



Safety Coordinator – Roles & Responsibilities

Little Athletics NSW recognises that no one person should take responsibility for all safety-related matters at a Little Athletics carnival. Individuals must take some responsibility for their own safety, and unforeseen incidents can occur from time to time.

Little Athletics NSW believes, however, that the maintenance of a safe environment must be made a very high priority at all Little Athletics events. As a consequence Little Athletics NSW requires that a particular individual or individuals be allocated with the task of maintaining a high focus on safety in the lead up to, during and following an event.

Job Description

A Little Athletics event Safety Coordinator (or committee/team) is responsible for promoting a safe environment amongst athletes, officials, volunteers, staff, spectators and other relevant parties during a carnival.

Roles and Responsibilities:

The event safety coordinator shall:

- Conduct a pre-event venue safety inspection and ensure that identified risks are followed up.
- Liaise with the carnival manager and host venue regarding relevant safety issues in the lead up to the event.
- Monitor the weather in the lead up to the event and make appropriate plans if extreme weather is forecast.
- Work through a pre-event safety checklist to ensure all relevant tasks have been completed.
- Conduct a pre-event venue inspection on the day, before the commencement of competition and ensure that identified risks are followed up.
- Liaise with carnival manager, host venue personnel, event officials, ground announcer, first aid officer, etc, regarding any safety issues or concerns.
- Have good knowledge of all LANSW policies and guidelines and take measures to see that the relevant policies or guidelines are adhered to throughout the competition.
- Monitor the weather conditions on the day and initiate action in the event of extreme weather.
- Remain vigilant throughout the event. Conduct/ensure regular inspections of e.g. the competition area, spectator areas, car parks, etc.
- Coordinate an event safety debrief/review.

Preferred Criteria:

- Extensive past experience in Little Athletics (e.g. official, coach, etc).
- A good understanding of, and concern for, safety issues.
- Good communication skills.
- Good organisational skills.
- Leadership skills.
- The confidence to act with authority when required.