



2026 NSWCIS PRIMARY ATHLETICS CHAMPIONSHIPS

EVENT RISK ASSESSMENT & MANAGEMENT PLAN

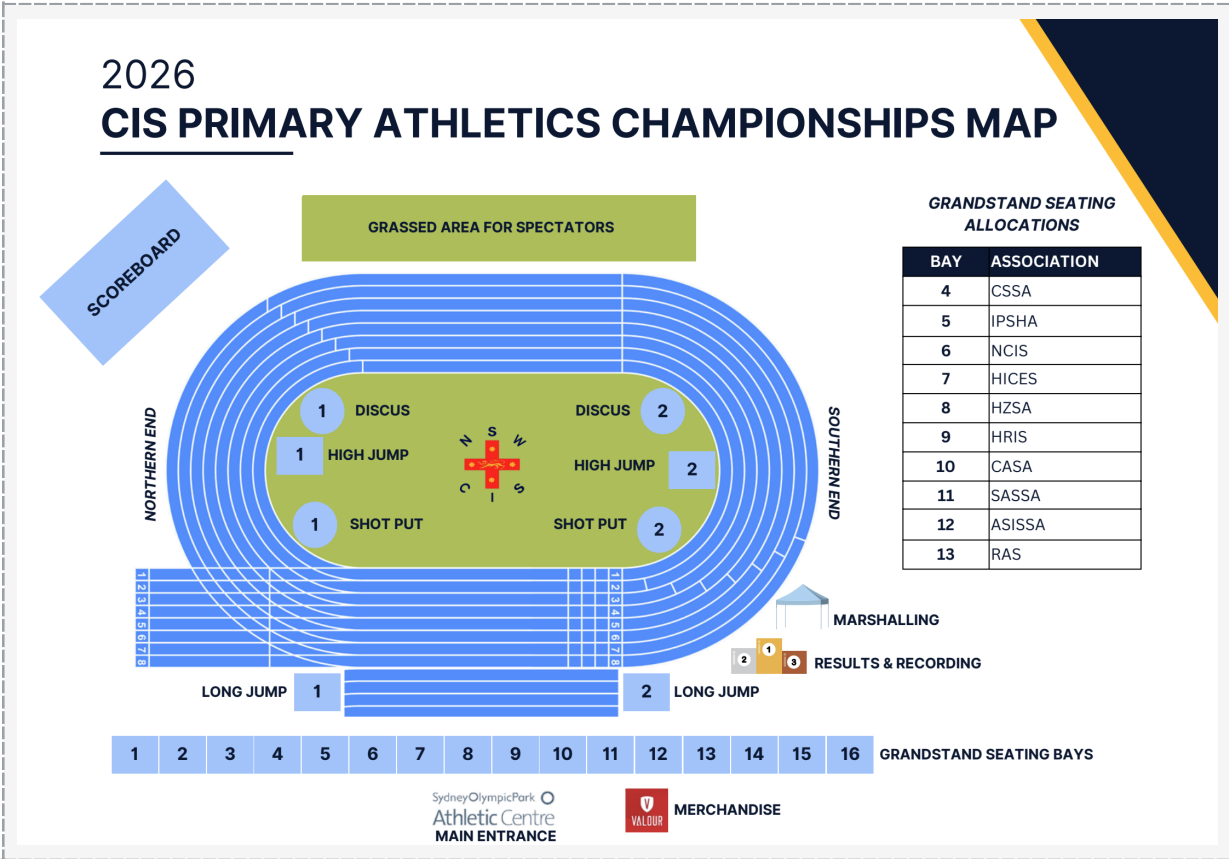
04/09/2026 | Sydney Olympic Park Athletic Centre, Edwin Flack Avenue, Sydney Olympic Park NSW 2127

EVENT SUMMARY

1. Event Details

Event Name	NSWCIS Primary Athletics Championships 2026
Date	Friday 4 September 2026
Location/s	Sydney Olympic Park Athletic Centre – Competition Arena, Edwin Flack Avenue, Sydney Olympic Park NSW 2127
Areas of Operation	Outdoor competition track, field event areas, grandstand
Key contacts	Adam Chilko - NSWCIS Primary Operations Manager
Parking	\$24 flat rate (P1-P4). Direct patrons to SOPAC reception.

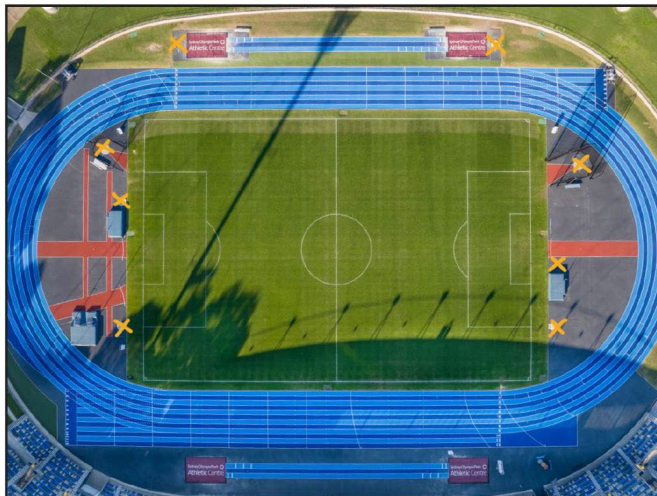
2. Map 1 - Event Site Plan





Map 2 – Multiclass Athlete Anchor Points

New anchor points have been installed around the venue for multiclass athlete equipment (see marked locations below).





Venue Notes

The Warm-Up Arena is not booked for this event and will remain closed. Athletes are to warm up on the forecourt areas only - throwing implements are not to be used on the forecourt.

Shot put will be conducted on the infield grass areas - refer to the field map above.

The podium and presentation table (with cover) will be located near the finish line (see photo below).



3. Event Schedule

Time	Description
6:30am	NSWCIS staff arrival & bump in
7:00am	Gates open
7:30am	Team officials arrive – collect team packs from Association tables
7:35am	Event officials' check-in briefing
7:30am	Warm-up
7:45am	Track and field events closed for walk-through
8:00am	First event
12:40pm	Final event begins
2:30pm	Event concludes

Bump-In / Venue Facilities

- Bump-in: Thursday 3 September, 4:00pm - 5:30pm.
- CIS equipment; the Valour Truck will be parked on the Northeast forecourt.
- Merchandise will be located in the Madison de Rozario Room (downstairs).
- Sideline Sports livestreaming will be set up in the Radio Room (next to the Photo Finish Room, upstairs).
- Melinda Suite: reserved for NSW Athletics Team officials; SEVC catering will be delivered to this room.



4. Key Contacts

Name	Role	Contact
Key Event Staff		
Adam Chilko	CIS Operations Manager / Carnival Manager	
Ann-Marie Miranda	CIS Operations Manager	
Briana Harvey	CIS CEO	
Key Venue Staff		
SOPAC	Centre Manager	02 9714 7501
SOPAC	Venue Administration	02 4953 6366
SOPAC	Bump-In & Event Day Contact (Venue Coordinators / Casual Staff)	0418 691 051
ACES Security	Front Gate / Back Gate / Supervisor (06:30am - 02:30pm)	[PHONE - TBC]
Nick Donovan	SEVC Manager - Catering (exclusive venue caterer)	0427 775 711
Emergency Contacts		
Auburn Police Area Command	Auburn Police Station	02 9646 8699
Emergency Services	Triple-000	000
Concord Hospital	Hospital	02 9767 5000
Waterfront Medical Centre	Medical Centre	02 9023 3200
First Aid Officer	First Aid	[PHONE - TBC]

5. Communications & Media

The following communications systems are in place for this event:

Type	Details
Primary communications system	Public address system x 2
Secondary communications system	Megaphone / WhatsApp groups with key personnel, walkie talkies
Emergency warning system	Communications during emergencies
Variable message and digital signage	Scoreboard
Radio communications	Channel 1
WhatsApp	Groups – Event Officials, Team Managers

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:

NSWCIS – Media Liaison/s	Name: Briana Harvey
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6. Staff Identification

Event staff, officials and volunteers will be identifiable by coloured vests / lanyards as set out below.

Role	Vest Colour / Identification
First Aid Officer	Green
Event Official	Red Shirt
Event Convenor	NSWCIS Uniform
Event Coordinator	NSWCIS Uniform
Volunteer	Red Shirt
Multi-Class Official	Pink Vest

7. WHS & Risk Management

First Aid	First Aid Rooms are located on the ground floor of the venue (refer to Map 4). First Aid Officer contact: TBC
Calling Triple-000	Address: Sydney Olympic Park Athletic Centre, Edwin Flack Avenue, Sydney Olympic Park NSW 2127. Nearest Cross Street: Dawn Fraser Avenue. Meeting Point: [MEETING POINT - Map 4]
Incident Reporting	All incidents must be reported promptly to the event manager, recorded, and sent to sport@cis.nsw.edu.au (see Section 10: Incident Reporting).
Venue Conditions of Use	Spikes: max 7mm (running), 9mm (throw/jump). Starting blocks required for spiked athletes aged 14+ in the 100m, 200m, 400m and first relay leg (13 & under and Multiclass excluded). Needle spikes are not permitted. No glass permitted in the venue (bottles, containers etc.). Catering is exclusive to SEVC - no commercial food (e.g. McDonald's, KFC) is permitted. SEVC Manager: Nick Donovan, 0427 775 711. Marquees (SOPAC policy): max 3m x 3m, minimum 10kg weight per leg. Double-weighted if wind reaches 30km/h; all portable marquees removed if wind reaches 40km/h. Signage: no pegging on infield/outfield areas; signage removed from grass for multi-day events; minimum 5kg weighting.

8. Emergency Response

The following guidance supplements the general emergency response procedure set out in Section 9 (Incidents and Emergencies).

Child at Risk

- Observe and document any signs or behaviours that a child may be at risk of harm
- Report to the designated Child Protection Officer or Child Protection Helpline on 132 111
- Maintain confidentiality throughout the reporting process
- Complete reporting forms as required by NSWCIS
- Monitor and support the child as appropriate
- Call 000 if the child is at immediate risk of harm

Medical Emergency

- Assess the situation and type of assistance required
- Remove the injured person/s from immediate danger, if safe to do so
- Alert nearby staff
- Notify the First Aid Officer



- Contact Triple Zero (000)
- Notify your supervisor
- Follow directions of emergency services that attend

Fire

- Remove people in immediate danger
- Alert nearby staff & contact Triple Zero (000)
- Confine the fire/smoke - close doors / windows
- Extinguish or control fire - if trained and it is safe
- If in doubt, evacuate the area and follow the instructions of wardens and emergency services

Personal Threat

- Remain calm and control your emotions
- Assess the situation and the type of assistance required
- Maintain a safe distance and avoid sudden movements
- Immediately leave the area if the situation escalates, go to a safer place
- Alert nearby staff/volunteers, and tell them to go to a safer place
- Stay out of danger - remain in a safe place until they leave
- Contact Police on Triple Zero (000)
- Don't challenge or attack the person

Dangerous Situations

- Escape (Evacuate) - take cover, leave as soon as possible, check route is safe
- Hide - avoid congregating in open areas, secure your immediate environment, consider locking yourself (and others) in a secure place, remain quiet and still
- Tell - ring the Police on Triple Zero (000)

Keeping Watch - White Level Inspections

- Get to know your area, so you know what doesn't belong
- Check your area when you start, check it regularly
- Keep an eye out for anything that looks out of place, such as behaviour, items, vehicles, safety hazards
- If you see something out of place, report it to your supervisor or security
- If it looks dangerous, don't touch it, don't approach it, keep your distance

9. Incidents and Emergencies

First Aid

First Aid Rooms are located on Ground Level of the venue behind Presentation area and are fully equipped to manage primary care medical incidents, including oxygen equipment, spinal boards, cervical collars, defibrillators and first aid kits.

Contact details for medic: Blake and Charlotte (Complete Body Dynamics) – Rose Muscat Owner and Director (0424680539)

Call Triple-000

Address	Sydney Olympic Park Athletic Centre, Edwin Flack Avenue, Sydney Olympic Park NSW 2127
Nearest Crossroad	Dawn Fraser Avenue
Emergency Access	Shane Gould Avenue



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

On instruction from venue staff or the Carnival Manager, competitors, officials and spectators are to move calmly to the designated Emergency Assembly Point [shown on the site plan / map – confirm location]. Officials are to assist with an orderly evacuation and account for their team/group once at the assembly point.

10. Incident Reporting

All injuries and incidents must be reported promptly to the event manager, recorded, and sent to sport@cis.nsw.edu.au.

Document Control

Document Name	Prepared Date	Next Review
NSWCIS - Event Summary - Primary Athletics Championships 2026	28/08/2026	January 2027

11. On the Day Risk Assessment Report

Prior to the commencement of the event, a walk through of the facility is to be conducted and the On The Day Risk Assessment form to be completed – <https://forms.gle/JE9hM9N47S2yk5Uo8>

ON THE DAY RISK ASSESSMENT





EVENT RISK MANAGEMENT PLAN

EVENT	NSWCIS Primary Athletics Championships 2026	DATE	04/09/2026
LOCATION	Sydney Olympic Park Athletic Centre	STAFF CONTACTS	Adam Chilko Ann-Marie Miranda
APPROVED BY	Briana Harvey	DATE	28/08/2026

1	Risk Description		Impact	Likelihood	Rating
	There is a risk that the event is not managed effectively, resulting in injury or decreased wellbeing to students, spectators and staff, and reputational risk to NSWCIS.	Residual Risk: (Actual Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
	Risk Category	Target Baseline Risk: (All Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
Risk Owner	NSWCIS	Inherent Risk: (No Key Controls in Place)	Major (7)	Possible (3)	High (21)
Possible Impacts	Operational effectiveness: Operational ineffectiveness stemming from inefficiencies in organising the event, resulting in an inability for students to begin a pathway to elite sport. Financial: Decrease in revenue going forward, costs associated with damages caused by NSWCIS through act or omissions. People: Mental, physical, social wellbeing of participants decreased (injury risk), increased absenteeism and decrease of staff morale, parent dissatisfaction. Reputation: 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. Regulatory/Legislative: Penalties for failure to meet legislative duty of care or other legislative compliance.				



DETAILS

Date	Friday 4 September 2026
Event	NSWCIS Primary Athletics Championships
Location of Booking	Sydney Olympic Park Athletic Centre (SOPAC), Edwin Flack Avenue, Sydney Olympic Park NSW 2127
Areas of Operation	SOP Athletic Centre – on map
Contact Name	Adam Chilko – NSWCIS Operations Manager Briana Harvey – NSWCIS Chief Executive Officer Peter Groves – NSWCIS Primary Athletics Convenor

CONTACT POINTS

Venue Administration	Sydney Olympic Park Athletic Centre (SOPAC)	02 9714 7501
Emergency Services		000
Hospital	Concord Hospital Hospital Road, Concord	02 9767 5000
Medical Centre	Waterfront Medical Centre 4e/4 The Piazza, Wentworth Point NSW 2127	(02) 9023 3200
Police	Auburn Police Station Queen St, Auburn NSW 2144	(02) 9646 8699
Nearest crossroads	Dawn Fraser Avenue	
Location of Emergency Services Access	Shane Gould Avenue access gateway around to Marathon Tunnel	Map 3 below

Map 3– Emergency Services access





IDENTIFIED HAZARDS

Categories and checklist adapted from the NSW CIS event risk assessment format. A tick (✓) marks a hazard judged relevant to this event.

1.0	SPORTING ACTIVITY HAZARDS		
1.1	Uneven or unstable track/field surface	✓	<i>Synthetic track; sand pits & landing areas inspected prior to event</i>
1.2	Competition surface too hard or soft	✓	<i>Synthetic track reduces incidence of foot/ankle injury</i>
1.3	Hard or sharp objects on track or field	✓	<i>SOPAC staff and NSW Athletics officials check areas prior to event</i>
1.4	Sliding on synthetic surface	✓	<i>Delays, postponement or cancellation of events in the case of inclement weather</i>
1.5	Collisions / conflict with surrounding objects or people	✓	<i>Lane discipline; exclusion zones around throwing/jumping areas</i>
1.6	Impact from thrown implements (shot, discus, javelin, hammer)	✓	<i>Protective netting; implements stored in sturdy containers or racks</i>
1.7	Contact sport injury	✓	<i>Contact with other athletes – jostling in track events</i>
1.8	Personal injury – fracture / sprains / cuts	✓	<i>First Aid trained officer and full equipment available</i>
2.0	PEOPLE & ORGANISATIONAL HAZARDS		
2.1	Lack of information, training, or instruction	✓	<i>Pre-event information and role description, on-the-day packs</i>
2.2	Poor activity planning or preparation	✓	<i>Pre-event communication and induction</i>
2.3	Poor activity delivery or organisation	✓	<i>Pre-event communication and induction</i>
2.4	Ignorance of rules and / or procedures	✓	<i>Security, NSW Athletics and NSW CIS Staff present at the event. Removal of person from events and/or venue.</i>
2.5	Unsafe behaviour or attitude	✓	<i>Security present at the event. Removal of person from events and/or venue.</i>
2.6	Lack of appropriate first aid equipment and experience	✓	<i>Medics on duty; First Aid rooms on Level 1</i>
2.7	Medical conditions of participants	✓	<i>Medical conditions noted at registration</i>
2.8	Poor safety control from group leaders	✓	<i>Reliant on association team and event officials</i>
2.9	Poor safety awareness from participants	✓	<i>Prior experience on pathway</i>
2.10	Lack of cooperation within group	✓	<i>Reliant on association team and event officials</i>
2.11	Differing skill levels within group	✓	<i>Students grouped/seeded by age and ability</i>
2.12	Low level of physical fitness / strength	✓	<i>Multi Class students supported by dedicated personnel; First Aid Officers present</i>
2.13	Aggression between participants	✓	<i>Officials scattered across track/field to monitor</i>
2.14	Aggression from crowd / public	✓	<i>Security in place on the day</i>
2.15	Contact between participants increasing risk	✓	<i>Pre and during event communication. Officials and Security staff present.</i>
3.0	EQUIPMENT AND OTHER HAZARDS		
3.1	Crash handling	✓	<i>Vehicles to be driven by SOP Athletic Centre Staff only; Valour Truck arrival the day before event.</i>
3.2	Transport to and from the venue	✓	<i>Responsibility of individual schools and parents</i>
3.3	Food poisoning	✓	<i>Venue catering HACCP accredited</i>
3.4	Heavy equipment (throwing implements)	✓	<i>Shot/discus/javelin stored and transported</i>



			<i>securely by qualified SOP Athletic Centre Staff</i>
3.5	Electrical hazards from equipment	✓	<i>PA equipment inspected, set-up and maintained by SOP Athletic Centre Staff; Event Officials briefed on use</i>
3.6	Noise from equipment		
3.7	Risk of trapping body / clothing in equipment	✓	<i>Association compliance with athletic apparel.</i>
3.8	Inadequate environment for equipment operation	✓	<i>SOP Athletic centre has dedicated event spaces with necessary safety netting, anchor points and surfaces; exclusion zones around throwing/jumping areas</i>
3.11	Inadequate protective equipment	✓	<i>Footwear/spike standards distributed to associations</i>
3.12	Equipment in unsuitable condition	✓	<i>Equipment inspected and maintained by SOP Athletic Centre Staff and NSW Athletics Officials</i>
4.0	INDOOR / GRANDSTAND HAZARDS		
4.1	Inappropriate lighting		<i>Not Applicable – outdoor daytime event</i>
4.2	Temperature	✓	<i>Heat and Inclement Weather policies to be followed.</i>
4.3	Insufficient or unsuitable seating space	✓	<i>Grandstand seating allocation</i>
4.4	Untidiness – causing trip / fire hazard		<i>N/A</i>
4.5	Stairs – dark / steep / no handrail		<i>N/A</i>
4.6	Lack of fire escapes / extinguishers / procedures		<i>N/A</i>
4.7	Slip / trip / fall hazards (grandstand)	✓	<i>Possible – monitor</i>
4.8	Inadequate ventilation		<i>Not Applicable – outdoor event</i>
5.0	OUTDOOR HAZARDS		
5.1	Slips & trips on track/field surrounds	✓	<i>Monitor weather conditions and secure equipment on the day</i>
5.2	Difficult communication – weather / distance	✓	<i>Use of mobile communication, PA system</i>
5.3	Extra work imposed by venue set-up	✓	<i>Use of venue staff</i>
5.4	Lack of shelter	✓	<i>Grandstand / indoor area available</i>
5.5	Separation of group members	✓	<i>Allocation of group areas as per event site plan</i>
5.6	Extremes of weather – lightning, wind, rain, heat	✓	<i>Weather monitored at all times</i>
5.7	Dehydration	✓	<i>Water stations and each association should ensure adequate supplies for the day</i>
5.8	Sun exposure	✓	<i>Shading provide in grandstand and on track/field</i>
6.0	ACTIVITY SPECIFIC HAZARDS		
6.1	Starting blocks / start line athlete contact	✓	<i>Race official monitor</i>
6.2	Throwing & jumping event exclusion zones	✓	<i>Shot/discus/javelin/hammer; long/high jump landing areas</i>
6.3	Traffic Management	✓	<i>Venue manages traffic flow; designated parking</i>
6.4	Child protection	✓	<i>All officials hold a valid Working with Children Check</i>
6.5	Emergency situations not planned for	✓	<i>Detailed in risk assessment and event management plan</i>



HAZARD MANAGEMENT

Hazard Ref.	Score L/M/H	Potential Effect	Control Measures	Who By	When
1.1	Medium	Injury caused by tripping and falling	Synthetic all-weather track surface. SOPAC staff and NSW Athletics officials check competition areas and equipment prior to event.	SOPAC staff; NSW Athletics officials	Prior to start
1.2	Low	Injury to students	Synthetic running track – reduced incidence of foot and ankle injuries compared to grass surfaces.	Venue (SOPAC)	Ongoing
1.3	Low	Injury to students	Competition areas and equipment checked daily by SOPAC staff and NSW Athletics officials prior to event.	SOPAC staff; NSW Athletics officials	Prior to start
1.5	Medium	Injury to students, officials, spectators	Exclusion zones maintained around throwing and jumping events; lane discipline enforced; sufficient distance of spectators from track and field areas.	Event/course officials	Prior to and during event
1.6	Medium	Impact injury from thrown implements	Shot, discus, javelin and hammer stored in sturdy containers when not in use. Protective netting provided around throwing circles/sectors. Standards and specifications of allowable footwear for each event distributed to associations.	NSW Athletics officials; SOPAC staff	Prior to and during event
1.7	Medium	Injury to students	Contact through jostling in track events monitored by officials. Students with a prior medical condition or injury to be disclosed by parents at registration.	Nominating teacher; Convenor and Officials	Prior to and during event
1.8	Medium	Injury to students	First Aid trained officer present with full equipment available. First Aid rooms located on Level 1, fully equipped (oxygen, spinal boards, cervical collars, defibrillators, first aid kits).	SOPAC staff; First Aid officer	Prior to and during event
2.1	Low	Injury to students	Students nominated to compete based on progression through the CIS pathway. Remove any students displaying dangerous behaviour. First Aider on site. Students receive information email prior to event, published on CIS website; further instruction given throughout the day. Team & Event Officials given pre-event induction documents.	CIS; Team Managers; Nominating Teacher; Convenor and Officials	Prior to and during event
2.2	Low	Injury to students, boredom, misbehaviour	Communication with Management Committee prior to event. Students receive information email prior to event, published on CIS website; further instruction given throughout the day.	CIS; Management Committee and Convenor	Prior to and during event
2.3	Low	Injury to students, boredom, misbehaviour	Ensure qualified personnel in place. Communication with Management Committee prior to event. Parents acknowledge Code of Conduct on behalf of student.	CIS; Management Committee; Team Managers and Convenor	Prior to and during event



Hazard Ref.	Score L/M/H	Potential Effect	Control Measures	Who By	When
2.4	Low	Injury to students	Ensure qualified personnel in place. Convenor to set expectations at beginning of event. Officials inducted and have access to rules. Remove any students displaying dangerous behaviour.	CIS and Convenor	Prior to and during event
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, distributed prior to event.	CIS and Convenor	Prior to and during event
2.6	Low	Injury to students, officials, spectators; delayed assessment and treatment	Medics booked. Ground level location beside the finish line.	CIS and Convenor	Prior to and during event
2.7	Low	Delayed treatment due to lack of informed knowledge of existing conditions	Schools nominate students with known medical conditions; parents required to include this information as part of registration. Students to bring own medication if required (puffer, EpiPen etc.)	CIS; Convenor; medics	Prior to 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 as per Code of Conduct. Association Team Officials to supervise.	Convenor; team officials	On the day
2.9	Low	Injury to students	Students expected to compete based on skill, experience and understanding of the event. Remove any students displaying dangerous behaviour. First Aider on site.	CIS and Convenor	Prior to and during event
2.10	Low	Injury to students, boredom, misbehaviour	Convenor to set expectations at beginning of event. Association Team Officials to supervise.	CIS and Convenor	Prior to and during event
2.11	Low	Injury to students	Students grouped/seeded by age and ability for each event.	Convenor	During event
2.12	Low	Injuries to students	Students nominated based on progression through pathway. Roaming support to assist any affected students.	Convenor; Associations	During event
2.13	Low	Contact (e.g. jostling, collisions) can lead to injuries	Students reminded of rules prior to commencement and removed from competition to be assessed if injured. Aggressive conduct outside the rules results in removal from the event.	Convenor; event referee	On the day
2.14	Low	Conflict	Spectators Code of Conduct available on the CIS website and distributed to parents prior to the event. Spectators failing to abide by the Code of Conduct are warned, then asked to leave if poor behaviour continues.	Convenor	On the day



Hazard Ref.	Score L/M/H	Potential Effect	Control Measures	Who By	When
2.15	Low	Injury to students	Students expected to compete based on skill, experience and understanding of the event. Remove any students displaying dangerous behaviour. Medics on site.	Nominating Teacher; Convenor and Officials	Prior to and during event
3.2	Low	Misadventure	Transport is the responsibility of individual schools and parents, and is part of individual schools' own risk assessments.	Parents	Prior to the day / on the road
3.3	Low	Illness from food	Food outlets and concessions operated in accordance with an accredited HACCP food safety program; all suppliers also HACCP accredited. Catering is exclusive to SEVC (venue caterer) - no commercial food permitted. No glass permitted in the venue.	Venue catering provider	Ongoing
3.6	Medium	Injury from heavy equipment	Shot, discus, hammer and javelin are heavy implements – stored securely in sturdy containers, only handled under supervision of event officials.	NSW Athletics officials	Prior to and during event
3.11	Low	Injury to students	Students/schools responsible for suitable footwear and attire; standards and specifications of allowable footwear for each event distributed to associations. Spikes policy: max 7mm (running), 9mm (throw/jump); starting blocks required for spiked athletes aged 14+ in the 400m and first relay leg; needle spikes not permitted.	Parents; Team Officials	On the day
4.3	Low	Injury to students, parents, spectators	Grandstand seating allocation; clear pathways for spectator movement, separated from athlete marshalling areas.	Convenor; event officials	On the day
5.1	Medium	Injury to students	Ensure students have correct/legal footwear. Awareness of students with prior ankle/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 email/SMS communication tools to alert parents & staff to event changes. WhatsApp group for officials to update.	Convenor; event managers	Prior to and during the event
5.3	Medium	Staff and officials exhaustion	Use of venue staff to set up, maintain and pack up the venue. Use of venue documents and planning tools.	Venue management & staff; event managers	Prior to and during the event
5.4	Medium	Sunburn / dehydration / sunstroke	Indoor/undercover area available. Grandstand seating. Students encouraged to bring own water; kiosk facilities and taps available.	Convenor; venue	On the day
5.5	Low	Injury to student; missing student	Officials placed at track and field stations across the venue. Medic liaison officer. [Confirm bib/ID and headcount procedure.]	Course officials; medics	On the day
5.6	Low	Death / injury to students	Weather monitored to keep all participants safe. In the case of extreme conditions, refer to the CIS Extreme Weather Policy.	Convenor	On the day



Hazard Ref.	Score L/M/H	Potential Effect	Control Measures	Who By	When
5.7	Medium	Dehydration / sunstroke	Students reminded to stay hydrated throughout the day and required to bring their own water bottles. Water breaks provided as necessary. Medics on site.	Convenor	Prior to arrival and during the event
5.8	Medium	Sunburn / dehydration / sunstroke	Students reminded to be sun safe; encouraged to apply sunscreen before arrival and reapply during the day, per DET Student Welfare: Protection from the Sun policy. Students required to bring their own sunscreen; hat recommended.	Convenor	Prior to arrival and during the day
6.1	Low	Injury to students	Starting blocks / starter's gun procedures managed by qualified starters and marshals; false-start procedures in place.	Start officials; marshals	On the day
6.2	Medium	Injury from thrown implements or landing areas	Exclusion zones and safety netting around all throwing and jumping events; officials position spectators and non-competing students at a safe distance.	Event officials; NSW Athletics officials	On the day
6.3	Low	Injury to pedestrians and passengers	Venue manages traffic flow and parking; designated set-down areas; information to parents & staff prior to event regarding traffic and parking.	Venue Management	On the day
6.4	Low	Injury to students; reputational damage	All officials/staff at the event are understood to hold a Working with Children Check (via SOPAC, NSW Athletics or individual school).	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 site map. Deteriorating weather conditions continually assessed by the Carnival Manager; refer to CIS Extreme Weather Policy.	Venue Admin; Carnival Manager	Prior to and during the event
6.6	Medium	Marquee / temporary structure collapse or displacement in high wind	All portable marquees (max 3m x 3m) fitted with a minimum 10kg weight per leg; double-weighted if wind reaches 30km/h; removed entirely if wind reaches 40km/h (SOPAC venue policy).	Convenor; Venue Management & Staff	Prior to and during the event
6.7	Low	Injury from throwing implements used outside designated areas	Warm-Up Arena is not booked for this event and remains closed; athletes must warm up on forecourt areas only, where throwing implements are not permitted.	Convenor; event officials	Prior to and during the event



VENUE MANAGEMENT & EMERGENCY EVACUATION

Map 4 – Aerial Map



Plan Key

	Competition zone		Emergency Access
	Entry Point		Emergency Muster Point
	Exit Point		First Aid Station



Attachment A

FIRE • 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 • Give directions to meet at designated shelter area • Shut off lights and close doors • Look for severe weather shelter area signs • Go to shelter area / interior hallway or restroom, away from windows • Remain in shelter until it's safe	URGENT SITUATION • Call 000 • State who, what, where, when and how the situation occurred • If bomb threat, turn off all electronics • If medical situation, locate nearest AED and follow instructions	VIOLENT INCIDENT • Avoid: pay attention to surroundings, have an exit plan, create distance, warn others • Deny: keep distance, create barriers, turn off lights, silence your phone • Defend: as a last resort, be prepared to defend yourself • Call 000 when you are in a safe area; show your hands and follow police commands
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Emergency Contact Information

Emergency	000
Police - Auburn	02 9646 8699
SES - Flood or Storm	132 500
Hospital - Concord Hospital	02 9767 5000
Poisons Information Centre	13 11 26