



# RISK MANAGEMENT PLAN

This VYUFDA document has been reviewed and approved by the Committee on 15th of December 2023.

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## Purpose:

The Association recognises that it has a duty of care to our members to the health and safety involved in our sport. This document represents the Associations Risk Management Plan to identify and record potential risks.

The plan allows mitigation strategies to be developed and tracked. This document should be reviewed and updated after every serious incident and at a minimum every 12 months.

Members of the VYUFDA are expected to comply with this policy.

## Approach:

In the formulation of this policy, the Association's approach has been to leverage information publicly available. Where possible and appropriate, existing industry level information has been used in the formulation of this policy.

## Audience

The Risk Management Plan is aimed towards the following

- The Executive Management of the VYUFDA
- Zone Representatives
- Members

## Accountability:

| Role                | Person   |
|---------------------|--|
| Accountable Officer | The Central Committee is Accountable to ensure the policy is applied.  |
| Responsible Officer | <b>Standard Trial</b> <ul style="list-style-type: none"><li>• Convenor's</li><li>• Senior Zone Committee member or Open Judge in their absence.</li><li>• Members</li></ul> <b>Championship Trial</b> <ul style="list-style-type: none"><li>• Convenor</li><li>• VYUFDA Executive Representative</li><li>• Members</li></ul> |

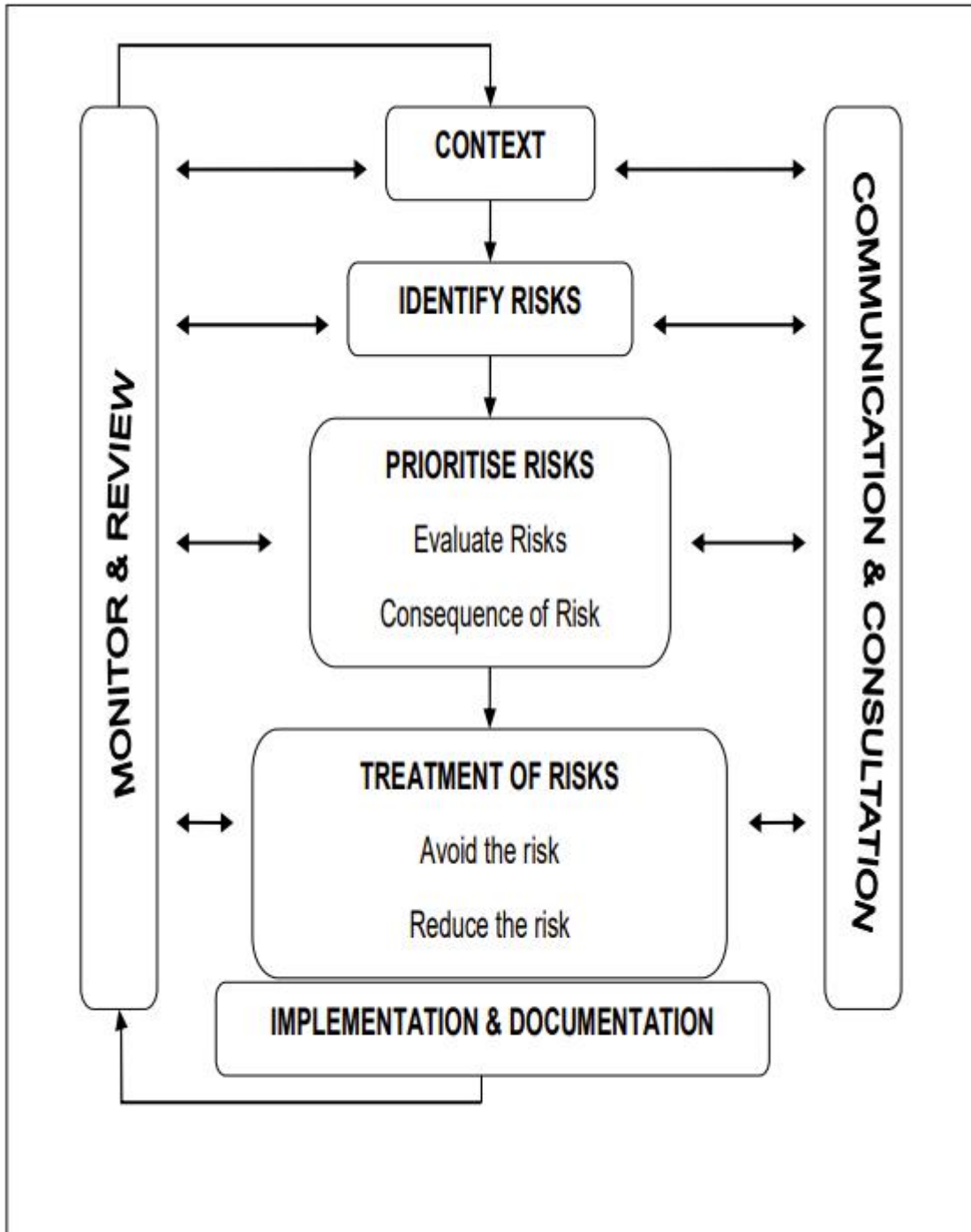
## Organisational context

It is not possible to avoid risk entirely. To attempt to do so would mean that VYUFDA would effectively be unable to function. It would also not be able to take advantage of opportunities as they arise. As a newly registered not for profit organisation, VYUFDA has limited financial resources. Our primary responsibility is to our members. As recipients of membership dues, sponsorships and potentially government grants, VYUFDA has a responsibility to use its financial resources wisely. These factors mean that the Management Committee's attitude to financial risk is generally cautious.

## Risk Strategy

To ensure that risks are identified in a consistent manner across a "Risk Assessment Model" will be applied. This will rank the risks in priority order and those risks considered important to track will be recorded on the "Summary of Risks". Mitigation strategies will be developed, recorded and monitored on a six-monthly basis by the Management Committee. If new major risks are identified these shall be recorded. The "Summary of Risks" will be reported to the Management Committee on a 12 monthly basis. Risk management is the process of identifying, analysing, evaluating and treating risk:

| Risk Assessment level | Description of Risk  | Actions   |
|-----------------------|--|---|
| Low                   | If an incident were to occur, there would be little likelihood that an injury would result.                  | Undertake the activity with existing controls in place  |
| Moderate              | If an incident were to occur there would be some chance that an injury requiring first aid would result      | Additional controls may be required   |
| Significant           | If an incident were to occur there would be likely that an injury requiring medical treatment would result   | Controls need to be put in place before conducting the activity.  |
| High                  | If an incident were to occur it would be likely that a permanent, debilitating injury or death would result. | Consider alternative to the activity. Significant control measures need to be implemented to ensure safety. |



## Assessing Potential Risks

Once risks are identified, they are evaluated on a two (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.

## **Risk Areas**

The following checklist items are not an exhaustive list but can be used as a prompt.

### **People Hazardous materials**

- Disorderly unruly behaviour
- Chemical hazards
- Public accessing non-public areas of event
- Pyrotechnics/ Fireworks
- Misuse of amusements and rides
- Fuels i.e. Petrol, LPG, Diesel
- Drug and/or Alcohol affected persons
- Criminal Activity

### **Technical Management**

- Overcrowding
- Inadequate site management
- Lack of staff briefing
- Medical Emergency (i.e. Heart Attack)
- Communications failure
- Lack of patron awareness of facility locations
- Toilet failure
- Unregistered food vendors

### **Trip/Slip Hazards**

- Unsafe temporary structures
- Electrical cables
- Extreme weather
- Uneven ground, loose surfaces
- Electrocutation/shorting out
- Yard design/surface
- Fire
- Lighting
- Climbing for vantage points

## **Health**

- Traffic congestion
- Food poisoning
- Collisions
- Disease outbreak
- Emergency Services access
- Animal to human spread of disease

## **Vehicular**

- Temporary fencing
- Disabled parking
- Lack of parking spaces

## **Accessibility**

- Inadequate seating space
- Inaccessible toilet facilities
- Difficulty touring through event site

## **Waste**

- Inadequate number of toilets
- Insufficient rubbish bins
- Inadequate maintenance of toilets
- Inadequate emptying/cleaning of bins
- Needles/ Syringes
- Litter collection
- Sunburn/ Dehydration
- Collection/removal of wastewater
- Smoking Site clean up

## **Monitoring**

Members to submit a report to Association Secretary for review by the executive. Breaches of this policy will be dealt with under the relevant sections of our Constitution.

## **Reference documentation**

- VYUFDA Animal Welfare Policy
- VYUFDA Risk Assessment Form
- VYUFDA Incident Report Form
- VYUFDA Heat Policy
- VYUFDA Association Roles and Responsibilities
- VYUFDA Convenors Kit Feb 2022