

PACIFIC SCHOOL GAMES VENUE LEVEL OF RISK

4. ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 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.

The following tables/matrices have been utilised for the assessment process;

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

Risks may technically fall under several categories eg. A student competing in a Triathlon on a controlled public road involved in a collision with a motor vehicle may have suffered a physical injury such as a broken collar bone (Primary risk Category - Physical), however there may be legal action at some point in the future (Secondary risk - legal).

Primary Risk Category	Brief Risk Description
Educational Outcomes	Learning outcomes not met: <ul style="list-style-type: none"> ➤ Programs have no educational focus ➤ Activities not relevant or age appropriate
Wellbeing & Safety	Injury risk to person - including <ul style="list-style-type: none"> ➤ Participants, Officials & Community members Includes risk factors associated with: <ul style="list-style-type: none"> ➤ Pre-existing medical condition eg. epilepsy, asthma. ➤ Loss of required medication eg. asthma inhaler. ➤ Disease transmission. From person or environment eg. influenza. ➤ Trauma or fear/stress
Finance	Financial loss <ul style="list-style-type: none"> ➤ Consumable, significant and key assets ➤ Significant deviation from budget
Operational	Includes risk factors that may impact upon the activity. <ul style="list-style-type: none"> ➤ Climatic eg. thunder and lightning, strong winds, heat ➤ Venues, playing surface, terrain and surface conditions. ➤ Team late or last minute withdrawal
Reputation	Risk associated with: <ul style="list-style-type: none"> ➤ Legal action and/or litigation. ➤ Breach of legal obligations. ➤ Damage to DECD/SSA reputation. ➤ Criminal activity.
Strategic	Includes risk factors that may impact upon the activity. <ul style="list-style-type: none"> ➤ Government/SSA priorities not met ➤ Core programs not delivered

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

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

Table 3: Consequence Matrix – (Recorded in column 4 of the Risk Register). Relates to the *most probable/likely outcome*. eg. A slip/fall on a wet floor from sweat whilst playing basketball is *most likely* to result in no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.

Level	Descriptor	More Detail	Injuries	Potential Financial Impact	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	<\$100	Student still able to participate. Little impact <30min
2	Minor	Minor Injuries/damage sustained. Low impact, possible public embarrassment.	First Aid Treatment	<\$1-1,000	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	<\$100-\$50,000	Student unable to continue with activity. Event impact/delay whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 rd party action, high news impact	Extensive Injuries. Medical Treatment	<\$50-\$150,000	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 rd party action, high news and media impact.	Deaths	+\$150,000	Loss of personnel, closure of sports unit/event whilst investigation conducted.

Table 4: Level of Risk – (recorded in column 5 of the Risk Register). Consideration of both **likelihood** and **consequence** prior to the implementation of risk management control measures and strategies.

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	A Almost Certain	Medium	Medium	High	Extreme	Extreme
	B Likely	Low	Medium	High	Extreme	Extreme
	C Possible	Low	Medium	High	High	Extreme
	D Unlikely	Low	Low	Medium	High	High
	E Rare	Low	Low	Low	High	High

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 serious consideration should be given to not proceeding with this activity. Risk versus Reward for this specific activity should be carefully considered!!

Table 5. Risk Priority – (recorded in column 7 of the Risk Register). An indication of **how quickly/frequently** an identified risk needs to be addressed and/or monitored.

Rating	Description
Low priority	Low priority. Risk impact may be minimal. Monitor and review risk management strategies as required. (minimum – annually)
Medium priority	Medium priority. Risk impact may be moderate. Closely monitor and review risk management strategies as required. (minimum – annually)
High priority	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.

Table 4: Risk Register/Risk Management

Function/Activity: PACIFIC SCHOOL GAMES

Activity Description: This is an annual event for primary and secondary school students who are enrolled in state and private schools affiliated with their respective state school sporting organisations within Australia. Conducted under the organisational control of PACIFIC SCHOOL GAMES, the actual hosting of this event is shared between the competing States and Territories on a yearly rotational basis. The 2017 event will be hosted by Adelaide South Australia. All teams are responsible for arranging their own travel and accommodation for all competing students and accompanying officials. (SSU will provide a list of accommodation options in close vicinity to the venue).

General Safety consideration: All teams will be accompanied by at least one coach and a team manager appointed by each State or Territory. All student participants and accompanying officials will be listed on a team list (to be published in the official championship booklet). Competing students are required to have completed a bona-fide certificate signed by the principal or nominee (to confirm 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 (responsibility of each State or Territory). Students will be required to wear appropriate sport specific clothing such as compliant swim suits. The Team manager all key organisational officials will be aware of the emergency procedure and protocols appropriate to the venue and manage such emergencies as required. An awareness and understanding by the Team Manager of venue specific hazards such as community use and potential traffic hazards will also have occurred. 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.

All participating teams will be expected to have a suitably equipped first aid kit, additionally; one qualified Sports Trainer and two life guards will be in attendance throughout the championships.

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 all risks described in column 2 will be reconsidered as having a: Low – “Level of Risk”.	Priority (Refer Table 5)	Responsibility of:
1. Educational Outcomes	Learning outcomes not met	C (Possible)	4 (Major)	High	<ul style="list-style-type: none"> Ensure that educational outcomes form the basis for all school based sporting programs/activities Identify and further develop the links between sport and relevant learning areas 	High	- PSG -SSA - Technical Delegate
2. Educational Outcomes	Activities not relevant or age appropriate	C (Possible)	4 (Major)	High	<ul style="list-style-type: none"> Operate within a framework of accepted state and national policies, frameworks and guidelines for the development and conduct of sport in schools Liaise with and promote cooperation between school sport and community sport agencies to ensure appropriateness of activities Rules, safety guidelines and personal equipment are commensurate with the skill/age of the participants to reduce the risk of injury. This championship is generally conducted under all rules and regulations of School Sport Australia and Specific Sporting Body. 	High	-PSG - SSA Office - Technical Delegate
3. Operational	Facility not booked	E (Rare)	4 (Major)	High	<ul style="list-style-type: none"> Booking for all venues made if possible at least 12-18 months prior to the event. Written confirmation of booking requested. Contact with relevant venue/facility manager 3-4 months prior to the event date to confirm booking and arrangements such as access and organisational arrangements. 	High	- PSG - SSA Office

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4. Operational	Venue or associated facility not open or become unavailable at very short notice (less than 24-48 hrs notice).	D (Unlikely)	4 (Major)	High	<ul style="list-style-type: none"> Venue or facility manager contacted 24-48 hours prior to ensure access to all required areas and facilities. Including provision of keys/security codes if required. Championship Convenor and key organisational officials to arrive a minimum 60-90min prior (depending upon set-up requirements). Access to alternative venue explored as an emergency back-up. 	High	<ul style="list-style-type: none"> -Venue Supervisor -PSG SSA Office
5. Operational	<p align="center">Team, officials or Competitors arrive:</p> <ul style="list-style-type: none"> -late (eg flight or traffic delays) or - without team officials eg team manager, Coach 	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> Ensure teams are aware of scheduled start time and anticipated travel delays. Team officials to have the contact details of PACIFIC SCHOOL GAMES (or Sport Officers), to facilitate contact if they are delayed in traffic, flight delays. <ul style="list-style-type: none"> If a team is late consider restructure of the program. A team without an approved coach/ team manager will not be permitted to compete until appropriate “duty of care supervision” has been established. The Championship Convenor should not accept this duty of care unless: no other alternative is possible and they are able to effectively execute this role in the interim whilst an alternative state/team representative is located. 	Medium	<ul style="list-style-type: none"> - Individual Teams -PSG - SSA
6. Wellbeing & Safety	<p align="center">Venue unsuitable or unusable. For example</p> <ul style="list-style-type: none"> Excessive surface water - flooding Presence of hazardous material eg. chemicals 	D (Unlikely)	4 (Major)	High	<ul style="list-style-type: none"> Condition of the venue checked 2-6 days prior to the event and again on the morning of each competition day. <ul style="list-style-type: none"> Hazardous materials eg chemicals, removed Venue managers/staff are consulted 4-6 days prior to check on venue preparation such as lane ropes, electronic recording & non-slip matting. 	High	<ul style="list-style-type: none"> - PSG - Venue manager -Technical Delegate
7. Finance - property & equipment	Fixed Equipment unsuitable or unusable.	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> Condition of all fixed equipment checked 1-2 weeks prior to the event, or at the time of booking if unfamiliar with the venue. Fixed equipment is re-checked upon arrival on the day of the event to ensure all is set-up correctly and meets all safety expectations. 	High	<ul style="list-style-type: none"> - PSG - Venue manager -Technical Delegate
8. Finance - property & equipment	Damage to equipment through: accidental use, misuse or vandalism.	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> All equipment is monitored throughout the event for damage and if necessary removed from use (and replaced) until appropriate repairs are carried out. Damage is reported to appropriate personnel/venue managers. 	Medium	<ul style="list-style-type: none"> - PSG - Venue manager -Technical Delegate

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9. Reputation	Lack of information or training for the Championship Director (and key officials) to run the event. - Eg. Poor organisational skills, lack of sufficient recording sheets , programs, rules etc	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> • A Championship Committee meet on a regular basis - commencing 6-7 months prior to the event. • SSA National Secretary forwards a package of all relevant material 6mths prior to the championships to assist the planning committee. • A comprehensive package of all relevant material is forwarded to the Championship Director at least 6-8 weeks prior to the event including: results process, programs, rules etc • The PSG Manager is encouraged to both seek and provide feedback on suggested improvements both in the lead up to the event and following the event at both the post-championship meeting and in their final written report. 	High	-PSG -Ch'ship Committee Technical Delegate
10.Reputation	Lack of information to competing teams. - Eg. lack of sufficient detail re. accommodation, meetings, programs, rules etc	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> • The Championship Committee meet, with appropriate SSU Sport Officers, on a regular basis - commencing 6-7 months prior. • A comprehensive package of all relevant material (including regular updated bulletins) are forwarded to all teams commencing at least 3-4 months prior to the event including: accommodation arrangements, programs, rules, meeting schedules and times etc • All Team officials meet at the pre-event meeting and have contact details for the Championship Manager (SSU) or Convenor and are encouraged to seek clarification on any issue prior to the event commencing. • Team officials provide feedback on suggested improvements following the event at both the post-event meeting and in any written final report. 	High	- Technical Delegate -competition manager
11. Wellbeing & Safety	Injury through temporary hazard in venue Eg unnecessary equipment.	C (Possible)	2 (Minor)	Medium	<ul style="list-style-type: none"> • Unused/unnecessary equipment is removed or placed a suitable safe distance from the field. Team managers and key officials to monitor. • Appropriate diagnosis and first aid treatment is sought immediately following an injury. 	Medium	- Team officials -- PSG - Venue manager -Technical Delegate - Sports Trainer

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12. Wellbeing & Safety	Student or official suffers from a serious medical injury or condition: Pre-existing: eg. Asthma attack, anaphylaxis, diabetic episode or Developed: eg. Nausea, fracture, dislocation, head injury - whilst participating in an event.	C (Possible)	3 (Moderate)	High	On Field <ul style="list-style-type: none"> • A qualified sports trainer and life guards will be in attendance throughout this championship event. • Individual teams should ensure that no student is permitted to be involved in a sporting event unless a medical form has been completed and returned – (individual state/team responsibility). • Medication for pre-existing conditions should be readily accessible to the student/official. This is the responsibility of individual participants (including officials) and “duty of care team officials/parents”. • Team Managers have ready access to a suitably equipped first aid kit, including an asthma kit and ice, in addition to the provision of sports trainers by the host state. • Appropriate first aid is sort as a matter of priority once a medical emergency has been identified. An ambulance should be called immediately if: the casualties’ condition deteriorates/fails to respond to appropriate treatment or if assessed as serious or beyond the first aid training and skill level of personnel attending. • Championship Convenors and Sports Trainer have access to effective communication (eg. mobile phone) to address medical emergencies. • In the event of a student or official requiring transport to hospital by ambulance/car, the Championship Convenor is requested to complete an appropriate critical incident report and include this in any final report to the PSG. Off Field <ul style="list-style-type: none"> • There is a clear expectation and mandate for accompanying team officials to appropriately monitor and supervise student health and welfare if accommodated as a team unit - State and Territory responsibility. • The Officials Information Booklet will contain all relevant contact and location details of the nearest medical clinics and hospitals to assist interstate officials deal with off-field medical emergencies. 	High	<ul style="list-style-type: none"> - SSA -PSG - Sports Trainer -Individual teams - Individual participants -Competition Manager
13. Wellbeing & Safety (Refer Table 1.)	Soft tissue injuries - such as muscle strains, bruising either from slips, falls or as a result of competing.	B (Likely)	2 (Minor)	Medium	<ul style="list-style-type: none"> ▪ A qualified sport trainer will be in attendance throughout this championship event. ▪ All soft tissue injuries are assessed and treated by the sports trainer. An appropriate assessment and recovery period considered prior to allowing re-inclusion in the competition. ▪ Students encouraged to warm-up and stretch prior to each event. ▪ Rules, safety guidelines and personal equipment are commensurate with the skill/age of the participants to reduce the risk of some forms of soft tissue injury. Event programming allows for suitable recovery periods between events to the likelihood of overuse and fatigue related injuries.	High	<ul style="list-style-type: none"> - SSA -PSG - Sports Trainer -Individual teams - Individual participants

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14. Reputation - Damage to individual State/Territory reputation. - Damage to SSU/DECD/SSA reputation.	Poor, unacceptable player or team behaviour: - during competition - out of competition (including whilst in accommodation)	C (Possible)	3 (Moderate)	High	On Field <ul style="list-style-type: none"> ▪ All team Managers and Coaches are made aware of the expectation of appropriate student behaviour and the role of the Judiciary Committee. Appropriate student behaviour is to be communicated and reinforced to all students by team officials prior to events commencing. ▪ Event officials will initially deal with breaches of behaviour. ▪ All students are also asked to consider the ethos and culture associated with the “Players Oath” read out at the opening ceremony. Off Field <ul style="list-style-type: none"> ▪ There is a clear expectation and mandate for accompanying team officials to appropriately monitor and supervise student behaviour. Significant breaches in regard to behaviour are to be referred to the PSG Office, National Secretary and Championship Director for consideration and follow-up action in close consultation with team officials. ▪ Director, Technical Delegate and team officials have a responsibility to ensure that all online communications are appropriate and respectful interactions with officials, coaches, athletes, parents and spectators. Any proven allegations will result in suspension or removal from the championships and in certain circumstances where a crime has been committed they may also be subjected to a criminal investigation by police. 	High	- SSA - Event Officials - Team Managers and Coaches - Individual participants -Technical Delegates -PSG - SAPOL
15. Reputation - Damage to PSG/SSA reputation	Unacceptable or inappropriate behaviour by: - Team Managers, coaches, parents and spectators.	C (Possible)	3 (Moderate)	High	<ul style="list-style-type: none"> ▪ Inappropriate behaviour by adults: team officials, coaches, parents and spectators should be addressed by the Championship Manager, National Secretary and/or Convenor in a calm, tactful but firm manner. If serious or repeated, offenders may be requested to leave the venue with a written incident report forwarded to the respective State/Territory and PSG Manager for follow-up action. State/Territory team managers are asked to be pro-active in addressing the issue of poor or unacceptable behaviour by coaches, parents and spectators associated with their team prior to games commencing. 	High	- SSA -PSG - Team Managers & Coaches - Individual participants - Nat Secretary
16. Reputation - Damage to PSG/SSA reputation	Alcohol and smoking. - Spectators	D (Unlikely)	2 (Minor)	Low	<ul style="list-style-type: none"> ▪ All school sport competitions are alcohol and smoking free events! ▪ Competition Manager initially speaks to anyone in breach of these guidelines accompanied by a polite request to remove the prohibited items from the venue. Failure to do so should be accompanied by a request to leave the venue with SAPOL assistance called if required. 	High	- Participants -Nat Secretary -PSG - Venue Supervisor - SAPOL

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17. Wellbeing & Safety	Emergency within the venue Eg. Fire, explosion	E (Rare)	4 (Major)	High	<ul style="list-style-type: none"> ▪ Competition Manager and all key officials are aware of the venues Emergency Procedure Policies/Action Plan. (These should be sought from venue managers prior to the event and should contain details of: Emergency evacuation signals, exits and assembly points/location). ▪ In the event of an actual emergency all key officials place as their first and highest priority the safe and orderly removal of all participants prior to addressing the cause of the emergency eg. fire 	High	- Venue Supervisor -PSG
18. Reputation	“Stranger danger” - Inappropriate interaction with/by community member. - Abduction	E (Rare)	4 (Major)	High	<ul style="list-style-type: none"> ▪ Students generally actively supervised at all appropriate times by Team Managers and accompanying officials. ▪ PSG Staff, National Secretary, team managers and coaches remain vigilant for people acting suspiciously and/or remaining in areas such as change rooms etc for no apparent reason. Persons in this position are spoken to by appropriate personnel, if necessary asked to leave the venue with SAPOL called immediately if the person fails to comply or remains in the near vicinity. 	High	-PSG - Technical Delegate - Team Managers & Coaches - SAPOL
19. Reputation - Damage to PSG/SSA reputation	Disputed results	C (Possible)	2 (Minor)	Medium	<ul style="list-style-type: none"> • All competing states are made aware of the procedure/protocol to determine winners and process results. • National Secretary and Championship Manager to mediate and resolve disputes as soon as possible after they have been raised. 	Medium	- Technical Delegate -PSG
20. Operational - climatic	Storm/wind squall Damage to outside temporary shades, displays or flags	D (Unlikely)	2 (Minor)	Low	<ul style="list-style-type: none"> ▪ If the forecast is for very strong winds or storms outside banners are removed. 	Medium	-PSG -Venue Supervisor

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21. Environmental - climatic	Thunderstorm/lightning	D (Unlikely)	4 (Moderate)	High	<ul style="list-style-type: none"> PSG and Technical Delegates to monitor weather forecasts for thunderstorm/lightning and remain vigilant for rapidly deteriorating weather/approaching storms. In the event of seeing lightning apply the international “30/30 rule”. That is; if the time between “flash and bang” is less than 30 seconds, the Championship Convenor should immediately stop all games in progress (or delay the commencement of games) and have all players and officials seek safe shelter. This should be a solid structure, building or hard top motor vehicle. Do not allow students to shelter under large single trees or unsubstantial buildings such as tents or shelters. If caught on an open playing field, crouch down with feet together and cover ears. Remove any metal objects such as jewellery. Avoid using apparatus such as telephones if possible. In an emergency keep calls very brief. Once the storm has passed wait at least 30minutes from the last thunder clap before re-commencing scheduled games.	High	<ul style="list-style-type: none"> - PSG - Technical Delegate - Team Managers & Coaches - Venue Supervisor
22. Finance	Championship runs at a significant financial loss (greater than \$500)	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> Prior to the championship a budget of all anticipated costs is completed by the host State/Territory and approved by SSA Executive. All competing teams are then levied an amount as approved by the School Sport Australia Executive to meet budget predictions. School Sport Australia agree to cover any financial shortfall of greater than \$500 	High	<ul style="list-style-type: none"> - School Sport Australia Exec - PSG Manager
23. Finance	Cash handling - lost or stolen money eg. Petty cash to meet incidental costs eg Ice	D (Unlikely)	2 (Minor)	Low	<ul style="list-style-type: none"> Cash payments issued directly to Technical Delegate to cover incidental costs is done so as close as possible to the event date/day. Championship Convenor to present receipts and balance sheet for incidental items purchased post event. 	Medium	<ul style="list-style-type: none"> - Technical Delegate - PSG

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24. Reputation - Damage to PSG/SSA reputation	Environmental impact Eg. Rubbish	B (Likely)	2 (Minor)	Medium	<ul style="list-style-type: none"> PSG and venue Supervisor to ensure sufficient rubbish bins are provided. PSG and Venue Supervisor coordinate a “clean-up” by teams and accompanying officials. 	Medium	-PSG - Venue Supervisor
25.Operational - damage to PSG / SSA reputation	Opening and closing ceremonies - poorly organised	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> PSG Staff plan all aspects of the opening and closing ceremonies, including consideration of: <ul style="list-style-type: none"> Quality/clarity of any sound system used. Provision of a quality recording of the national anthem. A site or venue “walk-through” of the logistics of both ceremonies including pre-assembly locations, scheduling, access points. Provision of all State and Territory flags. Access to positional markers for each State and Territory to signify assembly points. Spectator access and viewing Access for disabled Parking Details of both ceremonies are communicated to all team officials and managers at the respective pre and post event meetings. Additionally, a detailed schedule, procedures and ceremony protocol is included in the officials information booklet issued to all team managers prior to the championships 	High	- PSG - National Secretary & SSA - Team officials
26.Operational - damage to SSU / SSA reputation	Educational Excursion - poorly organised	D (Unlikely)	3 (Moderate)	Medium	<ul style="list-style-type: none"> The booking of all transport (if required), activities and destinations for the excursion day is completed well in advance (minimum 2-3 months) of the championships with all teams advised of anticipated costs. A detailed program indicating the schedule and all arrangements for the excursion day is included in the Officials Information Booklet and discussed at the pre-championship meeting for all officials. Appropriate supervision ratios are incorporated in the arrangements and sufficient adult entry tickets purchased. Safe assembly area established for bus transfers. 	High	- PSG - SSA -Technical Delegate

