

ORIENTEERING VICTORIA

RISK ASSESSMENT TEMPLATE FOR URBAN ORIENTEERING EVENTS

Any event, regardless of size, will have risks associated with it. It is important that the event organiser has considered potential risks and, importantly, the measures that will help mitigate these risks.

This document is based on a template provided by the City of Melbourne, and used to successfully apply for permits from various Victorian councils, educational institutions etc. Some councils and other permitting authorities may require completion of their own template.

Part One – Complete a Risk Checklist

Use the list below to identify all risks that may be applicable/present at your event

NOTE: Change applicable risks or add additional risks as required

All risks marked as applicable (YES) will need to be addressed in the Risk Management Plan

The completed checklist below is a sample

No	Description	Applicable		No	Description	Applicable	
		YES	NO			YES	NO
	Barriers/safety fencing		x	7	Pedestrian access	x	
	Food hygiene and handling		x		Vendor management		x
	Traffic and parking		x	8	Lost participants (inc children)	x	
	Disabled access and facilities		x		Special effects eg smoke machines, explosions		x
1	Adequate drinking water	x		9	Infrastructure appropriately weighted (marquees and umbrellas)	x	
2	Electrics (lighting, power supply, tag and test)	x		10	Adequate toilet and hand washing facilities	x	
	Emergency access to site for responders and vehicles		x	11	Site specific hazards (trees and branches, sharp and protruding objects, roads, walkway, steps and handrail condition)	x	
	Emergency services briefed (police, fire, ambulance)		x	12	Unhappy patrons/members of the public		x
	Event signage (exits, toilets, lost children)		x	13	Weather conditions (extreme weather)	x	
3	Slips, trips and falls	x			Working from heights / elevated work platforms		x
4	Emergency evacuation plan	x			Noise impacts		x
	Flammable storage (gas bottles etc)		x	14	Manual handling/lifting	x	
	Fire extinguishers		x		Inflatables		x
5	First Aid plan	x			Fireworks		x
	Animals at events		x		Alcohol		x

6	Site damage/reinstatement	x			15	Safety of children (see also Lost participants	x	
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**Part Two –
Complete a Risk
Management
Plan**

**USE THE PROMPTS
TO ASSIST YOU IN
COMPLETING THE
TABLE**

- 1. What is the
risk (eg
Noise)**
- 2. What are
the
consequenc
es of the
risk
occurring
(eg
aggravation
to
stakeholder**

s,
complaints)

3. What
controls are
in
place/need
to be put
into place
to mitigate
the
risk/reduce
its
likelihood
of
occurrence
/reduce or
eliminate
the
consequenc
es (eg
prevent
excessive
and

unpleasant
noise levels
by capping
output and
monitoring
levels
during the
event)

**4. Assess the
risk
(likelihood,
consequenc
e and
rating)
using the
risk matrix
below**

**5. Accept or
reject risk**

a. Acce
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to
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age
risk

b. Reje
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risk

6. If rejected,

assess

further

controls

7. Re-assess

the risk

based on

new

control

measures

(likelihood,

consequenc

Risk No	Risk	Consequence	8. Assign strategies to relevant and appropriate persons		Current Controls	Risk Rating	Accept Reject	Person Responsible																																														
Event and Location: xxxxxxxx Date: xx xxx xxxx Time: xxxxx xxxxx Event Organiser: (name / club)																																																						
			<table border="1"> <thead> <tr> <th rowspan="3">LIKELIHOOD</th> <th colspan="5">CONSEQUENCES</th> </tr> <tr> <th>Insignificant</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>A (almost certain)</td> <td>H</td> <td>H</td> <td>E</td> <td>E</td> <td>E</td> </tr> <tr> <td>B (likely)</td> <td>M</td> <td>H</td> <td>H</td> <td>E</td> <td>E</td> </tr> <tr> <td>C (moderate)</td> <td>L</td> <td>M</td> <td>H</td> <td>E</td> <td>E</td> </tr> <tr> <td>D (unlikely)</td> <td>L</td> <td>L</td> <td>M</td> <td>H</td> <td>E</td> </tr> <tr> <td>E (rare)</td> <td>L</td> <td>L</td> <td>M</td> <td>H</td> <td>H</td> </tr> </tbody> </table>						LIKELIHOOD	CONSEQUENCES					Insignificant	Minor	Moderate	Major	Catastrophic	1	2	3	4	5	A (almost certain)	H	H	E	E	E	B (likely)	M	H	H	E	E	C (moderate)	L	M	H	E	E	D (unlikely)	L	L	M	H	E	E (rare)	L	L	M	H	H
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	<i>Example</i> Tripping hazards /	<i>Example</i> Bodily injury to public or cast / crew	<i>Example</i> All cables covered or taped down Barriers used to fence off area from public			C2 MODERATE	A	Safety Officer																																														

	<i>electrical cords, cables etc.</i>					
1	Adequate drinking water	Participants dehydrated	Participants asked to provide their own drinking water; additionally there are drinking fountains on the course. If weather is unseasonably hot, participants reminded to hydrate before, during and after the event	D3 MODERATE	A	Event organiser, Participants
2	Electrics – power supply, tag/test	Participants or volunteers could receive an electric shock	All voltages are 240v or lower. All electrical equipment used is tested and tagged. Power cables are covered with insulated mats, or suspended above head height, and secured to prevent being dislodged. Power supply is via battery and inverter. Power boards have surge protection. Exposure to water is minimised. Drinks and other liquids in the vicinity of electrical equipment must be in lidded containers.	D3 MODERATE	A	Event organiser
3	Slips trips and falls	Non identification of hazard, resulting in injury	Site will be inspected prior to setup. Any slip/trip/fall hazards will be identified and marked/barricaded with safety tape. Participants will be verbally advised accordingly	C2 MODERATE	A	Event organiser
4	Emergency evacuation	Delayed response to incident, resulting in injury	Orienteering Victoria has an event-specific emergency response plan for events held in urban areas . The plan will be displayed at the site and key organisers will be briefed. As the event is in the CBD, organisers and participants would follow directions of first responders.	D3 MODERATE	A	Event organiser
5	First aid	Delayed response to incident, resulting in inappropriate or delayed treatment of injury	A qualified first aider will be designated for the event and first aid gear (including an AED) will be on site. The emergency response plan will be displayed at the site and key organisers will be briefed. This plan includes first aid response. As the event is in the CBD, ambulance response would be rapid.	D3 MODERATE	A	Event organiser
6	Site damage / reinstatement	Participants cause surface compaction to site through trampling	Due to staggered start and finish times, the number of participants at the site at any one time is low (approx. 20-30); participants do not spend very long at the site. There are no food services or vendors to encourage them to linger or congregate, so they will disperse soon after completing the course. No vehicles will access the site. Condition of the site	D2 LOW	A	Event organiser

			will be assessed prior to the event, and monitored during the event; if compaction becomes evident, affected areas will be cordoned off. Infrastructure is portable and very easy to relocate if required.			
7	Pedestrian access	Pedestrians unable to access the area, resulting in complaints	Participants are provided with an event briefing, which includes the requirement to give right of way to pedestrians. The staggered arrival and departure of participants over a 2 hour period ensures that crowds do not form. The event time is selected as a time of low use of the site by the public. No organised sporting facilities are in the immediate area. Organisers will monitor and rectify any issues that occur on the day.	D2 LOW	A	Event organiser
8	Participants getting lost (includes lost children)	Search potentially required if participants do not return in prescribed competition time.	Courses for children are designed to be simple to navigate. Young children are shadowed by their parents. The sport requires following a detailed map – so participants always have a map to show their surroundings and help guide them back. The map displays where the event centre is and has the organiser’s mobile number on it. The event software requires all participants to register that they have both started and finished, allowing identification of non-returnees. All participants must provide a contact phone number. In the case of a participant not returning in the prescribed time, the event emergency response plan will be followed	D3 MODERATE	A	Event organiser
9	Infrastructure appropriately weighted	Light weight tents could blow over, resulting in injury LCD monitors could fall from the tent frame, resulting in injury	Popup shade shelters are weighted down (not pegged). In the event of high wind, they are not erected. LCD screens are mounted to the shelter frames using a purpose designed mounting system of metal “S” shaped hooks, which prevent the screens from being dislodged. The screens are attended at all times and are demounted if extreme weather or other conditions pose any risk.	C2 MODERATE	A	Event organiser

10	Toilets and handwashing / hygiene	Poor hand hygiene could increase risk of infectious disease	Hand washing soap, sanitiser and toilet paper are provided for participant use at public toilets	C2 MODERATE	A	Event organiser
11	Event hazards	Potential injury	Courses are planned in advance, and in accordance with specific safety guidelines. A course adviser provides a second safety check. If any natural hazard such as low overhanging branches over public footpaths are noticed during the event planning stage, then the organizing team will inform Council of the potential public hazard. An instruction sheet, including safety information and potential hazards, will be provided to participants prior to the event, and prominently displayed at the site Courses will be set to minimize any major hazards, and will be set to a suitable standard according to age / ability groupings.	D3 MODERATE	A	Joint Event organizer and Course planner depending on hazard type
12	Unhappy participants / members of the public	Unpleasantness to helpers and stakeholders	Participant guidelines and rules are publicly available to all participants, so that they know what to expect from the event and the behavior they are expected to follow. Orienteering Victoria maintains a Fair Play policy and abides by the VicSport Code of Conduct. Event maps highlight the areas participants are allowed to go and what areas that they must not cross / enter into. Failure to follow the rules will result in their disqualification. Any complaints from members of public will be treated seriously. The event organizer is responsible for handling complaints in the first instance, and if unresolved the complaint will be escalated to the Orienteering Victoria President for resolution.	D3 MODERATE	A	Event organiser
13	Extreme weather	Participants being impacted by extreme	Orienteering Victoria policy is for events to be automatically cancelled on Code Red Days. In other extreme weather, the organisers make an informed decision (ie consult BOM etc) to	D3 MODERATE	A	Series Manager in co-ordination

		heat or other extreme conditions	cancel or go ahead. Participants are immediately notified of any decision to cancel or alter the event.			with Event organiser
14	Manual handling / lifting	Injury to organisers or volunteers through incorrect manual handling techniques	Equipment which requires proper lifting or handling is identified by the organiser, eg marquees, weights. Volunteers are briefed on correct lifting techniques. They work in pairs/groups as required, and are supervised when handling identified equipment.	C2 MODERATE	A	Event organiser
15	Safeguarding children	Abuse or harm to participants who are children or young people	Orienteering Victoria adheres to the Orienteering Australia Policy for Safeguarding Children and Young People	D3 MODERATE	A	Event organiser; Volunteers