



schoolsport
AUSTRALIA

RISK ASSESSMENT & RISK MANAGEMENT PLAN

This document considers the complete Risk Assessment & Risk Management package for the event referred to as the:

School Sport Australia Sport Name International Tour

Venue (Country)

Dates

Change History

Version	Date	Description	Prepared by
1		Initial draft	

Table of Contents

1.	INTRODUCTION	1
1.1	Context and Background to School Sport Australia	1
1.2	Policy Statement	2
2.	SSA RISK CATEGORIES	2
3.	ESTABLISHMENT OF A RISK MANAGEMENT PLAN.....	4
3.1	Establish the Context and Risk Identification/Description	4
3.2	Risk Analysis	5
3.3	Risk Response Planning / Establishing a Risk Register	6
3.4	Risk Plan Implementation.....	7
3.5	Risk Tracking, Review, Monitoring & Control.....	7
4.	ASSESSING THE LEVEL OF RISK	7
5.	RISK REGISTER / RISK MANAGEMENT	8

1. INTRODUCTION

School Sport Australia (SSA) recognises that risk management is integral to achieving its vision, mission and goals. Risk management maximises the ability to deliver on objectives, promotes sound decision making, works to safeguard student and employee wellbeing and contributes to meeting the community and Government expectations for accountable and responsible use of public finances and resources.

Risk is defined as the effect of uncertainty on objectives. Risk management is defined as coordinated activities to direct and control an organisation with regard to risk. By managing risks and opportunities we can improve education outcomes for all participants.

The purpose of this document is to set out a Risk Management framework for the operation of School Sport Australia (SSA) under the management of National Representative School Sports Council (NRSSC) to ensure that all legislative requirements are met and the best possible service is provided for the user community. In particular it addresses School Sport Australia's participation in the **Sport Name** International Tour in **City, Country** in **Month, Year**. The proactive identification and management of risk and opportunity is integral to good management and good governance. It helps us to improve our decision making and outcomes.

1.1 Context and Background to School Sport Australia

The purposes of the Association are to coordinate and conduct a broad range of school sporting programs for all students commensurate with their age and ability in an educational environment by:

1. Operating within a framework of accepted state/territory and national policies, frameworks and guidelines for the development and conduct of sport in schools;
2. Ensuring that educational outcomes form the basis for all school based sporting programs/activities;
3. Liaising and promoting cooperation between federal, state/territory and local government bodies and community sport organisations in respect of school sport at national, state/territory and local levels;
4. Providing leadership in the area of sport development and programming and other key educational and sporting issues related to the delivery of sport;
5. Identifying and addressing equity standards in the participation of students and officials in school sport;
6. Acting as a forum for the sharing of effective practice in the development and conduct of sporting programs for students;
7. Identifying and further developing the links between sport and relevant learning areas (in particular Health and Physical Education);
8. Providing opportunities for students in sport within and beyond state or territory boundaries;
9. Involving students in the leadership of their own sporting programs
10. Maintaining and enhancing the quality of those teachers and other volunteers who deliver sporting programs to students;
11. Pursuing such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further the interests of school sport;
12. Ensuring that the National Representative School Sport Committee(NRSSC) is kept informed of developments in school sport and making recommendations to the NRSSC regarding policy and new initiatives; and

13. Promoting and publicising the range of sporting activities conducted in schools to the wider community

1.2 Policy Statement

SSA coordinates and conducts a broad range of school sporting programs for all students commensurate with their age and ability in an educational environment through its management structure. SSA is committed to providing a sporting environment that is safe for all users; including:

- Participants – students, athletes and their coaches/team managers;
- Referees, umpires and officials;
- Organisational and operational staff; and
- The wider community.

Additionally, a sporting environment that is free of any form of harassment or discrimination, and in which risks to persons or property are minimised through identification and proactive management.

In general terms this will be achieved by:

- Providing services which meet SSA member body needs including the management of a broad range of sporting activities.
- Identifying SSA member body sporting needs and expectations, while promoting a positive image for SSA.
- Focusing on professional, safe student focussed work ethic.
- Providing sporting activities in a viable and safe manner.
- Enhancing sporting accessibility for the diverse needs of the broad schools community.
- Providing cost effective, value for money services, which operate at minimal cost to the user schools.
- Ensuring staff employed are suitably qualified and experienced so that those participating in the individual sporting events can do so with adequate supervision and in a safe environment.
- Managing SSA in accordance with the practices as determined by the NRSSC.
- Making relevant and applicable sections of the SSA program available for use by persons with disabilities and without disabilities wishing to participate in sporting activities.
- Managing the risk associated with and specific to each sporting event.

School Sport Australia accepts risk management as a prime responsibility within the total educational *and* sporting environment within which it exists. This includes the legal and economic environment in which NRSSC currently operates and the legal exposures that can result from the activities which SSA conduct.

2. SSA RISK CATEGORIES

Risks to SSA can be grouped under five primary headings:

Competition - risk associated with organisational considerations for competition such as teams arriving late or withdrawing, venue inaccessible.

Environment - include risk factors such as DFAT assessments, climatic (weather conditions eg. thunder and lightning) and the physical environment (eg. Playing or event surface), damage to property and equipment.

Finance/Legal – risk associated with financial loss for hosting a championship and /or sending teams overseas and legal obligations.

Medical - risk associated with pre-existing medical conditions and disease transmission, injury or damage to persons involved.

Participants – risk associated with the wellbeing (including fear, trauma or psychological injury) of;

- Student athletes and their coaches/team managers.
- Referees, umpires and officials.

Examples of risk exposure to SSA could include:

- Discrimination or harassment
- Injury or illness to students / teachers / volunteers / staff / officials / spectators
- Equipment failure
- Loss of property / equipment, including financial loss
- Negative publicity
- Potential exposure to litigation
- Damage to community partnerships (e.g. via links to community facilities)
- Natural events, including inclement weather.

The strategic context within which risks must be managed includes:

- Recognition that risk management is an integral function of effective service delivery and not an isolated activity.
- The risk profile in the wider community (i.e. how might the sporting program/SSA/organisational personnel be seen in the community as the result of an unsafe practice)
- Legislative framework that defines the SSA's obligations and through which powers to manage risks are derived
- Recognition that managing risks requires cooperation with the community and other government agencies
- Recognition that risk management involves a wide range of strategies that must be implemented across traditional departmental boundaries.
- The need to foster local management of risks (all event officials and convenors taking responsibility for risk management).
- The recognition that risk management is a dynamic process with new risks constantly identified and current risks changing due to altering circumstances.

Table 1: Primary Risk Category - The primary risk is the most immediate or likely risk (recorded in column 2 of the Risk Register).

Risks may technically fall under several categories eg. A student competing in a Diving event may suffer a physical injury by coming in contact with the diving board. A cut head or concussion could result (Primary risk Category - Medical), however there may be legal action at some point in the future (Secondary risk – Finance/legal).

Primary Risk Category	Brief Risk Description
Competition	Risk associated with organisational considerations for competition such as; <ul style="list-style-type: none"> ➤ Teams arriving late ➤ Withdrawing ➤ Venue inaccessible

	<ul style="list-style-type: none"> ➤ Competition being cancelled.
Participants	Risk associated with legal obligations and wellbeing (including fear, trauma or psychological injury) of; <ul style="list-style-type: none"> ➤ Student athletes and their coaches/team managers ➤ Referees, umpires and officials.
Environment	Risk factors such as <ul style="list-style-type: none"> ➤ DFAT assessment and rating of host country ➤ Climatic (weather conditions eg. thunder and lightning) ➤ The physical environment (eg. Playing or event surface) ➤ Damage to property and equipment
Medical	Risk associated with <ul style="list-style-type: none"> ➤ Injury or damage to persons involved ➤ Pre-existing medical conditions ➤ Disease transmission.
Finance/Legal	Risk associated with <ul style="list-style-type: none"> ➤ Financial loss for hosting a championship and / or sending teams interstate ➤ Legal action and/or litigation. ➤ Breach of legal obligations ➤ Damage to SSA and NRSSC reputation ➤ Criminal activity

3. ESTABLISHMENT OF A RISK MANAGEMENT PLAN

The following are the five steps to create a Risk Management Plan.

- 3.1 Establish the Context and Risk Identification
- 3.2 Risk Analysis
- 3.3 Risk Response Planning/Establishing a Risk Register
- 3.4 Risk Plan Implementation
- 3.5 Risk Tracking, Review, Monitoring & Control

3.1 Establish the Context and Risk Identification/Description

It is appropriate at this initial stage to establish the context of the activity. A contextual overview should include:

- Activity Description.
- Location Description
- General Safety Considerations.

Risk identification means looking for all possible sources of risk, both inside and outside of School Sport Australia and specific events.

A consultative/collaborative approach to this task is essential to ensure an inclusive review with potential risks not overlooked. Personnel/sources considered should include; SSA staff, Team Officials, National Sporting Organizations.

It will assist the risk identification process if the following areas/categories be considered, however this should not be considered a complete list as there may be some sporting events and programs with very specific requirements eg. Road/transport risks:

- Administration and Management

- Finances
- Health and safety – including manual handling and psychological injury.
- Facilities and equipment
- Location and environment – physical and climactic
- Community involvement eg. recreational use of the same facility.
- Criminal activity eg. theft or criminal action in change rooms.
- Legal risk and exposure
- Disease transmission
- Education and training

Identifying:

- The source of the risk
- What or who is at risk
- What could be the outcome

3.2 Risk Analysis

Having identified/described the risk this stage involves utilising the accompanying tables to categorizing risks, assess the level of risk, risk likelihood, impact/consequence analysis and establish a risk priority.

Table 2: Likelihood Matrix –How frequently the risk or event described in column 3 of the Risk Register (*Risk Description*) is likely to occur (Recorded in column 4 of the Risk Register).

Descriptor	More Detail
Almost certain	Is likely to occur frequently or on a regular basis
Likely	The event will probably occur more than once
Possible	The event might occur at some time
Unlikely	The event is not expected to occur
Rare	The event may occur only in highly exceptional circumstances

Table 3: Consequence Matrix –Relates to the *most probable/likely* outcome. eg. A slip/fall on a wet floor from sweat whilst moving around the pool concourse is *most likely* to result in no or minimal injury and therefore be rated as insignificant/minor (Recorded in column 5 of the Risk Register).

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on analysis to generate a risk treatment plan and be the subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it is reasonably assessed, has been mitigated to As Low as Reasonably Practical (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent / long term actions to reduce the risk should be considered.
Low = Acceptable	Exposure to this risk is acceptable but subject to periodic

(with periodic review)	review to ensure the risk does not increase and evolving treatments or accepted standards do not vary.
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Table 4: Level of Risk – Consideration of both **likelihood** and **consequence** prior to the implementation of risk management control measures and strategies (recorded in column 6 of the Risk Register).

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Important Note: Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures

Table 5: Risk Priority – (recorded in column 8 of the Risk Register). An indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

Rating	Description
Low Priority	Risk impact may be minimal. Monitor and review risk management strategies as required. (minimum-annually)
Medium Priority	Risk impact may be moderate. Closely monitor and review risk management strategies as required. (minimum-annually)
High Priority	Requires immediate action to redress risk. Additionally risk should be closely monitored to ensure management strategies to reduce risk are effective.

Important note: The assessment and identification of **Risk Priority** should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including: **frequency, likelihood, consequences** (particularly the possibility of serious personal injury or death) and **risk of litigation or legal exposure**. A student competing in a bicycle tour event on a semi-controlled public road is very unlikely to be involved in a collision with a motor vehicle; however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore a Risk Priority rating of **High** should be applied, with appropriate risk management such as additional advanced event signage, vehicle speed restrictions, a police presence, in addition to being closely monitored throughout the event.

This information is recorded on the **Risk Register Template**.

3.3 Risk Response Planning / Establishing a Risk Register

Next, plan strategies and actions to manage and reduce risk, act as contingency activities, and review and add to the risk action plans as part of the: Establishment of a Risk Register.

Important note: This includes identification of existing and new control measures to reduce risk to an acceptable level. The “**acceptable risk level**” for all risks identified, following planning and management, will usually be considered as “**Low**”, as it is generally considered impossible to completely eliminate risk, even with effective management.

3.4 Risk Plan Implementation

All operational staff and sporting Championship Directors receive training and development as to the recommendations and management strategies in place as part of the Risk Register. It is most important that new or temporary staff are also made aware and review these documents as part of an overall Induction Program prior to convening sporting events.

Incidents that do occur should be recorded in an appropriate "Incident Log" or on the convenors report form, to enable frequency and circumstances to be monitored and a review conducted. It is important that each incident be aligned with an existing Risk Description to enable an identification of a new or changing risk!

3.5 Risk Tracking, Review, Monitoring & Control

The risk management process is dynamic. As circumstances change Risk Plans and Risk Registers should be revisited and evaluated, even if there have been no incidents recorded. A regular planned review is an essential part of any effective risk management plan. As a guide Risk Registers should be reviewed annually (or immediately following events held only once per year) by the School Sport Unit Manager - or a suitably qualified/experienced nominee, in consultation with School Sport Officers and/or event managers, or more frequently as required.

This stage also concerns how the risk is progressing, monitor trigger events as well as mitigation/contingency strategies that have been executed. Reference to the "Incident log" to consider frequency and circumstances/causes is imperative. **When changes to the risk occur, repeat the cycle of identify, analyse, and plan.**

The Risk Register will be reviewed at least on a monthly basis by the Tour Leader prior to the Championships.

4. ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a two dimensional matrix (table 4), using a qualitative rating of the scale of the possible consequences and likelihood of the event occurring - **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.

5. RISK REGISTER / RISK MANAGEMENT

Function/Activity: **Sport Name** International Tour **Month, Year**

Compiled by: **National Secretary's Name and Title**

Reviewed by: SSA International Programs Sub Committee

The following is an example of the information required. This example is from the 2017 Netball International Tour to Suva, Fiji

Activity Description: The International Schoolgirls Championships is an annual event for female students aged 18 years and under as at the 1st January each year who are enrolled in government and non-government schools affiliated with their respective State and Territory school sporting organisations within Australia. The 2017 All Australian team to represent SSA were selected at the SSA 15 and Under Netball Championships conducted in Adelaide, SA in July/August 2016.

At a post Championships meeting held at the end of the Championships in 2004 it was agreed that the event would rotate between Australia and New Zealand unless one of the other countries were in a position to host. In 2017 the Championships are to be hosted by Netball Fiji who expressed interest in hosting at the 2016 International Schoolgirls Netball Championships. The Championships is to be conducted at Vodafone Arena in Laucala Bay, Suva from the 13 – 20 May 2017. All games will be played in accordance with INF rules.

Netball Fiji is responsible for the conduct of the competition and recommending suitable accommodation, transport companies and food venues.

All teams are responsible for arranging their own travel to and from their country or origin, funding accommodation, transport and meals.

General Safety Consideration: All teams will be accompanied by team officials who are appointed by School Sport Australia after an application process and panel selection. On appointment, team officials must also sign a letter of acceptance and be endorsed by a member of their state or territory Department of Education.

All student participants and accompanying officials will be documented on an official team list (to be published in the championship program booklet). Competing students are required to have a bona-fide certificate signed by their current Principal or delegate (confirming current enrolment and release by their school).

Parental approval, medical forms and consent for participation (including permission for photographs to be taken) will be completed for each competitor.

The Tour Leader will ensure that all officials and student participants receive the School Sport Australia Tour Handbook on selection.

The Championship Committee and all key organisational officials will be aware of the emergency procedure and protocols appropriate to the venue and manage such emergencies as required. All team officials will be made aware of these arrangements on arrival in the

host country. An extensive event program and updated bulletins with all championship rules and guidelines will be forwarded to all teams in the weeks/months preceding the event, in addition to a compulsory team officials' meeting/briefing immediately prior to the commencement of the championships.

The risk assessment for Vodafone Arena, Suva, Fiji will be requested by the tour Leader prior to or upon arrival in Fiji.

#	Primary Risk Category (Refer Table 1.)	Risk description. What and how can it happen	Likelihood (Refer Table 2)	Consequence (Refer Table 3)	Level of Risk Prior to management strategies (Refer Table 4)	Management. Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are followed risks described in column 2 will be reconsidered as having a: Low – “Level of Risk”.	Priority (Refer Table 5)	Responsibility of:
1	Environment	Travel destination is inappropriate	Possible	Severe	Extreme	Only travel destinations with a DFAT rating of 1 or 2 are allowed under SSA International Programs policy. All responsible parties are to remain vigilant during tour preparation and identify any changes to DFAT ratings. Tour officials are to remain alert and vigilant during the tour as is the SSA Office to be aware of activities in the tour country.	High	SSA International Programs Sub Committee; SSA Executive Officer; Tour Leader
2	Competition	Team accommodation is unacceptable	Rare	Moderate	Low	Liaise with venue to improve accommodation. If not possible, locate alternative accommodation with assistance from MTA travel agent and in consultation with School Sport Australia (SSA). Tour Leader will use an MTA travel agent-Kelly Campbell in 2017 to assist in sourcing appropriate accommodation.	Low	Tour Leader
3	Competition	Team accommodation is unavailable	Rare	Major	Medium	Locate alternative accommodation with assistance of MTA travel agent and in consultation with SSA.	Low	Tour Leader
4	Environment	Ceremonies being cancelled or postponed	Possible	Minor	Medium	Reschedule or not hold ceremony	Low	Championship Organisers
5	Competition	Team arrival is delayed	Possible	Moderate	Medium	All teams arriving three days prior to competition commencing. Any delays in transit will be handled by the relevant team officials and respective travel agents.	Medium	Tour Leader
6	Competition	Officials unavailable to travel at late notice	Possible	Minor	Medium	SSA to make necessary appointments or provide staff to assist if required. Tour Officials cover absent official roles and responsibilities.	Medium	Tour Leader and School Sport Australia
7	Competition	Officials unavailable during tournament due to ill health or other	Possible	Minor	Medium	Use alternative methods for officiating. Use other team officials/parents if required.	Medium	Tour officials

8	Participants	Venue have not provided risk management policy and protocols	Unlikely	Moderate	Medium	Contact organising committee prior to departure to view risk management plans. Ensure provision, viewing and approval of risk management plan from venues is available on arrival at the Championships. All public venues must have public liability and a risk assessment-request copies. On arrival, conduct a safety check with all tour officials and create a written document to reflect procedures if needed.	Low	Tour Leader
9	Participants	Team meals are not acceptable e.g. Food handling issues or easily accessible	Unlikely	Moderate	Medium	Correspond with organisers and book a caterer for evening meals prior to departure. Request accommodation with meal options-e.g. breakfast provided. Check airline procedures-pack suitable snacks and options for at least the first day of travel. Locate alternative meal venues with assistance of the Championship Organisers.	Low	Tour Leader
10	Medical	Minor injury, illness, fatigue or exhaustion to player or official	Possible	Minor	Medium	The health and wellbeing of team members is the responsibility of all team officials. Notwithstanding this, the Championship organisers will ensure that teams have access to or knowledge of first aid and/or medical centres. All completed medical forms and emergency contact information will be kept by the Tour Leader in the folder labelled 'Student Information'. This is located within the Manager Bag-kept with the Tour Leader at all times. Officials will be shown this at the culmination of travel. Medical information will also be provided to the tour physiotherapist along with the requested physio information-current injury, medication etc-this is sent out within two weeks of travel. Family details including accommodation, phone contact and travel dates will be collected by the Tour Leader prior to departure for emergency contact procedures whilst overseas. Families are contacted by the Tour Leader in the event of minor injury or illness. SSA accident/incident forms will be completed and returned to SSA at the culmination of the tour. Tour Leader will investigate availability of medical centres and country processes prior to travel. Students must only be treated with a team official or parent in attendance. A list of medical emergency centres and phone numbers is to be displayed during the Championship; be readily available from the Championship venue; and printed in the Championships Information. All medical information is provided to SSA prior to travel.	Medium	Tour Leader and physiotherapist
11	Medical	Serious injury to student participant or official	Unlikely	Moderate	Medium	The wellbeing of team members is the responsibility of the team officials. Notwithstanding this, the Championship organisers will	Medium	Tour Leader and physiotherapist

						<p>ensure that teams have access to first aid & / or medical centres. Students must only be treated with a team official or parent in attendance.</p> <p>Tour Leader will investigate availability of medical centres and country processes prior to travel.</p> <p>Families are contacted by the Tour Leader in the event of any injury.</p> <p>A list of medical emergency centres and phone numbers is to be displayed during the Championship; be readily available from the Championship venue; and printed in the Championships Information.</p> <p>Prior to departure, provide a contact list of team officials and parent contacts is provided prior to departure to SSA.</p>		
12	Finance / Legal	Risk of financial loss to SSA from participation at the Championships	Possible	Moderate	Medium	<p>Budgets are approved by the SSA Board and teams are invoiced accordingly.</p> <p>Tour Leader works with SSA Business Manager to ensure all monies are paid prior to departure.</p> <p>Emergency requirements are made within the budget-usually \$50 per athlete.</p>	Low	School Sport Australia
13	Participants	High Risk Behaviour by first aid official/ sports trainer	Unlikely	Moderate	Medium	<p>Only qualified Sports Trainers that have a current Working with Vulnerable People accreditation have been appointed.</p> <p>Students must only be treated with a team official and/or parent in attendance.</p> <p>All appointed tour officials are endorsed by their State or Territory body, school principals and have current and relevant qualifications.</p>	Medium	Tour officials and School Sport Australia
14	Medical	Inappropriate diagnosis / advice by first aid official / sports trainer	Unlikely	Moderate	Medium	<p>Only qualified Sports Trainers that have a current Working with Vulnerable People accreditation have been appointed.</p> <p>Students must only be treated with a team official and/or parent in attendance.</p> <p>All appointed tour officials are endorsed by their State or Territory body, school principals and have current and relevant qualifications.</p> <p>Both physiotherapist and one other official have current first aid qualifications.</p>	Medium	Tour officials and School Sport Australia
15	Medical	Inappropriate treatment by first aid official	Unlikely	Moderate	Medium	<p>Only qualified Sports Trainers that have a current Working with Vulnerable People accreditation have been appointed.</p> <p>Students must only be treated with a team official and/or parent in attendance.</p> <p>All appointed tour officials are endorsed by their State or Territory body, school principals and have current and relevant qualifications.</p> <p>Both physiotherapist and one other official have current first aid qualifications.</p>	Medium	Tour officials and School Sport Australia
16	Medical	Trainers or supplies not available at the venue	Possible	Major	High	Supplies (e.g. ice) are identified by the Championships Organisers and to be arranged prior to the event.	High	Tour Leader and physiotherapist

						Tour Leader and physiotherapist pack a complete first aid kit and medical equipment. Tour Leader budgets for medical/first aid. Physiotherapist travels with the team and has any relevant information provided by the families prior to travel. Both physiotherapist and one other official have current first aid qualifications.		
17	Participants	Student or official breaches the SSA code of conduct	Possible	Minor	Medium	Breaches are to be addressed by the Tour Leader in consultation with SSA. Any consequences are to be communicated to the SSA Executive Officer for confirmation and approval of consequences plus communication to relevant parties as per SSA International Tour policy.	Low	Team Officials and Tour Leader
18	Participants	Championship officials not aware of responsibilities	Rare	Moderate	Low	The appointments are made by the Championships Local Organising Committee.	Low	Championships Organisers
19	Environment	Competition surface is slippery and dangerous	Possible	Moderate	Medium	Competition venue is an indoor venue and meets the standards for an international competition. Regular sweeping between matches. Delay in games may occur if courts are unacceptable	Medium	Championships Organisers
20	Medical	Contracting infectious disease	Possible	Major	High	Collaborate with Championships Organisers, local medical support and if necessary, Australian Embassy/Consulate. SSA also has an infectious diseases policy.	Medium	Tour Leader, Team Officials and Championship Organisers
21	Participants	Participants will have to encounter unknown third parties	Likely	Insignificant	Medium	Students are under the supervision of team officials during competition & non-competition hours at all times.	Low	Team Officials
22	Medical	Participants have pre competition medical conditions	Possible	Minor	Medium	Team officials are made aware of any pre-existing injuries or conditions and will monitor the athlete throughout the tour. Team members will be required to provide list of items for medicinal purposes to Tour Leader prior to tour.	Medium	Team Officials
23	Participants	Participants not agreeing to photos of them and/or publishing results with their name attached	Possible	Minor	Medium	Parents are required to sign whether their child is able to be photographed or have their name displayed on a website in SSA documentation. If permission is not granted then names and images are not to be displayed. This must be advised to the Tour Leader.	Medium	School Sport Australia, Tour Leader and Team Officials
24	Participants	Participating in High Risk Behaviour	Rare	Moderate	Low	All Championships are held under the rules of the governing sports body, INF and School Sport Australia.	Low	Championships Organisers, School Sport Australia
25	Participants	Inappropriate behaviour from member of public (including family members)	Unlikely	Moderate	Medium	Ensure team management make family members / supporters aware of protocols. Ensure all team members have received a copy of the SSA Codes of Behaviour (this information is in the current SSA Tour Handbook which was distributed to all families on selection) and a signed copy is provided to the Tour Leader.	Medium	Tour Leader, SSA

26	Competition	Airport transfer transport unavailable	Unlikely	Moderate	Medium	Airport transfers are booked prior to travel. Liaise with MTA travel agent to seek alternate transport or use emergency funds to organise alternate arrangements-may be taxi or other public transport. All students travel with an official.	Low	Tour Leader
27	Competition	Daily transport unavailable	Unlikely	Moderate	Medium	Liaise with MTA travel agent to seek alternate transport or investigate other suitable and safe options.	Low	Tour Leader
28	Medical	Risk of injury when participants are being transported	Rare	Severe	Medium	MTA travel agent recommendation of authorised travel companies. Insurance and current drivers licence is required for any official who is responsible for driving participants. Travel insurance for all officials and students booked and confirmed at least four weeks before travel (this ensures payment if any injury occurs 28 days prior to departure)	Medium	Tour officials
29	Environment	Inadequate Parking (including drop off and pickup) at venue	Unlikely	Minor	Low	Championships Organisers will ensure appropriate pick up/drop off points for teams. Tour Leader will investigate alternate options for drop off and pick up of participants-eliminating fatigue.	Low	Championships Organisers, Tour Leader
30	Medical	Poor ambulance access at venue	Unlikely	Severe	High	The selection criteria for a Championship venue includes ambulance access as a non-negotiable item.	Medium	Championships Organisers
31	Participants	Catering and water facilities not being available or inadequate at venue or within country	Rare	Insignificant	Low	The selection criteria for a Championship venue includes adequate and appropriate food providers, canteen and water facilities as highly desirable items. If this is not possible then Team Officials will ensure that adequate bottled water and snacks are supplied. Tour Leader investigates if bottled water is a necessity and makes adjustments to the budget to supply this.	Low	Championships Organisers and Tour Leader
32	Participants	Disabled access unavailable / inappropriate at venue	Unlikely	Minor	Low	The selection criteria for a Championship venue include adequate and appropriate disabled access as a non-negotiable item.	Low	Championships Organisers
33	Environment	Electrical and communication cabling incorrectly or inappropriately laid out	Rare	Insignificant	Low	If necessary, the venue is to arrange appropriate carpeting / covers for any cables.	Low	Championships Organisers
34	Environment	Equipment / Materials being unavailable / inappropriate	Rare	Moderate	Low	Competition venues are to be selected from those that meet Championship standards with respect to equipment and competition materials. Tour leader will ensure that training equipment, first aid supplies and communication tools i.e. working phone is supplied.	Low	Championships Organisers, Tour Leader
35	Finance / Legal	Inadequate public liability of host	Rare	Insignificant	Low	The selection criteria for a Championship venue include adequate and appropriate public liability as a non-negotiable item.	Low	Championships Organisers
36	Competition	Training venue unavailable	Possible	Minor	Medium	Tour Leader will organise and confirm practice matches and training venues prior to departure. If organised venue is unavailable on arrival then alternative community venues and/or schools will be contacted to source another venue.	Low	Championships Organisers and Tour Leader
37	Environment	Tripping and slipping hazards	Possible	Moderate	Medium	The selection criteria for a Championship venue includes a checklist to ensure tripping and slipping hazards are not accessible by the public during competition. If a hazard appears	Low	Championships Organisers / Venue

						during the Championship then this is to be brought to the immediate attention of venue management.		Management
38	Environment	Venue change rooms and toilets not clean upon arrival and not cleaned daily	Unlikely	Minor	Low	The selection criteria for a Championship 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 Championship then this is to be brought to the immediate attention of venue management. Tour Leader will ensure participants are not exposed to unsanitary environments.	Low	Championships Organisers / Venue Management, Tour Leader
39	Finance / Legal	Venue does not have or has inadequate (Emergency) Evacuation plan	Unlikely	Severe	High	The selection criteria for a Championship venue include a non-negotiable item that the venue must have an (Emergency) Evacuation plan.	Medium	Championships Organisers / Venue Management
40	Environment	Venue has hazardous substances	Possible	Major	High	The selection criteria for a Championship venue include a checklist to ensure hazardous substances are away from the public during competition. If an issue occurs during the Championship then the venue must have an emergency procedures plan.	Medium	Championships Organisers / Venue Management
41	Competition	Venue unavailable during competition	Possible	Major	High	If the venue does become unavailable then alternative community venues and schools are to be contacted to attempt to find another venue or competition may be delayed for up to a day. If there is no solution and Championships cannot continue, Tour Leader will consult with SSA to take decisive action about the outcome of the Tour.	Medium	Championships Organisers, Tour Leader, SSA
42	Participants	Team officials not following Risk Management procedures	Possible	Moderate	Medium	Tour Leader will provide all team officials with the Risk Management Analysis and Plan prior to travel. All officials will be required to sign that they have read the document.	Medium	Tour Leader, Tour officials
43	Participants	Act of Terrorism / Acts of God	Unlikely	Severe	Extreme	Cooperate with Championships Organisers and Local Authorities and obey all lawful instructions to ensure the safety of all team members. Liaise with Australian Embassy/Consulate and School Sport Australia as soon as possible to arrange travel away from locality and back to Australia		Championships organisers, Local Authorities, Australian Embassy Staff, School Sport Australia, Tour Leader, Team Officials
44	Participants	Learning outcomes not met	Possible	Major	High	Ensure that educational outcomes form the basis for all school based sporting programs/activities Identify and further develop the links between netball and relevant learning areas	High	SSA National Secretary Tour Leader
45	Participants	Activities not relevant or age appropriate	Possible	Major	High	Operate within a framework of accepted national/international policies, frameworks and guidelines for the development and conduct of a touring team. Rules, safety guidelines and personal equipment are	High	SSA National Secretary Tour Leader

						commensurate with the skill/age of the participants to reduce the risk of injury.		
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