



2026

NSWCIS

# CROSS COUNTRY CHAMPIONSHIPS

## EVENT RISK ASSESSMENT & MANAGEMENT PLAN

Thursday 25 June

Sydney International Equestrian Centre

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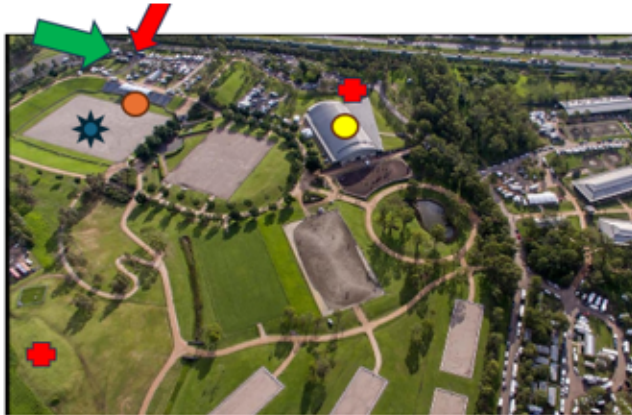


# 2026 NSWCIS Cross Country Championships - Event Summary

## 1. Event Details

<b>Event Name</b>	NSWCIS Cross Country Championships 2026
<b>Date</b>	25 June 2026
<b>Location/s</b>	Sydney International Equestrian Centre - Saxony Rd, Horsley Park NSW 2175
<b>Areas of Operation</b>	Outdoor arena, indoor arena, cross country course
<b>Key contacts</b>	Adam Chilko & Ann-Marie Miranda – CIS Operations Managers

## 2. Event Site Plan



	Entry Point		First Aid Station
	Exit Point		Finish Point
	Start Point		Emergency Assembly Point

## 3. Event Schedule

Time	Description
6.15am	NSWCIS Staff Arrival & Bump In
7.30am	Gates Open
7:30am	Secondary Team Officials arrive – collect team packs from Association tables at back wall
8:00am	Secondary Event Officials' Check-in Briefing – Tables along back wall

8.15am	Secondary Event Officials' Briefing
8.30am	Secondary Walk the Course (3000m & 4000m)
9:15am	Course Closed
9:30am	First Secondary Event
12:15pm	Final Secondary Event
11:30am	Primary Team Officials arrive – collect team packs from Association tables at back wall
12:00pm	Primary Event Officials Check In
12:15pm	Primary Event Officials' Briefing
12:30pm	Primary Walk the Course (2000m & 3000m)
1:10pm	Course Closed
1:23pm	First Primary Event
2:40pm	Final Primary Event

## 4. Key Contacts

Name	Role	Contact
<b>Key Event Staff</b>		
Adam Chilko	Event Manager	0438 911 981
Ann-Marie Miranda	Event Manager	0414 864 008
<b>Key Venue Staff</b>		
Ruby Hudson	Events Coordinator	0431 497 017
Alex Mougios	Events Officer	<a href="tel:0288836800">02) 8883 6800</a>
<b>Emergency Contacts</b>		
Local Area Command	Green Valley Police Station	(02) 9607 1799
Emergency Services	Triple-000	000
Hospital	Fairfield Hospital	(02) 9616 8111
Medical Centre	Horsley Park Medical Centre - 1818 The Horsley Drive	(02) 9620 2880
Medics	First Aid – Quay Medics	<<TBA>>

## 5. Communications & Media

The following communications systems are in place for this event:

Document Name	Prepared Date	Next review
NSWCIS – Event Summary – Cross Country Championships 2026	19/06/2026	9/06/2027



## 2026 NSWCIS Cross Country Championships - Event Summary

Type	Details
Primary communications system	Public address system
Secondary communications system	Megaphone / WhatsApp groups with key personnel, walkie talkies
Emergency warning system	Communications during emergencies
Variable message and digital signage	Main Screen in internal arena
Radio communications	Channel X
WhatsApp	2 groups - 1. Secondary Officials 2. Primary Team Officials

Event employees must not speak to the media and must refer all enquiries to the designated media liaison officer for this event. The designated media representative/s is/are:

<b>NSWCIS – Media Liaison/s</b>	Name: Ann-Marie Miranda, Event Manager Phone: 0414 864 008 Email: amiranda@cis.nsw.edu.au
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### 6. Incidents and Emergencies

#### First Aid

First aid: Triage point at finish line, mobile medic on buggy around track x 2, station at back end of track and treatment tent next to offices.

Contact number for medic [is](tel:000): TBC

#### Call Triple-000

<b>Address</b>	Sydney International Equestrian Centre, Saxony Road, Horsley Park
<b>Nearest Crossroad</b>	Saxony Road and Wallgrove Road
<b>Emergency Access</b>	Concourse are in front of the Indoor arena

#### Emergency Response (General)

- **Assess** the situation and type of assistance required
- **Raise** the alarm – call Triple Zero (000)
- **Alert** nearby staff
- **Evacuate** the area if necessary
- **Notify** your supervisor
- **Follow** directions of emergency services that attend

#### Emergency Evacuation



	Emergency Vehicle Meeting Point		P2 Parking Area
	Assembly Area/Muster Point		Officials Parking

### 7. Incident Reporting

All injuries and incidents must be reported promptly to the event manager and recorded and sent to [sport@cis.nsw.edu.au](mailto:sport@cis.nsw.edu.au)



Document Name NSWCIS – Event Summary – Cross Country Championships 2026	Prepared Date 19/06/2026	Next review 9/06/2027		
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## DETAILS

<b>Date</b>	25 June 2026
<b>Event</b>	NSWCIS Cross Country
<b>Location of Booking</b>	<a href="#">Sydney International Equestrian Centre (SIEC)</a> Saxony Rd, Horsley Park NSW 2175
<b>Areas of Operation</b>	SIEC – on map
<b>Contact Name</b>	Adam Chilko - Event Manager 0438 911 981 Ann-Marie Miranda - Event Manager 0414 864 008 Jeremy Longworth – Convenor Olivia Winterton - Convenor

## CONTACT POINTS

<b>NSWCIS Operations Managers</b>	Adam Chilko Ann-Marie Miranda	0438 911 981 0414 864 008
<b>Venue Administration</b>	Sydney International Equestrian Centre	8883 6900
<b>Emergency Services</b>		000
<b>Hospital</b>	Fairfield Hospital Polding St & Prairie Vale Road, Prairiewood NSW 2176	<a href="tel:(02)96168111">(02) 9616 8111</a>
<b>Medical Centre</b>	Horsley Park Medical Centre, 1818 The Horsley Dr, Horsley Park NSW 2175	02 9620 2880
<b>Police</b>	Green Valley Police Station, 195 Wilson Rd, Green Valley NSW 2168	02 9607 1799
<b>Nearest crossroads</b>	Saxony Rd and Wallgrove Rd	
<b>Location of Emergency Services Access</b>	On map no 3	

## EVENT RISK MANAGEMENT PLAN

<b>EVENT</b>	<b>NSWCIS Cross Country 2026</b>	<b>DATE</b>	25 June 2026
<b>LOCATION</b>	<b>Sydney International Equestrian Centre</b>	<b>STAFF CONTACTS</b>	Adam Chilko 0438 911 981 Ann-Marie Miranda 0414 864 008
<b>APPROVED BY</b>	<b>Ann-Marie Miranda</b>	<b>DATE</b>	18 June 2026

1	Risk Description		Impact	Likelihood	Rating
	<b>There is a risk that event is not managed effectively, resulting in injury or decreased wellbeing to students, spectators and staff and reputational risk to NSWCIS</b>	<b>Residual Risk:</b> ( <b>Actual</b> Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
<b>Risk Category</b>		<b>Target Baseline Risk:</b> ( <b>All</b> Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
<b>Risk Owner</b>	NSWCIS	<b>Inherent Risk:</b> ( <b>No</b> Key Controls in Place)	Major (7)	Possible (3)	High (21)
<b>Possible Impacts</b>	<ul style="list-style-type: none"> <li><i>Operational effectiveness:</i> Operational ineffectiveness stemming from inefficiencies in organising event, resulting in an inability for students to begin a pathway to elite sport.</li> <li><i>Financial:</i> Decrease in revenue going forward, costs associated with damages caused by NSWCIS through act or omissions.</li> <li><i>People:</i> Mental, physical, social wellbeing of participants decreased (injury risk), increased absenteeism and decrease of staff morale, parent dissatisfaction.</li> </ul>				
	<ul style="list-style-type: none"> <li><i>Reputation:</i> Significant reputational damage in terms of the ability of the Independent Schools to provide effective sport offering. Sporting students unmotivated to achieve their sporting goals through the Independent Schools pathways. No value-add proposition to broader education system..</li> <li><i>Regulatory/Legislative:</i> Penalties for failure to meet legislative duty of care or other legislative compliance.</li> </ul>				

## IDENTIFIED HAZARDS

1.0	SPORTING ACTIVITY HAZARDS		NOTES
1.1	Uneven playing surface	✓	Cross country expectation
1.2	Playing surface too hard or soft	✓	
1.3	Hard or sharp objects on pitch	✓	Area checked prior to event, checkpoints scattered to scan for hazards
1.4	Sliding on Astroturf or similar surface		
1.5	Collisions / Conflict with surrounding objects or people	✓	
1.6	Impact from sports equipment - Ball		
1.7	Contact sport injury	✓	Contact with other athletes - jostling
1.8	Personal injury – fracture / sprains / cuts	✓	Medics placed at key points, medic also on buggy
2.0	PEOPLE & ORGANISATIONAL HAZARDS		NOTES
2.1	Lack of information, training, or instruction	✓	Pre event information and role description, on the day packs
2.2	Poor activity planning or preparation	✓	
2.3	Poor activity delivery or organisation	✓	Pre event communication and induction
2.4	Ignorance of rules and / or procedures	✓	
2.5	Unsafe behaviour or attitude	✓	
2.6	Lack of appropriate first aid equipment and experience	✓	6 Medics on duty
2.7	Medical conditions of participants	✓	Medical conditions noted
2.8	Poor safety control from group leaders	✓	Reliant on association team and event officials
2.9	Poor safety awareness from participants	✓	Prior experience on pathway
2.10	Lack of cooperation within group	✓	
2.11	Differing skill levels within group	✓	All attained reasonable level as have come through pathway
2.12	Low level of physical fitness / strength	✓	“ “
2.13	Aggression between participants	✓	Scattered course officials to monitor
2.14	Aggression from crowd / public	✓	
2.15	Contact between participants increasing risk	✓	

<b>3.0</b>	<b>EQUIPMENT AND OTHER HAZARDS</b>		<b>NOTES</b>
3.1	Crash handling		
3.2	Transport to and from your activity	✓	
3.3	Food poisoning		
3.4	Hazardous substances		
3.5	Equipment with moving / hot parts		
3.6	Heavy equipment		
3.7	Electrical hazards from equipment		
3.8	Noise from equipment		
3.9	Risk of trapping body / clothing in equipment		
3.10	Inadequate environment for equipment operation		
3.11	Inadequate protective equipment	✓	
3.12	Equipment in unsuitable condition		
<b>4.0</b>	<b>INDOOR HAZARDS</b>		<b>NOTES</b>
4.1	Inappropriate lighting		Not Applicable
4.2	Temperature		"
4.3	Insufficient or unsuitable space	✓	Seating allocation, student transition
4.4	Untidiness – causing trip / fire hazard		N/A
4.5	Stairs – dark / steep / no handrail		Transition on stairs monitored
4.6	Lack of fire escapes / extinguishers / procedures		"
4.7	Slip / trip / fall hazards		Possible
4.8	Inadequate ventilation	✓	N/A
4.9	Inhalation of dust		"
4.10	Poor surfaces for activities – slips / trips / impact		"
4.11	Electrical hazards		"
<b>5.0</b>	<b>OUTDOOR HAZARDS</b>		<b>NOTES</b>
5.1	Slips & trips on grass, mud, rock	✓	
5.2	Difficult communication – weather / distance	✓	
5.3	Extra work imposed by terrain type	✓	Use of venue staff

5.4	Lack of shelter	✓	In start area
5.5	Separation of group members	✓	
5.6	Extremes of weather – lightning, wind, rain	✓	
5.7	Dehydration	✓	
5.8	Sun Exposure	✓	
<b>6.0</b>	<b>ACTIVITY SPECIFIC HAZARDS</b>		<b>NOTES</b>
6.1	Start line athlete contact	✓	
6.2	Snake and wildlife bites	✓	
6.3	Traffic Management	✓	Venue manage traffic flow; VIP car park
6.4	Child protection	✓	All officials have valid WWC
6.5	Emergency situations not planned for	✓	

## HAZARD MANAGEMENT

HAZARD REF.	SCORE L/M/H	POTENTIAL EFFECT	CONTROL MEASURES	WHO BY	WHEN
1.1	Medium	Injury caused by tripping and falling	An accepted risk of Cross country. All competitors have experience in running on uneven surfaces at prior level.	Course Officials	Prior to start
1.2	Low	Injury to students	Dangerous debris cleared. Students have prior experience. Optimal course set dependent on weather factors.	Convenor; venue staff	Prior to start
1.3	Low	Injury to students	Check prior to event start for glass, rubbish etc. and remove as required.	Course officials; venue staff	Prior to start
1.5	Low	Injury to students, officials, spectators	Check course avoids drains and dangerous hazards, Ensure significant distance of spectators from track.	Convenor, venue staff	Prior to start

1.7	Medium	Injury to students	Contact through jostling. Monitor unnecessary contact. Student with prior medical condition or injuries – parents disclose when registering	Nominating Teacher, Convenor and Officials	Prior and during event
1.8	Medium	Injury to students	Students to be nominated to trial based on progression through pathway. Remove any students displaying dangerous behaviour. 6 x Medics on site.	Nominating Teacher, Convenor and Officials	Prior and during event
2.1	Low	Injury to students	Students to be nominated to trial based on progression through pathway. Remove any students displaying dangerous behaviour. First Aider on site. Students receive information email prior to event, published on CIS website, and further instruction given throughout the day. Team & Event Officials given pre-event and induction documents	CIS, Nominating Teacher, Convenor and Officials	Prior and during event
2.2	Low	Injury to students, boredom, misbehaviour	Communication with sub-committee prior to event. Students receive information email prior to event, published on CIS website, and further instruction given throughout the day.	CIS, Sub-Committee and Convenor	Prior and during event
2.3	Low	Injury to students, boredom, misbehaviour	Ensure qualified personnel in place. Communication with sub-committee prior to event. Students receive information email prior to event, published on CIS website, and further instruction given throughout the day. Parents acknowledge Code of Conduct on behalf of student.	CIS, Sub-Committee and Convenor	Prior and during event
2.4	Low	Injury to students	Ensure qualified personnel in place. Convenor to set expectations at beginning of event. Course Officials inducted and access to rules.	CIS and Convenor	Prior and during event

			Remove any students displaying dangerous behaviour.		
2.5	Low	Injury to students and harm to officials	Convenor to set expectations at beginning of event. Remove any students or spectators displaying dangerous behaviour or poor attitude as per Code of Conduct which is included in trial information booklet distributed prior to event.	CIS and Convenor	Prior and during event
2.6	Low	Injury to students, officials, spectators, and delayed assessment and treatment	6 medics booked (Quay Medics) – 1 x farthest checkpoint 2 x on course on buggy 1 x at finish line to triage 1 x in treatment tent	CIS and Convenor	Prior and during event
2.7	Low	Delayed treatment due to lack informed knowledge of existing conditions	Schools have nominated students with knowledge of medical conditions and parents are required to include this information as part of registration process. Students to bring own medication if required (puffer, EpiPen etc.)	CIS, Convenor, medics	Prior and during event
2.8	Low	Injury to students, boredom, misbehaviour	Convenor to set expectations at beginning of event. Remove any students or spectators displaying dangerous behaviour or poor attitude as per Code of Conduct which is included in trial information booklet distributed prior to event. Association Team Officials to supervise.	Convenor, team officials	On the day
2.9	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Remove any students displaying dangerous behaviour. First Aider on site.	CIS and Convenor	Prior and during event
2.10	Low	Injury to students, boredom, misbehaviour	Convenor to set expectations at beginning of event. Remove any students or spectators displaying dangerous behaviour or poor attitude as per Code of Conduct	CIS and Convenor	Prior and during event

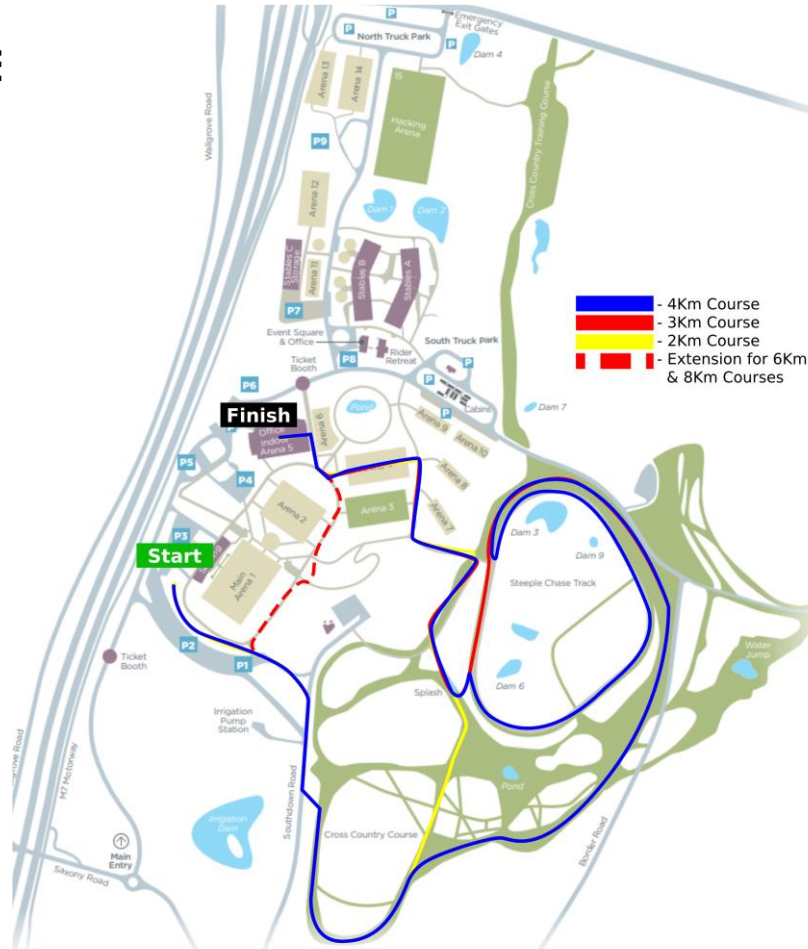
			which is included in trial information booklet distributed prior to event. Association Team Officials to supervise.		
2.11	Low	Injury to students	Students to be nominated to trial based on progression through pathway. Students grouped by age.	Convenor	During event
2.12	Low	Injuries to students	Students to be nominated to trial based on progression through pathway. Roaming golf buggies to pick up affected students	Convenor, Associations	During event
2.13	Low	Contact (eg pushing, tripping) can lead to injuries	Students will be reminded of rules prior to commencement of play and will be removed from course to be assessed if injured. Any aggressive conduct outside the rules will see students removed from the event.	Convenor, course referee	On the day
2.14	Low	Conflict	Spectators Code of Conduct is available to view on the CIS web site and is distributed to parents prior to the event. Any spectators failing to abide by the Code of Conduct will be warned and then asked to leave if poor behaviour continues	Convenor	On the day
2.15	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the event. Remove any students displaying dangerous behaviour. Medics on site.	Nominating Teacher, Convenor and Officials	Prior and during event
3.2	Low	Misadventure	Transport is the responsibility of individual schools and parents, and this is a part of individual schools' risk assessments.	Parents	Prior to the day/on the road
3.11	Low	Injury to the students	Students are responsible for the equipment they need to perform in the trials, and Team Officials are responsible to ensure that the students are suitably attired.	Parents, Team Officials	On the day and during event

4.3	Low	Injury to the students, parents, spectators	Seating allocation. Start area separate to indoor finish – disperse attendees.	Convenor, event officials	On the day and during event
4.8	Low	Injury to students, spectators	Ensure ventilation with open doors, windows etc	Venue management	On the day
5.1	Medium	Injury to students	Ensure students have correct footwear. Aware of students with prior ankles and knee injuries. Medics on course.	Course officials, medics	On the day and during event
5.2	Low	Injury to students, impact on event and management	Use of DASH communication tools – email & SMS – to alert parents & staff to event changes Use of WhatsApp group for officials to update	Convenor, event managers	Prior to the day and during the event
5.3	Medium	Staff and officials exhaustion	Use of venue staff to set up, maintain and pack up course. Use of venue documents and planning tools	Venue management & staff, event managers	Prior to the day and during the event.
5.4	Medium	Sunburn/dehydration/sunstroke	Indoor area available at race finish. Grandstand at start area. Students encouraged to bring own water. Kiosk facilities are available. Taps available.	Convenor, venue	On the day
5.5	Low	Injury to student, missing students	Roaming buggies to monitor all runners. Student ID Bib contains chip that tracks students – parents can track via app. Course officials placed on checkpoints across venue. Medic liaison officer.	Multi Sport Aus; course officials, medics	On the day
5.6	Low	Death/ Injury to students	Weather will be monitored to keep all participants safe. In the case of extreme conditions, refer to CIS Extreme Weather Policy. Use of DASH communication systems for students; use of Whatsapp comm for staff	Convenor	On the day

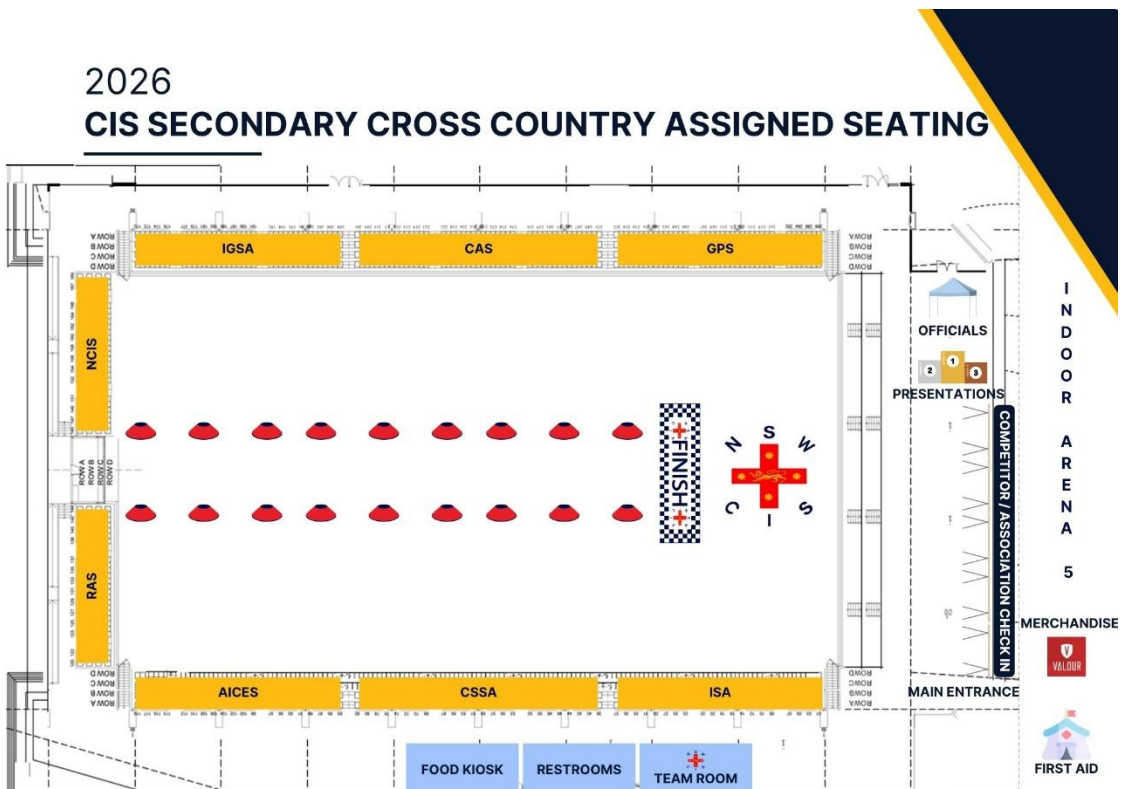
5.7	Medium	Dehydration/sunstroke	Students are reminded to stay hydrated throughout the day and are required to bring their own water bottles. Water breaks will be provided as necessary. Medics is on site.	Convenor	Prior to arrival and during the event
5.8	Medium	Sunburn/dehydration/sunstroke	Students are reminded to be sun safe and are encouraged to have sunscreen applied before arrival and to reapply at regular intervals during the day. Students are required to bring their own sunscreen. Hat recommended.	Convenor	Prior to arrival and during the day
6.1	Low	Injury to students	Start – students split between 2 line. Fastest 3 from each Association on front line – wearing identifying wristband	Team Officials, marshals and start officials	On the day
6.2	Medium	Injury or death to students and course officials	Course officials check area, vigilant throughout event. Walkie talkie communication	Course officials, convenor	On the day
6.3	Low	Injury to pedestrians and passengers	Venue provides traffic wardens. Well marked and plenty of parking. Designated VIP parking area. Information to parents & staff prior to event re traffic and parking	Venue Management	On the day
6.4	Low	Injury to students, reputational damage	All officials have valid WWC and are screened by school or association	Associations, CIS	Prior to event
6.5	Low	Injury or death to students, spectators and staff. Reputational damage	Venue displays emergency procedures. Muster points identified on map in program Review Adverse Weather procedures / Emergency Procedures	Venue Admin, Event managers	Prior to arrival and during the event

# VENUE MANAGEMENT & EMERGENCY EVACUATION

## MAP 1 - COURSE







## MAP 2 – INDOOR ARENA



# Map 3 – AERIAL MAP



PLAN KEY:			
	Running zone		Emergency Access
	Entry Point		Emergency Muster Point

Attachment A

# EMERGENCY RESPONSE GUIDE



**FIRE**

EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Pull fire alarm, if possible
- Call 000
- Shut off lights and close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators



**SEVERE WEATHER**

MOVE TO A SAFE LOCATION

- Give directions to meet at designated shelter area
- Shut off lights and close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or restroom and stay away from windows
- Remain in shelter until it's safe



**URGENT SITUATION**

CONTACT EMERGENCY SERVICES

- Call 000
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



**VIOLENT INCIDENT**

AVOID | DENY | DEFEND

- Avoid**
- Pay attention to your surroundings
  - Have an exit plan
  - Quickly move away from the threat
  - Put distance and barriers between you and the threat
  - Warn others of the danger
- Deny**
- Keep distance between you and the threat
  - Create barriers to prevent or slow down the threat
  - Turn off the lights
  - Hide quietly and silence your phone
- Defend**
- Be prepared to defend yourself
  - Be aggressive and committed to your actions

**Call 000** when you are in a safe area

When the police arrive, **show your hands and follow commands**

EMERGENCY CONTACT INFORMATION	
EMERGENCY ..... 000	SES - Flood or Storm ..... 138 737
GREEN VALLEY POLICE ..... 9607 1799	HORSLEY PARK MEDICAL CENTRE ..... 9620 2880
SES - Emergency Services ..... 132 500	POISONS INFORMATION CENTRE ..... 13 11 26