



## Catholic Schools Office Diocese of Lismore

# SPORTS RISK MANAGEMENT STANDARD OPERATING PROCEDURES

<b>SOP Number:</b>	SRM01:00
<b>Status:</b>	Ratified
<b>Date Issued:</b>	August 2016
<b>Evaluation and Review:</b>	August 2018
<b>Procedure Contact Officer:</b>	Assistant Director - School Resources Services
<b>Related Documentation:</b>	Work Health & Safety Policy Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission. Addressing Employee Performance and Disciplinary Matters Policy and Standard Operating Procedure Bullying & Harassment Policy and Standard Operating Procedure Child Protection Policy and Standard Operating Procedure Privacy Policy and Standard Operating Procedure Working With Children Check Policy and Standard Operating Procedure

## **RATIONALE**

The goal of Sport Risk Management is to ensure that procedures are in place that limit as far as is reasonably foreseeable as much of the abnormal or avoidable risk in School Sport or Activities as possible.

For all sports and activities, the overriding requirement is that the school, and especially staff who are conducting a particular activity, meet the required duty of care and WHS requirements to participants in the activity and anyone else who may be affected by the activity.

## **SCOPE**

This Standard Operating Procedure and the related Policy applies to all employees of the Catholic Schools Office and employees of diocesan schools and sets out to maintain standards of operation and behaviour that protect the wellbeing of all students involved in sporting activities in diocesan schools.

### **1. DUTY OF CARE**

- 1.1 The Duty of Care is a duty to minimise the risks to health and safety so far as is reasonably practicable to anyone participating in a school event. Duty of care is not transferable.
- 1.2 The expected duty of care will vary according to the activity and the participants. A greater duty of care is required for:
  - I. More demanding activities;
  - II. Younger participants;
  - III. Participants with special needs; and
  - IV. Less experienced participants.
- 1.3 The Staff member organising any sport or activity should ascertain the level of duty of care required and detail how to discharge that duty by way of completing a risk assessment for that activity. (Attachment A).
- 1.4 CSO Lismore recommends schools use the NSW DET site, Sport Guidelines for specific sports and physical activities, as a starting point or tool when completing a risk assessment for a particular sport or activity.  
(<http://www.sports.det.nsw.edu.au/spguide/activities/general/general.php>)
- 1.5 The duty of care is breached if appropriate steps to prevent foreseeable risks of injury are not taken. The duty of care is also breached if an injury occurs, or there is a risk of an injury occurring, because of carelessness or negligence.

### **2. MANAGING SPORTS AND ACTIVITIES**

Risk management principles should be applied to all sporting and physical activities. As the risks for each sport or activity will be different on each occasion, specific guidelines are not provided here. As mentioned above staff can use the NSW DET Sport Guidelines for specific sports and activities. However, some general principles for risk control applying to all sport and physical activities are provided, (Attachment B)

### **3. ORGANISERS AND SUPERVISORS**

- 3.1 Staff involved in organising physical and sporting activities must be appropriately qualified and/or trained or engage someone who is (NB some sport or activities may not require specific training). A school must be able to establish the credentials of those who are involved in training, managing and supervising sports activities, whether they are staff or otherwise. These supervisors of the activity should also remain up-to-date with current and best practice in their field of expertise and show evidence of appropriate ongoing skill development in coaching and training.
- 3.2 Unqualified and inexperienced staff should not be placed in situations for which they have inappropriate skills. Use of students to coach and supervise should also be treated carefully, with training programs being made available to prepare students for support roles.

### **4. WORKING WITH CHILDREN CHECKS**

A Working with Children Check is required for all supervisors of the sport or activity, including coaches, managers and support people. Non staff members' WWC number should be listed on the risk assessment. If a parent is coaching or involved in the sport or activity which includes their child, then they are exempt from the Working with Children Check requirement.

### **5. PARTICIPATION**

- 5.1 All school sport and activities should be of an inclusive nature with a focus on all students participating. All students should be encouraged to participate in the sport or activity, unless medically unfit to do so.
- 5.2 Some activities will need to be varied according to the differing abilities of the participants. For example, some classes (e.g. swimming) may need to be divided into experienced, intermediate and beginner levels.

### **6. STAFF PARTICIPATION**

- 6.1 Staff should participate or demonstrate a sport or activity only when they are competent to do so. Any staff participation or demonstration should feature in the risk assessment for that sport or activity.
- 6.2 Staff verse student sport is not encouraged.

### **7. PRE-EXISTING MEDICAL CONDITIONS OR DISABILITIES**

- 7.1 General school administration records should contain information about which students have pre-existing medical conditions and disabilities which may pose difficulties for those students when participating in physical activity. These records should not be relied on as the sole source of information for staff involved in assessing student suitability for certain physical activity. Staff should make general inquiries about an individual's capacity to undertake a new task, game or activity, either formally or informally.
- 7.2 The fact that a student has a pre-existing medical or physical condition does not necessarily bar that student from any particular activity. The activity needs to be offered to the student at a level appropriate to the individual's capacity. This includes providing each student with a challenge to improve individual

performance. When in doubt It is advisable to seek parental advice and permission as to the inclusion of students with chronic illness or disability in physical education and sporting programs.

- 7.3 Staff should make sure that appropriate medication is available for students with conditions such as asthma, which may be aggravated by physical exertion, and that they know the correct procedures if a medical emergency arises.
- 7.4 Any adjustments or non-adjustments made on behalf of any students should be recorded as part of the risk assessment.

## **8. SUPERVISION**

- 8.1 Participants should be supervised at all times, regardless of their age, experience level or physical capability.
- 8.2 Some participants and activities will require more supervision than others. For some activities, more than one supervisor may be required, a process by which the amount of supervision required was arrived at, should be documented.
- 8.3 One staff member should be designated as having overall responsibility for the activity.
- 8.4 Supervision considerations should be recorded as part of the risk assessment.

## **9. SPECTATORS**

- 9.1 Precautions must be taken to minimise the risk of harm to spectators and the general public arising from the conduct of school sports and physical activities. Participants in the activity also need to be protected from any harm which a spectator's interference, whether inadvertent or deliberate, may cause. The nature of the steps required will depend on the activity but some examples include:
  - I. Physical barriers between spectators and sporting activities (e.g. roping off the cricket pitch or the running track, or nets behind the softball diamond and around the tennis courts);
  - II. Warning signs (e.g. "Do not enter courts while games are in progress");
  - III. Verbal warnings (e.g. telling spectators not to stand behind goal nets);  
or
  - IV. Supervision (posting staff as "guards" near particularly hazardous areas).
- 9.2 Control of spectators, particularly around potentially hazardous activities involving running and throwing events, is an important component of the preparation and planning of these events. Students and staff need to know what is expected of them when watching such activities.
- 9.3 Any provisions made for spectators should be recorded as part of the risk assessment for the sport or activity.

## **10. EQUIPMENT**

- 10.1 Most activities will also require the use of specialised equipment or grounds. Equipment (e.g. bats, balls, ovals) must be well maintained, of appropriate standard or quality and effectively stored. Students should receive instruction and training in the use of items of equipment, even the most familiar kinds.
- 10.2 Routines for collecting and returning equipment need to be developed, explained and practised. Penalties for misuse of the equipment by students also need to be established and implemented, preferably after negotiation with students.

## **11. PERSONAL PROTECTIVE EQUIPMENT**

- 11.1 Some sporting activities may require participants, including supervisors, to use some form of personal protective equipment, e.g. boots, leg/shin/ankle/mouth guards, shoulder padding, eye goggles, ear plugs, gloves, helmets etc. Personal protective equipment, including clothing and footwear, must be appropriate for the particular activity.
- 11.2 Students should be informed as to what is appropriate and be aware of the consequences if they do not have correct equipment (e.g. exclusion from the activity). The school may supply some equipment (e.g. cricket helmets) or it may require students to supply their own (e.g. mouthguards and footwear).
- 11.3 Supervisors, whether teachers, coaches or instructors, must wear and use the right equipment not only for their own personal safety but also as role models for students, who will expect them to set the standard.
- 11.4 Requirements should be recorded as part of the Risk Assessment.

## **12. FIRST AID**

When completing a Risk Assessment for any particular sport or activity, consideration should be made on the number of first-aiders required as supervisors and the number and location of First Aid Kits. The outcome of these considerations should be documented on the Risk Assessment.

## **13. WATER SAFETY**

- 13.1 Any sport or activity involving water invites a higher level of risk and therefore requires a higher level of risk management. This is also the case for sport or activities located near water. When compiling a risk assessment for such an activity consideration should be given to the type of water way involved, the weather, previous storm run-off, pollutants, rip tides and any/all other variables.
- 13.2 Unplanned water sports or activities (e.g. a swim in a river after a run) should never be entertained without a comprehensive risk assessment that any other water sport or activity would require.
- 13.3 Administrative instructions and guidelines issued by the relevant educational authority will usually determine the staff requirements for the supervision of swimming and water safety programs. For example, staff requirements may vary according to the nature of swimming venues, such as:

- I. Confined shallow water venues with water to a maximum depth of shoulder height;
  - II. Open deep water venues which include deep and/or flowing water at non-surf beaches, lakes, channels, rivers and dams; or
  - III. Surf beaches with direct access to ocean waters.
- 13.4 In all cases, the staff requirements set out in the administrative instructions and guidelines must be rigorously observed. If there is uncertainty as to staffing requirements, then further advice should be sought from the Catholic Schools Office.
- 13.5 An employed staff member must be given overall responsibility for any water-based activity, while other adults approved by the principal may participate. It is the responsibility of the principal to ensure that all staff are capable of undertaking the duties assigned to them. Staff must have the necessary certificates of competence both to teach swimming and water safety, and to activate emergency rescue, cardio-pulmonary resuscitation and first aid procedures competently.
- 13.6 The staff member in direct control of the swimming group is legally responsible for the implementation of emergency procedures, including contacting a doctor, ambulance or other emergency service. This person is also responsible for ensuring that all the teachers assisting at the venue carry out the tasks relating to the supervision of all students at the venue.

#### **14. OUT OF SCHOOL ACTIVITIES**

- 14.1 When a third party provider is involved in the delivery of any sport or activity for school students, the schools' duty of care is in no way diminished.
- 14.2 The school should gather and review the third party's Risk Management documentation and incorporate them as part of the schools' risk assessment. The school should assess the documents for adequacy, focusing on Child protection, Emergency Evacuation and risk compliant facilities and procedures.
- 14.3 Supervision - Activities taking place outside of school grounds require the permission of the principal. Students require permission from their parents to attend off premises sport or activities. Students are in the care of staff while they are on any school approved excursion and activity, regardless whether that sport or activity is conducted by a third party.
- 14.4 Equipment and facilities - Facilities and equipment not supplied by the school need to be checked for appropriateness and safety, to the same standard that the school would provide.
- 14.5 Staff should not allow students to participate in a physical activity if they are not satisfied that the grounds and equipment are reasonably safe. The availability of first aid treatment at the site also needs to be checked. If it is not supplied by the external site or activity organiser, the school needs to ensure that a qualified first aider is present throughout the activity.

ATTACHMENT A

**RISK ASSESSMENT GUIDE**

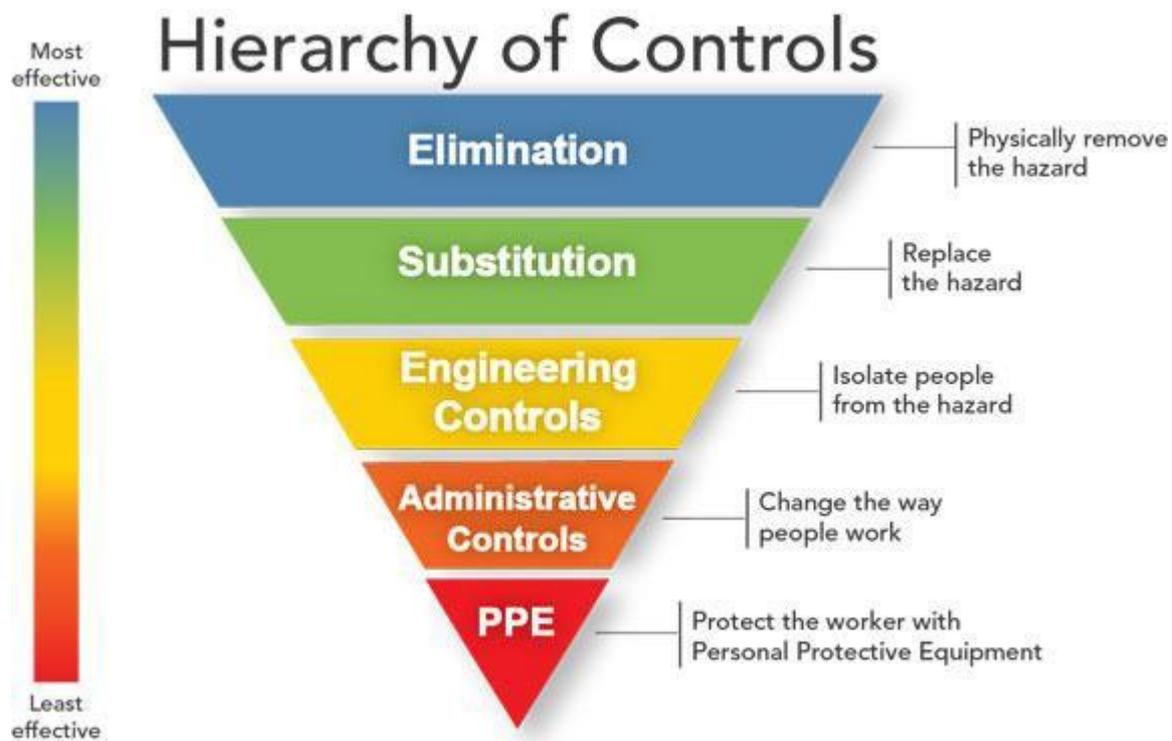
**Step One:** Contemplating the activity as a whole and how it will differ from a normal school day, list on a document the potential hazards involved, working from the start of the day through to the end. Don't forget to include transport, supervision, toileting, lunch and breaks not just the inherent hazards of the activity.

**Step Two:** Assess each hazard listed against the risk matrix pictured

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

And record the outcome on your risk assessment.

**Step Three:** Define how you are going to mitigate the risk of each hazard by using the Hierarchy of Controls pictured



Record which control will be utilised and how it will be implemented on your risk assessment.

**Step Four:** Reviewing the above and the number of students attending the activity, surmise the number of staff required for the activity. Record your findings on the Risk assessment.

**Step Five:** Again reviewing your hazards, risks and controls add any risks or hazards which are peculiar to Staff in attendance at the activity.

**Step Six:** Consider and record what and amount of safety equipment required for the activity, Including First Aid Kits.

**Step Seven:** Evaluate any child protection issues with the activity and record the outcome.

**Step Eight:** Consider the Duty of Care requirements of any third party involved in the activity and acquire a copy of any associated documentation.

**Step Nine:** Undertake to review or establish and communicate the Emergency Assembly Point if the location of the activity is offsite.

**Step Ten:** Submit the risk assessment for review.

ATTACHMENT B

<b>School Sport and Activity Checklist</b>		
<b>All questions are to be answered</b>	<b>Yes</b>	<b>No</b>
Are staff aware of any specific regulations or guidelines concerning sporting activities which take place in the school or under the school's authority?		
Are students informed of general regulations which affect them?		
Are students informed of the rules pertaining to each activity offered, before undertaking that activity?		
Are all sporting coaches qualified to coach their teams/students?		
Are referees, managers, marshals trained to carry out their roles?		
Are sports grounds and facilities regularly inspected and maintained? The following grounds and facilities are included in the maintenance routine: • sporting fields/ovals • gymnasium • pool • tennis/squash court • playground.		
Is sporting equipment regularly inspected for damage and wear?		
Is equipment stored and maintained effectively?		
Are provisions made for first aid at all sporting and physical activities?		
Is relevant medical information made available to appropriate supervisors?		
Are staff, students and parents aware of the school's policy of non-participation without appropriate protective equipment?		
Am I aware of any regulations or guidelines concerning this activity?		
Have I checked that the students are aware of these regulations?		
Have I checked that the students are aware of the particular rules for this activity, before we begin?		
Have I inspected the grounds/facilities?		
Have I checked that the equipment provided by the school is in good condition and safe to use?		
Are all participants wearing the appropriate personal equipment?		
Is equipment cleaned and stored properly after use?		
Do I know which participants have a pre-existing medical condition or disability?		
Have I assessed each participant's suitability for the level of activity?		
Do I need the principal's or parents' permission for this activity?		
Have I taken appropriate steps to ensure spectators are not at risk from the activity, nor able to put participants at risk?		
Is appropriate first aid equipment at hand during the activity?		
Is professional advice or assistance required for this activity?		

## VERSION HISTORY

<b>Version</b>	<b>Approval Date</b>	<b>Authorised By</b>	<b>Notes</b>
Draft 1 / 2	July 2016	Assistant Director – School Resources Services	Draft
1	August 2016	Assistant Director – School Resources Services	Originally Released