**Invictus Games Sydney 2018 Education Experience (2018)**

**Risk Register/Risk Management**

Compiled by: Invictus Games Project Officer – Sheena Walker Date: 15/7/2018

**Function/Activity:** Invictus Games Sydney 2018 Education Experience workshops and activities Reviewed by: Date:

|  |
| --- |
| **Activity Description:**  This is a unique event for school students (aged 10 Years to 18 years Boys & Girls) who are enrolled in government schools. This event is conducted under the organisational control of Invictus Games Sydney 2018 Education Project (IG2018 Education Project). The 2018 event will be hosted by IG2018Education Project in Sydney at the Sydney Olympic Park ANZ Stadium, RAS Amphitheatre, Armory, Athletic Centre, Quay Centre and Aquatic Centre. The venues and facilities are most suitable for watching adaptive sports events hosted by Invictus Games Sydney 2018 and participating in a variety of workshops and activities. All participating schools are responsible for arranging their own travel and accommodation for all students and accompanying teachers and support people. |
| **General Safety consideration:**  All students will be accompanied by teachers and approved supervising adults appointed by each school principal or their representative. All student participants and accompanying staff will be listed on a registration list (to be published in the registration attendance list for school representative to sign off against when they attend the IG2018 Education Experience). Attending students are required to have parental approval, medical forms and consent for permission for photographs/live streaming to be taken. Students will be required to wear appropriate sporting footwear and full school or sport uniform. The IG2018 Education Project Officers and all key organisational staff will be aware of the emergency procedure and protocols appropriate to the venues and manage such emergencies as required. An awareness and understanding by the IG2018 Education Project Officer of location specific hazards such as additional community use, traffic hazards will also have occurred. An extensive event program and updated bulletins with all guidelines will be provided to all attending schools, in addition to a daily meeting/briefing prior to the commencement of the day’s IG2018 Education Experience. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Primary**  **Risk**  **Category** | **Risk description.**  What and how can it happen | **Likelihood** | **Consequence** | **Level of Risk**  **Prior to management strategies** | **Management.**  Including existing Control measures to eliminate or reduce the risk.  **Note:** Once the risk management measures listed below are followed all risks described in column 2 will be reconsidered as having a:  **Low** – “Level of Risk”. | **Priority** | **Responsibility of:** |
| 1 | **Attendance and participation in IG2018 Education Experience** | School students and staff accommodation is unacceptable | Rare | Moderate | Low | Liaise with venue to improve accommodation. If not possible, locate alternative accommodation | Low | School excursion organising staff member |
| 2 | **Attendance and participation in IG2018 Education Experience** | School students and staff accommodation is unavailable | Rare | Major | Medium | Locate alternative accommodation | Low | School excursion organising staff member |
| 3 | **Attendance and participation in IG2018 Education Experience** | Participation in IG2018 Education Experience includes flying objects | Unlikely | Moderate | Medium | There is a risk but not a strong possibility participants (including students and school staff) and / or workshop officials will be struck by a flying object, however in the unlikely situation of it occurring & causing injury, qualified First Aide Officers are on site | Low | IG2018 Event Organiser & IG2018 Education Project Officer & Event Officials |
| 4 | **Attendance and participation in IG2018 Education Experience** | Guest speaker is unable to attend event | Unlikely | Insignificant | Low | Request IG2018 Education Officer or replacement guest speaker to step into role | Low | IG2018 Education Project Officer |
| 5 | **Attendance and participation in IG2018 Education Experience** | School arrival is delayed | Possible | Moderate | Medium | Reschedule attendance and participation in IG2018 Education Experience fill if possible | Medium | IG2018 Event Organiser & IG2018 Education Project Officer |
| 7 | **Attendance and participation in IG2018 Education Experience** | School withdraws prior to attendance and participation in IG2018 Education Experience | Possible | Insignificant | Low | If there is sufficient notice of withdrawal (at least 2 weeks prior end of term 3) another school will be offered the ticket allocation | Low | IG2018 Event Organiser & IG2018 Education Project Officer |
| 8 | **Attendance and participation in IG2018 Education Experience** | Advertising material inappropriately placed | Rare | Insignificant | Low | Work with venue management to ensure advertising material is located so that participants and spectators are not placed at risk. | Low | IG2018 Event Organiser & IG2018 Education Project Officer |
| 9 | **Attendance and participation in IG2018 Education Experience** | Limited communication facilities at venue | Possible | Insignificant | Low | Audio and some visual equipment have been ordered for workshops and speakers at ANZ Stadium and RAS Amphitheatre. Talkie Talkies will be investigated to help communication with staff during transit between venues. Mobile phones could also be used. | Low | IG2018 Education Project Officer |
| 10 | **Attendance and participation in IG2018 Education Experience** | PA unavailable | Unlikely | Minor | Low | The selection criteria for a IG2018 Education Experience venue include adequate and appropriate communication facilities as a highly desirable item. If this is not possible then alternative facilities (e.g. hire public address system) are to be arranged. | Low | Venue Staff; IG2018 Education Project Officer |
| 11 | **Attendance and participation in IG2018 Education Experience** | Venue unavailable | Possible | Minor | Medium | The venue should only be unavailable due to 'Acts of God' as there is to be an agreement between DoE and the venue to use the facilities for the IG2018 Education Experience. If it does become unavailable then alternative venues in RAS and SOPA are to be sourced if possible. | Low | Venue Staff; IG2018 Education Project Officer |
| 12 | **Attendance and participation in IG2018 Education Experience** | Trains stop running during the IG2018 Education Experience | Unlikely | Major | Medium | Individual schools will have to implement alternative methods to arrive at and leave from the IG2018 Education Experience. | Low | School staff |
| 13 | **Attendance and participation in IG2018 Education Experience** | Traffic accident/ road congestion prevents schools arriving on time for the IG2018 Education Experience | Possible | Minor | Medium | Individual schools will need to plan for traffic issues and leave from their school at an appropriate time or they may miss events. | Low | School staff |
| 14 | **Attendance and participation in IG2018 Education Experience** | Traffic accident involving their bus / coach. | Possible | Minor | Low | Schools must ensure that the driver holds a current and appropriate licence for the vehicle and the seat belts are worn. That the company is fully insured for such an event. | Low | School staff. |
| 15 | **Attendance and participation in IG2018 Education Experience** | Students with high level of dependence for help in toileting | Highly likely | Major | High | ANZ stadium has been contacted and have agreed in writing to provide a medical room located near the stadium entry point (Gate C) to allow easy access by carers and student. The room will also have a bench or medical bed to facilitate diaper changes with privacy and dignity. | High | Venue staff, IG2018 Education Project Officer and school staff |
| 16 | **Attendance and participation in IG2018 Education Experience** | Students becoming lost at the venues | Possible | Major | High | School students may become separated from their school group during the day for a wide variety of reasons (group may move off and individual student is distracted and fails to notice/ lost in crowd). To reduce risks to students, extra staff and student (1 teacher: 4 student helpers – 1 student helper : 30 school students) Additional staff will be appointed to venues & precinct to provide support. | High | Venue staff, IG2018 Education Project Officer and school staff school staff |
| 17 | **Attendance and participation in IG2018 Education Experience** | Staff and student helpers unsure of the requirements for the day. | Possible | Minor | Medium | Staff and student helpers will attend an orientation day in the week prior to the IG2018 Education Experience, where they will receive instructions on safety, their responsibilities and expectations. The orientation will be run with IG2018 event management, ANZ stadium management and IG2018 Project Officers. They will receive an instruction booklet, map/s, schedule of the week, polo shirt, cap and bag, which they are expected to bring each day of the event. | High | IG 2018 Event logistics, Venue staff, IG2018 Education Project Officer and school staff school staff |
| 18 | **Environment** | Events being cancelled or postponed because of 'Acts of God' | Possible | Minor | Medium | Reschedule or not hold event | Low | IG2018 Event Organiser & IG2018 Education Project Officer |
| 20 | **Environment** | Attendance and participation in IG2018 Education Experience includes hard surfaces / surrounds | Almost Certain | Moderate | Extreme | Attendance and participation in IG2018 Education Experience venues are to be selected from those that DoE standards | Medium | 2018 Education Project Officer |
| 21 | **Environment** | Inadequate Parking (including drop off and pickup) at venue | Unlikely | Minor | Low | The selection criteria for a venue include adequate and appropriate parking as a highly desirable item. If this is not possible then early notification to schools and workshop presenters is to be included in a bulletin. | Low | IG2018 Education Project Officer |
| 22 | **Environment** | Inadequate shade / shelter available for spectators at venue | Rare | Insignificant | Low | Most of the venues used by IG2018 are undercover (Aquatic Centre, Quay Centre), The Athletics Centre has some seating under shelter and other areas that are not under shelter. IG2018 Education Project will request sheltered seating. Students and staff will be supplied. | Low | IG2018 Event Organiser & IG2018 Education Project Officer |
| 23 | **Environment** | Electrical and communication cabling incorrectly or inappropriately laid out | Rare | Insignificant | Low | The selection criteria for a IG2018 Education Experience venue include adequate and appropriate disabled access as a non-negotiable item. If necessary, the venue is to arrange appropriate carpeting / covers for any cables. | Low | Venue Staff; IG2018 Education Project Officer |
| 24 | **Environment** | Equipment / Materials being unavailable / inappropriate | Rare | Moderate | Low | Workshops, tours and speakers are to be selected from those that meet IG2018 Education Experience standards with respect to equipment and materials. | Low | Venue Staff; workshop presenters, guest speakers, IG2018 Education Project Officer |
| 25 | **Environment** | Fuel spillage | Rare | Insignificant | Low | Liaise with venue management to ensure appropriate emergency management procedures are in place | Low | Venue Staff; IG2018 Education Project Officer |
| 26 | **Environment** | Crowd control barriers inappropriately located | Rare | Minor | Low | The selection criteria for a IG2018 Education Experience venue include appropriate participant traffic management corridors as a highly desirable item. If this is not possible then appropriate arrangements are to be negotiated with the venue. Discussions with SOPA and IG2018 Organising body regarding crowd movement will be entered into in a timely manner. | Low | Venue staff; SOPA, IG2018 Event Organiser & IG2018 Education Project Officer |
| 27 | **Environment** | Risk of vehicles moving around site | Unlikely | Major | Medium | The selection criteria for an IG2018 Education Experience venue include a checklist to ensure appropriate vehicle safety is maintained during attendance and participation in IG2018 Education Experience. If an issue occurs during the Championships then this is to be brought to the immediate attention of venue management. | Low | Venue Staff; SOPA, IG2018 Event Organiser & IG2018 Education Project Officer |
| 28 | **Environment** | Spectator seating is unsafe and/or inadequate | Unlikely | Major | Medium | The selection criteria for an IG2018 Education Experience venue include a checklist to ensure appropriate spectator seating is available during attendance and participation in IG2018 Education Experience. If a safety issue appears during the IG2018 Education Experience then this is to be brought to the immediate attention of venue management. | Medium | Venue Staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 29 | **Environment** | Venue is too noisy | Unlikely | Minor | Low | The selection of an appropriate venue includes in the checklist issues such as noise. If noise becomes an issue during the IG2018 Education Experience then this is to be brought to the attention of venue management immediately to discuss potential workarounds. | Low | Venue Staff; IG2018 Education Project Officer |
| 30 | **Environment** | Terror related incident | Possible | Major | Medium | Each Venue has Risk Management procedures that include “lock down” procedures. Participants will be under the control of the Tactical Response Teams | High | Invictus Games OC, Venue Management,  Response authorities |
| 31 | **Environment** | Tripping and slipping hazards | Possible | Moderate | Medium | The selection criteria for a IG2018 Education Experience venue includes a checklist to ensure tripping and slipping hazards are not accessible by the public during attendance and participation in IG2018 Education Experience. If a hazard appears, then this is to be brought to the immediate attention of venue management. | Low | Venue Staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 32 | **Environment** | Venue change rooms and toilets not clean upon arrival and not cleaned daily | Unlikely | Minor | Low | The selection criteria for a Championships venue includes a non-negotiable item to ensure daily cleaning of the venue is included in an agreement with the venue. If cleaning is not sufficient during the IG2018 Education Experience then this is to be brought to the immediate attention of venue management. | Low | Venue Staff; NSW Programs Officer, IG2018 Event Organiser & IG2018 Education Project Officer |
| 33 | **Environment** | Venue has hazardous substances | Possible | Major | High | The selection criteria for an IG 2018 Education Experience venue include a checklist to ensure hazardous substances are away from the public during attendance and participation in IG2018 Education Experience. If an issue occurs then the venue must have an emergency procedures plan. | Medium | Venue Staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 34 | **Environment** | Venue has high risk plant / tools | Unlikely | Major | Medium | The selection criteria for a venue include a checklist to ensure site plant / tools are away from the public during Attendance and participation in IG2018 Education Experience. | Low | Venue Staff, IG2018 Event Organiser & IG2018 Education Project Officer |
| 35 | **Environment** | Venue has site hazards (isolation, heights, fauna, flora, noise) | Unlikely | Major | Medium | The selection criteria for an IG2018 Education Experience venue include a checklist to ensure site hazards are away from the public or safely managed during attendance and participation in IG2018 Education Experience. | Low | Venue Staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 36 | **Finance / Legal** | Risk of financial loss of running event | Possible | Moderate | Medium | Budget is to be submitted prior to DoE Finance department. Budget is to be reviewed periodically up to the IG2018 Education Experience. | Low | IG2018 Education Project Officer |
| 37 | **Finance / Legal** | Risk of making a financial profit on event | Possible | Minor | Medium | Budget is to be submitted prior to DoE Finance department. Budget is to be reviewed periodically up to the IG2018 Education Experience. | Low | IG2018 Education Project Officer |
| 38 | **Finance / Legal** | Inadequate public liability of host | Rare | Insignificant | Low | The selection criteria for a IG2018 Education Experience venue include adequate and appropriate public liability as a non-negotiable item. | Low | Venue Staff; IG2018 Education Project Officer |
| 39 | **Finance / Legal** | Venue does not have or has inadequate (Emergency) Evacuation plan | Unlikely | Severe | High | The selection criteria for an IG2018 Education Experience venue include a non-negotiable item that the venue must have an (Emergency) Evacuation plan. | Medium | Venue Staff; NSW Programs Officer, IG2018 Event Organiser & IG2018 Education Project Officer |
| 40 | **Medical** | Inappropriate diagnosis / advice by first aid official | Unlikely | Moderate | Medium | IG2018 Education Project will be using ANZ Stadium hired qualified First Aid that have a current and approved 'Working With Children' status. Students must also only be seen with a school teacher and/or parent in attendance | High | First Aid Staff, ANZ Stadium Event management, School staff, IG2018 Education Project Officer |
| 41 | **Medical** | Inappropriate treatment by first aid official | Unlikely | Major | Medium | IG2018 Education Project will be using ANZ Stadium hired qualified First Aid that have a current and approved 'Working With Children' status. Students must also only be seen with a school teacher and/or parent in attendance | High | First Aid Staff, ANZ Stadium Event management, School staff, IG2018 Education Project Officer |
| 42 | **Medical** | First Aid or supplies not available at the venue | Possible | Major | Medium | IG2018 Education Project will be using ANZ Stadium hired qualified First Aid that have a current and approved 'Working With Children' status. | Medium | First Aid Staff, ANZ Stadium Event management, IG2018 Education Project Officer |
| 43 | **Medical** | Contracting infectious disease | Possible | Minor | Medium | Collaborate with school staff and First Aid Officers. | Low | IG2018 Education Project Officer and School staff |
| 44 | **Medical** | Participants have pre-existing medical conditions | Possible | Minor | Medium | Students are under the supervision of their school teachers and support staff during attendance and participation in IG2018 Education Experience hours. | Medium | School teachers and their support staff |
| 45 | **Medical** | Risk of injury when participants are being transported | Rare | Severe | Medium | IG2018 Education Project Officer to ensure all vehicles hired by 2018 Education Project are driven by qualified drivers. Staff driving vehicles must have an appropriate (if necessary, endorsed) license. | Medium | IG2018 Education Project Officer & school staff |
| 46 | **Medical** | Participants inhaling gas | Unlikely | Severe | High | The selection criteria for a venue include a checklist to ensure appropriate health and safety procedures are observed during attendance and participation in IG2018 Education Experience. If an incident occurs during the IG2018 Education Experience then emergency procedures are to be immediately invoked. | Medium | Venue Staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 47 | **Medical** | Participants will suffer electrical shock | Unlikely | Severe | High | The selection criteria for a venue include a checklist to ensure appropriate health and safety procedures are observed during attendance and participation in IG2018 Education Experience. If an injury occurs during the IG2018 Education Experience then emergency procedures are to be immediately invoked. | Medium | Venue Staff, & IG2018 Education Project Officer |
| 48 | **Medical** | Poor ambulance access at venue | Unlikely | Severe | High | The selection criteria for venue selection include ambulance access as a non-negotiable item. | Medium | IG2018 Event Organiser & IG2018 Education Project Officer |
| 49 | **Participants** | Breaching the code of conduct | Possible | Minor | Medium | Breaches are to be addressed by school staff and the IG2018 Education Project Officer. | Low | IG2018 Education Project Officer, School staff |
| 50 | **Participants** | School teacher not aware of responsibilities | Rare | Moderate | Low | The appointment of IG2018 Education Experience support team (school teachers and students) is recommended. | Low | IG2018 Education Project Officer |
| 51 | **Participants** | Teachers from school temporarily unavailable | Rare | Minor | Low | All schools are expected to send 2 teachers with their students to facilitate a high level of active supervision during events. IG2018 Education Experience support staff take on role temporarily if both teachers are temporarily unavailable. | Low | IG2018 Education Experience support staff & IG2018 Education Project Officer |
| 52 | **Participants** | Negligent actions by IG2018 Education support staff or workshop presenters | Rare | Moderate | Low | IG2018 Education Project only appoints qualified staff that have a current and approved 'Working With Children' status and/or registered teachers. | Low | IG2018 Education Project Officer |
| 53 | **Participants** | Participants will have to encounter unknown third parties | Likely | Insignificant | Medium | Students are under the supervision of school teachers during attendance and participation in IG2018 Education Experience hours. | Low | School teachers |
| 54 | **Participants** | Participants having Special Needs | Possible | Minor | Medium | Students are under the supervision of school teacher and support staff during attendance and participation in IG2018 Education Experience hours. It is noted that the selection of the venues must have appropriate facilities for participants with special needs. | Medium | IG2018 Event Organiser & IG2018 Education Project Officer and school teachers |
| 55 | **Participants** | Participants not agreeing to photos/digital imaging of them and/or publishing information with their name.  This is a televised event by ABC and student/staff images may be recorded as they are at a public event. | Possible | Minor | Medium | Parents are required to sign whether their child is able to be photographed/image recorded or have their name displayed. If permission is not granted then names and images are not to be displayed by DoE. This must be advised to the IG2018 Project Officer 2 weeks prior to the IG2018 Education Experience.  School staff must collect signed consent forms for each of their students prior to attending Games. | Medium | IG2018 Event Organiser & IG2018 Education Project Officer; School Teachers and DART Connections |
| 56 | **Participants** | Participating in High Risk or Inappropriate Behaviour | Rare | Moderate | Low | All students under the rules of the governing their school and DoE code of conduct. | Low | School teacher & IG2018 Education Project Officer |
| 57 | **Participants** | Inappropriate behaviour from member of public (including family members) | Unlikely | Moderate | Medium | Ensure school staff make family members / supporters aware of protocols. Code of Conduct to be included in program.  Serious incidents may require venue security to be call in for assistance. | Medium | School staff, IG2018 Education Project Officer, venue staff and security, IG2018 Education Experience support staff |
| 58 | **Participants** | Inappropriate or disallowed photography | Unlikely | Moderate | Medium | Ensure school staff make family members / supporters aware of protocols. Code of Conduct to be included in program. | Medium | IG2018 Education Project Officer School staff. |
| 59 | **Participants** | Catering and water facilities not being available at venue | Rare | Insignificant | Low | The selection criteria for a IG2018 Education Experience venues include adequate and appropriate prepared catering for lunch and canteen and water facilities as highly desirable items. | Low | Venue staff; & IG2018 Education Project Officer |
| 60 | **Participants** | Disabled access unavailable / inappropriate at venue | Unlikely | Minor | Low | The selection criteria for a IG2018 Education Experience venue include adequate and appropriate disabled access as a non-negotiable item. Discussions to notify IG2018 Venues of students’ requirements occur as schools notify IG2018 Education Officer. | Low | Venue staff; IG2018 Event Organiser & IG2018 Education Project Officer |
| 61 | **Participants** | Venue / attendance and participation in IG2018 Education Experience will involve sharp implements | Unlikely | Major | Medium | Not applicable | N/A | N/A |

**END**