

# Risk Assessment

## Cross Country

SEISA Girls Years 7-12  
SEISA Boys Years 7-12

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| <b>Date of Assessment:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 8 September 2026                      |
| <b>Date of Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20 January 2027                       |
| <b>Frequency of Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Annually                              |
| <b>Prepared by</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Pam Sellings, SEISA Executive Officer |
| <b>Reference documents:</b><br><br><a href="https://seisa.com.au/resources/">https://seisa.com.au/resources/</a><br><br>SEISA Handbook<br>SEISA Adverse Weather Policy<br>SEISA Child Safe Policy<br>SEISA Code of Conduct<br>SEISA First Aid Policy<br>SEISA Student Behaviour Standards<br>SEISA General Regulations<br>SEISA Equipment Specifications                                                                                                                                                                                                                |                                       |
| <b>Briefly describe the sport and its' context:</b><br><br>SEISA Cross Country is held and hosted at Newhaven College and is the third major carnival of the sporting calendar. Students race either a 3.5km or 5.5km course (age and gender dependent) in separate age categories.<br><br>Newhaven College hosts the event & will nominate and supply the course each year. Roles for each school are allocated and distributed via the event handbook. The SEISA Executive Officer will coordinate a timing company, first aid and the delivery of medals and shield. |                                       |

|              |                                        |
|--------------|----------------------------------------|
| Prepared by: | Pam Sellings (SEISA Executive Officer) |
| Approved by: | Sam Watson (SEISA Chair)               |
| Date:        | 08/09/2026                             |



NEWHAVEN  
COLLEGE



Gippsland



Beaconhills College

St Paul's  
ANGLICAN GRAMMAR SCHOOL



## Risk Rating Matrix (Likelihood x Consequence = Risk Rating)

| LIKELIHOOD     |   | CONSEQUENCE |             |             |                 |                 |
|----------------|---|-------------|-------------|-------------|-----------------|-----------------|
|                |   | Low         | Minor       | Moderate    | High            | Extreme         |
| SCORE          |   | 1           | 2           | 3           | 4               | 5               |
| Almost Certain | 5 | Medium<br>5 | High<br>10  | High<br>15  | Very High<br>20 | Very High<br>25 |
| Likely         | 4 | Medium<br>4 | Medium<br>8 | High<br>12  | High<br>16      | Very High<br>20 |
| Possible       | 3 | Low<br>3    | Medium<br>6 | Medium<br>9 | High<br>12      | High<br>15      |
| Unlikely       | 2 | Low<br>2    | Low<br>4    | Medium<br>6 | Medium<br>8     | High<br>10      |
| Rare           | 1 | Low<br>1    | Low<br>2    | Low<br>3    | Medium<br>4     | Medium<br>5     |

An overall risk rating is allocated to an identified risk using the adjacent matrix which indicates the residual risk presented by a combination of 'likelihood' and 'consequence'. Residual risk is the status of a risk when all risk controls are in place.

| SCORE    | ASSESSMENT OF RISK | PRIORITY OF ACTION                                                                                                      |
|----------|--------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1 to 4   | Low                | Address or repair if low cost. Schedule for action after other risks have been controlled                               |
| 5 to 9   | Medium             | Further improvements required: assess feasibility for risk controls; sign-off required if the risk/s are to be accepted |
| 10 to 16 | High               | Risk controls required as soon as possible                                                                              |
| 16 plus  | Very High          | Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented  |

## RISK MATRIX LEGEND

| LIKELIHOOD            | Description                                        | CONSEQUENCE     | Description                                                                                                                                                                   |
|-----------------------|----------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Almost Certain</b> | The event will occur in most circumstances         | <b>Low</b>      | Some loss: existing controls and procedures should cope with event or circumstance.<br>No obvious injury or illness.                                                          |
| <b>Likely</b>         | The event may occur in most circumstances          | <b>Minor</b>    | Event with consequences that that can be readily absorbed but requires management effort to minimise impact. First aid treatment for minor cuts and bruises.                  |
| <b>Possible</b>       | The event might occur at some time                 | <b>Moderate</b> | Critical event or circumstance that can be managed under normal circumstances: Medical treatment and evacuation required. Likely to result in time off from sport and school. |
| <b>Unlikely</b>       | The event could occur at some time                 | <b>Major</b>    | Event or circumstance that can be endured with proper management. Extensive serious injury/permanent disability.                                                              |
| <b>Rare</b>           | The event might occur in exceptional circumstances | <b>Extreme</b>  | Event or circumstance with potentially disastrous impact. Fatality, multiple fatalities.                                                                                      |

| TERM                  | DEFINITION                                                                                                                                                                                                                                                                            |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hazard</b>         | A hazard is any situation that has the potential to cause (or lead to) harm to people or damage to property.                                                                                                                                                                          |
| <b>Risk</b>           | What harm might occur when exposed to the hazard.                                                                                                                                                                                                                                     |
| <b>Controls</b>       | Any measure or action that modifies risk. Controls include (but not limited to) policy, procedure, practice, process, technology, technique, method, or device that modifies or manages risk.                                                                                         |
| <b>Control Rating</b> | A rating of how effective the controls are.                                                                                                                                                                                                                                           |
| <b>Likelihood</b>     | The chance that something might happen (can be measured either qualitatively or quantitatively).                                                                                                                                                                                      |
| <b>Consequence</b>    | The outcome of an event. A single event can generate a range of consequences, which can have both positive and/or negative effects.                                                                                                                                                   |
| <b>Risk Rating</b>    | An indication the level of risk related to the hazard. This rating assists organisations in prioritising resources to address hazards that are deemed to be too high after the implementation of controls. Calculated by multiplying the Likelihood rating by the Consequence rating. |
| <b>Treatment Plan</b> | Steps that could/should be taken to improve controls for the risk.                                                                                                                                                                                                                    |

| Exposure                                                                       | Current Controls                                                                                                                                       | Assessment |            |               | Additional Controls Required                                                                                                                                                            |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                |                                                                                                                                                        | Severity   | Likelihood | Risk Priority |                                                                                                                                                                                         |
| Referees/Officials with inadequate knowledge for effective supervision         | Use of accredited timing company (Tomato Timing) for results.                                                                                          | 2          | D          | L             | Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the role they have been allocated to complete on the day. |
| Staff unfamiliar with emergency management principles                          | Schools to advise students and staff of emergency procedure prior to commencement of carnival                                                          | 2          | D          | L             |                                                                                                                                                                                         |
| Employees without Working with Children Checks                                 | All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school. | 2          | C          | M             | Schools to ensure that all staff and parents volunteering or helping have had signed their Child Safety Register.                                                                       |
| Transport to and from the Cross-Country                                        | Responsibility is with the student's school and / or parents.                                                                                          |            |            | NA            | Busses/ car transport to be arranged by schools/parents.                                                                                                                                |
| Student Supervision when not competing                                         | Out of bounds areas where students cannot be seen.<br>Schools must have a staff member in the stand with their students to monitor student presence.   | 2          | C          | M             | All schools responsible for supervising their own students when not on course.                                                                                                          |
| Collisions on track                                                            | No students to walk across track area                                                                                                                  | 2          | C          | M             | Announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures.                                                            |
| <u>Footwear</u>                                                                |                                                                                                                                                        |            |            |               | All students to arrive with suitable footwear.                                                                                                                                          |
| Broken glass or sharp objects in the environment                               | Students are always to wear footwear.                                                                                                                  | 3          | D          | M             |                                                                                                                                                                                         |
| Students may receive a wound from another student wearing spikes during a race | No students may compete in bare feet.<br>Competitors are required to keep a safe distance from other competitors when competing.                       | 2          | C          | M             |                                                                                                                                                                                         |
| <u>School area</u><br>Students may trip and fall                               | Schools to monitor school area and bags etc<br>No ball games around the school's area.                                                                 | 2          | D          | L             | Staff from all schools to monitor.                                                                                                                                                      |

| PARTICIPANTS / SPECTATORS                                                                                                               |                                                                                                                                                                                               |   |   |   |                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inadequate training and preparation of students/competitor<br>Low level of physical fitness / strength                                  | Responsibility of each school to prepare students/competitors.                                                                                                                                | 2 | D | L | Students are required to complete at house cross country carnival to qualify through to cross country championships                                                                                                                            |
| Physical injury/ asthma attack etc. as a result of participation                                                                        | Trained First Aid Officers present and full equipment available.<br><br>If students are asthmatic/anaphylactic, they must always carry their medication.                                      | 2 | C | M | Two first Aid Medics to be present on site (Colmed).<br><br>Each school is required to bring a First Aid Kit & ensures that the – Each school must have a first aid trained supervising teacher<br>All course marshals to have a mobile phone. |
| Students inappropriately dressed to compete. i.e.. uniform, footwear, including appropriate attire to wear prior to and after competing | Appropriate clothing and footwear is the responsibility of students. Schools must check that their students are appropriately dressed to compete prior to the marshalling of the first event. | 2 | C | M | Schools to supply cross country kit/ students to wear PE uniform.                                                                                                                                                                              |
| OFFICIALS / PROGRAM                                                                                                                     |                                                                                                                                                                                               |   |   |   |                                                                                                                                                                                                                                                |
| Poor program/draw organisation                                                                                                          | Cross Country program has been arranged to maximise efficiency and safety of participants                                                                                                     | 2 | D | L | Handbook circulated in advance for review.                                                                                                                                                                                                     |
| Providing inadequate rules and instruction for conduct of event                                                                         | Provision of clear hardcopy instructions for officials at each event                                                                                                                          | 2 | D | L | Handbook circulated to all schools.                                                                                                                                                                                                            |
| Lack of clear identification of officials                                                                                               | Marshalls to wear Fluro vest.<br>Colmed Medics to wear official uniform.                                                                                                                      | 2 | D | L | Home school to supply marshals with vests/equipment needed for their allocated roles (if any)                                                                                                                                                  |
| Students getting lost on course                                                                                                         | Course clearly marked.<br>Officials on course at any one time.<br>Schools to allow students to walk the course prior to the first event.                                                      | 2 | D | L | Course maps displayed onsite and in the SEISA Cross Country Handbook.                                                                                                                                                                          |
| First Aid equipment and facilities inadequate                                                                                           | First Aid set up inside the College Gym at the finish line with adequate space for first aid application and on-site at Year 9.<br>SEISA employ adequately trained Colmed Medics              | 3 | D | M | SEISA to engage Colmed Medics.                                                                                                                                                                                                                 |
| EQUIPMENT / GROUNDS                                                                                                                     |                                                                                                                                                                                               |   |   |   |                                                                                                                                                                                                                                                |
| Failure to check competition areas/fields and equipment prior to event                                                                  | Newhaven College to check the course prior to the carnival commencing.<br>Course marking team to ensure track is clear of debris.                                                             | 2 | C | M | Newhaven College will check conditions of course multiple times in the lead up to the event and make necessary adjustments to course if required.                                                                                              |
| Collisions between participants                                                                                                         | Wide start line to minimise collisions.                                                                                                                                                       | 2 | C | M |                                                                                                                                                                                                                                                |
| ENVIRONMENTAL                                                                                                                           |                                                                                                                                                                                               |   |   |   |                                                                                                                                                                                                                                                |
| Carnival continues during dangerous weather conditions i.e.. extreme heat/humidity, rain, lightning                                     | Deteriorating conditions continually assessed and appropriate action taken by Newhaven College in consultation with Executive Officer, Heads of sport, Colmed medics etc.                     | 3 | D | M | Announcer to make several announcements throughout the day                                                                                                                                                                                     |
| Sun sense / Dehydration / Exhaustion                                                                                                    | Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day.                                                    | 2 | D | L | Announcer to make several announcements throughout the day                                                                                                                                                                                     |