



# CHRISTIAN SCHOOLS EVENTS NETWORK

## THEATRE SPORTS / PLAY IN A DAY RISK ASSESSMENT

### ASSESSED BY

KAREN DAVIDSON – CSEN COORDINATOR

### ASSESSMENT DATE

1ST JUNE 2020

### LOCATION

VARIOUS – REFER TO CSEN CALENDAR

### ACTIVITIES

INTERSCHOOL DRAMA CHAMPIONSHIPS

### DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

### APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

500 PAX

### NEXT REVIEW DATE

1<sup>ST</sup> NOVEMBER 2022

**CSEN does not provide Personal/Accident Insurance Cover.**

**As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.**

1 INDOOR HAZARDS		
1.1	Inappropriate lighting	Y
1.2	Temperature	Y
1.3	Insufficient or unsuitable space	Y
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	Y
1.6	Lack of fire escapes / extinguishers / procedures	Y
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	Y
1.9	Inhalation of dust	Y
1.10	Poor surfaces for activities – slips / trips / impact	Y
1.11	Electrical hazards	Y

2 SPORTING ACTIVITY HAZARDS		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment - Ball or Clubs	Y
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	Y

3 HAZARDS ON COASTS & COASTAL WATERS		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

HAZARDS ON STILL / MOVING WATER		
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Remote locations	

5 HAZARDS ON HILLS AND MOUNTAINS		
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	Y

6 PEOPLE & ORGANISATIONAL HAZARDS		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	Y
6.12	Differing skill levels within group	Y
6.13	Low level of physical fitness / strength	Y
6.14	Aggression between participants	Y
6.15	Aggression from crowd / public	Y
6.16	Contact between participants increasing risk	Y

7 EQUIPMENT AND OTHER HAZARDS		
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	Y
7.12	Equipment in unsuitable condition	Y

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	Y
8.2	Risk Warning	Y
8.3	COVID 19	
8.4		
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?
1.7, 1.4, 1.10	<b>Trip during practice or games due to nature of sport</b>	Areas must always be kept tidy and free of school bags and obstacles	Low	
1.9, 1.10	<b>Fall or slip caused by surfaces not swept</b>	All surfaces must be swept/ cleaned of debris before the start of the day.	Low	
2.5,2.6, 2.8	<b>Impact from equipment</b>	Players are required to conduct themselves in accordance with the rules of Theatre Sports / Play in A Day and CSEN Code of Conduct. If serious injury does occur, then an ambulance must be called immediately by the coach or teacher responsible for each school team.	Low / Medium	All participating schools to have a First Aid kit available with ice. Injury reports required for all treated injuries to monitor occurrence. Any serious injury must be reported as soon as practicable to Karen Davidson (0425 701 182)
6.11,6.14 ,6.15 & 6.16	<b>Lack of co operation from people at venue</b>	Players, coaches, teachers and spectators are required to conduct themselves in accordance with the rules of the game and CSEN Code of Conduct.	Low / Medium	
5.11	<b>Extremes of weather</b>	Coaches and teachers will monitor conditions in relation to heat, storms and adverse weather. As activities are generally indoors, this should not be a big concern.	Low	
6.3 & 7.12	<b>Poor activity delivery or organisation</b>	School teachers and coaches will ensure that all players are briefed regarding: the organisation of the venue and intervene where necessary if problems occur during activities. The best equipment available will be used.	Low	
6.4, 6.5, 6.6	<b>Ignorance of rules and / or procedures</b>	CSEN Code of Conduct is clear as to expectations upon players. All participants and parents are aware of this Code.	Low	Rules published on CSEN website. Any rule updates or concerns discussed at CSEN Theatre Sports Coordinators meeting
6.5, 6.8	<b>Child Safety Procedures</b>	CSEN Child Safety Documentation is available at all venues. External officials organised by CSEN must sign the Child Safe register. Officials organised by individual schools must sign the school register. This register is to be forwarded to the CSEN CSO at the end of each term.	Medium	All schools to forward a copy of the schools Child Safety Register to be kept on file by CSA. CSA will also retain the registers from each activity that outside officials are sought.
8.1	<b>Sun Sense / Dehydration</b>	All students are expected to bring their own water bottles. Most activities are indoor, so sunburn risk is minimal.	Low	
7.2	<b>Transport to and from your activity</b>	Responsibility is with the individual schools.	Low	
7.11	<b>Inadequate protective equipment</b>	Students are to be responsible for all protective equipment they require. As Theatre Sports / Play in a Day is generally non-contact, this is not a major concern.	Low	

7.3	<b>Food Poisoning</b>	Students are to bring any food required for lunches, snacks etc from home or purchase from canteen available at venues	Low	
6.12, 6.13	<b>Differences in skill and ability levels</b>	As Theatre Sports / Play in a Day is non-contact, differences in skill and ability levels is not seen as a safety issue.	Low	
1.1, 2.2	<b>Inappropriate Lighting, Playing surface too hard or soft</b>	Check that there is enough light provided by venues being used. These are professional venues.	Low	
6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9	<b>Organisation of Workshop / Heat Days</b>	Schools participating are responsible for students enrolled at their school. CSA is responsible for the appointment of the convener to run each day.	Low / Medium	Check all details with Individual Schools prior to each day
1.3, 1.5, 1.6, 1.8, 1.11	<b>Poor performing environment</b>	As each venue is a dedicated performance area, these issues are considered of low concern.	Low	
8.2	<b>Risk Warning</b>	All participants, staff and parents need to be made aware of this risk	Medium	Risk Warning published on website.
8.2	<b>Risk Warning</b>	All participants, staff and parents need to be made aware of this risk	Medium	Sports and Cultural Coordinators to ensure risk warning is issued at school prior to participation.
8.3	<b>COVID – 19</b>	COVID – 19 Risk Assessment downloaded and risk mitigated	Medium	Sport and Cultural Coordinators to mitigate risk

**RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002**  
**ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS**

Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds. CSEN and its members' schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury.

Students, parents, spectators and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

**CSEN does not provide Personal/Accident Insurance Cover**

**It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.**

**It is the responsibility of schools to ensure that all staff, students and parents attending a CSEN event have been informed of this Risk Warning.**

## CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms in the course of supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phones (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.

# THEATRE SPORTS / PLAY IN A DAY

Date:

**LEVEL OF COMPETITION** (tick appropriate)

Intra School

Inter School

**YEAR LEVEL/S** (tick appropriate)

Junior Secondary (Yrs 7-8)

<input type="checkbox"/>
<input type="checkbox"/>

Junior Primary (Yrs 3-4)

<input type="checkbox"/>
<input type="checkbox"/>

Senior Primary (Yrs 5-6)

<input type="checkbox"/>
<input type="checkbox"/>

Intermediate Secondary (Yrs 9-10)

Senior Secondary (Yrs 11-12)

## GENERAL

	Yes	No	NA
Permission has been obtained from parents/guardians for all students participating			
Adequate teachers are attending providing appropriate levels of supervision for the activity.			
Parents have been notified of location of venue, transport arrangements and time involved			
First Aid Kit available			
Water is available for students at the venue			
Ice is available			
Students have been advised of personal sun protection requirements			
Students suffering from Asthma have been advised to carry their puffer to all events			
Students suffering from anaphylaxis have been advised to carry their EpiPen to all events			
Staff issued with first aid policy			
Form provided for record of injuries/incidents			
Access available for emergency vehicle			
A Risk Assessment has been completed			

## PARTICIPANTS & OFFICIALS

Suitably qualified officials/teachers are to be used and are aware of rules and safety procedures at their event			
Students wearing appropriate clothing and footwear to compete (school uniform)			
Students have been made aware of guidelines for use of chess clocks			
All attending are aware of emergency procedures and exits			

## EQUIPMENT / GROUNDS

The playing area has been checked and is free of obstructions and loose objects			
Adequate facilities and shelter are available for spectators			
All event areas and equipment have been checked for age appropriate weights and heights			
Public facilities and buildings which are to be used have been checked			

## ENVIRONMENTAL

Weather conditions appropriate for the safe conduct of the event if outdoors			
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## COVID 19

COVID 19 risk assessment downloaded and followed			
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