



Risk Assessment – Student Activities

Association Event	2024 Cross Country Championship	Number of persons involved	900
Nature of Activity	Cross-Country Competition	Frequency of Activity	One Day
Venue	Bundoora Park, Bundoora	Event Date	11/09/2024

Assessed By	Paul Fahey	Date	23/08/2024
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ENVIRONMENT

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
First Aid Equipment Staffing	ACC to organise medics (3) on the day in a medical truck. Medics supplied by Colbrow – minimum first aid qualification. Induction to take place between Paul Fahey and Medics on duty prior to the event starting.	Medium		Event Manager	On the day
Fire / Evacuation	Safety and emergency planning undertaken by the Event Manager. Risk assessment carried out in consultation with Schools Involved. Emergency protocols and procedures distributed to schools and made available on the ACC website.	Low		Event Manager	Pre-event, On the day
Disturbance / Disorderly conduct	Communication of emergency plans between Event Manager & ACC Officials. Protocols confirmed regarding filming and photography, access to competition areas and public areas. High vis "Official" vests and name tags supplied to staff accessing competition areas. Photographers required to sign in and receive a name tag and high vis orange vest. Code of conduct communicated with member schools and details made available on the ACC website.	Medium	Monitoring of field during competition.	Officials, Event Manager	Pre-event, On the day
Venue safety	Pre-event sign off and walk through in place to identify any hazards or safety and security issues.	Medium		Event Manager, Course Marshall	On the day

Uneven surface Personal injury – fracture / sprains / cuts	A venue safety check to be conducted prior to the venue being opened to participants and spectators.	High		Event Manager, Course Marshall	On the day
Slips, trips	Supervision of students in the stands, as well as when they are moving around the competition area.	High	ACC officials to be vigilant during the event and remove any obstacles that arise.	Individual Schools, Officials, Event Manager	On the day
Extremes of weather	Event Manager will monitor weather conditions in relation to heat, storms and adverse weather prior to, and on the day of the event. Event may be postponed, suspended or cancelled as required. Event will be cancelled in extreme weather conditions e.g The BOM issues a local severe weather warning for damaging winds and storm activity.	Medium		Event Manager	On the day
UV Exposure	Schools reminded to bring sunscreen for competitors. Sunscreen provided for all officials.	Medium	Student helpers assigned to regularly move around the course with sunscreen.	Individual Schools, Officials, Event Manager	Pre-event On the day
Dehydration	Water stations to be supplied. Drinking water made available for all officials during the event.	Low	Student helpers assigned to regularly move around the course with water for officials.	Event Manager	On the day
Electrical hazards from equipment	All electrical items to be tagged and tested. All cables and electricity leads to be protected from the weather (covered adequately in waterproof material).	Medium		Event Manager, Results & Timing	Pre-event On the day
Lightning	ACC safety procedures to be implemented – evacuation of open areas / clear of trees etc.	Low		Event Manager	On the day

STUDENT CAPACITY

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Medical Conditions	Asthmatics are requested to bring their own 'puffers' and take appropriate medication prior to competing. Students with injuries or suffering illness should not compete. Only those who have been training and are suitably fit should be allowed to compete. Individual schools to manage adequately.	High		Individual Schools	Pre-event On the day
Poor safety awareness from participants	Risk assessment details and safety guidelines made available to all schools prior to the event. Safety guidelines also published on the ACC website. Information and safety briefing provided to all participants pre-race.	Low		Event Manager	Pre-event On the day

Spectators	All schools provided with an event information package, which contains specific details regarding expected behaviour from athletes and spectators. A code of conduct is in place for all ACC activities, covering participants, coaches and spectators.	Low		Event Manager	Pre-event
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ACTIVITIES

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Event briefing / management of officials	List of official duties provided to schools and relevant officials prior to event day, along with an Officials' Handbook providing a role description for each official. A pre-event briefing to take place for all officials, with content covering the management of the event, safety and security and emergency protocols.	Low		Event Manager	Pre-event On the day
Personal Injury	Three first aid medics will be on site for the duration of the event. An ambulance will be called in the event of an emergency, following consultation with the first aid medics and the Event Manager. Schools are requested to bring a first aid kit in order to deal with minor injuries. Event officials should contact the Event Manager in the case of a medical emergency or other emergency. Mobile phone details will be distributed on the day. Two-way radios will be provided to key officials, including key marshals, first aid medics and event management staff.	High		Teachers, Schools, Event Manager	Pre-event On the day
Poor activity delivery or organisation	The Event Manager will ensure that all event staff are briefed regarding: the rules of the carnival, their roles and responsibilities with their duties and safety procedures.	Low		Event Manager	Pre-event On the day
Ignorance of rules and / or procedures	All schools sent a copy of the rules and guidelines. They are also made available on the website.	Low		Event Manager	Pre-event
Poor safety awareness from participants	Risk assessment details and safety guidelines made available to all schools prior to the event. Safety guidelines also published on the ACC website. Information and safety briefing provided to all participants, officials and spectators. Safety plans made available on the website.	Low		Event Manager	Pre-event On the day

Supervision of students	This is to take place at the location that the school sets up, as well as on the course during the event. A staff member should be allocated to supervising their students around the course. Each school is responsible for the supervision of their students at all times.	Low		Individual Schools, Officials, Event Manager	Pre-event On the day
Transport to and from your activity	Responsibility is with the member schools.	N/A		Individual Schools	Pre-event On the day
Vehicle Parking – movement of pedestrians	Car and bus parking information provided to all schools a few weeks prior to the event. Safety information communicated to schools regarding the movement of pedestrians to and from the bus parking area and the crossing of roads adjacent to BP. Schools to adequately supervise student movement to & from the venue.	Medium		Individual Schools, Event Manager	Pre-event On the day

INVOLVEMENT OF EXTERNAL PROVIDERS

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Transport to and from your activity	Responsibility is with the member schools	N/A		Individual Schools	Pre-event On the day
Student safety / security	Bookings through accredited suppliers where relevant. Working With Children Checks – all relevant suppliers requested to provide details prior to the event. Information checked on the Department of Justice website for WWCC. ACC Event Register to be used prior to the event, and on the day. ACC Child Safe Protocols to be made available to all suppliers and external staff pre-event. Suppliers to sign prior to commencement acknowledging receipt and acceptance of the Code of Conduct and Child Safe policies of the Association.	Low		Event Manager	Pre-event On the day
Certificate of Currency	Ensure that all external suppliers have Public Liability insurance cover, with a certificate of currency to be supplied prior to the event.	Low		Event Manager	Pre-event On the day
Food poisoning	Food and refreshments provided to event staff to be prepared by accredited food handlers. Adequate food preparation, handling and storage practices to be utilised.	Low		Event Manager	Pre-event On the day
Electrical hazards from equipment	All electrical items to be tagged and tested.	Medium		Event Manager	Pre-event On the day
Participant & Spectator safety - equipment	Inflatable finish line arch – if winds exceed 38 km/h, arch to be deflated to reduce risk of incident. If excessive winds predicted, then the arch will not	Low		Event Manager Contractor	Pre-event On the day

	be set up. Inflatable to be set up based on operational parameters including base tie points (6) and upper tie points (10), as well as specified weights / ballast.				
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COVIDSAFE PROCEDURES

Hazard	Existing Controls in Place	Score Low/ Medium/ High Risk	Further Controls Required?	Who By	When
Poor Health	Schools should enforce guidelines preventing staff and students from attending school if they display any symptoms of respiratory infection, fever, cough, sore throat, runny nose or difficulty in breathing.	Medium		Individual Schools	Pre-event On the day

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
Catastrophic (5)	<ul style="list-style-type: none"> ▶ Financial Risk: Catastrophic financial loss above \$250,000. ▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name. ▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance. ▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected). 	> \$250K
Major (4)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$100,000 and \$200,000. ▶ Reputation Risk: Significant sensitivity to brand name. ▶ Strategic Risk: Significant impact on strategic / operational objectives. 	\$100k to \$250K
Moderate (3)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$25,000 and \$100,000. ▶ Reputation Risk: Moderate sensitivity and damage to brand name. ▶ Compliance Risk: Low level issues due to non-compliance. ▶ Strategic Risk: Medium impact on strategic / operational objectives. 	\$50k to \$100K
Minor (2)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$5,000 and \$25,000. ▶ Reputation Risk: Minimal sensitivity and damage to brand name. ▶ Compliance Risk: Censure due to non-compliance. ▶ Strategic Risk: Minimal impact on strategic / operational objectives. 	\$5k to \$25k
Insignificant (1)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact less than \$5,000. ▶ Reputation Risk: No impact on reputation or brand name. ▶ Compliance Risk: No compliance impact. ▶ Strategic Risk: Consequences are dealt with by routine operations. 	\$<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
(5) Almost Certain	<ul style="list-style-type: none">▶ Is expected to occur in most circumstances, or▶ Has more than 75% chance of occurring, or▶ May occur within the next 6 months.
(4) Likely	<ul style="list-style-type: none">▶ Will probably occur in most circumstances, or▶ Has less than 75 % chance of occurring, or▶ May occur within the next 18 months
(3) Possible	<ul style="list-style-type: none">▶ Might occur at some time, or▶ Has less than 50 % chance of occurring, or▶ May occur within the next 3 years.
(2) Unlikely	<ul style="list-style-type: none">▶ May occur at some time, or▶ Has less than 25% chance of occurring, or▶ May occur within the next 5 years.
(1) Rare	<ul style="list-style-type: none">▶ May occur only in exceptional circumstances, or▶ Has less than 10% chance of occurring, or▶ Not likely to occur within the next 5 years.





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

	E	Extreme
	H	High
	M	Medium
	L	Low