

Work Health and Safety Risk assessment plan

School/workplace	School Sport Unit			Condition, task, activity or event	2026 NSW All Schools November triathlon & Aquathlon Championship
Principal/workplace manager	Matt Mee				
Assessed by	Bruce Thomas	Date	19/10/2026	Location	Sydney International Regatta Centre
Approved by	Matt Mee	Date	19/10/2026	Review date	1/09/2027
WHS Risk Register update		Date		Prepared in consultation with	Matt Thomas

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?

Risk Management Planning: Refer to the Department's Risk Management Procedure when planning for an event.

COVID-19 Safety Considerations – The NSW Department of Education COVID-safe advice should be reviewed prior to planning.

COVID-19 considerations

Selecting a venue when planning the event.	The venue may not be able to sufficiently cater for attendee numbers/COVID Safety requirements.	Medium 6 (U/Mi)	The event organiser should visit the venue to confirm suitability. Where possible, sufficient ventilation /airflow can be created throughout any indoor areas at the venue eg. change room windows/access doors to playing spaces.	Low 3 (R/Mo)	Event organisers.	Prior to the event.	☐ Prior to the event.
Planning for spectators at the event.	The venue may not have a suitable area allocated for spectators to limit the mingling with students, teachers and other officials. Allowing spectators may exceed any capacity limits that the venue has in place around enclosed areas.	Medium 6 (U/Mi)	Event organiser to contact the venue/provider to discuss the suitability of the venue and what COVID Safety protocols are in place and need to be followed (eg. outdoor areas, number of playing spaces, spectator areas, capacity limits (seating areas). Event organiser to contact/visit the venue to confirm suitability.	Low 3 (R/Mo)	Event organisers. Team managers.	Prior to the event.	☐ Prior to the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Transmission of COVID-19 at the venue: students, parents, supervising teachers and officials.	Student, supervising teacher or official could become unwell and/or begin showing symptoms of COVID-19 at the event.	Medium 6 (U/Mi)	Remind students and officials to inform supervising teachers/event organisers immediately if they feel unwell/experience symptoms of COVID-19. Staff that feel unwell or show symptoms of COVID-19 will be supported to go home from the event. Team managers have a clear line of communication with parents/carers to report any student/parent feeling unwell or showing symptoms of COVID-19. - Remind students to use (and not share) their own equipment (eg. drink bottles).	Medium 6 (U/Mi)	Event organisers. Team managers. Officials. Students. Parents.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

General safety considerations

General communication plan	Event details/changes not clearly communicated to stakeholders. In the event of an emergency or serious injury or incident taking place, stakeholders do not receive communications/situation updates.	Low 3 (P/I)	Schools have set communication platforms with their parent community. Associations regularly use communication platforms such as email/DASH, Phone Facebook and website. Event requirements communicated clearly to parents prior to the event. Parents informed of communication platforms that will be used to inform any changes when receiving initial information regarding the event. Team managers have contact details for parent carers of students attending the event to notify if there is an emergency. Any changes to event details will be clearly communicated to the school who will be supplying student officials. Event organisers understand the requirements of the procedures to manage/report/record injuries	Low 2 (U/I)	Event organisers. Team managers.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
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Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			and incidents at the event, eg. Notifying parents/carers, emergency services and the incident hotline. Event organisers communicate to staff identified local medical treatment centres, venue and cross street information (if emergency services are called) – First Aid Plan in place.				
Venue risk management/ assessing venue suitability and safety	Emergency situation could occur at the venue eg. Activation of Emergency Management Plan, Emergency Services required. Venue supplied/ fixed equipment damaged. Correct safety equipment not installed appropriately. Venue playing surfaces not suitable for the activity.	Medium 6 (U/Mi)	Venue risk management plan requested by event organisers. Equipment inspected by venue operators as part of the hiring agreement. Complete venue safety inspection checklists as a guide. Check for sport-specific safety requirements eg. post pads Communicate emergency management planning requirements to all supervising staff and check for understanding of their roles in the case of an emergency. Inspection of venue facilities, equipment and communication of possible hazards to competing students and officials.	Low 3 (R/Mo)	Event organisers. Team managers.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Environmental Conditions	Adverse weather conditions e.g., Electrical Storm, Wet Weather, exposed to potential hyperthermic, hot, humid or heat stroke conditions.	Medium 8 (U/M)	Parents have duty of care/responsibility to ensure that their child comes prepared for the activity eg. appropriate clothing (cold weather/sun smart), sunscreen, drink bottle). Supervising teachers inform parents of any special requirements for the activity through gaining consent.	Medium 4 (R/M)	Event organisers. Team managers. Parents.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Students and/or staff may suffer dehydration. Students and/or staff in outdoor settings are exposed to the sun.		Ensure that students have adequate shade/shelter whilst not participating in games. Students are to be instructed to use adequate sun protection, e.g., an SPF50+, broad spectrum, water resistant sunscreen reapplied regularly. Assess environmental conditions to determine the most appropriate action in the case of excessive heat conditions. Staff and students advised to take water/drink bottles for hydration. Ensure drink breaks occur regularly (i.e., drink breaks are recommended every 30 minutes in conditions of extreme temperature) and drinks are available for individual players between drink breaks.				
Teacher / Instructor Qualifications and Experience	Minimum qualifications for supervisors have not been met.	Low 3 (P/I)	Ensure the teacher/instructor has the appropriate level of expertise and/or training required to conduct an activity. This will be dependent on whether the teacher's/ instructor's role is one: a) Supervision – A teacher must be present who has up-to-date completion of the department's mandatory training (eg. recognised current training in emergency care). <u>Instruction or coaching</u> – must have required experience/qualifications as outlined in the department's <u>Sport Safety Guidelines</u>	Low 2 (U/I)	Event organisers. Team managers.	Prior to the event.	☐ Prior to the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Head Injury/ Suspected concussion	Student participates in an activity while experiencing symptoms of concussion. Student sustains a suspected concussion during the activity.	Medium 8 (L/M)	Through the event activity/consent process, parent/carers acknowledge their responsibility to communicate if their child has sustained a concussion or is experiencing concussion symptoms in the lead up to an event. If this has occurred, a medical clearance must be provided before the student can participate. Supervising teachers acknowledge and understand that if they suspect or are in any doubt as to whether a student has sustained a concussion, the student must be removed from play and referred for medical assessment. A medical clearance must be obtained before the student can be considered to return to play. Supervising teachers/team managers acknowledge and understand the School Sport Unit's concussion management procedure. The requirement to treat all suspected concussions as an Incident is made clear and supported through the School Sport Unit's management of incident and injury procedures. Supervising teachers/team managers are encouraged to complete the School Sport Unit's concussion-related professional learning modules.	Medium 4 (R/M)	Event organisers. Team managers. Parents. First Aid Officer (if appointed)	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Participating in Triathlon	Students injured whilst playing Soft tissue injury: (cuts/abrasions, sprains, muscle strains, impact injuries, dislocation). Medical emergency or student	Medium 8 (U/M)	Departmental <u>Specific Sport Safety Guidelines</u> – Requirements considered (eg. Mandatory and recommended protective equipment). Supervising teachers/event organisers annual mandatory completion of Departmental Emergency Care training.	Medium 4 (R/M)	Event organisers. Team managers.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	becoming ill due to pre-existing medical condition.		First Aid kit available - containing an EpiPen/ASCIA First Aid Plan for Anaphylaxis and an Asthma Inhaler. Specific medical information/specialised plans are sought through consent and should be supplied by the parent /carer. These are considered by team management. Warm-up and cool-down as vital elements in preventing injury should be included before and after all training and competition sessions. Dynamic stretching/ mobility activities performed in the warm-up should move the muscles through the full range of movement to be performed during the event. Students must remove jewellery and other ornaments likely to cause injury. Qualified officials to referee/umpire games. Teachers as team managers experienced/qualified in coaching /playing the sport/activity. Where possible, qualified First Aid Officer at venue. Student competitors wear mandatory protective equipment. Event organisers/supervising teachers have current Emergency Care or CPR training/qualification. First Aid Plan for the event is in place.				

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Student competitors and officials who have specific needs/medical requirements/ ASCIA First Aid Plans	Students with specific medical condition or other specific requirement is not sufficiently considered.	Medium 8 (U/M)	Students are under the duty of care of dedicated supervising teachers/team managers. Through parental consent, specific medical or other requirements are indicated prior to the event. eg. ASCIA Action Plan, Plan for Asthma, Plan for Medical Condition, Behaviour Plan. Requirements/ plans are assessed prior to the event taking place. Copies of requirements/ plans are available to supervising teachers at the event. First Aid kits with EpiPen and Asthma inhaler available to assist with addressing student medical conditions.	Medium 4 (R/M)	Event organisers. Team managers. Parents. Students.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Risk of Anaphylaxis	Student allergies to certain food products or insect bites/stings.	Medium 8 (U/M)	ASCIA Action Plans are accessible and understood by the student's supervising teacher. Departmental policy. Supervising teachers/event organisers mandatory completion of annual Departmental Anaphylaxis training. Qualified First Aid Officer may be appointed at the event. First Aid kit available - containing an EpiPen/ASCIA First Aid Plan for Anaphylaxis and an Asthma Inhaler. Students with individual ASCIA Action Plans carry their own personal EpiPen. Supervising staff have undertaken mandatory training in medical procedures (use of EpiPen) attends.	Medium 4 (R/M)	Event organisers. Team managers. Parents. Students.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Food brought by student should only be approved and provided by student's parent/carer. Supervising teachers/event organisers discuss with students about the importance of only eating their own and not sharing food. For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. Garbage bins to be placed away from seated areas.				
Infectious Disease (Blood Procedure)	Transfer of infectious disease between participants.	Medium 6 (U/Mo)	Departmental policy/infection control guidelines. Supervising teachers/event organisers mandatory completion of annual Departmental Emergency Care training. Qualified First Aid Officer may be appointed at the event. First Aid kit available. All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly. Participants who are bleeding must have the wound dressed and securely covered. Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.	Low 3 (R/Mo)	Event organisers. Team managers.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Student (competitor and official) supervision and child protection at event venue	Community member has inappropriate interaction with a student at the event. Students not adequately supervised. Physical altercation with a member of the public. Inappropriate interactions with members of the public in toilet areas. Verbal and physical disputes with officials and members of the public.	Medium 6 (U/Mo)	Suitably qualified team managers/supervising staff undertake the duty of care of student competitors. Dedicated staff member at the event to undertake the duty of care of student officials. Supervising teachers/event organisers annual mandatory completion of Departmental/Educational sector Child Protection training. Check WWCC are in place for all community members undertaking child-related roles at the event. Clear expectations of appropriate behaviour reinforced to students. Active supervision by supervising staff including bathroom/change areas. Clear expectations of requirements for student behaviour near roads and car parks clearly communicated. Students asked to go in pairs when accessing public toilet facilities. Students are supervised by teachers in designated areas when not participating in the activity. Student officials report to this staff member at beginning of the day and at regular intervals throughout each day. Supervising staff and match officials are trained to engage in professional dialogue with students, teachers and members of the public. Explicit instruction regarding sportsmanship given to students prior to each game.	Low 3 (R/Mo)	Event organisers. Team managers. Officials.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
Permission to publish student images/ information	Student information / images could be published without consent.	Low 3 (P/I)	Departmental policy. Schools request permission to publish student information upon enrolment. School Sport Unit consent requires parents to indicate permission to publish. This is checked prior to the event. Supervising teachers understand their responsibility to check that permission to publish has been granted through parent/carer consent or to exclude students from any undue sharing of personal information/images. Event organisers re-affirm supervising teacher responsibility to check permission to publish.	Low 1 (R/I)	Event organisers. Team managers.	Prior to the event.	☐ Prior to the event.
Data Security/ Information sharing.	Direct student contact information issued to any participating community organisation representatives.	Low 3 (P/I)	Departmental policy. All community organisation representatives will be instructed that student personal or other sensitive information cannot be shared. Students and supervising teachers also instructed to not make this information available if asked.	Low 1 (R/I)	Event organisers. Team managers.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Event planning/ enterprise risk to the Department	Damage to the reputation of the Department. Financial risk to the department.	Low 3 (P/I)	Participating community organisations hold internal professional standards. Recommended financial management guidelines exist as a guide for Associations. Plan to include any community organisations approved prior to event. Evaluation of participating community organisations conducted to ensure reputation is upheld.	Low 1 (R/I)	Event organisers. Officers of the School Sport Unit.	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Departmental expectations for the event are communicated to the organisation prior to commencement. Event coordination and implementation monitored at all stages. Budget planning completed and approved prior to event minimising financial risks.				
Swim	Competitor numbers Low water quality Weather conditions	Medium 6 (U/Mo)	Wave starts implemented at appropriate intervals to minimise congestion. Assess water quality prior to race start and cancel swim event should water quality be deemed unacceptable. Assess water conditions prior to race. Ensure water safety is sufficient for current conditions. Consider amendment to swim course. Water safety crew to consist of a boat, paddleboards and canoes. Water safety crew to follow the last competitor of each wave start. Assess conditions prior to and during swim leg. Consider delay to race start or cancelling swim leg if conditions deemed unacceptable. If conditions deteriorate during the race, implement the Emergency Response Plan to evacuate the swim course.	Low 3 (R/Mo)	Event organisers	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Cycle	Competitor numbers helmet and condition of bicycle Course, road conditions	Medium 6 (U/Mo)	Remind competitors that they are responsible for the safety of their own equipment- Competitors have signed the participant agreement form. Provide an opportunity for technical officials to inspect competitor equipment and fastening of helmets. Design wave starts at appropriate intervals to minimise congestion. Provide motorcycles for use by technical officials. Install fencing and controlled	Low 3 (R/Mo)	Event Organisers Race Director Supervising staff	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Competitor injury Unfair advantage		crossings in areas of high spectator traffic, signage, barriers and officials located at high risk locations, Assess condition of cycle course. Advise competitors of any hazards on the course. Officials, signage, ambulances located at high risk locations Assess atmospheric conditions prior to and during the bike leg. Consider delaying the race start or cancelling the bike leg if conditions are unacceptable. If conditions deteriorate during the race, implement the Emergency Response Plan to evacuate the bike course.		Event organisers		
Run	Competitor fitness Weather conditions Course	Medium 6 (U/Mo)	Pre-race advice to competitors to ensure sufficient hydration throughout the race. Assess conditions prior to and during the race. Consider delaying race start if conditions are deemed unacceptable. If conditions deteriorate during the race, implement the Emergency Response Plan to evacuate the run course. Course layout is away from cycle course, barricades from spectators, signage on run course as well as course officials.	Low 3 (R/Mo)	Event Organisers	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Aid Stations	Infection, dehydration, illness	Medium 6 (U/Mo)	Aid station personnel to wear disposable gloves, drink cups to be filled with drinking water. Aid stations placed on course no more than 1.5km apart. Access to medical aid at all times.	Low 3 (R/Mo)	Event Organisers	Prior to the event. During the event.	☐ Prior to the event. ☐ During the event.
Rules	Cheating, unfair advantage	Low 3 (P/I)	Race conducted under the triathlon event rules. Event officials to enforce rules on the day of the event	Low 1 (R/I)			

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
			Specific instructions for events in attached documents (provided detailed instructions for events as a separate document) <u>Sport safety guidelines Triathlon</u>				

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**.