

Work Health and Safety Risk assessment plan

School/workplace	Chatswood Public School			Condition, task, activity or event	Ku-ring-gai PSSA Gala Days – Open Football
Principal/workplace manager	Cameron Jones				
Assessed by	Maurice Fung	Date	7/5/26	Location	Tryon Oval, Bannockburn Oval, Hassall Park, Acron Oval, Northern Turramurra Recreation Area, St Ives Showground
Approved by		Date		Review date	
WHS Risk Register update		Date		Prepared in consultation with	

Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Supervision of students to and from venue	Children unaccounted for. Students being left behind at school. Students leaving school without permission.	Medium 4	All permission notes are collected, sighted and signed off as complete by supervising teachers. Explicit outline in permission of departure time from school. Team rolls to be completed in the morning prior to departure. Teacher to count the number of students on and off buses to and from the venues. Team rolls to be checked before each game. Communicate roll marking procedures to all staff	Low 2	Class rolls to be completed by the classroom teacher. Team rolls to be completed by supervising teacher / coaches	Prior to leaving school, during the event and at the completion of the gala day.	.
Bus transport to and from venue	Boarding and disembarking the bus	Low 3	Students will line up in a single file line in front of the bus door before entering. Students will also disembark in a single file line.	Low 2	Supervising teacher	Before departure	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Trip or fall off the bus while getting on or off						
Bus transport to and from venue	Vehicle accident	Medium 6	Students will sit only at seats with a seatbelt. These seatbelts are fastened. Teacher is to check seatbelts are fastened before departure from school and sporting venue. Ensure to use a registered, roadworthy buses and licensed drivers that adhere to road rules. Call 000 in the case of a road accident.	Low 3	Supervising teacher	During transport ation between school and venue.	
Bus transport to and from venue	Students put hands, arms, heads out window. Students injured or falling over with sudden jerks, turns or stopping by the bus.	Medium 6	Students briefed on appropriate behaviour on the bus. All students always seated two or three to a seat before the bus proceeds – bags on laps or at their feet, not on their backs or in the aisle. Legs and arms contained and seated facing the front end of the bus with no limbs in the aisle and no head, arms or hands out windows – teachers to supervise correct seating and ensure safety during travel.	Low 2	Supervising Teacher	On departure and arrival of school and event site.	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			No students to be standing in the aisle Teacher to signal to bus driver that all children are seated safely before driving off. Teacher to disembark before any students to supervise lining up of students a safe distance away from the outside of the bus to walk to the centre. Teacher to signal driver that all children are safely off the bus and are clear of the bus so that it can drive off.				
Supervision of students at venues	Children unaccounted for. Unsupervised students. Child protection risk with approaching strangers or visitors – the general public also has access to grounds. Unknown visitors to the venue	Medium 4	Students briefed on stranger danger, hazards, etc. Students to be supervised by teachers from home school and all competing schools. All teachers wear Ku-ring-gai PSSA black polo shirts for visibility. Venues booked by the Ku-ring-gai PSSA. Facilities are limited to students and teachers. Designated, supervised areas for seating for students. Close supervision of students	Low 3	Supervising Teacher	At the venue	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Students are to stay in designated areas when competing in a game and remain with a supervising teacher when not competing in a game. Supervising teacher / Coach to scan toilets and oval/court boundaries. Students must ask permission and take a buddy if needing to travel away from the designated area. On return, they must notify the supervising teacher.				
Toileting at venue	Child protection concerns with members of the public also using the facilities.	Low 3	Students briefed on appropriate behaviour. Toilets checked prior to entry to check no members of the public inside. Students are sent to the bathroom with a partner. Staff count students in and out of toilets. Students use the toilet facilities nearest the teacher. All students to visit the toilets in pairs and wait for each other to finish before returning to game or seating area	Low 1	Supervising teacher	Each Friday at the venue	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Behaviour at the venue	Inappropriate and unsafe behaviour by students from school and opposing teams.	Low 2	Students briefed on appropriate behaviour and manners All students must sign a code of conduct to attend PSSA Gala Days	Low 1	Supervising teacher	Each Friday at the venue	
Sun safety	Students could get sunburnt or suffer from heat exhaustion	Medium 4	Students are told to bring sunscreen, staff ask them to apply. Sunscreen is to be available for application before and during the event. Students are to wear protective clothing- hats, jumpers (if appropriate). Sit in shaded areas when not participating in the game. All students must bring along a filled water bottle. There is a water fountain accessible if they need to be refilled.	Low 2	Supervising teacher	Each Friday at the venue	
Fatigue, tiredness and dehydration	Students may feel fatigue/exhaustion / dehydration during and/or after an event.	Medium 5	Students know to speak to any staff member when unwell. All staff members wear Kuring-Gai shirts and jackets. This distinguishes them from parents/other adults at the venue. Set drinks time.	Low 2	Supervising Teachers / coaches	Before and during the game	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Remind students to drink and eat a snack before or at the completion of their games.				
Organisation of Group/adequate Supervision	Inappropriate supervision may result in injury or behaviour issues Students leaving without permission	Low 3	The ratio of staff to students allows for effective supervision at all times. 1:24 Staff members to accompany students to and from the venue Staff members to monitor students while umpiring or assisting with the game. Other school staff of the opposition team who are not umpiring, will help supervise students. Roll marked prior to leaving school & early leavers on with parental notification to staff	Low 1	Supervising teacher	Each Friday at the venue	
Injury, trips and slips	Uneven surfaces	Medium 4	Grounds maintained Surfaces checked by staff before commencement of play. Check area is free of obstacles and spectators are a safe distance. Players wearing appropriate footwear, clothing and safety equipment.	Low 2	Ku-ring-gai council maintain grounds PSSA Gala Day convenor and Supervising teacher	Before the game	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Injury throughout the game	Children injuring themselves through falls or bumps	Medium 4	Remind students to warm up before the game to alleviate any additional risk of injury Ensure students are wearing correct equipment for their sport. Students must wear shin pads as well as a mouthguard and/or a fielders face mask to be able to take the field or bat. Students are to follow the rules of the sport. First aid kits will be taken and filled with necessary supplies to cover basic injuries.	Medium 4	Supervising Teacher / coach	Before and during the game.	
First Aid Students with health management plans	High level first aid required for identified and unidentified students Students experience exercise induced asthma Anaphylactic reaction Students short on breath Students with disabilities	Medium 8	A First Aid kit will be available including EpiPen and a teacher trained in CPR attending. A student list of any known medical concerns. Staff member to bring along individual Medical Kits for identified students of medical concerns. Students with known asthma or anaphylaxis are identified prior to sporting events and medication will be with the staff member at all times.	Medium 4	Supervising teacher	Each Friday at the venue	

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	affecting their safety or wellbeing Students sharing food.		Known anaphylaxis students attending. Attending students identified as having known asthma Students' awareness of their condition Health plans submitted to the school Children's personal asthma puffers Student health kits from school taken with first aid kits. Teachers to know students with allergy/anaphylaxis and their health plan in case of an incident. Signed out at school and upon return to school by coaches. School epipens and asthma puffers to be organised by the school. The school to have own medical kits and be aware of the specific health and behavioural conditions of the students in their team e.g. anaphylaxis, asthma and disabilities and significant behavioural problems. The staff				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			are responsible for providing first aid to students. Teachers to bring mobile phones to make emergency contact if necessary				
Student Behaviour	Challenging Behaviour	4	DoE Student Behaviour Policy Student Behaviour Management Plans Known behaviours; current behaviour plan; communicated to all those who need to know. Support staff to assist and support students with behaviour plans. All school staff to continually observe students and scan areas of supervision. Buddy system in place to ensure students are not left alone.		Supervising teacher/ All staff		
Student collision during open play	Concussion	Medium 9	Referees in place to minimise potential for student collisions. Concussion management tool communicated to and made aware to all staff.	Medium 6	All staff		

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
LIKELIHOOD (Probability)		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: - Director Educational Leadership for review - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your Work Health Safety Advisor for support and advice or contact the Incident Report and Support Hotline on 1800 811 523.