

Risk Assessment Hazard Checklist – Student Activities

Event	IGSA Sport Twilight Athletics	Assessment Date	19/01/2026
Assessed By	Lizzie Ramsay		IGSA Sport Twilight Carnivals
	SOP Athletics Centre		24th July, 31 st , 7 th and 14 th August 2026

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

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

2 Sporting Activity Hazards		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	Y
2.4	Sliding on Astroturf or tarmac	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment	Y
2.7	Contact sport injury	Y
2.8	Personal injury – fracture / sprains / cuts	Y

6 People & Organisational Hazards		
6.1	Lack of information, training or instruction	Y
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	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
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	

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	

7 Equipment and Other Hazards		
7.1	Cash handling	
7.2	Transport to and from your activity	Y

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	

7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	Y
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	Y

4 Hazards on Still / Moving Water		
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	
4.12	Difficult communications	
4.13	Drowning due to medical condition whilst swimming	

8 Other Hazards Specific to Your Activity		
8.1	Venue does not meet safety standards	Y
8.2	Students / Spectators unfamiliar with emergency procedures	Y
8.3	Child Protection	Y
8.4	Inadequate Supervision	Y
8.5	Lightning or adverse weather conditions	Y
8.6		
8.7		
8.8		
8.9		
8.10		

Risk Assessment – Athletics

Association	IGSA Sport	Number of persons involved	500
Nature of Activity	Twilight Carnivals	Frequency of Activity	Four carnivals per year
Assessed By	Lizzie Ramsay	Date	24th July, 31 st , 7 th and 14 th August 2026

Hazard Ref.	Potential Effect	Existing Controls in Place	HAZPAK	Further Controls Required?	Who By
1.1 & 1.7	Slip / trip / fall hazards	SOPAC staff on duty to monitor movement in indoor spaces and on the track and field IGSA Sport staff on duties to help SOPAC staff monitor student movement.	3		SOPAC & IGSA staff
2.3	Hard or sharp object on track or field event areas	SOPAC staff preparation of venue prior to carnival. IGSA Sport staff officials to survey area before commencing an event	5		
2.5	Collisions / conflict with surrounding objects or people	Track athletes instructed to run in their own lanes where applicable. In longer distance races, athletes are instructed in race etiquette prior to the carnival and will be disqualified if found guilty of unacceptable race behaviour. During relays, athletes are reminded to stay in own lane and exchange batons safely and in accordance with meet rules. Throws and Jumps – All athletes are to remain in their designated area unless competing, one at a time, in order as recorded on result sheets. Girls are not allowed to move across the middle of the grass area, but rather to go around the outside of the track, should they need to go to an event on the far side of the track. All meet rules pertaining to throws and jump events are strictly adhered to by the supervising staff and competitors.	3	Announcements to remind girls regularly, to stay in spectator areas unless competing and to move to events in a safe manner by the designated routes	Meet Announcer

Hazard Ref.	Potential Effect	Existing Controls in Place	HAZPAK	Further Controls Required?	Who By
2.6	Impact from throws equipment or jumps equipment	All athletes are reminded to move in and around field events safely, strictly monitored by SOPAC and IGSA Sport officials. In accordance with meet rules, no athletes are permitted to throw a javelin / shot put or discus or commence a jump until they have been given clearance from the field event staff member on duty.	4	Announcements to remind girls regularly, to stay in spectator areas unless competing and to move to events in a safe manner by the designated routes	Meet Announcer
2.7	Contact sports injury	Track athletes reminded to remain in own lane where applicable and /or adequately trained by sport staff prior to carnival to avoid collisions with other runners. Relay teams to be given adequate instruction prior to the carnival to ensure safe and efficient transfer of batons.	5		School sports staff
2.8	Personal injury – fracture / sprains / cuts	School sports / coaching staff to provide adequate warm up, physical conditioning and technical knowledge for athletes prior to and on the day of the carnival. Use of accredited first aid officials and experienced staff to minimise potential harm.	4		School sport and coaching staff
6.1, 6.2, 6.3, 6.4, 6.5	Poor activity planning, preparation, delivery or organisation, unsafe behaviour or attitude	Procedures and rules outlined in the meet program. This is sent to schools and is also available on the IGSA Sport website. Team managers / school staff responsible for their own team members and their general behaviour.	5		School staff, IGSA staff
6.6	Poor treatment of injuries	Qualified first aid staff on duty	5		MediFAST staff
6.7, 6.8, 6.9	Injuries due to medical condition, poor safety control from school staff and poor safety awareness from athletes	Schools responsible for the suitability and qualifications of own staff and existing medical conditions and behaviour of athletes.	5		School sport staff

Hazard Ref.	Potential Effect	Existing Controls in Place	HAZPAK	Further Controls Required?	Who By
6.12	Differing skill levels at carnival	Considering the representative nature of this carnival, vast differences in athletes' abilities should not be apparent nor a safety risk however, individual schools are responsible for multi-class athlete conduct, safety and meet compliance. IGSA Sport duty staff to monitor and ensure the safety of all athletes regardless of ability level.	5		School sports staff, staff on duties at events
7.2	Transport to and from your activity	Schools and parents are responsible for the safe transport of students pre and post carnival. All athletes should take care in car parks and when crossing roads.	5		Schools, bus companies etc
7.3	Food poisoning	Food services at venue meet safety standards	5		SOPAC, Venues Live
7.6, 7.12, 8.1	Handling of heavy equipment, equipment in unsuitable condition. Venue does not meet safety standards	SOPAC staff fully responsible for the condition, movement and placement of all necessary equipment. IGSA Sport staff to notify SOPAC of any dangerous or unsafe equipment / hazards or any alterations deemed appropriate by qualified staff.	5	Liaise with SOPAC prior to and during the meet to rectify any issues asap	SOPAC staff
8.2	Emergency procedures	SOPAC to provide documentation and make announcements at the start of the day where necessary.	5		SOPAC staff, Meet announcer
8.3	Child protection	All staff present, if required under legislation, at the event are understood to have undergone Working with Children check with SOPAC, NSW Athletics or individual schools	5		School staff, IGSA staff for contractors
8.4	Inadequate supervision	Individual schools responsible for their own teams – including all transport organisation	5	Announcements to be made if unsuitable behaviour witnessed throughout the day.	Meet announcer
8.5	Lightning or adverse weather conditions	SOPAC and IGSA staff to monitor the weather and follow the 30/30 rule in instances of lightning. Events to proceed only when SOPAC approve and IGSA has communicated and conditions to Heads of Sport and then athletes.	5	Announcements will be made over the loud speaker if required	SOPAC and IGSA staff