



Geraldton Yacht Club Inc.

RISK MANAGEMENT PLAN

DRAGON BOAT CLASSIC 2023

Contents Page

- 1.0 Introduction and Context**
- 2.0 Definitions**
- 3.0 Stakeholders in Risk Management Plan**
- 4.0 Risk Identification**
- 5.0 Assessing Potential Risks**
- 6.0 Evaluating and Treating Potential Risks**
- 7.0 Risk Action Plan**
- Appendix 1 Risk Register**
- Appendix 2 Risk Treatment Schedule**
- Appendix 3 Risk Action Plan**

1.0 Organisational Details

Organisation coordinating and responsible for the event:

Geraldton Yacht Club

Name of individual responsible for organising the event:

Edrick Delfos – Events Manager

Contact phone: 0407 213977

Email: et@node1.com.au

Full name of event: Dragon Boat Classic 2023

Date of event: Sunday 1st October, 2023

Setup times: 0700- Sunday 1st October, 2023

Dismantle: 1700- Sunday 1st October, 2023.

Location of event: Geraldton Town Beach in front of the Yacht Club

2.0 Definitions

Risk

The chance of something happening that will have an impact on objectives.

Risk Assessment

The overall process of risk identification, risk analysis and risk evaluation.

Risk Management

The culture processes and structures that are directed towards realizing potential opportunities, whilst managing adverse effects.

Risk Reduction

Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

Risk Treatment

The process of selection and implementation of measures to modify risk.

Risk Transfer

The process of selection and implementation of measures to modify risk.

Risk Acceptance

Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

3.0 Stakeholders in Risk Management Plan

Geraldton Yacht Club
City of Greater Geraldton
Geraldton Police
St John Ambulance
Department of Transport
FESA

RISKS

4.0 Risk Identification

The areas identified in the Risk Management framework have been identified under the following categories:

Health/Injury/Disease

- Drug affected persons (not including alcohol)
- Alcohol affected persons
- Fire caused by electrical installations
- Fire risk caused by gas bottles
- Marquee Collapse
- Broken glass on reserve
- Food Poisoning
- Power failure
- Water failure

Criminal activity

- Disorderly conduct
- Consumption of alcohol

Environmental Risk

- Excessive litter at the event and left at end of event
- Strong winds
- Heavy Rain
- Lightning

Legal/Contractual

- Unclean toilets
- Loss of key contractors
- Event Approval not obtained

Operational/Crowd/Event Personnel/Competitors Safety

- Trip Hazards
- Extreme Weather
- Communications failure
- Event Site Safety

Traffic Management

- Lack of Parking
- Inadequate access for emergency vehicles

Promotion/PR

- Inadequate funding for event
- Loss of key personnel

5.0 Assessing Potential Risk

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilized for the assessment process;

Table 1: Consequence Matrix

Level	Descriptor	More Detail	Injuries	Financial Impact	Operational Impact
1	Insignificant	Low Impact, low profile	None	<\$1000	Little impact <1 hour
2	Minor	Public embarrassment, low impact and low news	First Aid	<\$1-\$1,000	Inconvenient delays 1-2hrs
3	Moderate	Public embarrassment, Moderate news item	Medical Assistance	<\$10-\$5,000	Significant delays 2hrs
4	Major	Loss of production capabilities, public embarrassment, 3 rd party action, high news impact	Extensive Treatment	<\$50-\$50,000	Non achievement certain aspects - abandonment
5	Catastrophic	Public embarrassment, 3 rd party action, high news and impact	Deaths	+\$150,000	Non achievement of objectives - cancelled for the future

Table 2: Likelihood Matrix

Level	Descriptor	More Detail	As a guide...
A	Almost certain	Is expected to occur in most circumstances	Once in a year
B	Likely	The event will probably occur at least once	Once in 3 years
C	Possible	The event might occur at some time	Once in 10 years
D	Unlikely	The event is not expected to occur	Once in 30 years
E	Rare	The event may occur only in exceptional circumstances	Once in 100 years

Table 3: Level of Risk

Consequence						
Likelihood		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

Table 4: Risk Criteria for Management

Risk Priority	Action Of Management
1	Acceptable
2	Needs to be monitored by event crew
3	Management needs to be monitored and effective safety management controls implemented
4	Urgent management attention and action required
5	Unacceptable

Table 4: Risk Register

Compiled by: Edrick Delfos

Date: October 2023

Reviewed by: Edrick Delfos Date: June 2023.

Event: Annual local Dragon Boat Classic

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Operational/ Crowd/ Event Personnel/ Competitors Safety	Paddlers, safety team, event crew not understanding their responsibilities	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Loss of event capacity Public embarrassment Possible third party action Moderate news impact Injury to staff or patron 	Possible	<ul style="list-style-type: none"> All Paddlers, safety crew, event crew to attend a pre event briefing meeting All on site personnel to be given written information on the scheduling and safety procedures All event staff, volunteers safety and event to abide by the written code of conduct AT ALL TIMES Brief commentary team on evacuation procedure 	2	B	High	2
Operational/ Event Personnel/ Competitors Safety	Dragon Boat Capsize as a result of a collision or water/weather conditions	<ul style="list-style-type: none"> Injury to competitor Economic and financial loss Loss of event capacity Possible third party action Low news impact 	Likely	<ul style="list-style-type: none"> Support vessels ready on water Briefing notes stipulate that crews must stay with the boat PA announcements reinforcing above 	3	C	High	3
Operational/ Competitors Safety	Competitor drowning as a result of Dragon Boat capsize	<ul style="list-style-type: none"> Death of competitor Public embarrassment Likely third party action High news impact Economic and financial loss 	Possible	<ul style="list-style-type: none"> Support vessels ready on water Briefing notes stipulate that crews must stay with the boat Briefing notes stipulate that life jackets will be available for persons known to be poor or at risk swimmers PA announcements reinforcing above Life Jackets re-offered to poor swimmers at marshalling area 	5	C	Catastrophic	3
Operational/ Competitors Safety	Damage to Dragon Boat or equipment as a result of collision	<ul style="list-style-type: none"> Loss of event capacity Low news impact Economic and financial loss Injury to competitor Possible third party action 	Unlikely	<ul style="list-style-type: none"> Sturdy construction Spare equipment 	3	E	Moderate	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Health Injury Disease	Tents, Marquees collapse	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Loss of event capacity Public embarrassment Possible third party action High news impact 	Unlikely	<ul style="list-style-type: none"> A certified hire company to erect stage Obtain structural certification from installation company Appoint a independent engineer to certify the structure 	2	C	Medium	2
Operational/ Crowd/ Event Personnel/ Competitors Safety	Marquees, or Tents blown away	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Loss of event capacity Public embarrassment Possible third party action Moderate news impact 	Unlikely	<ul style="list-style-type: none"> A certified hire company to erect marquees Tie marquees down where possible 	3	D	Medium	1
Operational/ Crowd/ Event Personnel/ Competitors Safety	General Public or competitor is injured due to site infrastructure	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Public embarrassment Possible third party action Moderate news impact 	Possible	<ul style="list-style-type: none"> Event Manager to conduct site inspections Have a clearly marked first aid area Use dedicated crowd control barriers to direct spectators and competitors away from danger zones Use only qualified installers and licenses trade contractors Ensure that all tents, marquees, scaffolding, grandstands, site shed, generators etc all have certified engineers certification All electrical installations and wiring are secured from the general public Plan free flowing spectator and competitors ingress and egress movements Have a no glass policy on site Ensure that all walkways are continually monitored for potential hazards and are kept clean and free of any glass or litter Have a designated access pathway for competitors 	2	C	Medium	3
Operational/ Crowd/	Event staff injured at the event site	<ul style="list-style-type: none"> Economic and financial loss Possible legal action 	Possible	<ul style="list-style-type: none"> Event Manager to conduct site inspections 	2	C	Medium	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Event Personnel/ Competitors Safety		<ul style="list-style-type: none"> Public embarrassment Possible third party action Low news impact 		<ul style="list-style-type: none"> Have a clearly marked manned first aid area Use dedicated crowd control barriers to direct spectators and competitors away from danger zones Use only qualified installers and licenses trade contractors Ensure that all tents, marquees, scaffolding, grandstands, site shed, generators etc all have certified engineers certification All electrical installations and wiring are secured from the general public Plan free flowing spectator ingress and egress movements Have a no glass policy on site Ensure that all walkways are continually monitored for potential hazards and are kept clean and free of any glass or litter 				
Operational/ Crowd/ Event Personnel/ Competitors Safety	Storage and handling of hazardous materials on site	<ul style="list-style-type: none"> Possible legal action Possible third party action Low news impact 	Unlikely	<ul style="list-style-type: none"> All fuels for generators to be stored in proper fuel storage containers and stored away from main activity area. Cleaning material to be clearly labeled and stored in a locked container Any person handling hazardous material must be provided and wear proper protective clothing, eyewear and hand wear Fuels and hazardous materials to be dispensed using spill proof equipment or containers Any use of hazardous chemicals must be checked and authorized for use by the site manager before use Hazardous materials signage must be placed on or near 	2	D	Low	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				where the materials or fuels are used				
Operational/ Crowd/ Event Personnel/ Competitors Safety	Event Site Safety Inspection not done	<ul style="list-style-type: none"> Economic and financial loss Loss of event capacity Possible third party action Low news impact Injury to staff or patron 	Possible	<ul style="list-style-type: none"> Site to be inspected by the City with Event Manager 	2	C	Medium	3
Operational/ Crowd/ Event Personnel/ Competitors Safety	Crew or photographer injured in the water	<ul style="list-style-type: none"> Economic and financial loss Loss of event capacity Possible third party action Low news impact Injury to staff or patron 	Possible	<ul style="list-style-type: none"> Stop event immediately Qualify first aider or doctor on site Assigned Support Vessels and team deployed Guaranteed communications with rescue team First Aid Officer on scene to immediately renders first aid, first aid or doctor deployed First Aid Officer or Event Operations Manager to notify ambulance or hospital if external assistance is required Accident report form to be filled out by First Aid Officer in charge 	2	C	Medium	3
Operational/ Crowd/ Event Personnel/ Competitors /Spectators Safety	A shark is sighted in the water and is in close proximity to the competition area	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Loss of event capacity Public embarrassment Possible third party action High news impact Injury or fatality to competitor Injury or fatality to event personnel Injury or fatality to a spectator 	Unlikely	<ul style="list-style-type: none"> Stop event immediately Communicate with Event Manager immediately Clear all competitors and any threaten personnel from the water Ensure first aider or doctor is on site Dept of Fisheries to be notified immediately report form to be filled out by Event Manager Advise general public of the situation Resume event once the area is cleared 	2	C	Medium	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Operational/ Crowd/ Event Personnel/ Competitors Safety	Competitor injures themselves or there is a shark attack on a competitor or person in the water	<ul style="list-style-type: none"> • Economic and financial loss • Possible legal action • Loss of event capacity • Public embarrassment • Possible third party action • High news impact Injury to competitor	Possible	<ul style="list-style-type: none"> • Stop event immediately • Qualify first aider or doctor on site • First Aid Officer on scene to immediately renders first aid, first aid or doctor deployed • First Aid Officer or Event Operations Manager to notify ambulance or hospital if external assistance is required • Accident report form to be filled out by First Aid Officer in charge 	4	C	Extreme	3
Operational/ Crowd/ Event Personnel/ Competitors Safety	A person or child swept into the ocean from beach	<ul style="list-style-type: none"> • Economic and financial loss • Loss of event capacity • Public embarrassment • High news impact • Injury to spectator • Possible third party action 	Possible	<ul style="list-style-type: none"> • PA announcements warning people to stay clear of team/boat marshaling area • Event marshals to advise people on safe areas • Stop event immediately • Qualify first aider or doctor on site • First Aid Officer or Event Operations Manager to notify ambulance or hospital if external assistance is required • Accident report form to be filled out by First Aid Officer in charge • 	4	C	Extreme	3
Operational/ Crowd/ Event Personnel/ Competitors Safety	Public interference with the event	<ul style="list-style-type: none"> • Loss of event capacity • Possible third party action • Low news impact • Public embarrassment • 	Unlikely	<ul style="list-style-type: none"> • Event security and licensed crowd controller stationed at key response locations within the event site • Have a emergency communication response plan • Authorities contacted as soon as a situation appears to be developing • WA Police to be advised if required • Event marshals to advise public on safe areas • Danger tape, parawebbing and witches hats used to mark NO 	1	C	Low	1

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				<p>GO areas; NO PUBLIC entry signs to be posted</p> <ul style="list-style-type: none"> • Crowd control barrier to be placed in key areas • Control the sale of alcohol to the general public during • Ensure that the licensed area has experienced and accredited security personnel • Ensure that proper licensing rules and regulations are easily seen and understood by the general public • Ensure that emergency exit are clearly marked and sign posted • Have a emergency exit plan in case of panic or disorderly conduct • Ensure that First Aid officers patrol high risk areas 				
Health/Injury/Disease	Excess sun exposure and dehydration	<ul style="list-style-type: none"> • Low news impact • Public embarrassment • Injury to competitor, staff or patron 	Possible	<ul style="list-style-type: none"> • Implement Sun Smart policy at the event site • All competitors and spectators have access to shade areas • Sunscreen provided to the general public, event guests, on site crew and competitors • Ensure that free water is available to all spectators, event crew, event guests and competitors 	2	C	Medium	3
Health/Injury/Disease	General Public or competitor is injured due to site infrastructure	<ul style="list-style-type: none"> • Possible third party action • Medium news impact • Public embarrassment <p>Injury to competitor, staff or patron</p>	Unlikely	<ul style="list-style-type: none"> • Have a clearly marked first aid area • Use crowd control barriers to direct pedestrian traffic away from danger zones • Use only licensed and qualified installers and trade personnel • Ensure that all tents, marquees, scaffolding, site sheds etc have certified engineers certificates of currencies 	2	C	Medium	3

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				<ul style="list-style-type: none"> • All electrical installations and wiring are secured from the general public • Plan free flowing pedestrian movement in and out of event site No glass on event site				
Traffic Management	Emergency Vehicle Access blocked	<ul style="list-style-type: none"> • Possible third party action • Medium news impact • Public embarrassment 	Possible	<ul style="list-style-type: none"> • Parking attendants to be stationed on emergency access points • Have alternative access identified 	3	C	High	3
Traffic Management	Lack of parking for event, competitor, VIP's and spectator vehicles	<ul style="list-style-type: none"> • Possible third party action • Medium news impact • Public embarrassment • 	Unlikely	<ul style="list-style-type: none"> • Event Manager to control access to Foreshore and parking locations. • Traffic management barricades to be used to coordinate parking procedures • Designate special parking area for emergency vehicles 	3	B	High	3
Health/Injury/Disease	Emergency Evacuation of event site	<ul style="list-style-type: none"> • Public embarrassment • Moderate news item 	Unlikely	<ul style="list-style-type: none"> • Refer to the event Emergency Response and Evacuation procedure document 	2	D	Low	4
Operational/ Crowd/ Event Personnel/ Competitors Safety	On site electrics and minimization of electrical shock to the general public, competitor, event staff	<ul style="list-style-type: none"> • Possible third party action • Low news impact • Public embarrassment • Injury to competitor, staff or patron 	Unlikely	<ul style="list-style-type: none"> • Use only licensed electricians • Install electrical wiring as per the AS3000 electrical wiring rules and standards • Develop an electrical schematics plan for the event • Keep all cables and wiring off the ground • Ensure that all distribution boards and generators have RCD protection • Ensure that the earth leakage unit is connected to the power supply • Calculate the events power needs 	3	D	Medium	3

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				<ul style="list-style-type: none"> Minimise all water risk and protect electrical supplies and equipment from rain Ensure that all electrical equipment and cables are tagged in accordance to Australian Safety Standard 				
Operational/ Crowd/ Event Personnel/ Competitors Safety	Damage to equipment and environment	<ul style="list-style-type: none"> Possible third party action Low news impact Public embarrassment Injury to competitor, staff or patron	Possible	<ul style="list-style-type: none"> Stop event immediately Assess damage before proceeding Ensure the equipment is secure and safe for competitors and spectators Conduct continual checks during the day on all equipment 	2	C	Medium	2
Health/Injury/ Disease	Fire risk and explosion	<ul style="list-style-type: none"> Economic and financial loss Loss of event capacity Public embarrassment Possible third party action High news impact Injury to competitor 	Unlikely	<ul style="list-style-type: none"> Appropriate fire extinguishers will be positioned around the event site Approved fire blankets will be positioned around the event site First on scene immediately renders assistance First Aid Officer or Doctor deployed Qualified first aid or doctor on site with full first aid and emergency kits Doctor or hospital notified Guaranteed communications Accident report form to be filled out Emergency response plan implemented Evacuation plan implemented 	4	D	High	3
Health/Safety/ Disease	Terrorism	<ul style="list-style-type: none"> Economic and financial loss Loss of event capacity Public embarrassment Possible third party action High news impact Injury to competitor, VIP's, staff or spectators 	Unlikely	<ul style="list-style-type: none"> Terrorist threats perceived or real Any known information must be passed onto the event director or security manager immediately Any suspect packages or bags must NOT be touched and must 	5	E	High	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				be reported to the Police immediately • Emergency and Evacuation Plan to be implemented				
Health/Injury/Disease	Drug Affected Persons	• Public embarrassment • Low news impact	Possible	• Security and crowd controllers monitoring crowd behavior • First on scene to attend to person • Communication with St John • Ensure that water is available • Provide a chill out space for affected persons • Organize transport for affected person if required • Ensure that the area is well ventilated • Security to remove person from crowded area • Contact hospital if required • Ambulance on standby • Qualified first aider on hand to deal with affected person	2	C	Low	2
Health/Injury/Disease	Alcohol affected persons	• Public embarrassment • Low news impact	Possible	• Security and crowd controllers monitoring crowd behavior • First on scene to attend to person • Communication with St John • Ensure that water is available • Provide a chill out space for affected persons • Organize transport for affected person if required • Ensure that the area is well ventilated • Security to remove person from crowded area • Contact hospital if required • Ambulance on standby • Qualified first aider on hand to deal with affected person	2	C	Low	2
Health/Injury/Disease	Broken glass on site	• Economic and financial loss • Public embarrassment	Possible	• Ensure the event is glass free	2	C	Low	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
		<ul style="list-style-type: none"> • Possible third party action • Low news impact • Injury to competitor or staff 		<ul style="list-style-type: none"> • Clean and check venue prior to opening • Check patrons bag for glass • First on scene to render assistance • Communication with St John • Security to remove person from area and take to first aid post • Qualified first aider on hand to deal with affected person • Ambulance on stand by • Contact hospital if required 				
Health/Injury Disease	Food poisoning	<ul style="list-style-type: none"> • Economic and financial loss • Public embarrassment • Possible third party action • Low news impact • Injury to competitor, spectator, VIP or staff 	Unlikely	<ul style="list-style-type: none"> • Ensure that all caterers comply with current health regulations • Provide fresh water for affected person • First aider on hand to assist • Remove to first aid post 	2	D	Low	2
Health/Injury Disease	Power failure	<ul style="list-style-type: none"> • Economic and financial loss • Loss of event capacity • Public embarrassment • Possible third party action • Low news impact 	Possible	<ul style="list-style-type: none"> • Independent power supply • Back generator • Electrician on hand • Security and crowd controllers monitoring crowd behavior Exit signs independently powered 	1	C	Low	2
Criminal Activity	Disorderly conduct	<ul style="list-style-type: none"> • Public embarrassment • Possible third party action • Low news impact 	Likely	<ul style="list-style-type: none"> • Security and crowd controllers monitoring crowd behavior • Remove person from area • Advise Police • 	3	B	High	3
Criminal Activity	Consumption of alcohol	<ul style="list-style-type: none"> • Public embarrassment • Possible third party action • Low news impact • 	Possible	<ul style="list-style-type: none"> • Security and crowd controllers monitoring crowd behavior • Responsible serving of alcohol practices • Trained bar staff • ID checked by security and crowd controllers • Remove person from area • Advise Police 	2	C	Medium	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Environmental Risk	Environmental impact on competition and surrounding areas	<ul style="list-style-type: none"> Economic and financial loss Possible legal action Loss of event capacity Public embarrassment Possible third party action Moderate news impact Injury to staff or patron 	Possible	<ul style="list-style-type: none"> Brief event crew, volunteers, competitors to be aware of onsite protocol and to comply with the event code of conduct, road rules, toilet provided, designated walkway and no go areas Have a waste management and recycling plan in place and monitor the waste and recycling to ensure the site is kept clean Event Marshals to direct spectators to safe viewing areas as per the site plan 	2	C	Medium	3
Environmental Risk	Noise nuisance caused to neighbors	<ul style="list-style-type: none"> Public embarrassment Low news impact 	Unlikely	<ul style="list-style-type: none"> Monitor noise levels 	1	D	High	2
Environmental Risk	Litter left after event has finished	<ul style="list-style-type: none"> Economic and financial loss Public embarrassment Moderate news impact 	Possible	<ul style="list-style-type: none"> Event Manager and Yacht Club Volunteers to monitor and clean site as event is in progress Ensure that a 1:150 bin/person ratio is maintained Advise council clean up required post event 	2	B	High	2
Environmental Risk	Unclean Toilets	<ul style="list-style-type: none"> Public embarrassment Low impact low news 	Possible	<ul style="list-style-type: none"> Contractor to monitor and service toilets Staff to monitor and service toilets Cleaning products and toilets paper on hand at all times 	3	C	High	5
Legal contractual	Loss of key contractors	<ul style="list-style-type: none"> Public embarrassment Low impact low news 	Unlikely	<ul style="list-style-type: none"> Maintain a long term relationship with existing contractor Ensure prompt payment of services Have three back up contractors ready to go <p>If in regional areas ensure you have a local person</p>	2	C	Low	1
Legal contractual	Event Approval not obtained before event	<ul style="list-style-type: none"> Economic and financial loss Possible legal action 	Unlikely	<ul style="list-style-type: none"> Ensure that event plans are in 12 weeks prior to the event 	4	D	High	5

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
		<ul style="list-style-type: none"> • Loss of event capacity • Public embarrassment • Possible third party action • Moderate news impact 		<ul style="list-style-type: none"> • Ensure that the venue is suited to the event • Ensure that the event site has proper facilities • Ensure that all possible negative consequences are covered before the permit application has been submit • Establish a back up venue • 				
Operational/ Crowd/ Event Personnel/ Competitors Safety	Poor Hospitality	<ul style="list-style-type: none"> • Economic and financial loss • Possible legal action • Public embarrassment • Low news impact • 	Unlikely	<ul style="list-style-type: none"> • Ensure there is a dedicated person to service sponsors • Area is kept clean • Hospitality service is excellent • Adequate staffing • Excellent and helpful staff • Brief staff on code of conduct 	2	C	Low	2
Operational/ Crowd/ Event Personnel/ Competitors Safety	Lost Child/Property	<ul style="list-style-type: none"> • Public embarrassment <p>Low news impact</p>	Possible	<ul style="list-style-type: none"> • Immediately notify security • Do not make any PA announcement • Alert event staff <p>Appropriate lost and found centre clearly identified</p>	2	C	Low	2
Operational/ Crowd/ Event Personnel/ Competitors Safety	Over crowding	<ul style="list-style-type: none"> • Possible legal action • Public embarrassment • Possible third party action • Moderate news impact • 	Unlikely	<ul style="list-style-type: none"> • Adequate Crowd controllers on hand • Excellent ingress and egress for spectators 	2	C	Low	2
Operational/ Crowd/ Event Personnel/ Competitors Safety	Lighting failure	<ul style="list-style-type: none"> • Public embarrassment <p>Low news</p>	Unlikely	<ul style="list-style-type: none"> • Exit lights on battery backup power • 	1	C	Low	2
Operational/ Crowd/ Event Personnel/ Competitors Safety	Trip Hazards	<ul style="list-style-type: none"> • Possible legal action • Public embarrassment • Possible third party action • Moderate news impact 	Unlikely	<ul style="list-style-type: none"> • All equipment and cabling is off the ground • All infrastructure is behind secure fencing • All steps are well lit and marked with high visible markings • All entry points are clearly marked and well lit 	2	D	Low	2

Category	Risk What, who and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
				<ul style="list-style-type: none"> • Flat ground surface • Danger and hazard tape marks sensitive areas 				
Operational/ Crowd/ Event Personnel/ Competitors Safety	Extreme Weather	<ul style="list-style-type: none"> • Public embarrassment • High news impact • Loss of event capacity • Possible injury to spectators, competitors, VIP's and staff • 	Possible	<ul style="list-style-type: none"> • Maintain a weather watch • Contact marquee suppliers • Ensure electrician is on site • Pre-empt site evacuation plan if weather becomes extreme • Shut down power supply • Secure site and tie down any potential loose objects • Dismantle marquee if possible 	4	C	Extreme	4
Operational/ Crowd/ Event Personnel/ Competitors Safety	Communication failure	<ul style="list-style-type: none"> • Public embarrassment • Low news impact 	Unlikely	<ul style="list-style-type: none"> • Battery operated two way radios • Backup power generator for PA system • Mobile phone communications 	1	D	Low	1

6.0 Evaluating and Treating Potential Risks

Table 5: Risk Treatment Schedule and Plan

Compiled by: Edrick Delfos

Date: October 2021

Reviewed by:....Edrick Delfos.....Date...October 2021.....

Function/Activity: Dragon Boat Classic 2022

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
Collision of Dragon Boats	<ul style="list-style-type: none"> Set a wide course to keep them apart Sweep training to control the boat Define procedures for on board action on an out of control boat 	<ul style="list-style-type: none"> Sweep training Competitor training 	3 + C = High	2 + C = Medium	A	Event Manager	2 months out from event	<ul style="list-style-type: none"> Event organiser to arrange training course. Event organiser to ensure only trained sweeps are used by teams
Capsize	<ul style="list-style-type: none"> Minimise distance to start line Monitor weather conditions Set course to minimise impact of weather and water conditions Abandon event 	<ul style="list-style-type: none"> Set course to minimise impact of weather and water conditions 	3 + C = High	2 + C = Medium	A	Event Manager	On the day	<ul style="list-style-type: none"> Visual inspection of the water conditions throughout the day
Drowning	<ul style="list-style-type: none"> All Competitors to wear a pfd Keep course within direct visual sight of all event organanisers/competitors and spectators Ensure there are more craft on the water not at all involved in the Dragon Boat recovery Abandon event 	<ul style="list-style-type: none"> Keep course within direct visual sight of all event organanisers/competitors and spectators Ensure there are more craft on the water not at all involved in the Dragon Boat recovery 	5 + C = Extreme	5 + D = Extreme	A	Event Manager	On the day	<ul style="list-style-type: none"> Visual inspection of the water conditions throughout the day

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
Marquee Collapse	<ul style="list-style-type: none"> Not install Marquees Have installer complete a checklist/inspection of the Marquee once erected. Ensure First Aid qualified personnel are employed at the event. Obtain from the Installers a wind speed that once reached, the marquee must be taken down. 	<ol style="list-style-type: none"> Have installer complete a checklist/inspection of the Marquee once erected. Obtain from the Installers a wind speed that once reached, the marquee must be taken down. 	3 + D = M (Medium)	3 + E = L (Low)	A	Event Manager	Immediate and ongoing as required.	<ul style="list-style-type: none"> Event Organiser to advise Installers of requirement for checklist to be completed prior to event. Checklist to be retained once completed by the event organiser. Procedure for dismantling of marquee to be developed based on wind speed prior to event.
Contractors and volunteers not understanding their responsibilities	<ul style="list-style-type: none"> Give all contractors and volunteers written information about their onsite roles and duties Develop a written code of conduct Ensure that all people on site are aware of the evacuation process 	<ul style="list-style-type: none"> Have an accredited safety officer on hand Conduct an onsite induction talk Security to brief all competitors prior to the start of the event 	2 + A = H (high)	2 + C = M (medium)	A	Event Manager Head of Security	48 hours prior to start of the event	<ul style="list-style-type: none"> Event manager to check with competitors
Competitor or Crew injures themselves General Public injures themselves	<ul style="list-style-type: none"> First aid on hand First on scene to render assistance Competent and qualified first aid trained staff on site First aid medical kit on site and with first aider Have ambulance on standby 	<ul style="list-style-type: none"> Ensure the competitors and staff familiarize Advise site staff and site crew about how long it takes to get to the nearest medical facility or hospital themselves with the site layout Remove all possible trip hazards 	2 + C = M (medium)	1 + C = L (low)	A	Event Manager	Immediate and ongoing	<ul style="list-style-type: none"> Event manager to monitor the overall site to ensure that it is safe Event manager to monitor and control on site volunteers to check for hazards that may cause injury

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
	<ul style="list-style-type: none"> Check and advise site staff of the nearest medical facility or hospital depending the nature of the injury 	<ul style="list-style-type: none"> Remove all possible dangerous or hazards materials Secure all electrical cables 						
Emergency vehicle access is blocked	<ul style="list-style-type: none"> Have a clearly marked and signed area dedicated to emergency vehicle access Ensure that all gate and access points are restricted areas from the general public Develop fastest and safest route to the nearest emergency hospital 	<ul style="list-style-type: none"> Have traffic controller permanently stationed on all emergency access points Have keep clear signage at all emergency access roads 	3 + D = Medium	1 + D = Low	A	Event Manager	Immediate and ongoing	<ul style="list-style-type: none"> Ensure that security and Event Manager is monitoring the exit access
Fire risk and explosion	<ul style="list-style-type: none"> Appropriate tire extinguishers positioned at key locations around event site Fire blankets positioned at event site First aid officer or doctor deployed Hospital notified FESA immediately notified Call 000 Emergency response plan activated Evacuation plan activated 	<ul style="list-style-type: none"> Have a qualified and dedicated fire warden on site Good communications at all times Emergency numbers on with staff at all times Pre event safety and training talks Fire proof structures used 	3 + D = Medium	2 + D = Low	A	Event Manager	Immediate	Security to monitor crowd behavior

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
	<ul style="list-style-type: none"> Independently powered exit signs 2.4m wide emergency gate exits Independent lighting 							
Terrorism	<ul style="list-style-type: none"> Security to monitor and search all suspected bags Do not touch suspect unattended packages or parcel Call Police immediately Evacuate area Cordon off area until Police or appropriate authorities are on the scene Head of security to evaluate all perceived threats and take appropriate action 	<ul style="list-style-type: none"> Head of Security to control and evaluate all perceived threats Good communications at all times Event staff and crew informed by Head of security about the right course of action prior to the show Emergency and evacuation plan to be implemented immediately 	5 + E = High	3 + E = Low	A	Head of Security	Prior to event starting	Head of Security On site staff
Drug Affected Person	<ul style="list-style-type: none"> Security to remove person from area or crowd On site medics or first aid to attend Communication with ambulance officers or hospital Event to stop if required Ensure that the area is well ventilated Provide chill area for affected persons Ensure that free water is available 	<ul style="list-style-type: none"> Security to monitor crowd behavior First aid on site Proper medical care and equipment to be available to attend to affected person Ensure that ambulance transport is on site Remove person immediately Contact friend s or family and advise 	3 + A = Extreme	2 + A = High	B	Security First Aid Event Manager	Immediate	Security First Aid

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
Alcohol affected person	<ul style="list-style-type: none"> Security to remove person from area or crowd On site medics or first aid to attend Communication with ambulance officers or hospital Event to stop if required Ensure that the area is well ventilated Provide chill area for affected persons Ensure that free water is available 	<ul style="list-style-type: none"> Security to monitor crowd behavior First aid on site Remove person immediately Contact friend s or family and advise 	3 +A = Extreme	2 +A =High	B	Security First Aid	Immediate	Security and crowd controllers
Power Failure	<ul style="list-style-type: none"> Independent power supply Backup generator Fuel tanks checked and full Electrician on site Security guards and crowd controllers monitor crowd Exit sign to have battery backup power 	<ul style="list-style-type: none"> Independent power supply Backup generators Electrician on site 	2 + C = Medium	2 + D = Low	A	Security Electrician	Immediate	Checked hourly by the onsite electrician
Disorderly conduct	<ul style="list-style-type: none"> Security and crowd controllers to monitor crowd behaviour Remove person from crowd and area Advise police if required 	<ul style="list-style-type: none"> Good radio communication between security Police in attendance if required 	3 +B = High	2 + C = Medium	A	Security	Immediate	Security and crowd controllers
Consumption of Alcohol	<ul style="list-style-type: none"> Security and crowd controllers to monitor crowd behaviour Responsible serving practices RAS trained bar staff ID security checks for underage persons Designated wrist bands if there are any underage persons 	<ul style="list-style-type: none"> Security to monitor crowd Free water is available Responsible serving practices Trained bar staff Limit drinks per person Confiscated all containers brought onto the site 	1 + A = High	2 + C = Medium	A	Security and bar manager	Immediate	Security and Bar Manager

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
	<ul style="list-style-type: none"> Limit to 4.5 standard drinks per person Ensure free water is available to all patrons Check persons bags entering the site No container brought onto the event site 							
Noise nuisance caused to neighbours	<ul style="list-style-type: none"> If required noise modeling to be done prior to the event Letter drop to the residents close by Monitor noise levels if required PA Manager to stay within the required noise range as request by the shire Hotline for complaints 	<ul style="list-style-type: none"> Noise modeling Letter drop Hotline 	2 + B = High	2 + C = Medium	A	Event manager	Immediate	Event Manager
Litter left after the event	<ul style="list-style-type: none"> Staff to monitor and clean up litter whilst event is in progress Ensure that there is adequate bins placed around the event site Recycle all waste where possible Request bins from local government Use a volunteer group or club to do the clean up as a fund raiser 	<ul style="list-style-type: none"> Clean whilst in progress Recycle bins Adequate general waste bins Use a volunteer group to assist with the clean up 	1 + A = High	1 + C = Low	A	Event manager Volunteers	Immediate	On site volunteers
Unclean toilets	<ul style="list-style-type: none"> Staff to monitor and clean whilst event is in progress 	<ul style="list-style-type: none"> Clean whilst event is in progress Fresh water available 	3 + C = High	1 + C = Low	A	Event manager	Progressive	Event manager and staff

Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/benefit Analysis A: Accept B: Reject	Person Responsible for Implementation	Time-table	How will it be monitored?
	<ul style="list-style-type: none"> Any unserviceable toilet to be locked and provider to be contacted Toilets to be service on an hourly basis 							
Extreme weather	<ul style="list-style-type: none"> Maintain a weather watch Contact marquee suppliers Ensure electrician is on site Pre-empt site evacuation plan if weather becomes extreme Shut down power supply Secure site and tie down any potential loose objects Dismantle marquee if possible 	<ul style="list-style-type: none"> Check weather Contact suppliers Secure marquees Ensure that all loose infrastructure is secured Check power supply Evacuate site	4 + C = Extreme	2 + C = Medium	A	Event manager	Immediate and progressive	Event manager
Prevention of a Shark Attack	<ul style="list-style-type: none"> Maintain general watch of the contest area. First aid on site Two way communications between on water rescue craft and Event Manager 	<ul style="list-style-type: none"> Maintain water watch Immediately stop event Clear water in event of a Shark sighting Maintain no competition until water has been deemed as safe Communication between event, Fisheries and DPI PA Announcements to be made at the discretion of the Event Manager 	4 + C = Extreme	2 + C = Medium	A	Event Manager	Constant	Event Manager

7.0 Risk Action Plan

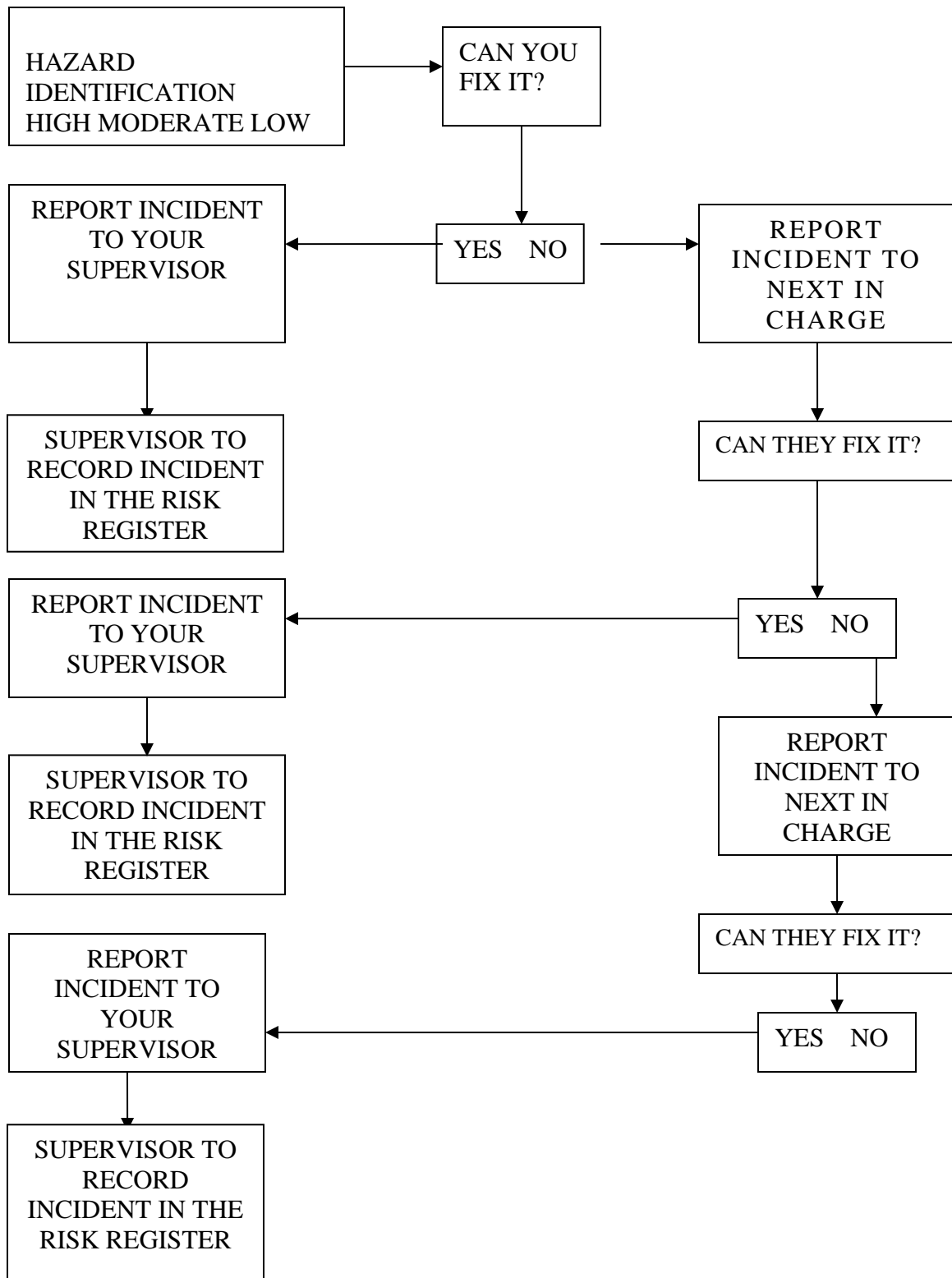
For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Table 6: Risk Action Plan Table

RISK ACTION PLAN	
Item	1
Risk	Drug Affected Person
<p align="center">Summary (RECOMMENDED RESPONSE AND IMPACT)</p> <p>To ensure that proper and a safe procedure is develop to minimize the harm caused to drug affected person and the patrons attending the event; in the event that the person is not adequately cared for it could possibly lead to the person being hospitalized or even the persons death</p>	
1) Proposed Actions	<ul style="list-style-type: none"> • First on scene to attend to person • Communicate immediately to security and on site first aiders • Remove person immediately under the supervision of security and first aid personnel • Ensure the Chill Out area has fresh water and is attended by qualified personnel • Ensure that an ambulance is on standby to transport person to nearest hospital • Security to contact Police
2) Resource Requirements	<ul style="list-style-type: none"> • Time of Event Manager • Time of Security and crowd controller • Time of Ambulance services and first aider • Mobile phone
3) Responsibilities	Responsibility of Event Manager to contact St John and security company and to develop response procedure..
4) Timing	<ul style="list-style-type: none"> • Procedure to be completed prior to event.
5) Reporting/ Monitoring	<ul style="list-style-type: none"> • Event Manager and Security to meet with St John's first aiders prior to the commencement of the event and ensure that all strategies are in place to deal with a drug affected person

RISK ACTION PLAN	
Item	2
Risk	Alcohol Affected Person
<p align="center">Summary (RECOMMENDED RESPONSE AND IMPACT)</p> <p>To ensure that proper and a safe procedure is develop to minimize the harm caused to the affected person and the patrons attending the event; in the event that the person is not adequately cared for it could possibly lead to the person being hospitalized or even the persons death</p>	
6) Proposed Actions	<ul style="list-style-type: none"> • First on scene to attend to person • Communicate immediately to security and on site first aiders • Remove person immediately under the supervision of security and first aid personnel • Ensure the Chill Out area has fresh water and is attended by qualified personnel • Ensure that an ambulance is on standby to transport person to nearest hospital • Security to contact Police
7) Resource Requirements	<ul style="list-style-type: none"> • Time of Event Manager • Time of Security and crowd controller • Time of Ambulance services and first aider • Mobile phone
8) Responsibilities	Responsibility of Event Manager to contact St John and security company and to develop response procedure..
9) Timing	<ul style="list-style-type: none"> • Procedure to be completed prior to event.
10) Reporting/ Monitoring	<ul style="list-style-type: none"> • Event Manager and Security to meet with St John's first aiders prior to the commencement of the event and ensure that all strategies are in place to deal with the affected person

RISK ASSESSMENT FLOW CHART



INFORMATION REQUIREMENTS:

ID Number	Requirement	Response
1	EXACT LOCATION OF THE INCIDENT	
2	CONTACT PHONE NUMBER	
3	NUMBER OF RADIOS ON SITE	
4	NATURE OF THE PROBLEM	
5	NUMBER OF CASUALTIES	
6	CONSCIOUS STATE OF THE PERSON	
7	BREATHING/ NOT BREATHING	
8	POSSIBLE PAST MEDICAL HISTORY	

First Aid & Emergency Requirements Checklist

Project:	Completed By:	Date:
ID	REQUIREMENT	RESPONSE/COMMENTS
1.	The first aid and emergency related hazards, risks have been identified in the event risk assessment.	If 'no' – conduct a risk assessment.
2.	List the 3 highest risk injury types.	Strained muscle; cut; burn
3.	List the 3 top potential emergency situations.	Fire from BBQs; Drowning; Shark Attack
4.	How many participants planned for this event– maximum?	240
5.	Review MSDS for the site, check required first aid treatment and ensure facilities and resources available.	
6.	Identify the closest hospital or first aid centre – how many kilometres, how many minutes?	
7.	What is the time span before emergency services will arrive or the injured person can be transported to the closest treatment centre – the time life sustaining treatment will be required?	Estimated time span is around 15 minutes First aid treatment is onsite to stabilise a patient
8.	List any specific drug or treatment that may be required?	Full first aid equipment
9.	How many first aid kits required on site? What type? How many fire extinguishers? What types? Fire blankets? Confirm location	One 2 1 – GYC Marquee
10.	Signage required – emergency exits, muster points, fire extinguisher etc?	No – open area
11.	Emergency lighting required?	No – daytime event
12.	List their locations. Confirm location suitability.	
13.	How many first aiders and what level of competency?	Three first aiders – St John Ambulance or Royal Life
14.	How many emergency wardens and what level of competency?	Two
15.	Have emergency evacuation routes been assessed? Muster points established?	No
16.	How will the emergency be announced? What equipment is required? Any other alarms required?	As per the emergency response plan PA No
17.	Will drills be held? What type?	None
18.	Training, communication and alerts required?	two way communication, mobile phone communications and Public address announcements
19.	List any actions required and by whom.	
20.	Date Reviewed: 14/06/2023	Reviewed By: Edrick Delfos