

## IGSA Sport Cross Country 2025 - Risk Assessment Hazard Checklist

Carnival	IGSA Cross Country Carnival	Assessment Date	19/12/2024
Assessed By	Kate Howitt	Approved By	
Locations	Frensham School	Activities	Cross Country running

1	INDOOR HAZARDS	
1.1	Inappropriate lighting	
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	
1.7	Slip / trip / fall hazards	
1.8	Inadequate ventilation	
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	

2	SPORTING ACTIVITY HAZARDS	
2.1	Uneven playing surface	Y
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on course	Y
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment - Ball or Clubs	
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	Y

3	HAZARDS ON COASTS & COASTAL WATERS	
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

5	HAZARDS ON HILLS AND MOUNTAINS	
5.1	Slips & trips on grass, mud, rock	Y
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	Y
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	Y
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	Y

6	PEOPLE & ORGANISATIONAL HAZARDS	
6.1	Lack of information, training or instruction	
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	
6.12	Differing skill levels within group	Y
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	Contact between participants increasing risk	

7	EQUIPMENT AND OTHER HAZARDS	
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	Y
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	

<b>4</b>	<b>HAZARDS ON STILL / MOVING WATER</b>	
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	Y
4.12	Difficult communications	
4.13	Remote locations	

7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	
<b>8</b>	<b>OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY</b>	
8.1	Sunsense & Dehydration	Y
8.2	Lightning	Y
8.3	Vehicles on Course	Y
8.4		
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

## Risk Assessment – Student Activities

Association Event	IGSA Cross Country Carnival	Number of persons involved	1100
Nature of Activity	Running	Frequency of Activity	One Day
Assessed By	Kate Howitt	Date	16/5/2024

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
1.4	Untidiness – causing trip / fire hazard	Frensham school staff providing food and drinks are to ensure the indoor area is safe at all times.	Low		Frensham School
2.1, 2.8	<b>Uneven surface</b> Personal injury – fracture / sprains / cuts	The cross country carnival is conducted on an outdoor surface through bushland that is often undulating. School staff must ensure students are wearing adequate footwear. Frensham School to check the course on the morning of the competition and remove any stray branches, rocks or bushes that cover the course.	Medium		Frensham School
2.3	<b>Hard or Sharp Objects on the course</b>	A safety & venue audit will be conducted prior to the commencement of the race day. Any sharp objects will be removed or a warning sign placed near any potential danger. Students to walk the course prior to the first event to familiarise themselves with the course route and any such obstacles.	Low / Medium		IGSA Staff and Frensham School
2.5	<b>Collisions / conflict with surrounding objects or people</b>	Course area will be roped off to avoid parents / students etc getting in the way of the competitors. All dogs in the area are to be securely tied up or on leads with their owners. The initial start will involve several hundred metre run to the first gate in order to avoid collision amongst competitors as they move out of the main oval through a narrow turn / gate.	Medium		Course officials and Marshals

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
2.8, 6.6	<b>Personal Injury</b>	Three Medics and a buggy have been contracted for the entire duration of the carnival. They will be on hand to treat serious injuries on course and at the finish line and recording area. An ambulance will be called in the event of an emergency. Schools are requested to bring a first aid kit and ice in order to deal with minor injuries such as cuts and grazes. The medics will be provided with a first aid form to document all injuries. Course Marshalls will advise staff of medical emergencies via walkie talkie.	High		MediFAST, course marshals
4.11, 5.1	<b>Slips/trips on steep banks or uneven surfaces &amp; on grass, mud, rock</b>	The cross country carnival is conducted on an outdoor surface through bushland that is often undulating. School staff must ensure students are wearing adequate footwear and that all students are prepared to run a cross country race and course.	Medium		School staff, Frensham staff
5.5	<b>Falling debris</b>	The cross country carnival is conducted in bushland, where there is a chance of falling debris. Event will be cancelled in extreme weather conditions e.g high winds and storms.	Medium		IGSA Staff & Cross Country Convener
5.7	<b>Lack of Shelter</b>	Schools to bring marquees or tents for their shelter. Other shelter is provided for recording staff, IGSA staff and medical services.	Low		IGSA, Frensham and Individual Schools
5.11	<b>Extremes of weather</b>	Co-ordinators will monitor weather conditions in relation to heat, storms and adverse weather. Event may be postponed, suspended or cancelled if required.	Medium		IGSA Staff & Cross Country Convener

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
6.2	Poor activity planning or preparation	No specific leadership qualifications are normally required but the organisers have considerable previous experience of conducting and organising cross country carnivals in similar environments. Carnival will be run on the day by IGSA Directors of Sport.	Low		IGSA Staff
6.3	Poor activity delivery or organisation	The IGSA Directors of Sport will ensure that all staff members are briefed regarding the rules of the carnival, their roles and responsibilities with their duties, and safety procedures. Duty Officials will have duty descriptions.	Low		IGSA Staff
6.4, 6.5	Ignorance of rules and / or procedures, unsafe behaviour or attitude	All schools have been sent a copy of the rules & guidelines. They have also been placed on the IGSA Website.	Low		IGSA Staff
6.7	Medical Conditions	Asthmatics are requested to bring their own 'puffers' and take appropriate medication prior to competing. It is clearly listed in the IGSA Sport Cross Country Rules and Guidelines and website that students with injuries or suffering illness are not to compete. Only those who have been training and are suitably fit should be allowed to compete.	High		Individual Schools
6.9	Poor safety awareness from participants	Athletes running in large packs may not be aware of all risks around them if they are following other runners. Schools are to prepare runners for a cross country course.	Medium		Schools and sport coaches

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By
6.12	Differing skill levels within group	Some schools will prepare their athletes better than others, and some athletes will naturally be better than others.	Low		School staff
7.2	Transport to and from your activity	Responsibility is with each individual schools. Parking areas for buses and cars have been designated.	Low		Frensham & School Staff
7.7	Electrical hazards	There is a need for electrical outlets on the day to run the PA, computer and timing systems. Frensham maintenance staff will set up a safe system that is free of trip hazards and possible overloading of the system. To be monitored throughout the day. Maintenance staff to be on hand in case of a power failure.	Low		Frensham School, Multi Timers, IGSA Sport
8.1	SunSense & Dehydration	All competitors reminded to slip, slop, slap before commencing. Water is available at the end of the course.	Low		Individual Schools & Frensham School
8.2	Lightning	At the first sign of local thunder or lightning, IGSA staff are to communicate to course marshals to tell runners to return to a sheltered area as soon as possible or at the end of their race. Organisers/ Course Officials to sweep the course to ensure compliance.	High		IGSA Staff & Cross Country Convener
8.3	Vehicles on course	Course closed from 8am-1.30pm with no vehicles on course during this time except for officials and emergency vehicles (course marshal and first aid staff). Course marshals to assist in managing any emergency vehicle movement. Vehicle speed restricted to 20km/h.	Low		Frensham Staff & Course Marshals