



PENRITH VALLEY REGIONAL SPORTS CENTRE

RISK ASSESSMENT – PENRITH VALLEY REGIONAL SPORTS CENTRE

Version Date – 07/03/24

Please find risks and hazards that have been identified, the controls put in place to manage them and who is responsible for these risks.

RISK ASSESSMENT			
Name of Venue:	Penrith Valley Regional Sports Centre	Risk Management Team:	Luke Hepburn, Errol Gadia, Traeey Nasir,
Venue Address:	30 Herbert Street, Cambridge Park, NSW, 2747	Chief Warden:	Luke Hepburn
		Title:	General Manager
Prepared by:	Luke Hepburn	First Aid Officers:	All PVRSC Staff
Title:	General Manager		
Approved by:	Luke Hepburn	Facility Supervisor:	Errol Gadia, Traeey Nasir
Title:	General Manager	Security Safety Officer:	Nepean Regional Security
Brief Description and Risk Assessment Focus:	<p>The Penrith Valley Regional Sports Centre is a multi-facet and diverse sporting complex. The centre showcases 6 multisport courts which are used for a variety of purposes. This unique multi sports facility is open to members of the centre, teams, external contracted coaches as well as general public conducting and participating in sporting activities.</p> <p>Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</p>		

Hazard Identified	Likelihood	Consequence	Level of Risk	Control / Actions	Responsibility
Use of courts - general	Possible	Minor	Medium	All Courts kept clean and free of debris. Courts washed twice a week. All equipment checked daily by PVRSC staff for faults or breakages. Equipment maintained by onsite maintenance person. Regular external maintenance. (min 4 times per year) All Sports groups supervised by court controller or event organiser.	External sporting organisations coaching staff and PVRSC staff when facilitating activities
Grand stand area	Possible	Minor	Medium	Grandstand to be kept clean and clear of debris. Grandstand cleaned by staff prior to any large event. Any broken chairs removed and replaced where able. Bolts grinded off. Railings installed for ease of access, railings Non-slip steps installed to prevent slips/falls	PVRSC Staff and Facility Supervisor
Delivery vehicles occupying a footpath or obstructing pedestrian access into the PVRSC to unload equipment.	Rare	Minor	Low	PVRSC set up delivery area for vendors and organisations close to set up area. Alternate pedestrian path set up if required using bollards and signage.	PVRSC Staff and Facility Supervisor
Vehicles driving on public areas causing damage to the site or a collision with a person.	Rare	Moderate	Low	Parking areas mapped out for spectators, vendors and organisations. Vendors and organisations advised that they will be met on site by the Site Supervisor and that they are to drive at walking pace with hazard lights on when entering the centre.	PVRSC Staff and Facility Supervisor
Power source is overloaded and fails.	Possible	Insignificant	Low	Ensure that power requirements are identified in the planning phase and adequate supply is provided. Make sure vendors/contractors have been pre advised that all leads and equipment must be tested and tagged.	Event Organiser, PVRSC Staff and Facility Supervisor
Gas bottle leak or explosion	Rare	Catastrophic	High	All LPG Gas bottle inspected prior to use for safety. Control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events. Inspect to ensure compliance.	PVRSC Staff and Facility Supervisor
Member of the public injured by accessing PVRSC or external contractor equipment.	Rare	Moderate	Low	Make these areas inaccessible to the public using pedestrian barriers, hazard tape, bollards and warning signage. Keep equipment locked in allocated areas.	PVRSC Staff and Facility Supervisor
Overcrowding and possible personal injury.	Rare	Minor	Low	Keep a watch for overcrowding during the event. Notify Event Organiser if concerned so adequate steps can take place to reduce overcrowding. Doors can be closed to prevent further entry if required.	PVRSC Staff and Facility Supervisor
Personal injury or financial loss due to external users, coaches, students, athletes and/or sporting organisations negligence or due to a fault not of their own. Not having public liability to cover costs.	Rare	Major	Medium	Ensure all external users and sporting organisations are properly set up with adequate public liability cover. PVRSC staff to monitor and make sure external activities are performed in a safe environment. Encourage stalls to ensure event organiser has public liability.	All PVRSC Staff
Noise complaints	Possible	Insignificant	Low	This may occur from crowd noise, speaker system announcements and DJ during event. Event Organiser to monitor sound levels and adjust when required during the event. Keep decibels set as per policy.	Event Organiser, PVRSC Staff and Facility Supervisor
Bins overflowing and litter on the ground. Possible fines for littering	Rare	Minor	Low	Cleaner to empty all bins prior to opening for business each morning. Facility Supervisor to monitor bins throughout the day and empty as required. Ensure adequate amount of rubbish bins are set up on all courts.	PVRSC Staff
Inadequate public toilets causing queuing and complaints	Rare	Insignificant	Low	PVRSC providing adequate toilet facilities to accommodate expected numbers.	PVRSC Staff
Inadequate free drinking water supply causing dehydration	Rare	Minor	Low	Water fountain located in Main foyer, with bottle and drinking stations available.	Event organiser/PVRSC Staff
Public or staff member receives sun burn, heat stroke or dehydration.	Possible	Minor	Low	First Aid room set up for major event providing assistance, shade and water. Shaded areas available around entire centre. Air Cooler units installed around the entire centre. Run from September to April.	Event organiser/PVRSC Staff
Child is separated from their guardian.	Rare	Insignificant	Low	Lost Children's area by the First Aid Area or reception and policy in place to notify Facility Supervisor	PVRSC Staff and Facility Supervisor
Crowd crush injury if site was evacuated in an emergency.	Rare	Catastrophic	High	Evacuation plans in place to communicate and prevent panic or injury during evacuation	PVRSC Staff and Facility Supervisor

Person on site requires an ambulance but the ambulance is not able to access the site.	Rare	Catastrophic	High	Multiple emergency access entrances into facility areas. Ensure and monitor emergency access areas are clear of obstruction during the event. Vested staff will navigate ambulance to pick up point.	PVRSC Staff and Facility Supervisor
Person receives a minor injury on site	Possible	Minor	Medium	Multiple first aid qualified staff on-site and Central First Aid area during major event.	PVRSC Staff and Facility Supervisor
Small fire on site causes damage to equipment	Rare	Minor	Low	Adequate fire extinguishers and hose reels on-site. PVRSC staffs are trained in using fire extinguishers and a Fire Management Plan and Emergency Response has been developed and approved. Fire equipment tested monthly by external service provider.	PVRSC Staff and Facility Supervisor
Inappropriate behaviour from users or from intoxicated person	Rare	Insignificant	Low	PVRSC prohibit intoxicated persons from the venue. They will be asked to leave the venue and provided with safe transport options from the venue. PVRSC has RSA staff for special events and house rules in place to manage alcohol., also designated bar area for special events. NO glass is allowed. Enforcing policies regarding the consumption of alcohol and substances within the premises. Training staff to handle situations involving intoxicated individuals with care and professionalism.	PVRSC Staff and Facility Supervisor
Fire on-site	Rare	Catastrophic	High	All PVRSC staff trained in First Aid and CPR procedures. A Chief Warden on site at all times to provide emergency response. All staff trained in emergency evacuation procedures. Regular inspection of fire exits, extinguishers, and alarm systems.	PVRSC Staff and Facility Supervisor
Medical Emergency	Possible	Catastrophic	Extreme	All PVRSC staff trained in First Aid and CPR procedures. Defib on site, batteries checked every 60 days. Having automated external defibrillators (AEDs) strategically placed in accessible locations. A Chief Warden on site at all times to provide emergency response. All staff trained in emergency evacuation procedures.	Facility Supervisor, PVRSC Staff
Temporary structure blown away or collapses in high winds	Possible	Major	High	Check that the provider has adequately weighed the equipment in accordance with the structure's safety management plan. PVRSC staff will monitor weather conditions and close the area if necessary.	Event Organiser
Tripping over electrical cables	Possible	Minor	Medium	All electrical wiring is to be taped in public traffic areas with high visibility tape.	Event Organiser/PVRSC Staff
Disability Access being impeded	Rare	Insignificant	Low	Extra disabled parking spaces were allocated. Disability access to all PVRSC facilities.	PVRSC Staff
Not enough carparks	Possible	Insignificant	Low	PVRSC can use athletic fields next door for overflow parking should it be required and additional overflow.	PVRSC Staff
Theft on-site during the event	Possible	Minor	Medium	CCTV is installed around the site to assist in preventing theft. Facility Supervisor will be on-site during the event to monitor area and respond when required. Event organiser to hire security for high valued items.	Event Organiser/ Facility Supervisor
Participants injure themselves participating in activities offered during the event (activities facilitated by PVRSC and external organisations)	Possible	Minor	Medium	PVRSC risk assessments for activities completed or provided by external organiser. Low risk activities offered by contractors which are supervised. Each organisation covered with Public Liability Insurance. Multiple first aid qualified staff on-site and First Aid area open during the major event.	Event Organise Facility Supervisor, PVRSC Staff and
Extreme weather conditions causing major injury (lightning, high winds, hail)	Possible	Major	High	PVRSC procedures in place to monitor adverse weather and close stadium area /stop event immediately in the event of dangerous conditions. PVRSC may cancel events in advance based on forecasted temperature. Monitoring weather forecasts and implementing protocols for extreme weather conditions such as thunderstorms, lightning, or high winds. Providing shelter options or evacuation procedures in case of severe weather.	Event Organiser, Facility Supervisor
Financial Risk - no payment from group or financial cover for damages/incidents occurring during stay	Unlikely	Minor	Low	Strict payment plans in place. Public liability required. Terms and conditions of booking are outlined to guests.	PVRSC Staff Accounts
Financial Risk - lack of interest in guests visiting PVRSC due to price or lack of appeal	Unlikely	Minor	Low	Marketing, partnerships and pricing strategies in place. Obtain regular customer feedback to ensure quality control.	PVRSC Staff/General Manager
Reputational Risk - negative social media, and inappropriate actions by PRVSC staff.	Rare	Moderate	Low	PVRSC policies and procedures in place for all staff to follow.	PVRSC Staff
Participants injure themselves by making contact with bollards or any equipment/structures on the sideline	Possible	Minor	Medium	PVRSC risk assessments for activities completed or provided by external organiser. Each organisation covered with Public Liability Insurance. Multiple first aid qualified staff on-site and Central First Aid area during major events. Final approval by Event Organiser. Pool noodles can be fixed to some structures (railings) where the risk is higher.	Event Organiser/PVRSC Staff
Risk of community contracting Covid	Low	Low	Low	The PVRSC undergoes reviews and updates its current safety plan according to the Public Health Order. We take extra care to supply hand sanitiser and free flowing ventilation for all courts. We undertake all cleaning of the facility on a daily basis, including rails, door handles etc. Implementing COVID-19 safety measures such as social distancing guidelines, mask mandates (if applicable), and contact tracing procedures. Compliance with local health regulations and guidelines.	Event Organiser/PVRSC Staff
Injury from attempting to dunk	Possible	Major	High	Hiers are advised that dunking is only permitted under supervision while training, warmup, and games. PVRSC has affixed warning labels to all backboards alerting people of the risk of hanging on rings.	Event Organiser / PVRSC Staff
Lack of Insurance	Possible	Major	High	Verifying that all parties involved, including organisers, vendors, and participants, have appropriate insurance coverage for liabilities and injuries.	