

GBE EVENT MANAGEMENT

Potential Risk	Likelihood	Loss/Damage Impact	Risk Rating	Strategy to Address the Risk (How will You Do This?)	Resources	Responsibility for Action	Time Frame	Completion	Sign-off
<i>Event Management</i>									
Roles / Guidelines not defined officials / work crew	C	Moderate	5	Meeting with all staff prior to competition	Surf Aust Rule book	Comp Director	Pre event	Immediate	
Licence from Authorities not obtained	D	Major	5	Establish all bookings at beginning of calender year	Confirmation Requests	Office Manager	Yearly	Prior to 31st Jan	
Insurance not issued prior to event	E	Major	3	Ensure insurance certificate sighted	Surfing Australia	Office Manager	Per event	Immediate	
No formal risk management from contractors	D	Moderate	4	No plan no work	Contractor	Events Manager	Immediate	Immediate	
No Job Safety Analysis	D	Major	4	JSA file on site all times	Surfing WA	Events Manager	Immediate	Immediate	
Smoking policy not enforced	B	Major	4	Inform all staff and competitors of no smoking policy	Healthway	Events Manager	Pre event	Prior to Event	
Two way radios not present	D	Major	4	Refer ASP Events Manual	Surfing Australia	Events Manager	Pre event	Prior to Event	
Assessment of Facilities Available i.e. Water /Toilets	B	Major	4	Inspection of event Prior to event	Visual Councils	Events Manager	1 month prior	1 month prior	
Sponsors / Authorities Commitments not met	C	Major	5	Agreements / contracts invoked with out acceptation	Surfing WA	Events Manager	Immediate	Immediate	
Public access / Walkways not defined	B	Major	5	Meeting with all staff prior to Event commencement	Councils guidelines	Events Manager	Pre event	Pre event	
Rubbish Facilities - No Bins	B	Major	5	Ensure Facilities for rubbish	Provide	Events Manager	Pre event	Pre event	
Bins not clean, smell	B	Minor	5	Clean / report to ranger	Visual	Events Manager	Pre event	Pre event	
Bees around bins	C	Major	4	Clean / report to ranger	Visual	Events Manager	Pre event	Pre event	

GBR EVENT HEALTH AND SAFETY

Potential Risk	Likelihood	Loss/Damage Impact	Risk Rating	Strategy to Address the Risk (How will You Do This?)	Resources	Responsibility for Action	Time Frame	Completion	Sign Off
Health and Safety									
No contingency made for medical emergency	D	Catastrophic	3	Ensure emergency no. for area obtained / ranger etc	Mobile Ph, 2/ Way	Comp Director	Pre event	Immediate	
No contingency made for Changing Weather	D	Moderate	4	Check weather reports prior to event with updates	Internet, Phone	Comp Director	Daily	Daily	
Inspections carried out by unqualified SWA Personnel	E	Moderate	4	Appointed rep SWA only employed	Training	Events Manager	Pre event	Immediate	
No clear procedure for accident/ injury reporting	D	Major	4	Ensure procedures in place	Surfing Australia	Events Manager	Yearly	Before each comp	
Food and drinks not stored according to public health requirements	B	Major	4	Ensure food is fresh, drinks on ice	Shops, Eskies	Comp Director	Start of event	Immediate	
Failure to provide sun protection during event	C	Major	4	Ensure sunscreen/ shade for competitors/ officials	Sponsor (SunSmart)	Comp Director	Start of event	Immediate	
Alcohol consumption on site	B	Moderate	5	Ensure Alcohol ban	Inspection	Comp Director	Daily	Daily	
Disorderly conduct	D	Moderate	5	Code of conduct in place	Surfing Australia	Comp Director	Pre event	Daily	
Anti social behaviour	D	Moderate	5	Notify authorities immediately	Phone	Police, Comp Director	Immediate	Immediate	
Vehicle Parking	C	Moderate	5	Appoint parking attendant	Surfing WA	Comp Director	Start of event	Immediate	
Glass on Beach	C	Moderate	4	Check competition site prior to event and act on hazards	Visual inspection	Comp Director	Start of event	Immediate	
Evacuation major event	D	Major	2	Evacuation Plan in place	Authorities	Comp Director	Pre event	Immediate	
Shark Attack	D	Major	2	Clear Water/ use spotters Refer to medical emergency plan	Mobile ph, 2/way	Comp Director, Lifeguard	Ongoing	Ongoing	

GBR EVENT EQUIPMENT

Potential Risk	Likelihood	Loss/Damage Impact	Risk Rating	Strategy to Address the Risk (How will You Do This?)	Resources	Responsibility for Action	Time Frame	Completion	Sign-Off
Equipment									
Tent Erecting	B	Major	4	Refer Job safety analysis	JSA File	Comp Director	Immediate	Before /after	
Tent Condition	B	Major	4	Equipment Check prior and Conclusion each Comp	Makers specifications	Comp Director	Immediate	Before /after	
PA Installation	B	Moderate	5	Refer Job safety analysis	JSA File	Comp Director	Immediate	Before /after	
PA Maintenance	B	Moderate	4	Regular Servicing	Electrician	Comp Director	3 monthly		
Generator									
- Oil	D	Major	5	Regular Servicing	Mechanic	Comp Director	Monthly	Before /after	
- Fuel	C	Major	5	Ensure fuel checked	Maint/crew	Comp Director	Every 4 hours	end comp	
* Power Leads	B	Major	3	Regular Checks of Condition	Licensed	Event Manager	6 Monthly	Half Year	
Onsite power boxes	C	Major	4	Yearly Electrician Inspection	Electrician		pre event	pre event	
* Four Wheel Drive Vehicle	A	Major	5	Regular Servicing and Inspections	Mechanic	Event Manager	Per Manufacture	6 Monthly	
- Tyres	A	Major	4	Regular Servicing and Inspections	JSA File	Event Manager	Monthly	Yearly	
- Bogged vehicle	B	Major	5	Inspect Terrain	JSA File	Event Manager	pre event	after event	
- Flat tyres	A	Minor	5	Refer Job safety analysis	JSA File	Event Manager	Log Book	Immediate	
Caravan / Trailer	A	Major	4	Regular Servicing and Inspections	Visual	Event Manager	Monthly	Before /after	
- Tyers (refer Above)	A	Major	4	Regular Servicing and Inspections	Visual	Event Manager	Monthly	Before /after	
- Over Loading	B	Major	4	Refer Job Safety analysis	JSA File	Event Manager	Immediate	Immediate	
Banners / Flags / Signs	B	Moderate	4	Refer Job Safety Analysis	JSA File	Event Manager	Immediate	Immediate	
Star Pickets	C	Moderate	5	Ensure star pickets capped	JSA File	Event Manager	Immediate	Immediate	
Ropes	C	Moderate	5	Ensure clearly Tagged	JSA File	Event Manager	Immediate	Immediate	
Fuel Cans	B	Major	4	Ensure Stored correctly	JSA File	Event Manager	Immediate	Immediate	

GBR EVENT ENVIRONMENT

Potential Risk	Likelihood	Loss/Damage Impact	Risk Rating	Strategy to Address the Risk (How will You Do This?)	Resources	Responsibility for Action	Time Frame	Completion	Sign-Off
Environment									
Litter									
- General	A	Major	5	Rubbish clean up on completion of event	Rubbish Bags	Comp Director	End of Event	Immediate	
- Syringe	C	Moderate	4	Pre- event sweep of area.		Comp Director	Pre Event	Pre event	
				Rubbish clean up on completion of event	Rubbish Bags	Comp Director	End of Event	Immediate	
Sand Dunes	A	Moderate	5	Ensure dunes taped off, vegetation protected	Bunting, Star Pickets	Comp Director	Daily	Daily	
Cliff overhangs	B	Major	4	Ensure cliffs roped off	Bunting, Star Pickets	Comp Director	Daily	Daily	
				Site hazard information to competitors	Information Brochure	Comp Director	Pre Event	Daily	
Marine Life									
- Cobbler Bites	C	Major	4	Avoid excessive sea weed	Visual	Comp Director	Daily	Daily	
- Jelly fish stings	C	Minor	5	Advise competitors of risk	Visual	Comp Director	Daily	Daily	
Animals									
- Uncontrolled dogs	C	Moderate	5	Ensure Ranger Policy's in place	Rangers	Comp Director	Daily	Daily	
- Excessive excrement	C	Minor	5	Ensure Ranger Policy's in place	Rangers	Comp Director	Daily	Daily	
Weather									
- Electrical storm	B	Major	4	Monitor Weather Reports	Phone	Comp Director	Daily	Daily	
- High Winds	B	Moderate	4	Monitor Weather Reports	Radio	Comp Director	Daily	Daily	
- Hail Storm	C	Moderate	4	Monitor Weather Reports	Internet	Comp Director	Daily	Daily	
Toilets									
- Insufficient maintenance	B	Minor	5	Install at all events (Health Dept regulations)	Surfing Aust Rules	Comp Director	Pre Event	Pre event	
- No maintenance	C	Minor	5	Inspect available facilities	Health Dept	Comp Director	Pre Event	Pre event	
Hazards on Beach									
- Biological	C	Moderate	4	Star pickets and bunting on beach	Bunting	Comp Director	Pre Event	Pre event	
- Chemical	D	Moderate	4	Site report authorities	Pickets	Rangers			
- Snakes	B	Moderate	4	Life Guard / medical action plan	First Aid	Lifeguard	Immediate	Immediate	
- Other	B	Moderate	4	Life Guard / medical action plan	First Aid	Lifeguard	Immediate	Immediate	
Shallow Reefs	B	Moderate	4	Advise competitors of risk	Visual	Comp Director	Pre Event	Pre event	
Shallow Sand Bars	B	Minor	5	Advise competitors of risk	Visual	Comp Director	Pre Event	Pre event	

RISK = LIKELIHOOD X CONSEQUENCE

CONSEQUENCE

LIKELIHOOD	15	10	6	3	1	A	ALMOST CERTAIN
	19	14	9	5	2	B	LIKELY
	22	18	13	8	4	C	OCCASIONAL
	24	21	17	12	7	D	UNLIKELY
	25	23	20	16	11	E	RARE
	5	4	3	2	1		
	MINOR	MEDICAL	DISABILITY	FATALITY	MULTIPLE		
					FATALITY		

LEGEND

	EXTREME
	HIGH
	MEDIUM
	LOW