



# RISK ASSESSMENT

<b>Activity or event being assessed:</b>	CLFC Operations at Croydon Park and Lees Park			
<b>Assessed by:</b> Vicki Costaras	<b>Signature:</b> <i>V Costaras</i>	<b>Date:</b> 8 March 2024	<b>Consulted:</b> Jack Sciara	<b>Signature:</b>

Title (Task being assessed)	Risk Cause(s) (Hazards associated with each task or activity)	Preventative Control(s) (How we prevent the risk/hazard from occurring)	Risk Consequence(s) (What would be the result if the risk were to occur/happen)	Mitigative Controls (How we reduce the consequences if the risk/hazard were to occur)	Person Responsible	Consequence	Likelihood	Risk Rating	Associated Activity(s)	Risk Review
<b>Weather Conditions (Rain, Heat, Wind)</b>	Extreme weather conditions (e.g., heavy rain, high heat, strong wind).	<ul style="list-style-type: none"><li>• Monitor weather forecasts.</li><li>• Have contingency plans for adverse weather (e.g., reschedule, relocate, cancel).</li></ul>	Injuries from heatstroke, dehydration, or slips due to wet conditions.	<ul style="list-style-type: none"><li>• Provide shade tents, hydration stations, and sunscreen.</li><li>• Monitor temperatures and weather updates.</li><li>• Move activities indoors if needed.</li></ul>	Event Coordinator	Moderate	Likely	High	Matches, training, functions, events	Review before each event based on forecast
<b>Crowd Control</b>	Overcrowding, lack of clear crowd direction, mismanagement of spectators.	<ul style="list-style-type: none"><li>• Extra volunteers/staff for crowd management.</li><li>• Implement clear directional signage.</li><li>• Designate specific areas for seating and movement.</li></ul>	Accidental injuries, fighting, or difficulty evacuating in an emergency.	<ul style="list-style-type: none"><li>• Use barriers or ropes to direct crowd flow.</li><li>• Ensure that entrances and exits are clearly marked.</li></ul>	Event coordinator	High	Likely	High	Events (Gala Day, Presentation Day)	Review after each event for crown management



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<b>Food Safety (Canteen/BBQ)</b>	Improper food handling, cross contamination, food storage at incorrect temperatures.	<ul style="list-style-type: none"> <li>• Ensure food vendors follow food safety standards (NSW Food Safety Standards)</li> <li>• Conduct vendor inspections before the event.</li> </ul>	Foodborne illnesses, allergic reactions, or poisoning	<ul style="list-style-type: none"> <li>• Provide hand sanitiser near food areas.</li> <li>• Ensure food is stored and served at safe temperatures.</li> </ul>	Canteen Manager	High	Unlikely	Medium	Functions (BBQ, Canteen)	Review before each event involving food
<b>First Aid and Medical Emergencies</b>	Lack of immediate medical assistance in case of injury or health issues (e.g., dehydration, sprains).	<ul style="list-style-type: none"> <li>• Ensure first aid kits are available on-site.</li> <li>• Have qualified first aiders present.</li> </ul>	Delayed response to injuries, exacerbating the situation.	<ul style="list-style-type: none"> <li>• Conduct regular checks to ensure first aid kits are well-stocked.</li> <li>• Have an ambulance on call during large events.</li> </ul>	First Aid Coordinator	High	Likely	High	Matches, Training, Events	Review after each event or injury
<b>Child Safety and Supervision</b>	Children becoming lost, exposed to potential harm, or unsupervised during events.	<ul style="list-style-type: none"> <li>• Assign dedicated volunteers to supervise children.</li> </ul>	Children becoming separated from guardians, leading to distress or harm.	<ul style="list-style-type: none"> <li>• Set up a designated lost child area.</li> <li>• Clearly mark pick-up points for children.</li> </ul>	Volunteer Coordinator	High	Likely	High	Events (Gala Day, Presentation Day)	Review after each event involving children
<b>Public Liability and Accidents</b>	Public or participant injuries leading to legal claims or compensation.	<ul style="list-style-type: none"> <li>• Ensure that public liability insurance is in place.</li> <li>• Implement clear safety guidelines and signage.</li> </ul>	Legal and financial consequences, harm to reputation.	<ul style="list-style-type: none"> <li>• Require vendors, contractors, and volunteers to have insurance.</li> <li>• Conduct regular safety inspections of event areas.</li> </ul>	Event Coordinator, Committee	High	Unlikely	Medium	Matches, training, events	Review annually and after major incidents



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<b>Fire Safety</b>	Risk of fire from BBQs, cooking equipment, electrical hazards, or flammable materials.	<ul style="list-style-type: none"> <li>• Ensure all cooking equipment meets safety standards.</li> <li>• Place fire extinguishers in key locations.</li> </ul>	Fires causing injury, property damage, or panic.	<ul style="list-style-type: none"> <li>• Conduct fire drills and ensure fire exits are clear.</li> <li>• Train staff in fire safety procedures.</li> </ul>	Committee	High	Unlikely	Medium	Functions (BBQ, Canteen)	Review before each event with fire risk
<b>Environmental Hazards</b>	Physical hazards such as falling tree branches, unstable equipment, or local wildlife.	<ul style="list-style-type: none"> <li>• Inspect grounds regularly for hazards (e.g., overhanging branches).</li> <li>• Secure all equipment and infrastructure.</li> </ul>	Injury from falling branches, equipment failure, or wildlife encounters.	<ul style="list-style-type: none"> <li>• Set up safety barriers around dangerous areas.</li> <li>• Post signage warning of potential hazards.</li> </ul>	Grounds Manager	Moderate	Unlikely	Medium	Matches, training, events	Regular reviews after maintenance or incidents
<b>Electrical Hazards</b>	Faulty or improperly used electrical equipment causing shocks or fire.	<ul style="list-style-type: none"> <li>• Use only certified electrical equipment.</li> <li>• Regularly inspect electrical setups.</li> </ul>	Electrical shock, fire, or equipment malfunction.	<ul style="list-style-type: none"> <li>• Use outdoor-rated extension cords and power strips.</li> <li>• Ensure proper grounding and use of circuit breakers.</li> </ul>	Event Coordinator	High	Unlikely	Medium	Functions, events (lighting, sound)	Review before each event with electrical use
<b>Waste Management</b>	Improper disposal of waste, leading to hygiene and environmental issues.	<ul style="list-style-type: none"> <li>• Provide ample waste bins around the venue.</li> <li>• Hire waste management services.</li> </ul>	Poor hygiene, environmental pollution, or littering.	<ul style="list-style-type: none"> <li>• Organise volunteers to monitor waste disposal during events.</li> <li>• Set up recycling stations.</li> </ul>	Event Coordinator, Volunteers	Moderate	Likely	Medium	Matches, training, events	Review after each event to assess waste management



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<b>Health &amp; Hygiene (COVID-19 or Other Infectious Diseases)</b>	Spread of infectious diseases, particularly in crowded settings.	<ul style="list-style-type: none"> <li>Implement hygiene and social distancing protocols.</li> <li>Provide hand sanitising stations.</li> </ul>	Illness outbreaks, particularly affecting vulnerable groups.	<ul style="list-style-type: none"> <li>Regular cleaning of high-touch surfaces.</li> <li>Encourage mask use and limit crowding.</li> </ul>	Health & Safety Officer	High	Likely	High	Matches, training, events	Review based on current public health guidelines
<b>Main Roads (Traffic)</b>	Risk of vehicles traveling too fast or not paying attention near event spaces, especially where main roads intersect or are close to the venue	<ul style="list-style-type: none"> <li>Field is completely fenced in on three sides. Tree line barrier on the other side.</li> </ul>	Accidents involving pedestrians or vehicles.	<ul style="list-style-type: none"> <li>Ensure Ground Officials are always present.</li> </ul>	Event Coordinator, Ground Officials, Volunteers	High	Likely	High	Matches, training, events	Review before each event involving traffic
<b>River (Drowning/Water Hazards)</b>	Proximity to river or bodies of water poses a drowning or injury risk, especially for children or unguarded areas.	<ul style="list-style-type: none"> <li>Fence installed along the river</li> </ul>	Drowning or injury from water-related accidents.	<ul style="list-style-type: none"> <li>Ensure Ground Officials are always present.</li> </ul>	Ground Officials, Volunteers	High	Unlikely	High	Matches, training, events	Review before events near water bodies