



RISK ASSESSMENT AND ACTION PLAN – HATTAH DESERT RACE

Event	Hattah Desert Race
Location	Booononar Road, Colignan
Dates/Times	<i>First full weekend in July of each year</i>
Assessment Team	Geoff Gunn Jenni Gledhill Murray Follett VMAT
Assessment Date	

Activity	Potential Risk Exposure	Suggested Controls to Manage Risk	Risk Rating	Further Control Actions Planned	Residual Risk	Who is responsible to implement action
<i>List the individual activity to be undertaken as part of the organisation/running of the event. See samples below, add or delete activities based on the requirements for your event. Remember, this list is not exhaustive and you should refer to the "Event Management - Planning Guide for Event Managers in Victoria" or WorkSafe manual for further guidance.</i>	<i>List all details in relation to the risk Add additional risks as identified. Delete risks that are not relevant to your event.</i>	<i>Listed are a number of suggested controls that could be used to manage the risk. Add additional controls planned, and/or delete suggested controls not relevant to your event.</i>	<i>Rate the risk using the attached Matrix & the likelihood and consequence descriptors in the context of the impact on your event. Eg B - Likely 3 - Moderate = Moderate Risk</i>	<i>List what further measures will be implemented to control the risk</i>	<i>Re-rate the risk using the attached Risk Matrix to measure the impact these further actions will have on reducing the risk to an acceptable level.</i>	<i>List who is responsible to implement the action, and by when.</i>



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Key Stakeholders contact details	Failure to list all the key stakeholders in the planning and running of the event may lead to inadequate communication.	Contact details listed and held by appropriate event staff: <ul style="list-style-type: none"> ▪ Local Council ▪ Club representatives ▪ Emergency Services ▪ Volunteers 	Low	Contact list incorporated into the Medical Intervention Plan	Low	Event Coordinator, Race Secretary, VMAT
Site Selection – potential 2000 - 3000	Access & Egress for emergency services	Access for emergency services	Moderate	Sufficient Access to venue with all access road clear	Moderate	Event Coordinator, Race Secretary, VMAT, Event Medical Unit Leader
	Suitable & safe car parking areas.	Adequate and suitable car parking.	Low	Sufficient car parking for competitors contained with pit areas identified on maps. Spectator parking monitored by club volunteers and pit marshalls	Low	Event Co-ordinator, NWVMCC President
	Disabled Access & facilities.	Existing disabled access to park facilities and toilets.		N/A		
	Impact on neighbours & environment.	Event is located within private property, no neighbouring domestic dwelling within decibel range.	Moderate	Ensure event is completed on time and remains within the confines of the designated properties	Low	Event Co-ordinator and Fireworks Sunraysia



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Develop site plan	Failure to develop an effective site plan may lead to confusion, overcrowding and inappropriate location of amusements and facilities. In developing this plan, ensure that activities/facilities that may clash are not sighted adjacent to each other.	<p>Site plan developed and distributed to key personnel & traffic controllers, including:</p> <ul style="list-style-type: none"> ▪ Emergency access/egress. ▪ Toilets ▪ Officials area <p>Track design has been undertaken with safety and competitiveness</p>	High	<p>Site plan has been formulated and distributed to all trade displays, volunteers, staff and traffic marshalls.</p> <p>Tracks for all competitors have been designed and circulated to all competitors</p>	Low	Race Secretary, Emergency Logistics Officer, Clerk of Course and Track maintenance team
Site signage	Inadequate or inappropriate signage may lead to congestion, confused patrons and/or ineffective emergency response. Signs should meet International Standards to cater for multi lingual patrons.	<p>Site signage plan developed, including:</p> <ul style="list-style-type: none"> ▪ Exits ▪ Toilets ▪ Drinking Water ▪ First aid posts ▪ No entry points 	Moderate	<p>Event is clearly marked for parking areas and existing ground signage will advise of existing infrastructure eg toilets.</p> <p>No entry points are manned and signed to eliminate unauthorised access to pit areas and racing lanes</p> <p>First aid signage being supplied by VMAT</p>	Low	Event Coordinator, Race Secretary, Clerk of Course, Emergency Logistics Officer
Traffic management	Poor traffic management can lead to confusion, gridlock and accidents.	<ul style="list-style-type: none"> ▪ Traffic management plan required to minimise potential hazard on Boonoonar Road 	Moderate	<p>Closing Boonoonar Road will minimise the uncontrolled traffic situation on Boonoonar Road throughout the duration of the event.</p> <p>Having an access point for all to traverse through provides opportunity to relay safety information to all spectators</p>	Low	Event Coordinator



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Traffic management	Traffic contingency plan for extenuating circumstances.	<ul style="list-style-type: none"> Heavy traffic loads at event closure or at mass evacuation 	Moderate	VicPol assistance has been requested	Low	Race Secretary, Event Coordinator, NWVMCC President
Public Safety	Slip, trip and fall hazards may create injury to patrons.	<ul style="list-style-type: none"> The site, and in particular main access routes, public conveniences, food sites and main areas of congregation have been checked for hazards, and corrective action taken as appropriate. 	Moderate	Inspection of the venue prior to commencement of the event to ensure no hazards. Weather may effect ground condition, therefore ensuring main public areas are trafficable in adverse weather conditions	Low	NWVMCC President, Event Coordinator
		<ul style="list-style-type: none"> All cabling in public areas to be overhead to appropriate standards. 	Low	All cabling is installed as per standard	Low	Sound technicians
	Temporary Structures can cause a hazard if not soundly constructed or assembled correctly..	<ul style="list-style-type: none"> All temporary stages, marquees etc are constructed to a standard that will withstand the loadings they are intended for. 	Moderate	Ensure all tents are pegged and roped. Engage semi trailer with safety gates for use as stage	Low	NWVMCC President, Clerk of Course and Event Coordinator
Fire Protection	Inadequate or inappropriate fire management plans may lead to an unnecessary fire incident.	<ul style="list-style-type: none"> Fire fighting equipment requirements determined in consultation with the CFA. 	Moderate	Venue has adequate fire equipment and have the services of Red Cliffs CFA in attendance for the duration of the event	Low	



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First Aid	<p>Inadequate first aid facilities may lead to distraught patrons and unnecessary confusion.</p> <p>Major events may require involvement from Ambulance Victoria in planning a first aid response.</p>	VMAT on site as part of the event	High	<p>Location of first aid services that will be on site as part of the event be advertised by means of signage provided by the first aid provider</p> <p>Ambulance Victoria has been booked to provide 2 ambulances with MICA</p>	Moderate	Event Coordinator, VMAT management
		Communication between first aiders, security staff and event organisers established.	Moderate	All staff and volunteers have mobile phone numbers and hand held radios. Communication listing is provided in the Medical Intervention Plan	Low	Event Coordinator, Race Secretary, VMAT, Ambulance Victoria
Emergency Management Plan	No emergency management plan may lead to an ineffective response to an emergency, with subsequent injury or loss. For larger events, consultation with Police and emergency services may be required.	<p>Emergency plan developed taking into consideration:</p> <ul style="list-style-type: none"> ▪ Details for on-site emergencies not requiring outside assistance. 	Moderate	Event Coordinator to contact emergency services in event of an emergency. VicPol have been supplied with event plan and details including liquor licence, maps and contact details for event. Security, Staff and volunteers to response to any emergency.	Low	Event Coordinator
		<ul style="list-style-type: none"> ▪ Arrangements to hand over control to police and emergency services. 	Low	Event Coordinator to hand over control of area to emergency services when needed.	Low	Event Coordinator
		<ul style="list-style-type: none"> ▪ Identify personnel who can authorise evacuation. 	Low	Event Coordinator	Low	Event Coordinator



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		<ul style="list-style-type: none"> Identify how the event will be interrupted, and emergency messages communicated. 	Low	Announcement to be made immediately on stage	Low	Event Coordinator
		<ul style="list-style-type: none"> Identify emergency access and evacuation routes. 	Low	Maps supplied	Low	Event Coordinator
Emergency Management Plan		<ul style="list-style-type: none"> Identify and communicate the role event staff will take in supporting emergency services. 	Low	Event Coordinator to communicate message.	Low	Event Coordinator
		<ul style="list-style-type: none"> Identify plans that ensure emergency access routes remain clear at all times. 	Low	Regular inspections through out the event	Low	NWVMCC President
		<ul style="list-style-type: none"> All personnel trained in the emergency management plan, and understand their roles. 	Low	Event Coordinator has completed Council's Emergency Warden training and committee member is Emergency Officer with another state department	Low	Event Coordinator
Food & Beverages	Inappropriate food handling techniques may lead to public health issues.	<ul style="list-style-type: none"> All food vendors have food handling certificates. Copy of food vendor's current public liability policy relevant to the activity has been obtained. 	Low	Ziggy's have food registration and insurance. Already supplied to MRCC	Low	Red Cliffs Football Club contact officer Jo Clutterbuck
		<ul style="list-style-type: none"> Food vendor's have adequate refrigeration /cooling for their requirements. 	Moderate	Venue has adequate storage and additional coolrooms supplied	Low	Event coordinator



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		<ul style="list-style-type: none"> Adequate hand washing and sullage facilities have been provided for food vendors. 	Moderate	Water provided by food vendors	Low	Event coordinator
	The appropriate location of food vendors can maximise the benefits to the event.	<ul style="list-style-type: none"> Food outlets are located in the main spectator areas. 	Low	Publicise and advertise the location of food vendors	Low	Event coordinator
		<ul style="list-style-type: none"> Adequate soft drink/water vendors are located throughout the site, and the promotion of consuming appropriate liquids to protect against dehydration is undertaken. 	Low	N/A	Low	
	The appropriate location of food vendors can maximise the benefits to the event.	<ul style="list-style-type: none"> Sufficient area has been allowed for queuing at food vendors during periods of maximum patronage to eliminate overcrowding and crowd control issues. 	Low	No specific period of overcrowding expected. Competitors arrive at steady intervals throughout the event not all at once	Low	NWVMCC Representatives
Public Health	Patrons may suffer infection or illness from a number of sources.	Surveillance for the duration of the event arranged for the following:		N/A		
		<ul style="list-style-type: none"> Monitoring waste disposal and taking corrective action where excess waste builds up. 	Low	N/A		
		<ul style="list-style-type: none"> Monitoring the cleaning of toilet and shower facilities. 	Low	N/A		



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		<ul style="list-style-type: none"> ▪ Surveying the site for sewage leaks. 	Low	N/A		
		<ul style="list-style-type: none"> ▪ Surveying the site for discarded needles and syringes. 	Moderate	N/A		
		<ul style="list-style-type: none"> ▪ Surveillance of food handling practices. 	Moderate	NWVMCC President to inspect	Low	NWVMCC President
Public Conveniences	<p>Sufficient toilets should be provided for patrons, taking into consideration:</p> <ul style="list-style-type: none"> ▪ Anticipated crowd numbers. ▪ The sex of patrons (women require more toilets than men) ▪ If alcohol is available, usage will increase. ▪ The duration of the event. 	<ul style="list-style-type: none"> ▪ Toilets are well lit so as not to provide a security or safety hazard. 	Low	<p>Venue has adequate toilet for expected patrons</p> <p>Toilets will be pumped at regular intervals and filled with water by contractor</p>	Low	NWVMCC
		<ul style="list-style-type: none"> ▪ Toilets provided are appropriate for wet weather should it occur. 		Toilets are suitable for wet weather and cleaned regularly		
		<ul style="list-style-type: none"> ▪ Toilets are stocked with soap and hand towels, and are restocked regularly. 		To be monitored throughout event		
		<ul style="list-style-type: none"> ▪ Toilets are odour free and cleaned regularly. 		To be monitored throughout event		
		<ul style="list-style-type: none"> ▪ Toilets are located away from food storage and food service areas. 		Toilets are located away from food storage area		
		<ul style="list-style-type: none"> ▪ Toilets are accessible for people with disabilities. 		Disable toilet provided		



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Communication	Inadequate communication between the event organisers and event personnel, and event organisers and the public may limit the success of the event, and will hinder an effective response in an emergency situation.	Two way radio and/or mobile phone contact between event organisers, police, first aiders, traffic controllers, evacuation wardens. Safety officers.	Moderate	Contact list available with phone numbers. Phones are charged	Low	Event Coordinator
		Public address volume adequate for announcements to be heard and understand over crowd noise.	Low	Check system before event	Low	Event Coordinator
		Regular health promotion/safety announcements	Low	At the commencement of event	Low	Event Coordinator
Health Promotion	Regular safety/health promotion announcements and the distribution of publicity material help inform patrons of potential risks, and the health facilities available on site.	Half hourly/hourly announcements in relation to: <ul style="list-style-type: none"> ▪ First Aid locations. ▪ Drinking water is available at? ▪ Place all needles and syringes in sharps containers located at ? 	Moderate	Commentator will regularly inform of safety areas and no entry points Signage to compliment audio messages	Low	Event Coordinator



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Contingency Planning	Despite methodical planning, unplanned incidents may occur to interrupt the event or create risk to patrons.	Back up plans (Plan B) in place for the following <ul style="list-style-type: none"> ▪ Severe storm ▪ Non appearance of essential performers, vendors, volunteers, emergency services or necessary equipment. 	Moderate	Event for competitors is run in all weather conditions. Possible lack of spectators due to adverse weather – accommodate possibility in budget	Low	Event Coordinator
Register of Incidents/Injuries	Any incident or injury may lead to litigation at a later date with the statute of limitations being three years for adults.	Ensure all necessary details are recorded for all reported incidents, including: <ul style="list-style-type: none"> ▪ Name, address and phone for injured party. ▪ Details of injuries sustained. ▪ Details of what actually happened ▪ 	Moderate	VMAT as first aid providers will record all injuries attended to as per Motorcycling Australia regulation and event process	Low	VMAT, Event Coordinator, Steward, Clerk of Course, Race Secretary
Debriefing	A post event debrief will assist in planning for future events, and identify opportunities to improve event & risk management.	Using the activities list, and involving all key stakeholders: <ul style="list-style-type: none"> ▪ Discuss what went well. ▪ Discuss what did not go well. ▪ Analyse incident details to ascertain causes. ▪ Make recommendations to improve identified opportunities. 	Low	Debrief is held in August after the event	Low	Event Coordinator



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Table 1 - Risk Consequence Descriptors (Dollar figures in financial column should be amended based on the financial consequences for your organisation)

Description	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
Financial	Financial loss > \$2 million.	Financial loss \$1mil - \$2million Budget blow out >20%.	Financial loss \$500k-\$1 mil Budget blow out 15% - 20%.	Financial loss \$25k-\$500k Budget blow out 10% - 15%.	Financial loss <\$25k Budget blow out < 10%
Legal	Significant prosecution & fines. Very serious litigation including class actions.	Major breach of statutory requirement. Major litigation.	Serious breach of regulation with investigation or report to authority	Minor legal issues, non compliance and breach of regulation.	Minor breach, no legal action.
Safety	Fatality and/or Severe irreversible disability.	Serious health impact – hospitalisation required.	Medical treatment required – lost time by injured staff.	Injury requiring first aid treatment	No injury or minor first aid only.
Environment	Significant irreversible or very serious long term damage	Major damage requiring restorative work	Residual pollution requiring clean up work.	Contained, temporary pollution.	Brief, non-hazardous temporary pollution.
Property Damage	Further damage to building imminent if remedial action not taken immediately.	Further damage to building may occur in some circumstances unless remedial action taken.	Lack of prompt repair action may lead to increased repair costs in the future.	Minor inconvenience until building damage repaired	No inconvenience
Asset Management	Condition of the asset poses a critical risk to users.	Condition of the asset causes a significant damage to property	Inability of the asset to perform its function (service risk)	Failure to preserve the ongoing value of the asset (investment risk)	Minor impact to the value of the asset at the end of its life cycle.
Business Objectives	Most project objectives cannot be achieved.	Some important project objectives cannot be achieved.	Some project objectives affected.	Minor effects that are easily remedied.	Negligible impact upon project objectives.
Business Interruption / Information Systems	More than a month reduced or no service. Unrecoverable loss of core data	Up to one month reduced or no service. Loss of key data for extended	A week or more reduced or no service. Temporary loss of key data.	Project only for more than one week. Disruption to system, some downtime.	Negligible impact. Minor disruption only.
Reputation & Image	Charges against Councillors. Council suspended.	Council subject to formal inquiry, sustained media interest, wider community concern.	Significant number of complaints, adverse publicity in local press, local community concern.	Minor isolated concerns by members of the public.	Resolved in day to day management, minimal or no effect on reputation.



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Positive Consequences (Opportunities)	Significantly enhance reputation. Huge financial gain. Significant gain in efficiency	Enhanced reputation. Major financial gain. Major gain in efficiency.	Some enhancement of reputation. High financial gain. Moderate gain in efficiency	Minor improvement to image. Some financial gain. Minor gain in efficiency.	Small benefit. Low financial gain. No gain in efficiency.
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Table 2 - Risk Likelihood Descriptors

Rating		Likelihood of Occurrence
A	Almost Certain	Very high likelihood - has occurred more than once in last 12 months, high probability 1:10 chance, frequent incidents, strong likelihood or reoccurrence
B	Likely	Considerable likelihood - has occurred within last 2 years, high probability it will occur 1:10 to 1:100 chance, considerable opportunity of reoccurrence
C	Possible	Some likelihood - probably could occur 1:100 to 1:1000 chance, some opportunity of reoccurrence
D	Unlikely	Little likelihood - 1:1000 to 1:10000 chance but could occur at some time, little opportunity for reoccurrence
E	Rare	Very little likelihood - may only occur in exceptional circumstances, no recorded or known incidents.

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

Matrix 3 – Action Required

E = Extreme Risk (for OHS = STOP WORK / TAG OUT)

- Detailed research and management planning required at senior levels.
- Immediate active management required to reduce consequences or likelihood
- Risks that pose an immediate and significant hazard to either staff or the public, and funding is not available to implement proposed treatment actions should be referred to CMT for consideration as an extraordinary budget item
- Documented General manager approval required to postpone action
- Controls to be regularly monitored for effectiveness

H = High Risk

- Senior management attention required
- Prompt action required to reduce consequences or likelihood
- Critical controls to be monitored regularly

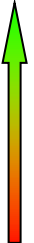
M = Moderate Risk


- Management responsibility must be specified and documented
- Action required to reduce consequences or likelihood
- Periodic monitoring of controls required

L = Low Risk

- Manage by routine operational processes

Hierarchy of Controls (you should attempt to control the risk in the following order)

	Eliminate	Remove risk from the process by eliminating the step in the process or eliminating the hazard
	Substitute/Avoid	Consider whether the process or activity is required, or whether another process or activity can be substituted (e.g. use a water based paint)
	Isolate	Removing or separating people from the source of the hazard. Consider physical barriers such as fencing, barricading.
	Engineering Control	Changing the physical characteristics of plant or workplace to remove or reduce the risk (e.g. machine guarding, suing mechanical aids, reversing beepers etc.)
	Administrative Controls	Use of policies, procedures, safe work method statements, signs, training, job rotation etc. to control risk
	Personal Protective Equipment PPE	Employee required to use/wear PPE (e.g. safety glasses, gloves, hearing protection, red safety vests, hard hats, safety boots etc.)
Safe Place		
Safe Person		

	Avoidance	Having identified the risk, you plan to eliminate the risk by substituting other processes, materials or design elements.
	Mitigation	Having identified the risk, you reduce the likelihood or consequences by substituting steps in the process.
	Deflection	Having identified the risk, you take action to pass the risk onto someone else by way of insurance, service agreement or contract conditions.
	Contingency	Having identified the risk, you take no action in advance other than develop contingency plans to manage the risk should it eventuate.
Most Effective Treatment		
Least Effective Treatment		