



# Risk Assessment & Safety Plan

## *2023 Golf Tournaments*

### **Preamble**

ACC golf is conducted at the Northern Golf Club in Glenroy, with a Junior event for Year 7 – 10 students and an Open event for Years 7 - 12.

This risk assessment is applicable to all golf tournaments that are organised and managed by the ACC on behalf of its member schools.

It is the responsibility of the ACC to ensure that a safe playing environment is provided for all schools involved in these golf tournaments and that adequate safety measures are put in place to reduce the risks to staff and students. If it is not possible to provide a safe playing environment, then the ACC golf tournament should not proceed.

## Sport Name: 2023 Golf Tournaments

Date of Assessment	4 <sup>th</sup> April 2023
Event	Golf Tournaments
Date(s)	15 May (Open) and 9 October (Year 7-10) 2023
Location	Northern Golf Club 97 Glenroy Rd Glenroy Vic 03 9306 1677
Nearest Hospital	John Fawkner Private Hospital 275 Moreland Rd Coburg Vic 03 9385 2500

### Briefly describe the event and its context

ACC Golf Tournaments are feature events in Term 1 and Term 4. The ACC organises the venue for the event, in addition to First Aid which is organised through Colbrow Medics.

### Emergency Information (Bush Fire/Code Red Alert, etc)

Not applicable at date of publishing.

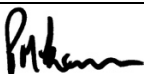
The ACC Heat and Weather policies will be applicable to all Summer sports.

Contractors Name	Phone	Safety Plan/Insurance
Northern Golf Club	03 9306 1677	
Colbrow Medics	1300 550 123	

### Staff Involved:

Name	Position	Role at Event	Contact
Paddy McKenna	ACC Executive Officer	Event Manager	0433 282 445
Domenic Scarpino	ACC Operations Officer	Event Assistant	0412 523 617

### Approved by:

ACC Executive Officer	Signature	Date
Paddy McKenna		4/4/23

<b>1 INDOOR HAZARDS</b>		
1.1	Inappropriate lighting	
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	Y
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	Y

<b>2 SPORTING ACTIVITY HAZARDS</b>		
2.1	Uneven playing surface	Y
2.2	Playing surface too hard or soft	Y
2.3	Hard or sharp objects on pitch	Y
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	
2.6	Impact from sports equipment - Ball or Clubs	Y
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	Y

<b>3 HAZARDS ON COASTS &amp; COASTAL WATERS</b>		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

<b>HAZARDS ON STILL / MOVING WATER</b>		
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Remote locations	

<b>5 HAZARDS ON HILLS AND MOUNTAINS</b>		
5.1	Slips & trips on grass, mud, rock	Y
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	Y
5.5	Falling debris	Y
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	Y
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	Y

<b>6 PEOPLE &amp; ORGANISATIONAL HAZARDS</b>		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	Contact between participants increasing risk	

<b>7 EQUIPMENT AND OTHER HAZARDS</b>		
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	Y
7.6	Heavy equipment	Y
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	

<b>8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY</b>		
8.1	Dehydration	Y
8.2	Extremes of Weather	Y
8.3	Child Safety Policy & Code of Conduct	Y
8.4		
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		



## Risk Assessment – 2023 Associated Catholic Colleges Golf Tournaments

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.4, 1.6, 1.7, 1.11	Untidiness – causing trip/fire hazard, slip/trip/fall hazards, fire escapes and evacuation procedures, electrical hazards	Explanation to schools and their teams about keeping the golf clubs clear of walkways, as well as keeping the club social room neat and tidy to avoid any hazards and risks of injury. Ensure that all indoor fire and emergency evacuation procedures are in place with venue management. All electrical equipment to be professionally "tested and tagged" and cables covered in thoroughfares.	Low		ACC Staff School Staff	Prior to and during tournament
2.1, 2.2, 2.3	Uneven playing surface, playing surface too hard/soft, hard/sharp objects on pitch	Liaise with venue management regarding potential on-course hazards, as well as changes to the course structure. Details to be provided to all participants during the pre-event briefing	Low		ACC Staff School Staff Umpires	Prior to and during tournament
2.6	Impact from sports equipment – golf balls & clubs	Ensure that all participants know and understand the rules and etiquette of golf competition, particularly around safe play. Pre-event safety briefing to cover details such as providing a clear space for participants performing their golf swing, as well as keeping a safe distance between groups to avoid other players being struck by a gold ball.	High		ACC Staff School Staff Participants	Prior to and during tournament
2.8	Personal injury – fracture/sprain/cut	Pre-event briefing – remind participants of taking care on uneven ground, as well as around bunkers and landscaped areas.	Low		ACC Staff School Staff	Prior to and during tournament
5.1, 5.6	Slips / trips on grass, mud. Rocks, steep terrain	Students reminded to take care near water hazards and uneven ground	Low		ACC Staff School Staff	Prior to and during tournament
5.4	Difficult communication - distance	Students reminded to carry their mobile phone in the golf bag so that they can contact a staff member if in need of immediate assistance.	Low		School Staff	During tournament
5.5	Falling debris - trees	Students reminded during the briefing to take care and watch for falling branches / trees whilst on course.	Medium		ACC Staff School Staff	Prior to and during tournament
5.11	Extremes of weather	The event will only proceed if the weather conditions allow for safe play. If the weather deteriorates during the tournament and reaches a point where student safety is at risk, then the event will be put on hold or cancelled.	Medium	In the case of severe weather due to high winds, the Course Manager will close the course until the severe weather has passed.	ACC Staff School Staff Course Manager	Prior to and during tournament

6.1, 6.2, 6.3, 6.4, 6.9	Lack of information, training, instruction, poor activity planning, preparation, delivery or organisation	Participants required to have previous experience and knowledge of the game; schools sent appropriate information regarding tournament details prior to the event.	Low		ACC Staff School Staff	Weeks prior to tournament & prior to tournament start
6.4, 6.5	Ignorance of rules/procedures, unsafe behaviour/attitude	ACC Code of Conduct applies to all students, staff and parents. School staff directly responsible for student behaviour	Low		School Staff ACC Staff	Prior to and during tournament
6.6, 6.7	Lack of appropriate first aid equipment & experience, medical conditions of participants	School staff are first aid trained, carry school kits and appropriate medical information of their students. ACC provides qualified first aid attendants at all finals matches.	Low		School Staff ACC Staff	At match
7.2	Transport to and from your activity	School staff to take responsibility for transporting students to and from the venue and ensuring that parking is done safely.	Medium		School Staff ACC Staff	Prior to the match
7.5	Equipment – moving parts	Ensure that no mowing or grass cutting is taking place whilst students or staff are on the playing field or whilst matches are underway.	Low		School Staff ACC Staff	Prior to match start & during match
7.11, 7.12	Inadequate protective equipment, equipment in unsuitable condition	All participants to play with appropriate footwear and protective equipment. All equipment should be in good condition, particularly helmets used for batting and wick keeping.	Low		School Staff Umpire	Prior to match start
8.1, 8.2	Dehydration, Extremes of Weather	All participants to bring own water bottles, ACC Staff, in consultation with School Staff & Umpires, to monitor playing conditions in relation to storms and adverse weather. Play may be suspended, postponed or cancelled as required	Low		ACC Staff School Staff Umpire	At matches
8.3	Child Safety Policy & Code of Conduct	ACC is committed to the safety and well-being of children and young people	Low	Register is signed by all ACC Employees, with copies of our Code of Conduct and acceptable behaviours made available for all contractors engaged by the ACC.	ACC Staff	Prior to Match start

## Appendix A: Risk Rating Criteria

Each risk is rated on the basis of consequence and likelihood of the risk occurring and the effectiveness of the internal controls established to mitigate the risk events based on classification the criteria detailed below.

### Consequence Rating Criteria

To describe the consequence of a risk affecting the ACC, financial impact is considered as well as other consequences such as the impact in the reputation, compliance, etc.

Consequence or Impact Rating		Value at Risk
<b>Catastrophic (5)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Catastrophic financial loss above \$250,000.</li> <li>▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name.</li> <li>▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance.</li> <li>▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected).</li> </ul>	> \$250K
<b>Major (4)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$100,000 and \$200,000.</li> <li>▶ Reputation Risk: Significant sensitivity to brand name.</li> <li>▶ Strategic Risk: Significant impact on strategic / operational objectives.</li> </ul>	\$100k to \$250K
<b>Moderate (3)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$25,000 and \$100,000.</li> <li>▶ Reputation Risk: Moderate sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Low level issues due to non-compliance.</li> <li>▶ Strategic Risk: Medium impact on strategic / operational objectives.</li> </ul>	\$50k to \$100K
<b>Minor (2)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$5,000 and \$25,000.</li> <li>▶ Reputation Risk: Minimal sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Censure due to non-compliance.</li> <li>▶ Strategic Risk: Minimal impact on strategic / operational objectives.</li> </ul>	\$5k to \$25k
<b>Insignificant (1)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact less than \$5,000.</li> <li>▶ Reputation Risk: No impact on reputation or brand name.</li> <li>▶ Compliance Risk: No compliance impact.</li> <li>▶ Strategic Risk: Consequences are dealt with by routine operations.</li> </ul>	\$<5K

## Likelihood Rating Criteria

The likelihood rating is based on the number of times within a specified period a risk which a risk may occur as a consequence of business operations or through failure of operating people, processes and systems.

Risk Rating	Risk Criteria
<b>(5) Almost Certain</b>	<ul style="list-style-type: none"><li>▶ Is expected to occur in most circumstances, or</li><li>▶ Has more than 75% chance of occurring, or</li><li>▶ May occur within the next 6 months.</li></ul>
<b>(4) Likely</b>	<ul style="list-style-type: none"><li>▶ Will probably occur in most circumstances, or</li><li>▶ Has less than 75 % chance of occurring, or</li><li>▶ May occur within the next 18 months</li></ul>
<b>(3) Possible</b>	<ul style="list-style-type: none"><li>▶ Might occur at some time, or</li><li>▶ Has less than 50 % chance of occurring, or</li><li>▶ May occur within the next 3 years.</li></ul>
<b>(2) Unlikely</b>	<ul style="list-style-type: none"><li>▶ May occur at some time, or</li><li>▶ Has less than 25% chance of occurring, or</li><li>▶ May occur within the next 5 years.</li></ul>
<b>(1) Rare</b>	<ul style="list-style-type: none"><li>▶ May occur only in exceptional circumstances, or</li><li>▶ Has less than 10% chance of occurring, or</li><li>▶ Not likely to occur within the next 5 years.</li></ul>





The combination of the consequence and likelihood rating produces a rating for the inherent risk for a particular event.

## Residual Risk Rating Matrix

Using the product of consequence and likelihood ratings, the risks identified are then rated as extreme, high, moderate or low.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	E	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	H
Unlikely	L	L	M	M	H
Rare	L	L	M	M	H

### Legend

	<b>Extreme</b>
	<b>High</b>
	<b>Medium</b>
	<b>Low</b>