ul>	SATISFACTORY	MINOR	UNLIKELY	2	<ol style="list-style-type: none"> <li>Executive Officer to monitor weather conditions in the lead up to the Championships</li> <li>Executive Officer to review on the morning of the Championship to re-evaluate weather conditions and forecast and cancel any events as needed as listed in the cancellation policy</li> <li>Cancel Championship in the event of severe weather as per the parameters in the athletics cancellation policy.</li> <li>Use back up date instead</li> </ol>	LOW
<p><b>Emergency Situation</b></p>	<ul style="list-style-type: none"> <li>Follow Lakeside Stadium Emergency Procedures Information as provided by Lakeside Stadium</li> </ul>	SATISFACTORY	MODERATE	POSSIBLE	3	<ol style="list-style-type: none"> <li>Provide Schools and Officials with a copy of the Emergency Procedures Information</li> <li>Emergency services are to be contacted via 000 if serious in nature through the Lakeside Venue Responder on <b>0434 600 891</b></li> </ol>	MEDIUM
<p><b>Hypothermia:</b> A medical emergency that occurs when your body loses heat faster than it can produce heat, causing a dangerously low body temperature  <b>Cause:</b> Exposure to cold weather, inappropriate clothing, capsizing, inattentive supervision  <b>Consequence:</b> Exhaustion, confusion, weakened pulse, loss of consciousness, and death.</p>	<p>There is an increased risk of Hypothermia during the winter months due to adverse cold &amp; wind conditions that may be experienced during activity.</p> <ul style="list-style-type: none"> <li>Advise Schools to advise Students will wear appropriate clothing suited to the activity and weather conditions.</li> <li>Medics are on hand to manage any medical situations</li> </ul>	SATISFACTORY	MODERATE	POSSIBLE	3	<ol style="list-style-type: none"> <li>Medics will administer appropriate first aid</li> <li>Emergency services are to be contacted via 000 if serious in nature through the Lakeside Venue Responder on <b>0434 600 891</b></li> <li>Staff to move onlookers away from scene</li> <li>DoS/HoS to be contacted in the event of any medical situation</li> </ol>	MEDIUM

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<p><b>Hyperthermia:</b> Overheating of the body.  <b>Cause:</b> Overexertion or extended periods of time spent in hot conditions.  <b>Consequence:</b> Change in behaviour, seizures, dehydration, vomiting, headaches, organ failure, and death.</p>	<p>There is an increased risk of Hyperthermia during the summer months due to adverse heat conditions that may be experienced during activity.</p> <ul style="list-style-type: none"> <li>Students will wear appropriate clothing suited to the activity and weather conditions;</li> <li>Medics are provided with additional water supplies extra water</li> <li>Medics to have access to medical details</li> <li>Schools advised to provide Sunscreen and will be available for staff and students to apply throughout the day.</li> <li>PA announcements will be made regularly through the day to remind staff and students to re-apply</li> </ul>	SATISFACTORY	MINOR	UNLIKELY	2	<ol style="list-style-type: none"> <li>Medics will administer appropriate first aid</li> <li>Emergency services are to be contacted via 000 if serious in nature through the Lakeside Venue Responder on <b>0434 600 891</b></li> <li>Staff to move onlookers away from scene</li> <li>DoS/HoS to be contacted.</li> </ol>	LOW
<p><b>Dehydration:</b> Excessive loss or use of the bodies' water leading the body unable to function normally.  <b>Cause:</b> Exposure to heat, overexertion, vomiting, fever.  <b>Consequence:</b> Weakness, headache, fainting.</p>	<ul style="list-style-type: none"> <li>Advise students about the importance of bringing adequate fluids to drink on the day via House Assemblies and SIMON messages</li> <li>Students and staff to be reminded via PA announcements of the importance of staying hydrated throughout the day</li> <li>Medics are provided with extra water</li> <li>Medics to have access to medical details for medical conditions</li> <li>If the temperature becomes too hot and exceeds the ACS's Guidelines for the cancellation</li> </ul>	SATISFACTORY	MODERATE	POSSIBLE	3	<ol style="list-style-type: none"> <li>Medics will administer appropriate first aid</li> <li>Emergency services are to be contacted via 000 if serious in nature</li> <li>Staff to move onlookers away from scene</li> <li>DoS/HoS to be contacted.</li> </ol>	MEDIUM

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
	of Sport policy (Heat Stress Symptoms & Treatment Table).						
<b>Inappropriate Behaviour:</b> <b>Cause:</b> Lacking awareness of rules, acting out to impress others. <b>Consequence:</b> Group or individual accident, injury, group separation, decreased ability for suitable supervision, death.	<ul style="list-style-type: none"> <li>Schools must monitor their students;</li> <li>Monitor all student movement while participating in activity.</li> <li>Security guards (2) on patrol throughout the day and will report any concerns to the ACS for follow up with the school</li> </ul>	<b>SATISFACTORY</b>	<b>MODERATE</b>	<b>POSSIBLE</b>	<b>3</b>	<ol style="list-style-type: none"> <li>Where a student(s) fails to adhere to the expected guidelines, student(s) are to be removed from the event and contact the school's DoS/HoS</li> <li>If the actions of any individual puts other students at risk that activity is to conclude and students are to return to the College;</li> <li>School's to follow up students' actions with DoS/HoS, DP &amp; P.</li> </ol>	<b>MEDIUM</b>
<b>Insect stings; Allergic reaction &amp;/or Anaphylactic Reaction:</b> <b>Cause:</b> Exposure to known/unknown trigger. <b>Consequence:</b> Rash, itching, difficulty breathing, swollen skin, hospitalisation, death.	<ul style="list-style-type: none"> <li>Medics will be on hand to deal with any cases which present. School's must have a student's EpiPen at the venue.</li> <li>Students with anaphylaxis are required to bring their own EpiPen from home</li> <li>Medics to have access to medical details for any medical conditions</li> <li>School First Aid kits will have general use Epipens, antihistamines and asthma relievers</li> </ul>	<b>SATISFACTORY</b>	<b>MODERATE</b>	<b>POSSIBLE</b>	<b>3</b>	<ol style="list-style-type: none"> <li>Medics and school staff will administer appropriate first aid</li> <li>Emergency services are to be contacted via 000 through the Lakeside Venue Responder on <b>0434 600 891</b> if EpiPen has been administered</li> <li>Staff to move onlookers away from scene</li> <li>DoS/HoS, DP &amp; P to be contacted.</li> </ol>	<b>MEDIUM</b>

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Traffic Accident:</b> <b>Cause:</b> Adverse weather conditions, driver distraction, student misbehaviour in the bus drop off/pick up area <b>Consequence:</b> Injury, death.	<ul style="list-style-type: none"> <li>Bus Drivers and School Staff ensure that all students moving safely in the parking area</li> </ul>	SATISFACTORY	MODERATE	RARE	2	1. Emergency services are to be contacted via 000 if an accident occurs 2. Staff to move onlookers away from scene 3. HoS, DP & P to be contacted.	LOW
<b>Student Death:</b> <b>Cause:</b> Combination of errors leading to poor risk management and unforeseen outcomes; sudden death. <b>Consequence:</b> Death	<ul style="list-style-type: none"> <li>Adequate Supervision</li> <li>School Staff with First Aid qualifications</li> <li>Medics to be in attendance</li> </ul>	SATISFACTORY	SEVERE	RARE	3	1. Ensure all students are safe, supervised and supported away from location of incident, where possible 2. Emergency services are to be contacted via 000 through the Lakeside Venue Responder on <b>0434 600 891</b> 3. Staff to move onlookers away from scene 4. Students and staff to return to their School 5. HoS, DP & P to be contacted.	LOW
<b>Evacuation in case of emergency:</b> Lack of awareness of emergency evacuation plan such as emergency service notification – including proposed access and egress points, evacuation procedures – including warnings and evacuation points – and any potential hazards in case of an evacuation.	<ul style="list-style-type: none"> <li>Schools staff, coaches and umpires are to be aware of venue specific evacuation plans, including emergency exits and evacuations points</li> </ul>	SATISFACTORY	SEVERE	RARE	3	1. Emergency services are to be contacted via 000 in the event of an emergency. 2. Students are to be moved to evacuation points.	LOW
<b>Spectators attending the Championships</b>	<ul style="list-style-type: none"> <li>Two security staff hired through SSCT will patrol the venue</li> </ul>	SATISFACTORY	MODERATE	RARE	2	1. If someone seems suspicious, staff are to report it to the Lakeside Venue Responder on <b>0434 600 891</b> and/or Security who will ask person to leave.	MEDIUM

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>What will be done?</li> <li>Who is accountable?</li> <li>When will it happen?</li> </ul>	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Unruly spectators:</b> Unruly spectator behaviour such as shouting abuse, aggressive confrontations, interfering with play, or any other conduct which causes harm to coaches, students, staff or other spectators.	<ul style="list-style-type: none"> <li>ACS Code of Ethics and Behaviour.</li> </ul>	SATISFACTORY	MEDIUM	POSSIBLE		School staff, coaches and umpires to monitor behaviour and enforce consequences (such as warning or removal) to prevent and manage unruly spectator conduct.	MEDIUM
<b>Appropriate venue</b>	<ul style="list-style-type: none"> <li>Venue to be able to accommodate number of staff and students attending</li> <li>Ensure appropriate paperwork is filled out in terms of Hire Agreement and Certificate of Currency in order to meet the venues hire arrangements</li> <li>Have correspondence with venue a week before the Championships to ensure all requirements are being met.</li> </ul>	SATISFACTORY	RARE	RARE	1	1. Executive Officer to liaise with venue operators if changes are necessary	MEDIUM
<b>Equipment</b>	<ul style="list-style-type: none"> <li>Book equipment necessary through Lakeside Stadium</li> <li>Ensure Athletics Victoria Officials have checked it is safe to use prior to the championship</li> <li>Ensure staff are well briefed about the safe running of the event by providing the Officials information document and briefing them on the day before competition gets underway. Safety information from Lakeside to placed in each event folder for staff to refer to, along with instructions on how to run events.</li> </ul>	SATISFACTORY	MODERATE	RARE	2	1. Executive Officer to review venue, equipment hire and safety aspects after each carnival	MEDIUM

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Actions
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Changerooms</b> <b>Cause:</b> Interference with student when using changerroom <b>Theft of student possessions</b> <b>Consequence:</b> Assault, bullying	<ul style="list-style-type: none"> <li>Security on duty to supervise and monitor changerrooms to ensure students are using the facilities appropriately</li> <li>No Mobile Phones are permitted in changerrooms</li> <li>Students will be advised not to leave bags or valuables in changerrooms or unsupervised</li> </ul>	SATISFACTORY	MAJOR	UNLIKELY	3	<ol style="list-style-type: none"> <li>Security to supervise this area</li> <li>Students to ensure they keep their valuables safe at all times and not leave them in change rooms</li> </ol>	LOW
<b>Student or Staff member becomes unwell with COVID symptoms</b>	<ul style="list-style-type: none"> <li>ACS COVID Safe Plan details all processes as required by the Victorian Government</li> </ul>	SATISFACTORY	MODERATE	POSSIBLE	3	<ol style="list-style-type: none"> <li>Refer the individual to the venue's isolation room until they can leave the venue. If a student, contact school's first aid person to contact the student's parents.</li> </ol>	LOW
<b>Child Safety Policy and Code of Conduct</b>	<ul style="list-style-type: none"> <li>ACS is committed to the safety and well-being of children and young people.</li> </ul>	SATISFACTORY	MAJOR	UNLIKELY	3	<ol style="list-style-type: none"> <li>Register is signed by all ACS employees and contractors</li> </ol>	MEDIUM
<b>Bus pick up/ drop off zone</b>	<ul style="list-style-type: none"> <li>Buses to use the Lakeside carpark to pick students up.</li> <li>Schools must supervise their students to ensure they remain on the footpath and safely board buses</li> <li>Students to be dropped off at the venue. Staff to ensure safe passage to the venue if dropped off around the venue perimeter</li> </ul>	SATISFACTORY	MAJOR	UNLIKELY	3	<ol style="list-style-type: none"> <li>Schools to request bus companies ensure they drop off and pick up students in a safe area</li> <li>If an incident occurs, Medics/staff to administer first aid</li> <li>Staff to move onlookers away from scene</li> <li>Call 000 if serious injury</li> <li>HoS, DP &amp; P to be contacted.</li> </ol>	MEDIUM
<b>In the circumstances that a student is injured &amp;/or unable to continue participation, &amp;/or requires medical treatment, staff are to:</b>			<b>3. Those students not injured are to return to their College/School</b>				
<b>1. If the situation calls for immediate medical support, then the Medics are to call 000 through the Lakeside Venue Responder on 0434 600 891</b>			<b>4. A College/School staff member is to remain with the injured student(s) at all times until the student has been handed over to a parent/guardian</b>				
<b>2. Where medical assistance is required but not immediate, the student's School is to transport the individual(s) to the nearest medical provider;</b>			<b>5. College/School Staff are to ensure the safety of all students in returning them to the College/School as quickly and safely as possible.</b>				

## ANALYSIS TOOL

		LIKELIHOOD				
		RARE	UNLIKELY	POSSIBLE	LIKELY	ALMOST CERTAIN
CONSEQUENCE	SEVERE	3	4	5	5	5
	MAJOR	3	3	4	5	5
	MODERATE	2	3	3	4	5
	MINOR	1	2	3	3	4
	INSIGNIFICANT	1	1	2	2	3



## Appendix 5

### Links to ACS Sport Specific Risk Assessments

<b>ACS Sport Specific Risk Assessment</b>	<b>Links</b>
ACS Australian Rules Football Risk Assessment	TBA
ACS Badminton Risk Assessment	TBA
ACS Basketball Risk Assessment	TBA
ACS Cricket Risk Assessment	TBA
ACS Futsal Risk Assessment	TBA
ACS Hockey Risk Assessment	TBA
ACS Lawn Bowls Risk Assessment	TBA
ACS Netball Risk Assessment	TBA
ACS Soccer Risk Assessment	TBA
ACS Softball risk Assessment	TBA
ACS Table Tennis Risk Assessment	TBA
ACS Tennis Risk Assessment	TBA
ACS Volleyball Risk Assessment	TBA

## Appendix 6 Cross-Country Championships Risk Management Plan – updated 20/1/2026

Association of Coeducational Schools  
 Cross Country Championships - Risk Management Plan Updated 20/01/2026

Service	Identified Risk (What could happen?)	Untreated Likelihood Rating	Untreated Likelihood	Consequence Domain	Untreated Consequence Rating	Untreated Consequence	Untreated Risk Rating	Mitigating Actions (Actions to treat the risk)	Treated Likelihood Rating	Treated Likelihood	Treated Consequence Rating	Treated Consequence	Treated Risk Rating	Who monitors Mitigating Actions? (Position)	How are Mitigating Actions Monitored?
ACI Cross Country	Injury from lightning strike	2	Unlikely	Health and Safety	5	Catastrophic	High	Delay event for thirty minutes after last strike	1	Rare	5	Catastrophic	Medium	Event referee Championship Coordinator	Included in brief
	Injury from trip or fall	3	Possible	Health and Safety	3	Moderate	Medium	Course inspection First aid available on course Line of sight checkpoints Vehicle Two way radios for communication	2	Unlikely	2	Minor	Low	Course Coordinator Championship Coordinator Event referee Course Marshals	Checklist completed on day of event, prior to first event. Signed by Course Coordinator and referee.  Championship Coordinator responsible for booking first aid, vehicle and two way radios. Event preparation checklist.
	Athlete suffers an Asthma incident	5	Almost Certain	Health and Safety	5	Catastrophic	Extreme	Rules allow athlete to carry inhaler First aid available on course Line of sight checkpoints Safety Vehicle Two way radios for communication Monitor Melbourne Pollen count from 1 October - 31 December	5	Almost Certain	1	Negligible	Low	Event referee First Aid Team Leader Athletes Team Manager and Director of Sport Championship Coordinator	Championship Coordinator responsible for booking first aid, vehicle and two way radios. First Aid medica write client notes & notify athlete's school contact. Event preparation checklist Monitor Melbourne Pollen count website
	Athlete becomes exhausted	3	Possible	Health and Safety	1	Negligible	Low	First aid available on course Line of sight checkpoints Safety Vehicle Walkie Talkies for communication	3	Possible	1	Negligible	Low	Course Marshals Event referee Championship Coordinator	Championship Coordinator responsible for booking first aid, vehicle and two way radios. Event preparation checklist
	Hypothermia/hyperthermia	3	Possible	Health and Safety	5	Catastrophic	Extreme	First aid available on course Line of sight checkpoints Safety Vehicle Walkie Talkies for communication	3	Possible	1	Negligible	Low	Event referee Event referee Championship Coordinator Championship Coordinator	Championship Coordinator responsible for booking first aid, vehicle and two way radios. Event preparation checklist First Aid reports
	Section of the course becomes excessively slippery	4	Likely	Health and Safety	1	Negligible	Low	Alter section of the course	2	Unlikely	2	Minor	Low	Event referee Championship Coordinator	Course inspection through the day Checkpoints report issues First Aid reports
	Temporary structure (marquee) not properly secured/assembled/in extreme weather	4	Likely	Health and Safety	4	Major	Extreme	Structure to be dismantled	2	Unlikely	2	Minor	Low	Championship Coordinator Marquee supplier	Championship Coordinator will inspect structures with marquee supplier. Heads of Sport report any concerns. Monitor weather conditions
	Staging (collapse, falls, slips trips)	3	Possible	Health and Safety	3	Moderate	Medium	Staging structure must be tied to accommodate the expected numbers on stage and erected by experts	2	Unlikely	2	Minor	Low	Championship Coordinator Marquee supplier & Warden	Championship Coordinator will inspect structures with marquee supplier. Warden to monitor
	Leads (trips, electrocution)	3	Possible	Health and Safety	3	Moderate	Medium	Ensure leads are not exposed, have appropriate covers	2	Unlikely	2	Minor	Low	Championship Coordinator Marquee supplier & Warden	Championship Coordinator will inspect structures with marquee supplier. Warden to monitor
	UV Exposure	3	Possible	Health and Safety	3	Moderate	Medium	Sunscreen available on site, shade provided	1	Rare	1	Negligible	Low	Championship Coordinator Heads/Directors of Sport, Team Managers	Championship Coordinator Preparation Checklist First Aid reports, Team Managers to remind students to apply sunscreen regularly
	Dehydration	3	Possible	Health and Safety	3	Moderate	Medium	Water available on site remind runners to keep hydrated	1	Rare	1	Negligible	Low	Championship Coordinator, Team Managers, Heads/Directors of Sport	Championship Coordinator book mobile hydration station (NA 2020) Preparation Checklist First Aid reports
	Lack of adequate nutrition	3	Possible	Health and Safety	1	Negligible	Low	Food available at the event Lunch provided to officials	1	Rare	1	Negligible	Low	Championship Coordinator	Championship Coordinator Preparation Checklist First Aid reports
	Collision between athletes and spectators	3	Possible	Health and Safety	3	Moderate	Medium	Course marked with flags Announcements to keep course clear Designated area to cross the course	2	Unlikely	1	Negligible	Low	Referee Course Coordinator Announcer Course Marshals	Course inspection through the day Checkpoints report issues First Aid reports
	Dog bite	2	Unlikely	Health and Safety	2	Minor	Low	Dogs must be on leads at all times	1	Rare	2	Minor	Low	Course Marshals, Announcer	Course inspection through the day Checkpoints report issues First Aid reports
	Food poisoning	2	Unlikely	Health and Safety	5	Catastrophic	High	Ensure all food providers have appropriate food handling certification	1	Rare	5	Catastrophic	Medium	Championship Coordinator	Site Food Handling certificates prior to the event
	Exposure	4	Likely	Health and Safety	2	Minor	Medium	Provide shelter	1	Rare	2	Minor	Low	Championship Coordinator Schools - Team Managers, Heads/Directors of Sport	Include in brief, include in debrief

Association of Coeducational Schools  
 Cross Country Championships - Risk Management Plan Updated 20/01/2026

Service	Identified Risk (What could happen?)	Untreated Likelihood Rating	Untreated Likelihood	Consequence Domain	Untreated Consequence Rating	Untreated Consequence	Untreated Risk Rating	Mitigating Actions (Actions to treat the risk)	Treated Likelihood Rating	Treated Likelihood	Treated Consequence Rating	Treated Consequence	Treated Risk Rating	Who monitors Mitigating Actions? (Position)	How are Mitigating Actions Monitored?
	Snake encounter/bite	2	Unlikely	Health and Safety	4	Major	Medium	Course marshals to maintain awareness & immediately notify referee and coordinator if a snake is on the course. Hold back runners at safe distance or redirect where safe to do so. Halt races until the animal has moved on and no further sighting after 5 minutes. First aid Medics onsite with access to a safety vehicle	2	Unlikely	3	Moderate	Low	Course marshals, championship coordinator.. First aid Medics if required.	Included in briefing information for course marshals, referee, first aid medics and other officials. Note time the races (s) were stopped and restarted to adjust runners times accordingly
	Collision with a car on Internal roads	3	Possible	Health and Safety	3	Moderate	Medium	Course marshals appointed to manage three cross roads points	2	Unlikely	2	Minor	Low	Course Coordinator	Course Coordinator & Championship Coordinator to check cross points are staffed
	Negative comments on Social Media	3	Possible	Reputational Impact	3	Moderate	Medium	Monitor social media sites before, during and after the event	1	Rare	1	Negligible	Low	Schools	Regular viewing of social media sites
	Damage to stakeholder relations	3	Possible	Reputational Impact	3	Moderate	Medium	Monitor stakeholder issues before, during and after the event	1	Rare	1	Negligible	Low	Championship Coordinator	Include in debrief
	Event does not run	1	Rare	Impact on Operational Outcomes and Service Quality	5	Catastrophic	Medium	Check on the booking for the venue 1 week before the event. Check on the delivery of hire equipment 24 hours before the event. Check weather forecast 24 hours before the event. Championship & any government announcements. Coordinator to meet hire company on site on the morning of the event	1	Rare	1	Negligible	Low	Championship Coordinator	Championship Coordinator responsible for booking hire equipment. Check weather forecast 24 hours prior to the event. Event preparation checklist
	Inability to accurately place and time athletes	2	Unlikely	Impact on Operational Outcomes and Service Quality	4	Major	Medium	Hire qualified and experienced timing system operators	1	Rare	1	Negligible	Low	Event Referee Timing/Results Provider	Championship Coordinator responsible for booking timing services provider. Event preparation checklist
	Athletes run off course	3	Possible	Impact on Operational Outcomes and Service Quality	5	Catastrophic	Extreme	Course marked with flags and course marshals in line of sight checkpoints	1	Rare	1	Negligible	Low	Event referee Course Coordinator & Course Marshals	Referee to walk the course prior to the first race. Course Marshals to maintain checkpoint positioning & line of sight during the event.
	Insufficient event officials	3	Possible	Impact on Operational Outcomes and Service Quality	2	Minor	Low	Athletics Victoria contacted 1 week prior to the event. Event Officials check in at registration 1 hour before the first race	2	Unlikely	1	Negligible	Low	Championship Coordinator	Championship Coordinator responsible for booking/arrangements officials (AV & schools). Event preparation checklist
	Food supply to the event is inadequate, inappropriate or of poor value	3	Possible	Impact on Operational Outcomes and Service Quality	3	Moderate	Medium	Food suppliers contracted at least 1 month before the event and contacted 1 week before the event to confirm attendance	1	Rare	1	Negligible	Low	Championship Coordinator	Include in debrief
	Rules of the sport are not adhered to	3	Possible	Impact on Compliance	4	Major	High	Hire of Athletics Victoria officials to oversee the application of the rules of the sport	1	Rare	1	Negligible	Low	Event Referee & Championship Coordinator	Championship Coordinator responsible for booking the AV Officials. Event preparation checklist
	Unruly spectators	3	Possible	Health and Safety	3	Moderate	Medium	Ensure school and event staff, coaches, and referees are familiar with ACS Code of Ethics and Behaviour as to what constitutes unruly behaviour.	2	Unlikely	2	Minor	Low	Course Coordinator Championship Coordinator Event referee Course Marshals	School and event staff, coaches and referees to monitor behaviour and enforce consequences (such as warning or removal) to prevent and manage unruly spectator conduct.
	Electrical equipment does not comply with regulations	2	Unlikely	Impact on Compliance	2	Minor	Low	Ensure all electrical equipment has been tested and tagged	1	Rare	1	Negligible	Low	Championship Coordinator	When packing electrical equipment site all testing tags for compliance
	Evacuation in case of emergency	2	Unlikely	Health and Safety	5	Catastrophic	Extreme	Emergency services are to be contacted via 000 in the event of an emergency. Students are to be moved to evacuation points	1	Rare	4	Major	Medium	Course Coordinator Championship Coordinator Event referee Course Marshals	School and event staff, coaches and referees to be aware of venue specific evacuation plans, including emergency exits and evacuation points
	Generators	2	Unlikely	Impact on Compliance	3	Moderate	Low	Ensure generators are operating in a space that is cordoned off from the public to avoid contact	2	Unlikely	1	Negligible	Low	Championship Coordinator Suppliers	Check generator is cordoned off. Include in debrief
	Child Safety	3	Possible	Health and Safety	4	Major	High	Register is signed by all ACS employees and contractors. Child Safety Code of Conduct signed by external officials/contractors. Signage by ACS Office. CSO Team Leader guide CSO's, reports to ACS EO. CSO's receive spectators sign in as a CSO code, guide stations, staff, spectators to assigned bathroom facilities, report any poor student behaviour to staff to manage or refer issues to ACS EO or Venue Management	2	Unlikely	2	Moderate	Low	Championship Coordinator, CSO Team Leader, CSO's	Information distributed prior to event. WWCC required

Likelihood Rating	
	Description
Rare (1)	May occur only in exceptional circumstances May occur in less than 1% of situations
Unlikely (2)	Could happen but only rarely May occur in 1-10% of situations
Possible (3)	May occur under certain circumstances May occur in 10-40% of situations
Likely (4)	Will probably occur under most circumstances May occur in 40-90% of situations
Almost Certain (5)	Could easily happen Likely to occur in greater than 90% of situations

Consequence Domains and Rating						
	Health and Safety	Critical Services Interruption	Operational Outcomes and Service Quality	Reputational Impact	Compliance	Financial
Negligible (1)	First aid or equivalent only	No material service interruption	Little impact	Non-headline exposure. Not at fault. No impact	Innocent procedural breach. Little impact	Negligible
Minor (2)	Routine medical attention required. (Up to 2 weeks incapacity)	Short term temporary suspension of service. Backlog cleared in less than two days.	Inconvenient delays	Non-headline exposure. Clear fault. Settled quickly. Negligible impact.	Breach. Objection or complaint lodged. Minor harm.	Immaterial to organisational viability. (Less than \$10,000)
Moderate (3)	Increased level of medical attention. (2 weeks to 3 months incapacity)	Medium term suspension of service. Backlog cleared by additional resources.	Moderate delays. Marginal under achievement of performance targets.	Repeated non-headline exposure. Slow resolution. Ministerial inquiry / briefing required.	Negligent breach. Lack of good faith evident. Performance review initiated.	Significant impact to annual program operations, yet immaterial to organisational viability (\$10,000-\$100,000)
Major (4)	Severe health crisis/injury. (Incapacity beyond 3 months)	Prolonged suspension of work. Additional resources required. Performance affected.	Significant delays. Performance significantly under target.	Headline profile. Repeated exposure. At fault or unresolved complexities. Ministerial involvement.	Deliberate breach or gross negligence. Formal investigation. Disciplinary action. Ministerial involvement.	Significant and material to annual operation. Not immediately material to organisational viability. (\$100,000 - \$500,000)
Catastrophic (5)	Multiple severe health crises / injury or death	Undefined prolonged suspension of work. Non performance	Non achievement of objectives or outcomes. Performance stoppage.	Maximum high level headline exposure. Ministerial censure. Loss of credibility.	Serious, wilful breach. Criminal negligence or act. Prosecution. Dismissal. Ministerial censure.	Significant and material risk to organisational viability and solvency. (\$500,000+)

Risk Matrix					
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	Low	Low	Low	Medium	Medium
Unlikely (2)	Low	Low	Low	Medium	High
Possible (3)	Low	Low	Medium	High	Extreme
Likely (4)	Low	Medium	High	Extreme	Extreme
Almost Certain (5)	Low	Medium	Extreme	Extreme	Extreme

## Appendix 7



# ASSOCIATION OF COEDUCATIONAL SCHOOLS

## EMERGENCY MANAGEMENT PLAN

### ACS CROSS COUNTRY CHAMPIONSHIPS

### BUNDOORA PARK

[insert date]

[insert time] (approximately including bump in, bump out)

#### DETAILS:

<b>Association</b>	Association of Coeducational Schools (ACS)	
<b>Member Schools</b>	Aitken College	Tel: 9333 9100
	Bacchus Marsh Grammar	Tel: 5366 4900
	Loyola College	Tel: 9434 4466
	Overnewton Anglican Community College	Tel: 9334 0000
	St Aloysius College	Tel: 9325 9200
	St Leonard's College	Tel: 9909 9300
	St Michael's Grammar School	Tel: 8530 3200
	Westbourne Grammar School	Tel: 9731 9444
<b>Physical Address: Bundoora Park Plenty Rd Bundoora</b>	Bundoora Park Plenty Rd, Bundoora  Enter via main entrance off Plenty Rd Follow signs to 'Bundoora Park Farm & Café' - Cross Country Track & Playground Drive: <ol style="list-style-type: none"> <li>1. <b>First Aid:</b> Turn right into Playground Drive, First Aid is located in the marquees 100m down on the left.</li> <li>2. <b>Emergency vehicle access to the course area:</b> 60m past Playground Drive is a gateway access point to the cross country area</li> </ol>	
<b>Fire District</b>	Central	
<b>Is the service/school on the Bushfire- At-Risk Register?</b>	No	
<b>Next Review Date</b>		

## Appendix 8

**Cancellation of the ACS Cross Country Championship**

Date:	Time of cancellation:	Check
In consultation with:		
<b>Reasons for cancellation:</b>		
<p>Forecast from the Viewbank weather station {station 086068} for the day of competition as of 12.00pm on the day prior indicated:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Severe weather warnings</li> <li><input type="checkbox"/> Rainfall greater than 10mm</li> <li><input type="checkbox"/> Low temperature</li> <li><input type="checkbox"/> High winds</li> <li><input type="checkbox"/> Possibility of electrical storms</li> <li><input type="checkbox"/> Temperature predicted to reach 34° during the carnival</li> </ul>		
Carnival operation was reviewed after 5mm (or more) of rain had fallen since the commencement of events from the Viewbank weather station {station 086068}		
Other:		
<b>Notifications:</b>		
Schools have been notified of the decision via e-mail to all key groups; Principals, Deputy Principals, Heads of Sport		
Sole Motive – Infrastructure and equipment hire and timing		
Bundoora Park has been notified and the backup date invoked (including caterers)		
Athletics Victoria has been notified of the cancellation and of the backup date		
First Aid at Events (Colbrow Medics) has been notified of the cancellation and of the backup date		
Caterers to be notified if cancellation takes place prior to food being delivered		
Notice of cancellation will be added to the to the ACS website and notification of the backup date		
Photographers		

## Appendix 9

**Cancellation of the Athletics Carnival**

Date:	Time of cancellation:	Check
<b>In consultation with:</b>		
<b>Reasons for cancellation:</b>		
More than 10mm of rain forecast from the Melbourne Regional Office {station 086071} for the day of competition as of 1.00pm on the day prior		
5 – 10mm of rain and a maximum temperature of 12° or lower is forecast as of 1.00pm on the day prior		
Carnival operation was reviewed after 5mm (or more) of rain had fallen since the commencement of events		
Other:		
<b>Notifications:</b>		
Schools have been notified of the decision via e-mail to all key groups; Principals, Deputy Principals, Heads of Sport		
Lakeside Stadium has been notified and the backup date invoked (including caterers)		
Athletics Victoria has been notified of the cancellation and of the backup date		
First Aid at Events has been notified of the cancellation and of the backup date		
Caterers notified		
Notice of cancellation will be added to the to the ACS website and notification of the backup date		