



**SQBD All Schools – Primary and Secondary**  
**23-4/08/2023**  
**RISK ASSESSMENT**

Including:

The Risk Assessment Reference Table and Tool

Last Edited:

12 May 2023

## Managing Risks at your Competition/ and or Event

**Before you start to organise your event you need to read, heed and act on the following...**

As an event/competition organiser you must consider and manage any potential risks to the safety of event/competition/function attendees, volunteers and the general public. This tool is a guide to help identify and develop strategies to mitigate potential risks. It is not an exhaustive list of all potential risks you need to consider, it is a template with generic content that will in most cases be relevant to all competitions/events. Each event is unique and will have exposure to different potential risks.

*You must always take time to consider further specific risks and constantly add them to this tool.*

## Using this Tool

This Risk Assessment tool has been sourced from the Australian and New Zealand Standard AS/NZS 4360 – 1999 Risk Management resource. Please use the following steps as a guide to help you complete this Risk Assessment tool.

1. Complete the event details section at the top of page 3. A new assessment should be conducted prior to each competition/event.
2. List all potential Risk Related Issues that may have an impact on the event and enter them into the template. You can use the Risk Related Issues already provided as a starting point and add your competition/event specific risks.
3. Consider the likelihood of the Risk Related Issue occurring and the impact it will have on your event should it occur. Use the table on page 1 as a guide to scoring the likelihood and impact of each Risk Related Issue and deriving a rating for that issue. For example, an Impact of One (1) and a likelihood of (E), makes the rating High (H).
4. For each Risk Related Issue, write down what measures you will take to prevent the issues from occurring and what actions need to be taken to minimise the impact should the issues occur. This is known as the control measure.
5. Distribute **the Risk Assessment Tool** to all competition/event organisers, staff, volunteers and venue management. All individuals responsible for actions set out in this tool must be made aware of the potential risks and their responsibilities in controlling them.
6. **Additional information on Risk Management can be found in the Work Cover Guide to Risk Assessment at Work, and Standards Australia and Standards New Zealand document AS/NZS 4360 – 1999 Risk Management.**

# Competition Risk Management



## RISK ASSESSMENT TOOL- REFERENCE TABLE:

<i>Likelihood</i>	<i>Consequence</i>	<i>Rating</i>	<i>Consequence</i>	<i>Likelihood</i>				
				A	B	C	D	E
A = Almost Certain: <b>Expected to occur</b>  B = Likely: <b>Will probably occur</b>  C = Possible: <b>Might occur at sometime</b>  D = Unlikely: <b>Not likely to occur</b>  E = Rare: <b>Exceptional circumstances</b>	1 = Catastrophic: <b>Extreme pollution;                      Death or permanent disability;                      &gt; \$500,000</b>  2 = Major: <b>Severe pollution;                      Long term illness or serious injury;                      \$50,000 to \$500,000</b>  3 = Moderate: <b>Significant pollution;                      Medical attention &amp; off work;                      \$10,000 to \$50,000</b>  4 = Minor: <b>Low level pollution,                      First aid treatment;                      \$1,000 to \$10,000</b>  5 = Insignificant: <b>Minimal pollution,                      No injuries;                      Loss &lt; \$1,000</b>	<b>E = Extreme</b>  <b>H = High</b>  <b>M = Moderate</b>  <b>L = Low</b>	1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
			4	H	H	M	L	L
			5	H	M	L	L	L

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## RISK ASSESSMENT TOOL- ASSESSED RISK:

Name of Business	SQBD Touch Association		Date	12/05/2023
Name of Event	SQBD All Schools – Primary & Secondary		Prepared By	Lee Rossow
Location of Event	Gold Coast Touch Association (Owen Park, Southport)		Reviewed By	N/A
Risk Related Issues (e.g. hazards)	Likelihood	Consequence	Rating	Control Measures
<u>Vehicle Related Accident</u> <ul style="list-style-type: none"> <li>- Vehicle and Driver Management (Transportation to and from venue); Driver Fatigue or Accident</li> <li>- Parking Area; causing traffic congestions to venue entrances and exits as well as surrounding/ nearby roads</li> <li>- During the competition; operation and security of a motor vehicle during the competition</li> </ul>	<b>C</b>	<b>4</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Designated parking areas for competition, with illegal parking to be handled by local council in regulation with normal road rules</li> <li>• Bus zone (carpark behind referee room)</li> <li>• Encourage vehicle owners to keep vehicles locked</li> </ul>
<u>Cash Management</u> <ul style="list-style-type: none"> <li>- Collection of team fees</li> </ul>	<b>B</b>	<b>2</b>	<b>E</b>	Required on registration via direct transfer. Gold Coast Touch to manage canteen cash

# Competition Risk Management



<p><u>Staff Safety: Health and Wellbeing</u></p> <ul style="list-style-type: none"> <li>• Possible dehydration and exhaustion</li> <li>• Harm caused by attempted robbery</li> </ul>	<p><b>C</b></p>	<p><b>3</b></p>	<p><b>M</b></p>	<p>All staff to have access to drink and food supply at all times. And frequent rest breaks allowed. Staff also to have access to on-site medical staff and supplies if required.</p> <p>Multiple staff members to ensure venue is locked &amp; secured before leaving the venue.</p> <p>Staff transportation – individual vehicles to be parked closely to Club House.</p>
<p><u>Theft of Property/ goods</u></p>	<p><b>C</b></p>	<p><b>5</b></p>	<p><b>L</b></p>	<p>Competition staff member(s) remain behind counter.</p> <p>Competition staff member must arrange for another staff member or trusted event volunteer to watch area when they have to leave counter.</p> <p>Insurance policy</p>

# Competition Risk Management



<p><u>Alcohol Control / Behaviour Issues</u></p> <ul style="list-style-type: none"> <li>- Breach of Liquor License (significant fine/shutdown of comp)</li> <li>- Assault/Harm caused by drunken patrons who have entered the venue.</li> </ul>	<p><b>C</b></p>	<p><b>2</b></p>	<p><b>E</b></p>	<p>Junior event – no alcohol to be served</p> <p>Any event staff nearby to assist competition coordinator or member of staff; if violence is threatened.</p>
<p><u>Loss of Power (Power Outage)</u></p>	<p><b>D</b></p>	<p><b>4</b></p>	<p><b>L</b></p>	<p>Competition Coordinator/ Manager to try to fix the problem. If it can't be fixed – notify other event staff and patrons of problem and delay.</p> <p>Have contact details for local council officer responsible, nearby electrician and venue operational staff.</p>

# Competition Risk Management



<p><u>Fire/ Bomb or incident requiring Emergency Evacuation</u></p>	<p><b>E</b></p>	<p><b>1</b></p>	<p><b>H</b></p>	<p>Staff to refer to Evacuation Plan</p> <p>Participants/Officials &amp; staff to clear clubrooms and all surrounding buildings &amp; congregate in middle of playing fields (if safe).</p> <p>Staff to refer to the Crisis Management Plan also.</p> <p>If an evacuation is necessary an announcement will be made over the public address system. Staff and volunteers will assist in evacuating spectators and participants.</p> <p>Fire extinguisher on site, and emergency services to be contacted asap</p>
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PARTICIPANT/SPECTATOR RISK ASSESSMENT				
<p><u>Significant injury to players and / or coaching staff</u></p> <ul style="list-style-type: none"> <li>- Caused by on field collision</li> <li>- Ground/environmental conditions</li> </ul>	<p><b>A</b></p>	<p><b>3</b></p>	<p><b>E</b></p>	<p>All financial &amp; signed on members covered by insurance</p> <p>Ground staff (SQBD staff and volunteers) &amp; referees perform regular field safety checks prior to games commencing.</p> <p>Ice, First Aid kit and medical personnel available</p> <p>Competition coordinator and event staff should be trained &amp; accredited in Senior First Aid.</p> <p>Staff to refer to Crisis Management Plan.</p> <p>Hot &amp; Wet weather policies in place to protect against extreme heat and/or unsafe conditions due to slippery fields or lighting (Competition Postponed or Cancelled)</p> <p>5-metre perimeter should surround fields from obstacles and unsafe holes and damage to fields – to be identified before play commences (and reported to Council for fixing).</p> <p>Complete Event Management Checklist</p> <p>Establish and publish emergency evacuation points as per the evacuation plan</p>



# Competition Risk Management



<p><u>Loss/theft of personal valuables and documents</u></p>	<p><b>C</b></p>	<p><b>5</b></p>	<p><b>L</b></p>	<p>To reduce the risk of theft participants are encouraged to not bring valuable personal items to the fields.</p> <p>Keep all items together in allocated team areas.</p> <p>Participants to inform their management and/ or Information staff of theft in case items are recovered.</p>
<p><u>Unauthorized people interfering with event/games</u></p>	<p><b>D</b></p>	<p><b>4</b></p>	<p><b>L</b></p>	<p>Ground Staff to monitor the event area. Persons causing interference to be warned by suitable Staff member.</p> <p>Police to be called if the situation permits/ or escalates.</p>

# Competition Risk Management



<p><u>Assault/ Injury</u></p> <ul style="list-style-type: none"> <li>- Caused by another player</li> <li>- From Off-field incident (either collision with car or bus, venue collapse or failure)</li> </ul>	<p><b>C</b></p>	<p><b>4</b></p>	<p><b>M</b></p>	<p>Strong rules &amp; penalties in place for acts of violence/breaches of the code of conduct. Suspensions will be enforced via judiciary held at venue if necessary.</p> <p>Allocated specific parking areas for team buses and vans. Separate parking area for general public / spectators.</p> <p>Clearly labelled warning signs to alert pedestrians and drivers.</p> <p>Sports medics / Staff to provide First Aid and evacuate the damaged/ unsafe area.</p> <p>Refer to the Crisis Management Plan if incident occurs.</p>
<p><u>Food Handling Incident</u></p>	<p><b>D</b></p>	<p><b>3</b></p>	<p><b>M</b></p>	<p>Gold Coast Touch Association to implement Food Handling Safety procedures and policy</p>
<p><u>Health and Wellbeing</u></p> <ul style="list-style-type: none"> <li>- Dehydration</li> <li>- Fatigue and exhaustion</li> </ul>	<p><b>D</b></p>	<p><b>4</b></p>	<p><b>L</b></p>	<p>Refer to Hot Weather Policy. Medical personnel available to provide aid if case is deemed critical.</p> <p>Drinks, food and ice available for purchase as well as Taps available to refill water bottles. Adequate shade and sun protection available to players and spectators.</p>

# Competition Risk Management



<p><u>Local Security / Major crisis</u></p>	<p><b>E</b></p>	<p><b>2</b></p>	<p><b>H</b></p>	<p>All participants will be briefed on local security issues and alerted to any high risk areas or groups.</p> <p>Participants will be given directions and informed of local facilities and services.</p>
<p><u>Drugs and Alcohol</u></p> <ul style="list-style-type: none"> <li>- Participants or spectators noticed to be under the influence of alcohol or drug substances.</li> <li>- Assault or Harm caused to participants and/ or spectators by person(s) under the influence of alcohol or drugs</li> </ul>	<p><b>C</b></p>	<p><b>2</b></p>	<p><b>E</b></p>	<p>Competition Coordinator and other event staff to be watchful of participants and spectators – to notify if alcohol or drugs are being consumed on premises.</p> <p>Competition Coordinator to give warning to person(s) who have or are consuming the listed substances to stop immediately.</p> <p>Person(s) who have been found to have consumed these substances to leave the premises immediately.</p> <p>Any event staff nearby to assist competition coordinator or member of staff, if violence is threatened.</p> <p>Police to be called if situation permits.</p>

# Competition Risk Management



<p><u>Participants are exposed to COVID-19</u></p>	<p><b>C</b></p>	<p><b>3</b></p>	<p><b>H</b></p>	<p>Clear event messaging prior to and during the event</p> <p>If you are unwell do not attend</p> <p>Maintain good hand hygiene</p> <p>Physical distance where possible, if unable to wear a mask</p> <p>Hygiene products available for participants to use at various points around the facility</p> <p>Hand sanitiser</p> <p>Disinfectant wipes</p>
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