



SOUTH WEST HIGH SCHOOLS INTERSCHOOL CROSS COUNTRY CARNIVAL

Tuesday, 4 August 2026

Palmer Oval, Bunbury Cathedral Grammar
School

RISK MANAGEMENT STRATEGY

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Inter-School Cross Country Carnival – 2026

Event Details

- **Event:** Inter-School Cross Country Carnival
- **Date:** Tuesday, 4 August 2026
- **Time:** 10:00am – 2:00pm
- **Venue:** Bunbury Cathedral Grammar School, Allen Road, Gelorup, WA
- **Organising Body:** School Sport WA

Principals should review this risk management summary in conjunction with:

- Department of Education Excursion Checklist (Appendix A)
- School-specific student medical and supervision plans

1. Purpose

This document provides a structured risk management summary for the Inter-School Cross Country Carnival in accordance with the **WA Department of Education Excursions Policy and Procedures**. It identifies foreseeable risks and outlines appropriate control measures to ensure student safety and duty of care compliance.

2. Description of Activity

The event consists of a one-day inter-school cross country competition conducted on a designated course within Bunbury Cathedral Grammar School grounds. Students compete in age-based races under supervision of school staff and event officials.

3. Environment and Venue

- Purpose-built cross-country course used for school competitions
- Grounds include:
 - Pavilion facilities
 - Toilets and changerooms
 - Drinking water access
 - First aid access point
 - Canteen and sheltered areas

Identified Environmental Risks

Risk	Control Measures
Uneven terrain / slips / trips	Course inspected prior to event; hazards marked or removed where possible
Weather exposure (heat, rain, cold)	Weather monitored; schedule adjustments if required; students advised on appropriate clothing
Dehydration	Water stations available; students instructed to bring drink bottles
Sun exposure	Sunsmart practices enforced (hat, sunscreen encouraged)

4. Transport Arrangements

- Transport to and from the venue is the responsibility of individual schools and/or parents.
- Schools must ensure:
 - Approved transport arrangements
 - Appropriate supervision during travel
 - Compliance with DoE transport safety guidelines

5. Student Capacity and Participation

- Students are nominated by their schools based on capability and readiness.
- Schools retain responsibility for:
 - Student medical information
 - Fitness to participate
 - Behaviour expectations and code of conduct

6. Supervision

Supervisory Personnel

- Participating school teachers (primary duty of care)
- Event officials and course marshals
- School Sport WA Sport Coordinator

Supervision Strategies

- Students remain under direct supervision of their school staff at all times
- Staff positioned strategically around course
- Mobile support vehicle (buggy) follows races to assist fatigued or injured participants
- Clear staff-to-student ratios maintained in accordance with DoE requirements

7. Identification and Student Management

- All participants:
 - Issued with race numbers for identification
 - Wear school uniform or approved sports attire
- Students remain grouped with their school
- Roll marking conducted by supervising teachers

8. Communication

- Central **Public Address (PA) system** used for announcements
- Event officials coordinate race timing and instructions
- Teachers maintain communication with students throughout the event
- Emergency communication coordinated via event officials and supervising staff

9. Consent and Parent Communication

Schools are responsible for ensuring:

- Parent/guardian consent is obtained prior to participation
- Information provided includes:
 - Event details
 - Venue
 - Transport arrangements

- Medical considerations
- Supervision arrangements

10. Emergency Response Planning

- A designated **Assembly Point** will be identified and communicated to all participants
- In case of emergency:
 - Students report to supervising teacher
 - Teachers account for all students
 - Instructions issued via PA system

Emergency Preparedness

- Each school must carry:
 - Student attendance list
 - Emergency contact details
 - Medical information

11. Medical and First Aid

- **St John Ambulance** personnel on site
- First aid station established at central location
- Supervising teachers responsible for:
 - Managing known medical conditions
 - Carrying student medication (e.g., asthma inhalers, EpiPens)

Medical Risks & Controls

Risk	Control
Injury / fatigue	Buggy support and immediate access to first aid
Asthma / medical episode	Staff aware of medical plans; medication accessible
Heat-related illness	Hydration encouraged; monitoring of conditions

12. Briefing

- Pre-event briefing provided to:
 - Students (expectations, safety, course)
 - Supervisors (roles, emergency procedures)