



ISA RISK MANAGEMENT POLICY & PROCEDURE

1. PURPOSE

The Independent Sporting Association (ISA) is committed to effective approaches to risk management to foster a safe environment for students, staff, and spectators.

ISA recognises that, while participation in sporting activities brings many benefits to students, it also carries risk. Consequently, the ISA takes a proactive approach to risk management to minimise the risks associated with sports to help ensure that all activities are as safe as possible.

This structured approach to safety is based upon international and Australian standards including ISO 4980:2023 Benefit-risk assessment for sports and recreational facilities, activities and equipment as well as ISO31000 for the management of risk to ensure that every reasonable effort is made by the association to diligently manage risks to maximise sporting opportunities and minimise their potential adverse effects.

2. SCOPE

The ISA provides inter-school sporting activities to the students of member schools. These sporting activities include Saturday Sport, Sport Carnivals and Representative Trials and Matches. Saturday Sport is hosted by member schools, whereas Carnivals and Representative Trials and Matches are run by ISA.

This policy applies to all ISA activities, events, and associated stakeholders, including coaches and officials, volunteers, and external venue staff.

3. POLICY FRAMEWORK

This policy ensures that risk management is a core management capability and assigns accountability to all schools, their staff and the ISA elected officials for the management of risks within their areas of control in matters relating to the conduct of the ISA.

The ISA attempts to ensure that decision making is transparent and that decisions are made on the best evidence and information to hand and are in keeping with strategic, operational objectives and the allocation of funds and resources.

Effective risk management requires:

- Planning for the specific context, locations and operations of each sporting activity
- a collaborative approach between schools, venues & the ISA
- Defined roles, responsibilities and accountability
- Proactive approaches to management on a daily basis as well as maintaining currency with industry updates and approaches to safety
- Taking a structured and consistent approach to the assessment of risks including the probability of harm occurring in each sport, , the likely seriousness of that



harm, what steps can be taken to reduce the risk or impact of the potential harm, and the benefits of the activity.

The ISA's approach to risk management in sport is subject to periodic review. This helps the organisation, and its member schools remain up to date with risk management plans to address emerging risks, such as extreme weather events, concussion management and other dynamic and evolving risks in sport.

This consultative approach to the risk management process to review what's working and what needs improving forms part of the ISA's continuous improvement process, which includes ISA staff, member schools and where appropriate external venue providers.

4. THE RISK ASSESSMENT PROCESS

The risk assessment process may be different for each member school, however, for the ISA run teams and events the following process is followed.

4.1 Establish The Specific Context

Only relevant and foreseeable risks should be being assessed for each risk assessment. The first step is to identify what it is you're specifically assessing based upon the context of the sport and venue.

4.1.1 Sport Specific Assessment

When reviewing the specific sport risks, the foreseeable hazards specific to the sport, the most common types of injuries and foreseeable venue risks should be considered to ensure appropriate planning is in place for the level of staffing, any specific qualifications and experience that will be needed, any considerations for the location of the sports fixtures and what other briefings, trainings or equipment. A clear plan should be developed for the conduct of each sport and event which works as an accompanying document to the risk assessment.

4.1.2 People Risks

When reviewing the people risks for the ISA run sports and events, considerations must be made for the age, maturity and skill level of the participants and coaches. Some of the key considerations which should be made include but are not limited to:

- Medical, Mental Health & Dietary Requirements.
- Hydration, Rest Breaks & Nutrition
- Student behaviour and levels of available support.
- Any special needs which must be planned for to support students with disabilities.



- Any Safeguarding/Child Protection Considerations.
- Risks which spectators and members of the public may pose.

4.1.3. Fitness To Participate

As part of the ISA risk management for representative sports pathway, students come together from a variety of schools and medical information is requested.

Whilst this medical information is shared by the parents of the member schools to ensure the safety and well-being of participants, the ISA may from time to time request further medical information from parents as well as written fitness to participate clearances by their treating doctor.

In the case of a significant medical concern the ISA may engage an independent doctor at its own expense and request a medical assessment of the students fitness to participate.

4.1.4 Environmental Risks

When reviewing the environmental risks considerations must be made for the expected weather, air quality, season and other specific location risks. The identification of Environmental risks should cover all aspects of the location and environment in which the sport will be conducted.

4.1.5 Equipment

Equipment is both a safety control and a potential risk. When considering the overall risk assessment, it's important to look at what equipment is needed such as first aid kits, drink bottles, hats and sunscreen and mobile phones for communications. In addition to this it's important to consider and assess the quality of the items and redundancy plans in case they are lost, damaged or somehow compromised.

The ISA Venue Audit Checklist is an important component of the ongoing Equipment risk assessment and management process.

4.1.6 Transport Risks

Transport to and from events is the responsibility of the individual schools and as such the ISA does not provide nor take any responsibility for transport.

4.2 Identify & Address The Hazards

Once the sport specific context is established the details of identifying and addressing hazards is to be documented on the ISA's risk assessment template.



Consider the most suitable control strategies for each of the identified hazards and apply the relevant ISA policies to the management of these risks.

Using the risk assessment matrix, determine the potential likelihood and severity of the risks associated with each part of the sport.

4.3 Submit for review and approval

Once the risk assessment documentation has been completed, it is to be submitted for review and approval by the Director of ISA Sport.

4.4 Communicating the Risk Management Plan

All risk management plans must be effectively communicated to the coaches, participants and other relevant stakeholders. This means that each group of stakeholders can be appropriately briefed on the relevant information within the risk assessment to support the operations of the ISA Representative Team Sport or the Carnival Event.

4.5 Monitor and review

A vitally important part of the risk management process is to monitor the effectiveness of the controls in place and update if necessary. Post activity reviews for large events such as ISA Carnivals are essential to help inform decision making around what worked well and what did not.

As part of this process anything which should be reinforced as good practices, as well as what needs to be updated should be noted and form part of the review.

All serious incidents and near misses are reviewed as part of this continuous improvement process which is detailed in the ISA Incident Reporting & Investigation Policy.



5. ROLES & RESPONSIBILITIES

5.1 ISA

For all ISA administered events, the ISA is responsible for the development and implementation of risk management plans, traffic management and venue safety audits.

For all ISA representative teams, the ISA takes the primary role of team management and risk management for training and events.

The ISA maintains a risk register for all of its directly hosted events and representative team sports.

The ISA maintains an incident register for any injuries and illnesses which occur within the representative team. Information is shared with the member school on any incidents involving their students.

For all other activities which the ISA is facilitating, but not directly running, the ISA provides parents and students with information on the inherent risks involved with participating in sport. The ISA provides a risk warning which is posted on the ISA website and included in ISA sports nomination documentation. (Appendix 1).

The ISA monitors daily weather, Air Quality and heat conditions for sport and may from time to time exercise the right to modify, postpone or cancel all fixtures if adverse conditions are likely to affect multiple fixtures across multiple locations. However, the standard operational decisions to modify, postpone or cancel based upon local weather and conditions is ultimately up to the member schools.

5.2 Member Schools

Each member school is responsible for the safety, security, traffic management and risk management of their home grounds. The ISA requests that for Saturday fixtures, the home team prepares and distributes to the visiting team, their school's risk management plans for each venue and/or sporting activity.

Venues must be inspected and the risk management plan signed by an official from both schools prior to the commencement of fixtures at each venue.

Member Schools are responsible for the daily weather and environmental checks as well as the dynamic assessment of these factors throughout each fixture. Decisions on modifications and cancellations are the responsibilities of the individual member schools in line with this policy and their Primary Duty of Care for their students and staff.

Member Schools agree to maintain risk registers for their various areas of responsibility. These will include risk assessments for specific sports, locations and their own venues and facilities, details of control and the assignment of the personnel responsible for monitoring this process.

Member Schools agree to maintain an incident reporting system to maintain information on injuries, adverse consequences when incidents occur and to record any near misses. This information is to be used to identify any patterns, ongoing risks, or emerging risks



and benchmark against industry standards to assist in the continuous improvement process to reduce future risks and/or their impact .

6. COMMUNICATION

6.1 ISA Run Programs

The ISA will provide clear pre-program information, risk assessments and onsite briefings as required for member schools attending representative trials and carnivals.

6.2 Member School Run Programs

It's the responsibility of each member school hosting fixtures on their sites to provide all relevant information, documentation and safety briefings prior to any games.

6.3 Safety Concerns

If there are any safety concerns noted prior to or during sports matches, it's the responsibility of each member school to raise the concern in line with their onsite protocols and take practice steps to address the concern.

Any major concerns should be communicated as soon as possible to the ISA Director of Sport.



RISK MANAGEMENT STRUCTURE OF RESPONSIBILITY

ISA FIXTURE	ISA REPRESENTATIVE TRIALS	ISA REPRESENTATIVE FIXTURES & TRAINING	ISA CARNIVALS	CIS CARNIVALS
TO & FRO VENUE: - Individual School FIXTURE: - Both Schools	TO & FRO VENUE: - Individual School AT VENUE: - Individual School - ISA Team Manager(s) ACTUAL TRIAL: - ISA via Rep Convenor - ISA Team Manager(s)	TO & FRO VENUE: - Individual School ACTUAL TRAINING/GAMES: - ISA Coaches & Managers	TO & FRO VENUE: - Individual School AT VENUE: - Individual School ACTUAL CARNIVAL & STRUCTURE OF CARNIVAL: - ISA via Carnival Convenor	TO & FRO VENUE: - Individual School AT VENUE: - Individual School - ISA Team Managers ACTUAL CARNIVAL & STRUCTURE OF CARNIVAL: NSW CIS

Note: Release of Elected ISA Officials is necessary to attend ISA events to fulfil this structure of responsibility

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Appendix 1

RISK WARNING

SPORTING ACTIVITIES

ON BEHALF OF THE INDEPENDENT SPORTING ASSOCIATION AND ITS MEMBER SCHOOLS

The Independent Sporting Association (ISA) administrates and convenes inter-school sporting activities in which many students from its member schools participate. Students participating in these sporting events take part in practice, trials and competitions.

While the ISA takes measures to make the sporting activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

ISA and its member schools expect students to take responsibility for their own safety during sporting activities by wearing correctly fitted safety equipment, by thinking carefully about the use of safety equipment, being aware of their fitness levels and hydration needs and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds. The ISA also expects parents, spectators and other participants to behave in a safe and responsible manner and to comply with the ISA Code of Conduct.

Injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions or the actions of others.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases the injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

It's important to check with your school and ask about any fitness to participate requirements for each specific sport before engaging in the sports activities.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.