

# Risk Analysis and Management Form

## South Waikato Event Centre



Activity: South Waikato Sec School Champs

Date of Activity: 23 June 2023

Location: Tokoroa Events Centre, 25 Mossop Road, Tokoroa

	Risks	Cause	Impact	Likelihood	Risk Level	Risk Controls	Risk Acceptable?
Risk No.	What can go wrong?	How can it happen?	Extreme Major Moderate Minor Insignificant	Almost certain (90%+) Likely (70-89%) Moderate (30-69%) Unlikely (5-29%) Rare (<5%)	Critical High Moderate Low	What are we doing to prevent the risk from occurring?	Is the level of risk, bearing in mind risk controls acceptable?  Yes/No
1	Fire or Earthquake		Major	Very Rare	Low	Stadium built and maintained to comply with fire safety and building codes. Emergency exits and evacuation procedures will be explained to all participants on arrival to stadium.	Yes
2	Physical injuries on court and surrounds.	By tripping over, falling, or being hit by/colliding with a racquet, shuttle, equipment or other players	Minor/Moderate	Unlikely/Moderate	Low/Moderate	Ensuring the courts and playing surface are clean, dry, well lit, smooth, not slippery and free from objects. Make sure spectators and other players stay well clear of the playing area. Appropriate non slip footwear is worn. The Stadium has First Aid kits, and staff with First Aid training as well as communication with and access to emergency services.	Yes
3	Illness	Participant may become unwell due to illness or medical condition.	Minor/Moderate	Unlikely	Low	Teachers/Attending staff to have full contact details of all students. First Aid kits available, phones and car access to stadium door. Pre-existing medical conditions that may impact on the player's ability to participate must be explained to staff running the event.	Yes
After undertaking a Risk Profile for the event should this event take place taking into account risk control factors?							Yes

RAMS Form Completed by: Megan Bramley

Position: Community Programs & Events Manager

Date: 23/11/2022

# Risk Management Notes to accompany RAMS Form for Waikato Badminton

Risk management is a clear, documented process to identify risk, set an acceptable level for risk and take steps to minimise risk.

## The Eight Steps to Risk Management

1. Identify the event and stakeholders
2. Identify the risks and their likely causes
3. Identify controls for each risk
4. Perform a risk analysis
5. Evaluate the risks
6. Write a risk management plan
7. Implement and communicate the risk management plan
8. Monitor and review

### 1. Identify Stakeholders

These are the people impacted upon by your event:

- Participants
- Spectators
- General public
- Local community
- Sponsors
- Local authorities
- Venue/facility owner

### 2. Identify the Risks - 'what can go wrong and how can it happen'

Link this step to the people you have identified above and then ask the questions:

- What could harm these people?
- What legal obligations could we risk breaching?

Once you have a list of risks work out what might cause these risks to happen. Consider who holds responsibility for specific risks at your event.

*Fill in columns '**Risks**' and '**Cause**' on the table.*

### 3. Identify controls for each risk

Some risks may be too great without action being taken to reduce them thus making them more acceptable. In considering all unacceptable risk, your options are to:

- Avoid/isolate the risk – don't undertake the activity or isolate the hazard
- Minimise the risk – reduce the likelihood and impact of the risk
- Transfer the risk – get someone else to take the responsibility for the risk

*Fill in column '**Risk Controls**' on the table.*

#### 4. Perform a Risk Analysis

You've identified the risks and how to manage them now you need to work out how likely the risks are to become reality and the likely impact if they did.

- What risk management is in place?
- How often does/will each incident happen?
- What would the outcome be if the risk happened?

#### 5. Evaluate the risks

##### Likelihood of Risk

This is not an exact science and can change depending upon changes in weather etc. etc.

**Almost Certain** – the risk has a 90%+ likelihood of happening

**Likely** – the risk incident has a 70-89% likelihood of occurrence

**Moderate** – the risk incident has a 30-69% likelihood of happening

**Unlikely** – the risk has a 5-29% likelihood of happening

**Rare** – the risk has less than a 5% likelihood of happening

*Fill in Column '**Likelihood**' on the table.*

##### Impact of Risk

**Extreme** – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks

**Major** – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care

**Moderate** – Dislocation/simple fractures of ribs/limbs, medical assistance on site/at hospital/at GP, participant does not continue event, recovery of 1-6 weeks

**Minor** – Contusions, sprains, lacerations, minor first aid, participant continues event, less than 1 week's recovery

**Insignificant** – Bruises, grazes, participant continues event, no recovery time or medical assistance

*Fill in Column '**Impact**' on the table.*

<b>LIKELIHOOD</b>	Almost Certain					
	Likely					
	Moderate					
	Unlikely					
	Rare					
		Insignificant	Minor	Moderate	Major	Extreme
		<b>IMPACT</b>				

### Overall Risk Level

Use the above risk matrix to determine the overall level of risk for each risk. Plot the likelihood and the risk impact and identify where they intersect.

Red = critical risk  
 Orange = high risk  
 Yellow = moderate risk  
 Green = low risk

If there are a large proportion of critical risk levels then revisit your controls and re-assess to see if there are other ways to minimise risk.

*Fill in Column 'Risk Level' on the table*

*Fill in the Column 'Risk Acceptable' on the table*

*Give overall Rating to the viability of the event.*

### 6. Risk Management Plan (written) should now be complete.

### 7. Implement and Communicate the Risk Management Plan

The greater the information and awareness of risks involved in an event then the more likely that risks will be minimised. Communicate clearly – particularly with those that you have given roles of responsibility too. All participants should be made aware of risks involved in the event.

### 8. Monitor and Review

The Risk analysis is open to change – changes in weather, environment, the profile of participants etc. can all have an impact on the levels of risk. Stay on top of the context of the event and adapt plans accordingly. Monitor and follow up your event reviewing any incidents, speaking to participants, speaking to key personnel in order to improve the risk management of future events.