



**Volleyball**  
AUSTRALIA

# Risk Management Plan



# RISK MANAGEMENT PLAN

## AUSTRALIAN YOUTH BEACH VOLLEYBALL CHAMPIONSHIPS & AUSTRALIAN BEACH VOLLEYBALL SCHOOLS CUP

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# 1. INTRODUCTION

Volleyball Australia is committed to delivering the Event Portfolio to the highest quality. This document ensures that all aspects of the Australian Youth Beach Volleyball Championships and the Australian Beach Volleyball Schools Cup have been considered in terms of their level of risk and are accompanied by mitigation and management strategies.

This document includes guidelines to identify areas of risk as well to develop strategies to minimise the risk. It is Volleyball Australia’s intent to provide, where possible, a safe environment for all.

A Risk Management Team (RMT) will be established with the sole responsibility for safety and risk management at the event. Coupled with this team are external agencies with whose professional advice will be sought for certain risk occurrences.

Also outlined in this document are the processes for mitigating risks at the event as well the process for communicating to all people involved at the event.

Risk management is an integral part of good event management, especially in regard to the Volleyball Australia event portfolio.

# 2. KEY STAKEHOLDERS

## 2.1 INTERNAL

The following individuals are nominated and endorsed as members of the Risk Management Team (RMT) for the :

- Volleyball Australia CEO – Mr Andrew Dee
- VA National Events Director (NED) - Mr Phil Muller
- Tournament Director (TD) – Mr Trent Clarke
- Tournament Director (TD) - Ms Verity Hanka
- Referee Delegate (RD) - TBD
- Operations Manager (OM) - TBD

Representatives from any external agencies required to provide advice or manage risk occurrences will be included in the RMT as the need arises.

## 2.2 EXTERNAL

Emergency Services (Police, Fire, Ambulance, rescue) and any subsidiary services (sexual assault, counselling) can be contacted through usual emergency channels by dialling 000.

# 3. MITIGATION MATRIX

Risks will be assessed and evaluated according to the Volleyball Australia Risk Matrix (see section 9).

After the initial assessment and evaluation, all risks will be assigned a risk level and mitigated according to the level of risk.

In the event that a risk requires external collaboration or communication, this will be done immediately and all affected parties.

# 4. COMMUNICATION PLAN

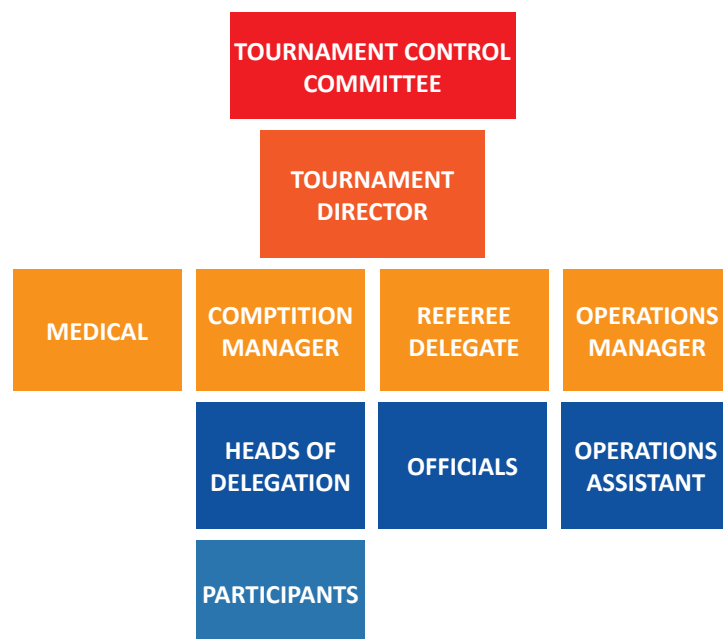
A consolidated and informed report to affected parties of the risk and its management will minimise potential panic in the face of an incident occurring. The preparation of written statements and the delivery of these by an appointed representative will ensure consistent messages are conveyed and received.

Communication of identified risks

- Top to bottom
- Bottom to top

The use of the Telephone Tree is important to ensure a consistent message reaches the appropriate people within a reasonable time.

Dissemination of information to the appropriately affected parties is recommended by following the Telephone Tree:



## 5. MITIGATION OF RISKS

### 5.1 INFECTIOUS DISEASES

The RMT to liaise with local council to discuss a schedule of disinfection of common areas – surfaces such as public toilets, hand rails, bathroom surfaces etc. and discuss current practices for cleaning.

The RMT will have at hand a range of documentation alerting venue patrons of the basic requirements for prevention of risk with respect to communicable diseases.

The RMT to identify any potential infectious diseases and to be aware of any symptoms that may trigger further medical assessment and subsequent containment.

Printouts from the Queensland Government Department of Health “Communicable disease control guidance” for common afflictions that may be anticipated include:

- Gastroenteritis
- Campylobacter enteritis
- Chickenpox or Shingles
- Water-borne or food-borne illness
- Salmonella
- Hepatitis A – E
- Hand, foot and mouth disease
- Influenza
- Meningococcal disease
- Head lice (Pediculosis)

Copies of the Guidelines for each of these diseases will be obtained and held by the Tournament Office.

In addition to these documents the RMT with the help of the VA COVID-19 Committee have prepared an event COVID Safe Plan as it relates to the current global pandemic with specific protocols and procedures in place for the event.

## 6. DOCUMENTATION OF RISK

### MANAGEMENT ACTIVITIES

As described in the Risk Management Procedures table, documenting the activities surrounding a risk occurrence are crucial to ensuring an accurate record of the incident and manner in which it was handled.

This documentation will assist in the review of future risk management materials, provide a record for the governing body to assess the handling of the incident and will provide the basis of counselling for those involved in the incident/s.

## 7. POST-EVENT REVIEW

At the conclusion of the event a complete review of all areas including budgets, personnel and procedures, and the regular review and revision and education of those involved, will ensure a thorough awareness and application of procedures is maintained.

## 8. RISK ASSESSMENT

This document serves an overview of our Risk Management and Assessment procedures and protocols for the 2022 Australian Youth Beach Volleyball Championships and Australian Beach Volleyball Schools Cup.

### EVENT ASSUMPTIONS:

All stakeholders to review this risk assessment to ascertain their responsibility and ability to implement treatment options.

All documents, plans, policies, procedures, staffing levels, training and support referred to and or required to ensure the treatments are effective as intended, will be in place.

All persons working to implement the proposed treatments will do so to the best of their ability and as well as can be reasonably expected.

### EVENT EXCLUSIONS:

This risk assessment does not cover the risks associated with the following:

Merchandise activities, activation activities, general park use/activities, general beach use/activities.

### KEY:

VA - Volleyball Australia

RMT - Risk Management Team

Venue - Coolangatta Beach

CEO - Volleyball Australia Chief Executive Officer

NED - Volleyball Australia National Events Director

TD - Tournament Director

RD - Referee Delegate

OM - Operations Manager

CM - Competition Manager

FOD - Foreign Object Danger

## 9. VOLLEYBALL AUSTRALIA RISK LEVEL MATRIX

Almost Certain 5	M	S	H	VH	VH
Likely 4	M	S	S	H	VH
Possible 3	M	M	S	S	H
Unlikely 2	L	M	M	S	S
Rare 1	VL	L	M	M	M
<b>Likelihood</b>	Negligible 1	Minor 2	Medium 3	Major 4	Severe 5
	<b>Consequences</b>				

- RATING RISK LEVEL:**
- (H) HIGH RISK - detailed action/plan required (VH = Very High)
  - (S) SIGNIFICANT RISK - needs senior management attention
  - (M) MODERATE RISK - specify management responsibility
  - (L) LOW RISK - manage by routine procedures (VL = Very Low)

### Likelihood:

- (5) Almost Certain - expected to occur in most circumstances
- (4) Likely - will probably occur in most circumstances
- (3) Possible - could occur at some time
- (2) Unlikely - not expected to occur
- (1) Rare - exceptional circumstances only

### Consequences:

- (5) Severe - would stop achievement of outcomes
- (4) Major - would threaten achievement of outcomes
- (3) Medium - necessitates significant adjustment
- (2) Minor - would threaten an element
- (1) Negligible - lower consequence

## 10. EVENT RISK MANAGEMENT PLAN

### 10.1 HEALTH RISKS

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Injury – Collision, Trips, Slips, Falls	Low to Moderate	<ul style="list-style-type: none"> <li>Ensure safety checks on equipment, courts &amp; surrounds.</li> <li>First aid staff at venue whenever players on site.</li> <li>Staff are first aid trained to manage an incident involving staff when medical is not on site.</li> </ul>	<ul style="list-style-type: none"> <li>Application of appropriate safety equipment eg.</li> <li>Post pads</li> <li>Dig in hazards eg. cabling etc.</li> <li>First aid provided at venue</li> <li>For emergencies follow the appropriate procedure</li> </ul>	Medical Staff	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisors</li> <li>Referee/Court supervisor</li> </ul> <p>For emergencies:</p> <ul style="list-style-type: none"> <li>- First on site - call 000</li> <li>- Event Medical Staff</li> <li>- Supervising adult (teacher)</li> </ul> <p>Non emergencies:</p> <ul style="list-style-type: none"> <li>- Court supervisor</li> <li>- Event Medical Staff</li> <li>- Venue management to call 000 if required</li> </ul>
Hypothermia	Moderate	<ul style="list-style-type: none"> <li>Monitor weather patterns and amend work and competition schedules as required.</li> </ul>	<ul style="list-style-type: none"> <li>Notify First aid</li> <li>Withdrawal from playing area</li> <li>Monitor condition</li> <li>Call ambulance if required</li> </ul>	Medical Staff	Daily - Ongoing	<ul style="list-style-type: none"> <li>Referee Delegate</li> <li>Referees</li> <li>Medical Staff</li> </ul>
Heat Stress/ Dehydration & Sun Stroke	Moderate	<ul style="list-style-type: none"> <li>External water fountain provided</li> <li>Area for participants to re-fill drink containers</li> <li>Monitor weather patterns and amend work and competition schedules as required.</li> <li>Reference Volleyball Australia Heat Mitigation Support Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Supply outdoor water stations and encourage use</li> <li>Notify First aid</li> <li>Withdrawal from playing arena</li> <li>Replenish fluids</li> <li>Monitor condition</li> <li>Call ambulance if required</li> </ul>	RD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Referee Delegate</li> <li>Referees</li> <li>Medical Staff</li> </ul>

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Infectious Disease	Moderate	<ul style="list-style-type: none"> <li>External water fountain provided</li> <li>Hand sanitiser supplied at venue and on all courts</li> <li>Discourage use of bathroom taps for water refills</li> <li>Discourage sharing of food and drinks</li> </ul>	<ul style="list-style-type: none"> <li>Supply outdoor water stations and encourage use</li> <li>Supply hand sanitiser at each court</li> <li>Supervising adult to inform court supervisor</li> <li>Tournament &amp; venue management informed</li> <li>*Dependent on type of infection &amp; number of effected participants:</li> <li>Team supervisor to contact school Principal</li> <li>Communicate line of action to relevant participants and implement other preventative measures.</li> <li>Management to continue monitoring situation</li> <li>Inform relevant authorities (if required)</li> <li>isolate infected persons and anyone displaying symptoms</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisors</li> <li>Referee/Court supervisor</li> </ul>
COVID-19 Outbreak	Significant	<ul style="list-style-type: none"> <li>SEE DETAILED COVID SAFE EVENT PLAN</li> </ul>	<ul style="list-style-type: none"> <li>SEE DETAILED COVID SAFE EVENT PLAN</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisors</li> <li>All event staff</li> </ul>
Serious Injury/ Death (external to Tournament activities e.g. surf related incidents)	Moderate	<ul style="list-style-type: none"> <li>Inform local SLS &amp; police of event</li> <li>Ensure all staff/ volunteers are always accounted for and supervised</li> <li>Ensure athletes (especially international) have information from SLS</li> </ul>	<ul style="list-style-type: none"> <li>For emergencies: First on site - call 000</li> <li>Notify SLS</li> <li>Remove spectators, surplus staff</li> <li>Containment of information spreading</li> <li>Debrief RMT</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Tournament Director</li> </ul>



KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Serious Injury/ Death within tournament activities	Significant	<ul style="list-style-type: none"> <li>Ensure safety checks on all equipment and courts</li> <li>First aid at each venue</li> <li>Local hospital notified of event in case of emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Follow participant injury emergency procedure - call 000</li> <li>Call the school principal and notified immediately</li> <li>School Principal and police to inform participants parents</li> <li>Convene RMT meeting</li> <li>Document incident</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisors</li> <li>Court Supervisors</li> <li>Risk Management Team</li> </ul>
Food Poisoning (when provided by the event)	Moderate	<ul style="list-style-type: none"> <li>Ensure all food is stored &amp; prepared by certified companies</li> <li>Food onsite is not perishable or is stored appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Withdrawal from playing arena</li> <li>Notify Medical Team</li> <li>Monitor condition</li> <li>Notify ambulance if required</li> </ul>	TD & Medical Staff	Daily - Ongoing	<ul style="list-style-type: none"> <li>All Staff</li> </ul>

## 10.2 ENVIRONMENTAL

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Heat	Moderate	<ul style="list-style-type: none"> <li>Monitor long term and daily weather patterns in the planning and during the event</li> <li>Ensure watering solutions are readily available for cooling sand</li> <li>Ensure there is shade available for all operational areas</li> <li>Plan Competition &amp; Work Schedules allowing for breaks and possible modifications where appropriate</li> <li>Ensure there is adequate access to water for staff, volunteers and athletes</li> </ul>	<ul style="list-style-type: none"> <li>Water courts to reduce sand temperature</li> <li>Adjust competition schedule in extreme conditions</li> <li>Create a higher rotation of staff &amp; volunteers to escape weather</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Referee Delegate</li> <li>Operations Manager</li> </ul>



KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Severe Storms/ Rain	Moderate	<ul style="list-style-type: none"> <li>Monitor long term and daily weather patterns in the planning and during the event</li> <li>Ensure all infrastructure and power is practical for wet weather</li> <li>Plan Competition &amp; Work Schedules allowing for breaks and possible modifications where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Adjust competition schedule in extreme conditions</li> <li>Create a higher rotation of staff &amp; volunteers to escape weather</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Referee Delegate</li> <li>Operations Manager</li> </ul>
High Winds	Moderate	<ul style="list-style-type: none"> <li>Monitor long term and daily weather patterns in the planning and during the event</li> <li>Ensure all infrastructure is practical for high winds including appropriate tie-down</li> </ul>	<ul style="list-style-type: none"> <li>Adjust infrastructure to suit conditions E.G. remove umbrellas</li> <li>Monitor all signage and temporary equipment</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Operations Manager</li> </ul>
Lightning & Hail	Moderate	<ul style="list-style-type: none"> <li>Monitor long term and daily weather patterns in the planning and during the event</li> <li>Ensure all infrastructure is practical for weather conditions</li> <li>Ensure there is a practical evacuation plan</li> </ul>	<ul style="list-style-type: none"> <li>Enact the evacuation plan</li> <li>Ensure all infrastructure is made safe e.g. turn off power</li> <li>In the case of Lightning, the 30- 30 Rule will be implemented</li> <li>Prepare for other possible weather effects like high winds or heavy rain</li> <li>Adjust competition schedule as required</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Tournament Director</li> <li>Referee Delegate</li> </ul>

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
King Tides/ Large Surf Conditions	Moderate	<ul style="list-style-type: none"> <li>Monitor long term and daily weather patterns in the planning and during the event</li> <li>Continually monitor beach conditions on site</li> <li>Communicate with locals e.g. Life Guards for further advice</li> <li>Ensure venue is made ready for any planned conditions</li> <li>Modify venue infrastructure pre or during event as required</li> <li>Ensure a berm/sand bagging is in place if beach width is too narrow</li> </ul>	<ul style="list-style-type: none"> <li>Manage Competition &amp; Work Schedules as required</li> <li>Adjust infrastructure to suit conditions E.G. remove non-essential equipment</li> <li>Continually monitor infrastructure at critical times e.g. high tide</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Tournament Director</li> <li>Operations Manager</li> <li>Competition Manager</li> </ul>

### 10.3 ABUSE

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Inappropriate Conduct with Minors	Moderate	<ul style="list-style-type: none"> <li>All Staff to receive and complete the Rights &amp; Responsibilities Form</li> <li>All relevant staff to hold a current QLD Blue Card</li> </ul>	<ul style="list-style-type: none"> <li>Containment / Separation of parties</li> <li>Removal of any spectators</li> <li>Assessment/Treatment of any injuries</li> <li>Convene RMT Meeting</li> <li>Notification to CEO and Police</li> <li>Documentation of Incident</li> </ul>	TD & RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>All Staff</li> </ul>
Harassment/ Discrimination/ Vilification	Low	<ul style="list-style-type: none"> <li>Court supervisors/ supervising adults present and assigned to courts</li> <li>Code of Conduct</li> <li>Working with vulnerable people/children checks</li> </ul>	<ul style="list-style-type: none"> <li>Identify parties involved and incident details</li> <li>Convene RMT meeting</li> <li>Conduct meeting with appropriate parties</li> <li>Document incident</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/ referee supervisors</li> </ul>
Terrorism Threat/ Attempt	Moderate	<ul style="list-style-type: none"> <li>Police notified of event</li> </ul>	<ul style="list-style-type: none"> <li>Follow venue management instructions on evacuation procedures</li> <li>Contact emergency on 000</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/ referee supervisors</li> </ul>

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Assault - Physical/ Violent	Moderate	<ul style="list-style-type: none"> <li>Court supervisors/ supervising adults present in halls</li> <li>Code of Conduct</li> <li>Working with vulnerable people/children checks</li> </ul>	<ul style="list-style-type: none"> <li>Follow participant injury emergency procedure - call 000</li> <li>Call the school principal and notified immediately</li> <li>School Principal and police to inform participants parents</li> <li>Convene RMT meeting</li> <li>Document incident</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/ referee supervisors</li> </ul>
Assault - Sexual	Moderate	<ul style="list-style-type: none"> <li>Working with vulnerable people/children checks</li> <li>Court supervisors/ supervising adults present in halls</li> <li>Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Follow participant injury emergency procedure - call 000</li> <li>Call the school principal and notified immediately</li> <li>School Principal and police to inform participants parents</li> <li>Convene RMT meeting</li> <li>Document incident</li> </ul>	TD & RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/ referee supervisors</li> </ul>
Substance Abuse - Alcohol/Drugs	Moderate	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Adult supervision within venues</li> </ul>	<ul style="list-style-type: none"> <li>Contain parties/substances</li> <li>Inform Tournament Director</li> <li>Notify first aid/ambulance</li> <li>Convene RMT meeting</li> <li>Gather effected parties for briefing</li> <li>Document incident</li> </ul>	TD & RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> </ul>
Suicide Threat/ Attempt	Moderate	<ul style="list-style-type: none"> <li>First aid in venues</li> <li>Supervision during event</li> <li>Local hospital notified of event in case of emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Follow participant injury emergency procedure</li> <li>Contact the team supervisor and school principal</li> <li>School Principal and police to inform participants parents</li> <li>Convene RMT meeting</li> <li>Document incident</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Event Staff</li> </ul>

## 10.4 EQUIPMENT & COMPETITION

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Unsafe Equipment and court layout	Low	<ul style="list-style-type: none"> <li>Ensure safety checks are conducted of all equipment and courts prior to and during event</li> <li>Court/referee supervisors present in halls</li> <li>FOP meets safety standards</li> </ul>	<ul style="list-style-type: none"> <li>Operations manager to check equipment and court layout at venue prior to the start of the tournament daily to ensure FOP meets safety standards.</li> <li>Identify inadequate equipment</li> <li>Operations manager to work with event staff to alleviate problem</li> </ul>	OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court supervisor</li> </ul>
Damaged, lost or stolen (Equipment/ Venue)	Moderate	<ul style="list-style-type: none"> <li>Monitor and maintain Field of Play, Sport Specific Equipment and tools each day</li> <li>Monitor and maintain infrastructure at event</li> <li>Security present at key times</li> </ul>	<ul style="list-style-type: none"> <li>Operations manager to identify parties involved and assess damage</li> <li>Contact team supervisor</li> <li>Notify council (if required)</li> <li>Convene meeting with relevant parties</li> <li>Damage to be repaid back by parties involved.</li> <li>Provide written correspondence to parties/team supervisor</li> </ul>	OM & TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/ referee supervisor</li> <li>OM</li> </ul>
Damaged, Lost or Stolen (public, participant or staff personal equipment)	Low	<ul style="list-style-type: none"> <li>Monitor and maintain Field of Play, Sport Specific Equipment and tools each day</li> <li>Security present at key times</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of incident</li> <li>Notification to Police if required</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>All staff</li> </ul>
Computer Hardware (Hardware Fault Network Fault)	Moderate	<ul style="list-style-type: none"> <li>Adequate testing</li> <li>Ensure hardware checks are carried out routinely</li> <li>Tournament staff trained to resolve issues</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate testing is conducted prior to implementation</li> <li>Ensure tournament staff are sufficiently trained to deal with troubleshooting issues</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>CM</li> </ul>
Power Failure	Low	<ul style="list-style-type: none"> <li>Generators refuelled daily and fuel checked throughout the day as required</li> <li>Generators tested at time of delivery to ensure in working order</li> </ul>	<ul style="list-style-type: none"> <li>Computers to work from battery power where possible</li> <li>Send printing off site for emergency printing</li> <li>Competition manager to work off site with information being relayed regularly if power not re-started within reasonable amount of time</li> </ul>	OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>CM</li> <li>TD</li> <li>OM</li> </ul>

## 10.5 VENUE

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Fire	Significant	<ul style="list-style-type: none"> <li>Ensure evacuation procedures and instructions are available to and understood by all attendees</li> <li>Ensure fire exits are not blocked</li> <li>Follow all safety measures imposed by the venue</li> </ul>	<ul style="list-style-type: none"> <li>Follow venue management evacuation procedures</li> <li>All patrons evacuate venue</li> <li>Assemble in evacuation zone</li> <li>First aid to assess any injuries</li> <li>Tournament management to enter venue prior to patrons and convene meeting</li> <li>Brief all patrons upon entry into venue of match commencement.</li> <li>Conduct meeting with venue management to discuss and document incident.</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team supervisor</li> <li>Court/referee supervisor</li> </ul>
Natural Disaster	Moderate	<ul style="list-style-type: none"> <li>Ensure evacuation procedures and instructions are available to and understood by all attendees</li> <li>Daily monitoring of weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Follow venue management evacuation procedures</li> <li>All patrons evacuate venue</li> <li>Assemble in evacuation zone</li> <li>First aid to assess any injuries</li> <li>Tournament management to enter venue prior to patrons and convene meeting</li> <li>Brief all patrons upon entry into venue of match commencement.</li> <li>Conduct meeting with venue management to discuss and document incident.</li> </ul>	RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>Team Supervisor</li> <li>Court/referee Supervisor</li> <li>Tournament Director</li> </ul>
Temporary Infrastructure Failure	Moderate	<ul style="list-style-type: none"> <li>Ensure all engineering certifications are current</li> <li>Daily inspections of the venue</li> </ul>	<ul style="list-style-type: none"> <li>Close affected area as quickly &amp; safely as possible</li> <li>Inform the relevant companies</li> <li>Monitor the affected areas until made safe</li> </ul>	TD & OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>OM</li> </ul>

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Management of Athletes & Public During Bump In/Out (possible injury)	Significant	<ul style="list-style-type: none"> <li>Create exclusion zones around construction areas including erecting signage</li> <li>Follow all WH&amp;S requirements relating to the works being undertaken</li> <li>Follow Traffic Management Plan</li> <li>Ensure players have appropriate areas to train near venue and are instructed where to go/not go</li> <li>Advise relevant stakeholders of bump in/out plan (Council, Police, local community groups etc)</li> </ul>	<ul style="list-style-type: none"> <li>Escort any person out of exclusion zones immediately</li> <li>First aid provided if required</li> <li>For emergencies follow the appropriate procedure</li> <li>Documentation of incident</li> <li>Notification of any relevant stakeholders if required</li> </ul>	TD & OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>All staff</li> <li>Contractors on site</li> </ul>
Loss of Daylight Hours During Competition	Low	<ul style="list-style-type: none"> <li>Ensure there is appropriate schedule for match times</li> <li>Ensure matches are scheduled to complete well before average sunset times</li> <li>Monitor throughout event</li> </ul>	<ul style="list-style-type: none"> <li>Move matches to other courts as required</li> </ul>	CM	Daily - Ongoing	<ul style="list-style-type: none"> <li>CM</li> <li>Referee Supervisors</li> </ul>
Sand (foreign objects in the sand)	Moderate	<ul style="list-style-type: none"> <li>Entire venue is levelled by machinery prior to bump in</li> <li>During bump in, each court is groomed and checked for FOD</li> <li>Daily checks of each court for any overnight FOD</li> </ul>	<ul style="list-style-type: none"> <li>Delay match on court where FOD is found</li> <li>Ensure all FOD is found using rakes etc</li> <li>Operations Team &amp; Officials to confirm when safe to continue</li> </ul>	OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>OM</li> <li>RD</li> <li>Referee Supervisors</li> </ul>
Vehicle Movements	Moderate	<ul style="list-style-type: none"> <li>Ensure an accurate Traffic Management Plan is in place and staff on site</li> <li>Ensure all vehicle movements in public areas have 2 walking guides</li> <li>Ensure all vehicles are of appropriate size/weight and access venue at designated points</li> </ul>	<ul style="list-style-type: none"> <li>Stop all vehicle movements removing public from danger</li> <li>Seek medical assistance if any injuries are caused</li> <li>Ensure Traffic Management Staff continue the flow of public foot &amp; vehicle traffic</li> <li>Report any incidents to relevant authorities if required</li> </ul>	TD & OM	Daily - Ongoing	<ul style="list-style-type: none"> <li>TD</li> <li>OM</li> </ul>

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Unauthorised Venue Access	Moderate	<ul style="list-style-type: none"> <li>Ensure Security &amp; Ushers are positioned at all critical points and times</li> <li>Ensure fencing is erected correctly and encloses critical areas</li> </ul>	<ul style="list-style-type: none"> <li>Security / Ushers / Staff are informed as quickly as possible</li> <li>Contact Police if required</li> </ul>	TD	Daily - Ongoing	<ul style="list-style-type: none"> <li>All staff</li> </ul>

## 10.6 PERSONNEL

KEY RISK AREA	RISK RATING	CONTROL MECHANISM	PROPOSED TREATMENT/ACTION	RESPONSIBLE PERSON	MONITOR SCHEDULE	PERSON MONITORING
Serious Injury/ Illness (Staff/volunteers)	Moderate	<ul style="list-style-type: none"> <li>Ensure other staff are sufficiently trained to fulfil roles should they be required</li> <li>Ensure staff and volunteers are not over-worked and receive adequate rest time</li> </ul>	<ul style="list-style-type: none"> <li>Establish persons effected</li> <li>Volunteers - substitute volunteer/s by dispersing non-affected volunteers across more courts.</li> <li>CM - substituted by results assistant/ assistant TD and ensure a volunteer is trained to fulfil data entry duties</li> <li>RD - substituted by senior referee supervisor</li> <li>OM - assistance required from volunteers, management staff to cover responsibilities</li> <li>TD - replaced by VA personnel in attendance at event in conjunction with technical competition manager and referee delegate.</li> </ul>	TD & RMT	Daily - Ongoing	<ul style="list-style-type: none"> <li>All staff &amp; volunteers</li> </ul>
Officials Strike	Low	<ul style="list-style-type: none"> <li>Ensure clear communication and expectations are delivered in event planning</li> </ul>	<ul style="list-style-type: none"> <li>Communicate situation to participants</li> <li>Create Duty roster so team covers positions vacant</li> </ul>	TD & RD	Daily - Ongoing	<ul style="list-style-type: none"> <li>RD</li> </ul>