Risk Assessment & Management Plan Template

[Club Event Name]

*Note:*

Each club’s Team Manager or equivalent position are responsible for

* ensuring their 1:4 coach/volunteer: athlete ratio is maintained throughout the event
* having a copy of their athletes’ medicals on hand, including emergency contact information as appropriate

The Event Manager should have ready access to all clubs’ Team Manager or equivalent position’s contact details.

|  |  |
| --- | --- |
| Event Details |  |
| Event Date |  |
| Event Location |  |
| Event Manager - name |  |
| Event Manager - contact details |  |

|  |  |
| --- | --- |
| First Aid & Incident Response |  |
| First Aid provision at the facility | *Add any relevant details around what is/isn’t available onsite - e.g. ice, first aid, first aid trained staff, defibrillator etc.* |
| Host club provision | *Add any relevant details around what the Host club is/isn’t able to provide – e.g. ice* |
| Individual club responsibilities | *As appropriate and in relation to the above, add what attending clubs are expected to provide – e.g. basic first aid kits, ice* |
| Emergency Services access point at the venue | *Where would they access the venue if required? What address would you provide if required.* |

*Club contact details*

|  |  |  |
| --- | --- | --- |
| **Name** | **Club** | **Contact** |
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*Note – this template is provided as a guide only and should be tailored to reflect the specific details of your event.*

*For support in working through your risk management plan, please contact your RSC.*

**Risk Assessment & Management**

The table below outlines common risks and steps for these being mitigated and controlled. Event Managers are responsible for considering the risks specific to their event, adding and adjusting as required, and ensuring any identified controls are put in place.

|  |  |  |  |
| --- | --- | --- | --- |
| Risk*What could go wrong?* | Causes*What could cause it to happen?* | Mitigations / Controls*How can the risk be eliminated, isolated or minimised?* | What to do if it happens |
| 1. Injury – competition
 | * Lack of conditioning/warm up
* Inappropriate footwear/clothing
* Lack of game control
* Incorrect technique
* Faulty or incorrectly setup equipment
* Incorrect technique/use of equipment
* Physical nature of the sport/activity
 | * Appropriate time for warm up & stretching
* Suitable footwear/clothing required
* Clear communication around rules
* Games/competition well managed
* Playing areas well marked
* Equipment check prior to competition starting
* Appropriate supervision and instructions
 | Acute first aid as required - RICESeek medical attentionCall 111 if required |
| 1. Injury – outside of competition
 | * Slippery/wet/uneven surfaces
* Equipment not stored/secured
* Bags/team gear too close to playing area
 | * Site check prior to competition starting and monitored throughout
* Unused equipment stored away
* Any chords/ropes covered
* Any hazard areas clearly marked
 | Acute first aid as required - RICESeek medical attentionCall 111 if required |
| 1. Behavioural incident
 | * Incident between athletes or between athletes/volunteers
* Unfamiliar people/environment
* Over stimulation
* Disruptive or suspicious spectator or member of the public
 | * Games/competition well managed
* Clubs communicate code of conduct & behaviour expectations at events with their athletes, prior to attendance
* Clubs help to prepare athletes around the type of event environment to expect
 | Team Managers to lead with team protocols and de-escalation strategies in the first instanceReport to Facility Management if viableUtilise the SONZ Complaints, Member Discipline & Appeals Policy if required. |
| 1. Damage to property
 | * Accidental – e.g. thrown ball
* Deliberate/misbehaviour
 | * Clear expectations established around use of equipment, team management responsible for athletes when they’re not participating
 | Team Managers to lead with team protocols in the first instanceReport to Facility Management if applicable |
| 1. Medical incident
 | * Pre-existing medical condition or allergy
 | * Clubs are expected to carry athletes’ medical information as appropriate
 | Team management to lead with appropriate response based on knowledge of athlete/conditionSeek medical attentionCall 111 if required |
| 1. Exposure to elements – sunburn, dehydration, hypothermia
 | * Lack of sun protection
* Lack of hydration
* Wet, cold conditions
 | * Weather forecast monitored and event cancelled if required.
* Personal gear – sun hats, waterproof/warm clothing
 | Acute first aid/response as required – water, warm clothing, hot drink etcSeek medical attentionCall 111 if required |
| 1. Facility evacuation
 | * Fire
* Power cut
 | * Understand emergency response protocols at the venue, including evacuations routes and gathering points – cover at team managers’ briefing
 | Lead and/or follow emergency response protocols |
| 1. Natural disaster
 | * Mother nature – earthquake, tsunami, flooding
 | * Understand emergency response protocols at the venue, including evacuations routes and gathering points – cover at team managers’ briefing
 | Lead and/or follow emergency response protocols |
| 1. [Risk – add as appropriate]
 |  |  |  |
| 1. [Risk – add as appropriate]
 |  |  |  |

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