

## RISK MANAGEMENT – SAMPLE FOR URBAN ORIENTEERING EVENTS

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

### Part One – Complete a Risk Checklist

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

**NOTE: You can add in additional risks if they are not already listed.**

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

No	Description	Applicable		No	Description	Applicable	
		YES	NO			YES	NO
	Use of barriers/safety fencing		x	7	Pedestrian access maintained	x	
	Food, hygiene		x		Vendor and performer management		x
	Traffic and parking		x	8	Lost children	x	
	Disabled access and facilities		x		Special Effects – i.e. 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 maintained (entry and exits clear and accessible)		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		Vehicles on site		x
	Event signage (exits, toilets, lost children)		x	12	Weather conditions (extreme weather)	x	
3	Slips, trips and falls	x			Working from heights/elevated work platforms (stage, scissor lift)		x
4	Emergency planning – evacuation plan	x		13	Unhappy patrons/members of the public	x	
	Flammable storage secured (gas bottles etc.)		x		Noise impacts		x
	Fire extinguishers in position		x		Manual Handling		x
5	First Aid Plan	x		14	Staff and Volunteer briefing	x	
	Hot surfaces out of public reach		x		Inflatables		x
	Animals at events		x		Fireworks		x
6	Site damage/reinstatement	x			Alcohol		x

## Part Two – Complete a Risk Management Plan

### USE THE BELOW PROMPTS TO ASSIST YOU IN COMPLETING THE TABLE

1. What is the risk (eg Noise)
2. What are the consequences of the risk occurring (i.e. aggravation to stakeholders, 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 consequences (i.e. prevent excessive and unpleasant noise levels by capping output and monitoring levels throughout the duration of the event)
4. Assess the risk (likelihood, consequence and rating) using the risk matrix below
5. Accept or reject risk
  - a. Accept (A) if satisfied with the current control to manage risk.
  - b. Reject (R) if you would like to implement further controls to better manage risk.
6. If rejected, assess further controls.
7. Re-assess the risk based on new control measures (likelihood, consequence and rating).
8. Assign strategies to relevant and appropriate persons.

RISK MANGEMENT PLAN		
Event: Melbourne City Race	Date: 13 October 2019	Time: 10am-1pm
Location/s: Docklands, Melbourne		
Event Organiser Responsible: Debbie Dodd, Dandenong Ranges Orienteering Club		

LEGEND	
E	EXTREME RISK; Immediate Action required

H	HIGH RISK; Senior Management Attention needed				
M	MODERATE RISK: Management responsibility must be specified				
L	LOW RISK; manage by routine procedures				
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

Risk No	Risk	Consequence	Current Controls	Risk Rating	Accept Reject	Person Responsible
	<b>Example</b> Tripping hazards/electrical cords, cables, ropes, etc.	<b>Example</b> Bodily injury to public or cast / crew	<b>Example</b> All cables covered or taped down Barriers used to fence off area from public	C2 MODERATE	A	Safety Officer

1	<b>Adequate drinking water</b>	Participants dehydrated	Participants requested to provide their own drinking water; additionally there are drinking fountains on the course. If weather is unseasonably hot, participants will be reminded to hydrate before, during and after the event	D3 MODERATE	A	Event organiser, Participants
2	<b>Electrics – power supply, tag/test</b>	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	<b>Slips trips and falls</b>	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	<b>Emergency response</b>	Delayed response to incident, resulting in injury	Orienteering Victoria has an event-specific emergency response plan for events held in urban areas ((insert link or attach Plan)). 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	<b>First aid</b>	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 in site in accordance to Orienteering Victoria safety management policy. 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	<b>Site damage / reinstatement</b>	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. The site is on top of a small rise, so in wet weather, water will drain off. No vehicles will access the site. Condition of the site 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. If required, the nearby garden bed can also be cordoned off. Reinstatement costs have been noted; event entry fees have allowed a contingency.	D2 LOW	A	Event organiser
7	<b>Pedestrian access maintained</b>	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.	D2 LOW	A	Event organiser

			<p><i>The event time (Sunday morning) is selected as a time of low use of the site by the public. No organised sporting facilities are in the immediate area.</i></p> <p><i>Organisers will monitor and rectify any issues that occur on the day.</i></p>			
8	<p><b>Participants getting lost (includes lost children)</b></p>	<p><i>Potentially search required if participants do not return in prescribed competition time.</i></p>	<p><i>Young children are shadowed by their parents.</i></p> <p><i>The sport requires following a detailed map – so participants always have a map to show their surroundings and help guide them back.</i></p> <p><i>The map displays where the event centre is and will have a contact mobile number on it.</i></p> <p><i>The event software requires all participants to register that they have both started and finished, allowing identification of non-returnees.</i></p> <p><i>In the case of a participant not returning in the prescribed time then the Orienteering Victoria emergency response plan (lost participants) will be followed ((insert link or attach Plan))</i></p>	<p>D3 MODERATE</p>	A	Event organiser
9	<p><b>Infrastructure appropriately weighted</b></p>	<p><i>Light weight tents could blow over, resulting in injury</i></p> <p><i>LCD monitors could fall from the tent frame, resulting in injury</i></p>	<p><i>Popup shade shelters are weighted down. In the event of very high wind, they are not erected.</i></p> <p><i>LCD screens are mounted to the shelter frames using a purpose designed and proven mounting system of metal “S” shaped hooks, which prevent the screens from being dislodged (ie the upright of the hook is long enough to hold the screen in place and prevent it from “jumping” off the frame. The screens are attended at all times and are demounted if extreme weather or other conditions pose any risk.</i></p>	<p>C2 MODERATE</p>	A	Event organiser
10	<p><b>Toilets and handwashing / hygiene</b></p> <p><b>COVID-19 safety</b></p>	<p><i>Poor hand hygiene could increase risk of infectious disease</i></p> <p><i>NOTE Heightened risk of infection during Covid-19 Pandemic</i></p>	<p><i>Hand washing soap, sanitiser and toilet paper are provided for participant use at public toilets</i></p> <p><i>Event will operate in strict accordance with the Orienteering Victoria Covid-Safe/Return to Sport Plan ((insert link or attach Plan))</i></p>			
11	<p><b>Event hazards</b></p>	<p><i>Potential injury</i></p>	<p><i>Courses are planned in advance, and in accordance with specific safety guidelines. A course adviser provides a second safety check.</i></p> <p><i>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 the 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</i></p> <p><i>Courses will be set to minimize any major hazards, and will be set to a suitable standard according to age / ability groupings.</i></p>	<p>D3 MODERATE</p>	A	Joint Event organizer and Course Planner depending on hazard type

12	<b>Extreme weather</b>	Participants being impacted by extreme heat	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 cancel or go ahead.	D3 MODERATE	A	Series Manager in co-ordination with Event organiser
13	<b>Unhappy participants/members of the public</b>	Unpleasantness to helpers and stakeholders	Participant <a href="#">guidelines and rules</a> 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: <a href="https://www.vicorienteering.asn.au/resources/competition-rules/">https://www.vicorienteering.asn.au/resources/competition-rules/</a> The 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 On-the-day event organizer has the responsibility to handle complaints in the first instance, and if unresolved then the complaint will be escalated to the Orienteering Victoria President for resolution.	D3 MODERATE	A	Event organiser
14	<b>Volunteer briefing</b>	Volunteers not knowing what to do.	Orienteering Victoria provides written event management instructions for the organizing team and the course planning instructions for the course planner when the planning for the event is initiated.  Event briefing sessions for all volunteers is held, prior to the event starting.  Orienteering Victoria runs hundreds of similar events every year; volunteers already have a very good understanding of the job requirement in helping at these events. Orienteering Victoria volunteers already have a very good understanding of the job requirement in helping at these events.	D2 LOW	A	Event organizer through event instruction sheets and briefings

ATTACHMENTS/REFERENCES:

Orienteering Victoria Emergency Response Plan  
Orienteering Victoria Return to Sport (Covid safe) Plan