

Risk Management Policy

GSV aims to ensure that all activities are managed and conducted in a safe environment. This policy provides a process for the safe management of sport. Whilst the key responsibility lies with the member schools, the following provides a generic guide for the establishment and implementation of a risk management process within schools when participating in GSV sporting events.

<p><i>The School</i></p>	<p>Information to be kept at the Front Office:</p> <ul style="list-style-type: none"> • Competition Details • Contact telephone number(s) • Venue details (Specific!) • Transport details (departure + return) • List of Staff and Coaches • List of Students <p>Insurance Cover for all participants (staff, student, coach, umpire, spectator, volunteer).</p>
<p><i>Student Requirements</i></p>	<p>Students and their parents should receive an information package/letter including competition details, contact telephone number(s), venue details and transport details. Formal steps need to be taken to secure:</p> <ul style="list-style-type: none"> • Student agreement to participate • Parental permission • Student Medical Information
<p><i>Staff Requirements</i></p>	<p>To be suitably qualified – consider first aid qualifications and coaching qualifications.</p> <p>To be briefed on the medical situation of students.</p> <p>To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question.</p> <p>Appropriate staff to student ratios for transport as well as for sports.</p>
<p><i>Coach Requirements</i></p>	<p>Coaches should be employed or contracted to the school (attach a Code of Conduct to the letter of contract).</p>

	<p>To be suitably qualified – recommend first aid qualifications, coaching qualifications and police check.</p> <p>To be briefed on the medical situation of relevant students.</p> <p>To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question.</p>
<i>Umpire Requirements</i>	<p>Umpires should be employed by or contracted to the school.</p> <p>To be suitably qualified – consider first aid qualifications, coaching qualifications and police check.</p> <p>To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question.</p>
<p><i>Event Material</i></p> <p><i>GSV require all schools attending GSV sporting events to bring with them the information and items listed.</i></p>	<p>Operable phone and Contact telephone numbers:</p> <ul style="list-style-type: none"> • Ambulance • GSV Executive Officer • After hours contact numbers for Principal, Deputy Principal and Director of Sport for each school • Parent contact numbers for participating students • Bus company <p>Taxi First Aid kit including medical information and contact numbers for students, staff and coaches.</p>

Weekly Sport

It is the first named school's responsibility to set an emergency plan for the competition venue(s) so that responsible action is taken in an emergency.

The emergency plan should include:

- The provision of an operable phone at the competition venue. The phone should be easily accessible.
- Record of the venue location (specific) and emergency contact numbers should be posted near the phone.

- List of contact numbers, including after hour contacts, should be readily available.
- An assurance that Emergency vehicles have clear access to the playing area at all times.

Carnivals, Annual Events and Tournaments

At large carnivals, events and tournaments, GSV will arrange for suitable first aid personnel to be available at the venue eg. St John's Ambulance. This will be in addition to each school having its own first aid kit.

Resource Requirements

Each school must have its own first aid kit including ice, whether in cubes or icepacks. A First Aid kit is required for all events.

Recommended items that should be contained in the first aid kit to cover most emergencies:

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| • Band-Aids | • Scissors |
| • Elastic Bandages | • Ice |
| • Gauze Bandages | • Vaseline |
| • Antiseptic Cream | • Sterile Eye Solution |
| • Cotton Balls | • Tweezers |
| • Antiseptic Lotion | • Various Widths of Tape |
| • Disposable Latex Gloves | • Sling |
| • Sterile Gauze swabs | • Disposable Mask |
| • Safety Pins | • Plastic Disposal bag |
| • Sanitary Items | |

Reporting and Monitoring

Step 1.

School – follow school's own process for accident reporting.

Step 2.

GSV Accident Report – A GSV Accident Report form is to be completed within 48 hours and forwarded to the GSV office. It is important that the GSV files are complete and up to date for insurance purposes within 48 hours of the accident. Should parents require a copy of the form for insurance purposes, they should contact the GSV office on 9862 9260.

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