RISK MANAGEMENT PLAN AND MATRIX

Hazard or Risk	Risk rank	Control	Residual Risk	Responsibility
Person receives a minor* injury on site be it at WRAS office, training or competition *Category 1 on the WRAS critical response plan	3 (PI)	Ensure there are adequate first aid kits on site during the event and at least one person on site is first aid trained. Ensure WRAS venues pass safety check prior to training or competition. (Reference: WRAS facilities checklist). Ensure the correct insurances are in place. Monitor and record all injuries. (Reference: WRAS training/event report).	2 (UI)	WRAS staff & volunteers
Person receives a significant* injury on site be it office, training or competition *Category 2 on the WRAS critical response plan	5 (PMi)	Ensure there are adequate first aid kits on site during the event and at least one person on site is first aid trained. Ensure WRAS venues pass safety check prior to training or competition. (Reference: WRAS facilities checklist). Ensure the correct insurances are in place. Monitor and record all injuries. (Reference: WRAS training/event report and Critical incident report). Contact emergency services if required.	4 (UMi)	WRAS staff & volunteers
Person receives a major* or life threatening injury on site be it office, training or competition	5 (RC)	Contact emergency services. Ensure there are adequate first aid kits on site during the event and at least one person on site is first aid trained. Ensure WRAS venues pass safety check prior to training or competition. (Reference: WRAS facilities checklist). Ensure the correct insurances are in place.	4 (RMa)	WRAS staff & volunteers

LIKELIHOOD	RISK RANKING MATRIX				
CERTAIN	5	7	8	9	10
LIKELY	4	6	7	8	9
POSSIBLE	3	5	6	7	8
UNLIKELY	2	4	5	6	7
RARE	1	2	3	4	5
CONSEQUENCE	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

*Category 3 on the WRAS critical response plan		Monitor and record all injuries. (Reference: WRAS training/event report and Critical incident report). Ensure WRAS staff have access to WRAS critical response plan.		
Severe weather while training or at event	5 (PMi)	Ensure all squad staff are aware of and have access to WRAS weather policy. Check weather forecasts prior to training events and reschedule training if weather forecast is dangerous. Ensure athletes train in sun safe conditions (hat, sunscreen, water breaks, shade where possible).	3 (PI)	WRAS staff & volunteers
Minor inappropriate behaviour from coach or coordinator	5 (PMi)	Ensure all staff and volunteers pass working with children checks prior to any contact with WRAS athletes. Ensure all staff and volunteers read and accept the code of behaviour prior to commencing their WRAS duties. Provide WRAS volunteers with a copy of the member protection policy. Educate WRAS volunteers and athletes on appropriate behaviour. Ensure all new staff and volunteers complete training 'Play by the rules – Child Protection and Harassment & Discrimination'. Monitor and record all complaints. (Reference: WRAS complaint report).	4 (UMi)	WRAS staff & volunteers
Major inappropriate behaviour from coach or coordinator	8 (PC)	Ensure all staff and volunteers pass working with children checks prior to any contact with WRAS athletes. Ensure all staff and volunteers read and accept the code of behaviour prior to commencing their WRAS duties. Ensure all new staff and volunteers complete training 'Play by the rules – Child Protection and Harassment & Discrimination'.	6 (UMa)	WRAS staff & volunteers

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CERTAIN	5	7	8	9	10
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RARE	1	2	3	4	5
CONSEQUENCE	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

		Monitor and ensure the correct insurances are in place. Ensure all athletes end of season survey responses are read and follow up on any matters if required. Educate WRAS volunteers and athletes on appropriate behaviour. Provide WRAS volunteers with a copy of the member protection policy. Monitor and record all complaints. (Reference: WRAS complaint report). Refer to police or emergency services if required.			
Minor medical conditions and allergies	3 (PI)	Record athlete medical conditions and allergies at commencement of program. Provide head coach and manager with details of all medical conditions/allergies including any member provided treatment (e.g. asthma medication, epipen, etc). If medical condition/allergy is severe – remove all possible triggers from training environment.	2 (UI)	WRAS staff & volunteers
Major medical conditions and allergies	7 (PMa)	Record athlete medical conditions and allergies at commencement of program. Provide head coach and manager with details of all medical conditions/allergies including any member provided treatment (e.g. asthma medication, epipen, etc). If medical condition/allergy is severe – remove all possible triggers from training environment. Ensure there are adequate first aid kits on site during the event and at least one person on site is first aid trained. Ensure WRAS staff have access to WRAS critical response plan.	4 (UMi)	WRAS staff & volunteers

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CONSEQUENCE	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC

Risk	Risk Rating	Mitigation Strategies	Residual Rating	Responsibility
Spread of infectious diseases	8 (LMa)	Adhere to NSW Public Health Orders and guidelines or recommendations set by individual State Sporting Organisations. Educate all WRAS participants not to attend any events if they are sick with an infectious disease. Ensure clearance letter from Doctor before participant can return to training. If there is a chance an infectious disease has spread at a WRAS event, contact all participants immediately with details. Ensure all staff and volunteers complete NSW Government infectious control training.	7 (LMo)	WRAS staff & volunteers
Financial fraud	7 (PMa)	Ensure procedures are in place for co-signatures on all account actions. Finance reports presented at each board meeting. Ensure the correct management liability insurances are in place.	3 (RMo)	WRAS Board of Management, staff & volunteers
Financial hardship by loss of regular income (e.g. sponsorship, state funding etc.)	8 (PC)	Ensure business practice is in place to maintain existing relationships with Office of Sport, State Sporting Organisations and current sponsors. Continue to seek other income streams via sponsorship to reduce heavy reliability on government grant. Build sufficient reserves to continue operating as normal for a 12 month period.	6 (UMa)	WRAS Board of Management, staff & volunteers
Loss of office space	7 (PMa)	Ensure strong relationship with Charles Sturt University and School of Exercise Science, Sport and Health is maintained. Build sufficient reserves to allow rent payment if required.	3 (RMo)	WRAS Board of Management and staff

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	7 (LMo) [amber]	Ensure procedures and policies in place in case of sudden loss of office space (reference; business continuity plan).	5 (PMi) [green]	
Loss of knowledge/experience (board, staff or coaching staff)	7 (LMo) [amber]	Work collectively within the staff roles whereby two people are sharing knowledge and can potentially oversee the role in case of emergency or sudden vacancy or long term leave. Operations and inductions manuals in place for staff and board. Succession planning in place for head coach positions. Create effective and easy to use filing systems with all knowledge kept and recorded. Regular back-up.	5 (PMi) [amber]	WRAS Board of Management, staff & volunteers
Loss of Relevance within sporting industry	8 (PC) [red]	Strong partnerships to be built with Office of Sport, NSWIS, Sport NSW and State Sporting Organisations. Attend and participate in regular forums held by any of these organisations. Maintain strong partnership with RASi. Regular reporting to State Sporting Organisations including success stories within programs.	6 (UMa) [amber]	WRAS Board of Management and staff
Loss of image and reputation in community	6 (UMa) [amber]	Ensure all athletes, staff, volunteers agree to the WRAS code of behaviours and relevant policies e.g. social media policy. Implement a media and marketing plan to promote success stories to local media, government, business, general public, etc. Survey athletes and volunteers after each program and address any issues raised with their responses. Support experienced coaches and volunteers within WRAS programs to ensure high profile coaches in region remain involved with WRAS.	3 (RMo) [green]	WRAS Board of Management, staff & volunteers

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COVID-19	8 (CMo)	WRAS will adhere to the NSW Public Health Orders and continually monitor State Sporting Organisation guidelines.	7 (CMi)	WRAS Board of Management, staff & volunteers

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