



Risk Assessment Policy and Review

Central Coast Academy of Sport		Risk Management Team: CCAS Audit (Risk) Committee	August 2020 (Revised)
Please Note: Risk Ranking Number coincides with table and gives likelihood and consequence of each hazard occurring.		Actions will be either: Monitor, Administrate or Eliminate	In force to 30 September 2020 (Further review to be taken at that time) If no change Risk Assessment remains in force to 31 December 2020
Hazard or Risk	Risk rank	Control / Actions	Responsibility
Person receives a minor injury on site be it office, training or competition	3	<p>Administrate this control by ensuring there are adequate first aid kits on site during the event.</p> <p>Administrate by having some trained safety personal or coordinators at larger events where required.</p> <p>Administrate by checking venues have safety checks for hazards prior to competition.</p> <p>Administrate Monitor and ensure the correct insurances are in place.</p> <p>Monitor all injuries and record via an incident report. Train and educate coaches in the identification and the mechanism of injuries and correct of these actions or signals. A specific concussion policy to be enacted.</p>	CCAS Staff Sport venues CCAS Program Managers
Person receives a major injury on site be it office, training or competition	3	<p>Administrate - this control by ensuring there are adequate first aid kits on site during the event.</p> <p>Administrate - by having some trained safety personal or coordinators at larger events where required.</p> <p>Administrate - by checking venues have safety checks for hazards prior to competition.</p> <p>Administrate - Monitor and ensure the correct insurances are in place.</p> <p>Administrate - by having all emergency services contacts ready and access available.</p>	CCAS Staff Sport venues CCAS Program Managers
Severe Weather while training or at event	2	Administrate - PA system has regular scripted messages alerting the public that there is an area to evacuate to.	Sport venues CCAS Program Managers

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CERTAIN	5	10	15	20	25
LIKELY	4	8	12	16	20
POSSIBLE	3	6	6	12	15
UNLIKELY	2	4	6	8	10
RARE	1	2	3	4	5
CONSEQUENCE	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

		<p>Monitor - All available weather forecasts and update coaches and or coordinators.</p> <p>Monitor – Sun smart and hot weather policies in place, correct athletes’ uniforms and hydration plans.</p> <p>Monitor - Lightning and very severe weather may cause a program to be cancelled, lightning strikes to be monitored via bureau of meteorology to determine safety level.</p>	
Inappropriate behaviour from coach, assistant coach or manager/s	8	<p>Administrative - this control by ensuring Working with Children’s Checks (WWCC) are in place, confirmed and recorded in salesforce and automated responses actioned.</p> <p>Administrative – Ensure Code of conduct are agreed and executed with coaches, assistant coaches and managers.</p> <p>Administrative - Monitor and ensure the correct insurances are in place</p>	CCAS Management
COVID-19	15	<p>Monitor – CCAS will adhere to the NSW Public Health Orders.</p> <p>Monitor – Every State Sporting Organisation (SSO) has guidelines, checklists or recommendations that must be the minimum policy for the CCAS to implement a Return to Play (RTP) strategy</p> <p>Monitor – CCAS must monitor Out of Region Hot Spots and athletes are discouraged from competing in known / identified hot spot regions as per SSO guidelines.</p> <p>Administrative – CCAS must deploy CV-19 safety plans for each sport in accordance with the SSO and in consideration of the Public Health Orders and facility guidelines and requirements.</p> <p>Administrative – CCAS ALL Staff will undertake CV-19 safety training.</p> <p>Administrative – CCAS will keep parents / guardians up to date with CV-19 RTP strategies as developed by the CCAS in consultation with the SSO.</p> <p>Monitor – CCAS will monitor sector performance advice regarding CV-19</p> <p>Monitor – Any person in Close Contact with CV-19 MUST self-Isolate for 14 days and get CV-19 tested.</p> <p>Monitor – Any person in Casual Contact with CV-19 must monitor and assess for any signs of infection, if symptoms are evident athletes MUST self-isolate and get tested before any RTP.</p> <p>Monitor – Local Health Initiatives regarding the management of CV-19 specific to the Central Coast as a region</p>	<p>CCAS Directors</p> <p>CCAS Management</p> <p>Sport Venue Staff</p> <p>Parents of Athlete’s in Programs</p> <p>Public Health Authorities</p>
Infectious diseases	10	<p>Monitor - Ensure all squad members have been assigned their own water containers with names on them.</p> <p>Administrative - remove hazardous foods to Children suffering from peanut and other food allergies.</p> <p>Monitor – Public Health Advice specific to infectious disease and controls.</p>	<p>CCAS Staff</p> <p>CCAS Program Managers</p>

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Financial risks	5	<p>Eliminate - by ensuring relevant insurance policies are in place in case of incident.</p> <p>Administrate - Ensure checks and policies are adhered too in business practice.</p> <p>Administrate - ensure training and instruction is regular and in place.</p> <p>Eliminate - Risk of fraud by having co-signatures on all key accounts.</p> <p>Administrate Monitor and ensure the correct insurances are in place.</p>	CCAS Management CCAS Directors
Financial Hardship by loss of regular income (e.g. sponsorship, state funding etc.)	6	<p>Administrate / Eliminate – Ensure business practice is in place to maintain existing relationships and build new partnerships.</p> <p>Eliminate - Create new forms of income through other business streams (diversification) to reduce heavy reliability on this form of income.</p>	CCAS Management
On Water - Death or Serious injury via training or competition accident	5	<p>Administrate - On water - Use only experienced qualified coaches with proper rubber duck coach boats, which can act as rescue boats.</p> <p>Administrate - Conduct training sessions have the necessary resources including first aid kits and communications.</p> <p>Administrate - Compulsory use of life saving equipment and processes in place for escalation.</p> <p>Administrate Monitor and ensure the correct insurances are in place.</p> <p>Administrate – Ensure all safety contacts are easily accessible and on call.</p>	CCAS Staff Sport venues CCAS Program Managers
Death or Serious injury via training or competition accident	5	<p>Administrate – Use only experienced qualified coaches with proper rubber duck coach boats, which can act as rescue boats.</p> <p>Administrate - Conduct on water sessions at a sailing club which have the necessary back resources including first aid kits and communications.</p> <p>Administrate - Compulsory use of life saving equipment and processes in place for escalation.</p> <p>Administrate - Monitor and ensure the correct insurances are in place.</p> <p>Administrate – Ensure all safety contacts are easily accessible and on call.</p>	CCAS Staff Sport venues CCAS Program Managers
Heavy Reliance on other sports venues and external coaches	6	<p>Administrate – Ensure on seeing all insurance and liability certificates.</p> <p>Administrate – Inspect and Assess all facilities.</p>	CCAS Staff Sport venues CCAS Program Managers

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		Administrate – check and request certificates, training levels acquired and experience where necessary, detail expectation of engagement and outcomes sought to be agreed.	
Loss of IP due to staff turnover or crises IT matter.	6	<p>Administrate – set up a partner system within the staff roles whereby two people are sharing knowledge and can potentially oversee the role in case of emergency or sudden vacancy or long-term leave.</p> <p>Administrate – constant team meetings informing staff of roles and key items.</p> <p>Administrate – Create effective and easy to use filing systems with all knowledge kept and recorded. Back up of email and servers to occur regularly.</p>	CCAS Staff
Loss of Relevance within sporting industry	10	<p>Eliminate – Strong partnerships to be built with the Office of Sport via Sport & Rec and State Sporting Organisations establishing relevant pathways and need for CCAS to align the sports program offerings with an agreed curriculum with the SSO.</p> <p>Administrate – coach, consultant and administrator planning and development sessions lifting the quality of each sport program.</p>	CCAS Directors CCAS Staff

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