NSW Department of Education

Work Health and Safety

# Risk assessment plan- Rugby 7’s

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| School/workplace | Northern Rivers Zone | Condition, task, activity or event |  Rugby 7’s Trials – skills and games20.03.25 |
| **Principal/workplace manager/President** | Kylie Henshall |
| **Assessed by** | Chris Duley  | **Date** | 13.03.25 | **Location** | Wollongbar Alstonville Rugby Club  |
| **Approved by** | Kylie Henshall | **Date** | 13.03.25 | **Review date** | 13.03.26  |
| **WHS Risk Register update** |  | **Date** |  | **Prepared in consultation with** | Kylie Henshall |

Risk Management process
(insert rows as required)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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? |
| Injury and emergency management | Sprains, strains, concussion, fractures, superficial abrasionsExposure to sun, dehydration, heat exhaustion, heat strokeAnaphylaxis , allergies (including bites and stings), asthma and other health conditions | 6 | Staff attending must have appropriate expertise and or training in the teaching/coaching of Rugby 7’s.Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures.Ensure staff and students are aware of emergency response procedures.Identify students with known medical conditions and ensure appropriate medication/treatment is available (epipens, asthma puffers etc.) – on permission note brought with students on the day of the trialsPortable First Aid Kit is taken to the event and contains a general use epipen. Where possible, ice should be available for the treatment of injuries.ASCIA plans and other emergency response plans for students are available to staff. – attached to permission note brought with students on the day of the trialsStaff and students aware of first aid facilities at the venue. – brought with Team manager to the trialsEmergency contact details for all staff and students. – on permission note brought with students on the day of the trialsEnsure effective communication systems are in place. – Team manager mobile phone Report any serious injuries to the Incident Report and Support Hotline 1800 811 523.  Students briefed to drink plenty of water and drink breaks in place. Should an injury occur involving bleeding these procedures should be followed: 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. Where possible, ice should be available for the treatment of injuries.Any student that experiences a suspected concussion during a school-endorsed activity, will be removed from the activity and parents/carers will be advised that a medical follow-up is required.  | 2 | NR Team Manager and selector  | Planning of and on day of trials   | Planning of and on day of trials   |
| Supervision  | Insufficient supervision of participating students Lost staff or student Loss or damage of sporting equipment  | 6 | *Teacher to student ratios, guidance on Sport and Physical Activity in Schools, based on risk assessment (number and age of students, associated hazards/risks, injury/illness data, lessons learnt from previous excursions), CPR, venue supervision* Regular head count. Active supervision by team manager and selector. Out of bound areas explained to students. Staff provided with emergency contact details – on permission note, brought on the day of the trials with the child | 1 | NR Team Manager and selector  | Prior to and during trials | Prior to and during trials |
| Venue | Debris and natural environmentInjuries sustained due to poorly maintained venue facilities  | 6 | Venue risk management plan has been reviewed and controls in place (on this Plan) for any identified hazards not suitably risk mitigated. Playing surfaces must be clear of debris, obstacles and loose objects so that safe footing is had, so as to avoid foot and ankle injuries.  | 1 | NR Team Manager and selector  | Prior to and on day of carnival  | Prior to and on day of carnival  |
| Environmental Conditions  | Adverse weather conditions e.g. Electrical Storm, Wet Weather, Hyperthermia / Heat Stroke. Hot/Humid Hypothermia Dehydration Sun Exposure  | 8 | 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 (prior to and during sessions). 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.  | 2 | NR Team Manager and selector  | During the trials | Prior to and on day of trials   |
| Equipment  | Faulty or damaged equipment that may cause injury Theft or robbery of equipment Appropriate sports clothing is worn to support and protect staff/students  | 6 | All equipment must be checked for safety and regularly maintained. Clothing should not restrict movement or hamper students in any way. Students are to be instructed to wear appropriate sports shoes and safety equipment Equipment awaiting use must be supervised. Equipment must be appropriately sized, modified or weighted to match the ability and strength levels of the students. Students are to be instructed that equipment must not be used without supervision.  | 2 | NR Team Manager and selector | During the trials | Prior to and on day of trials  |
| Student Behaviour | Poor student behaviourInterpersonal issues | 3 | Student behaviour management plans are up to date and reviewed by all staff attending – supplied by schools if necessary Known behaviours; current behaviour plan; communicated to all those who need to know – information supplied by schools if necessary | 4 | NR Team Manager and selector |  | Prior to and during trials |
| Student safety – warm-up | Warm-up and stretching are essential prior to all training and competition to reduce the risk of injury | 2 | The following points should be followed when stretching to ensure maximum safety:* Warm-up prior to stretching.
* Stretch prior to and after work-outs.
* Stretch alternate muscle groups.
* Stretch gently and slowly.
* Never bounce or stretch rapidly.
* Stretch to the point of tension or discomfort but never pain.
* Do not hold the breath when stretching, breathe slowly and easily while stretching.

Any complaint of pain, tenderness, limitation of movement or disability should be promptly referred to a qualified sports medicine professional for management. Particular note should be taken of the areas of adolescent growth which are vulnerable in training and include the ankles, knees and wrists. | 4 | NR Team Manager and selector |  | Prior to trials |
| Walking to and from transport  | Struck by vehicle on road Uneven footpath Dangerous weather conditions  | 3 | Appropriate teacher student ratio Brief participants on rules and behaviour Remain on pedestrian pathways and use pedestrian crossings at all times  | 5 | NR Team Manager  | Prior to walk  | Prior to walk  On day of eve |
| Sport Specific – Rugby 7’s  | Injury during lay  | 8 | Appropriate padding must be used on goal posts.Mouthguards **must** be worn in the following circumstances:* All selection trials and games organised for any occasion by the school, the school's sporting zone, regional and/or state school sport association.
* All games or competitions organised by external organisations that are school endorsed activities.
* All training sessions where skills training requires physical contact between participants.

Players should be encouraged to wear head gear designed primarily to protect the ears and head against abrasions. Shoulder pads and chest pads (females) can also be worn. All protective gears worn in competition must have the IRB Approved Mark.Boots must conform to the Laws of the Game. Studs must not be longer than 21mm and must not have any ridges, burring or sharp edges.A well-equipped medical kit must be readily available.Principals and teachers are advised that when conducting individual activity based ‘training sessions’ and or skill sessions the use of safety equipment (eg shin guards, mouthguards, headgear, shoulder pads) may be optional after considering the level of risk involved and assessing any possible risk as minimal.Students involved in “opposition based drills and contact games” must wear the specified safety equipment.Enclosed grounds are preferred for inter-school fixtures. Grounds must be free of obstructions and loose objects and marked avoiding the use of hydrated lime.Spectators must be positioned at an appropriate distance from the field of play during play.All players are to be inserviced in the "SmartRugby" Program by their team coach. SmartRugby is designed to inform coaches and match officials of best practice techniques, to minimise the risk of injury to players. The three main areas that the "SmartRugby" Program focuses on are the Tackle, Scrum and Preparation for Contact.Courses and coaching manuals which provide details of exercises specific to these requirements can be found at [SMARTRUGBY](http://www.aru.com.au/coaching/SmartRugby/ProgramFeatures.aspx).Schools/coaches must consider the physical development, skill level and experience of the students when selecting teams. [Sample Consent Form for Rugby (DOCX 27 KB)](https://app.education.nsw.gov.au/sport/File/1418). If students are being considered to play in competitions above their age cohort then the player's physical development, skill level and experience, as well as the playing environment and the standard of the opposition, must be assessed before a player is allowed to step up. In such circumstances parents must be aware of the age variation and provide additional written consent.Each school is required to have a structured training and coaching program and an agreed selection procedure for teams participating in intra and inter-school programs. Training must be specific to the player’s position and physique.Coaches of intra or inter-school teams must be aware of the specific strength and physical requirements of the activity. For example, the most desirable and suitable body build for a front row forward.Students assessed as having an inappropriate physique for selection in the front row must not be allowed in any circumstances to play in this position. Particular care must be taken to prevent students with such physiques from playing in this position as a replacement or by positional change during the course of a game.If a front row forward is replaced through injury or suspension, the coach must ensure the replacement player has the appropriate training and experience for the position to be filled and the physical requirements for the position.If a suitable replacement for the front row position is not available, then non-contested scrums shall be played. Rugby coaches should note that they are required to have at least four players who can play in the front row.Students must not be allowed to play or continue to play if they are injured. If a teacher has reason to believe that a student is injured, the student must be removed from the play. Coaches must not allow students to return to playing after injury until it is clear that the injury has healed. If there is any doubt, the student is not to play until medically cleared.Where possible, but particularly for representative matches, there should be a person present at each sporting venue who has current first-aid qualifications. A well-equipped medical kit must be available at each venue.Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the training session or game.The warm-up should be continuous and lead into the training session. It should include games/activities relevant to the session to be performed.Students trialling for zone or regional teams must present to the organisers, a permission note (similar to the school rugby union/league note) signed by the parent or caregiver.Students must remove jewellery and other ornaments likely to cause injury. | 4 | NR Team Manager  | Prior and during  | On day of event  |

## Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

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| --- | --- |
|  | 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. | MEDIUM5 | HIGH10 | EXTREME15 | EXTREME20 | EXTREME25 |
| **Likely 4** | High probability of occurring in most circumstances. | MEDIUM4 | MEDIUM8 | HIGH12 | EXTREME16 | EXTREME20 |
| **Possible 3** | Might occur occasionally. | LOW3 | MEDIUM6 | HIGH9 | HIGH12 | EXTREME15 |
| **Unlikely 2** | Could occur at some time,doubtful. | LOW2 | MEDIUM4 | MEDIUM6 | MEDIUM8 | HIGH10 |
| **Rare 1** | May occur but only inexceptional circumstances. | LOW1 | LOW2 | LOW3 | MEDIUM4 | MEDIUM5 |

Table 2: WHS Risk Evaluation

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| --- | --- | --- | --- | --- |
| 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.
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| **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.
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## 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](https://education.nsw.gov.au/inside-the-department/health-and-safety/our-services/contact-us/risk-management) for support and advice or contact the Incident Report and Support Hotline on **1800 811 523**.