

Assessment Worksheet

Potential Risk	L'hood	Impact	Risk Level	Priority For action	Action Required	Action By
Adverse weather (storms, heavy rain)	Likely	Major	High	High	<ul style="list-style-type: none"> - Develop weather conditions levels for contingency plans including cover, event postponement - The coaching director will determine if conditions are too dangerous to proceed with the event and act accordingly. If dangerous conditions all water activities will be cancelled. - Consult Bureau of Meteorology in lead up and in the event of storms, instigate plans for event modification 	Manly Surf School And Surfing NSW
Staff / Crew – no show/sick	Moderate	Minor	Low	Low	<ul style="list-style-type: none"> - Use of reputable staff - Back up plans for staff in place, including contact lists and emergency details - Back up supplier list and brief 	Surfing NSW
Staff / Crew inappropriate behaviour	Unlikely	Moderate	Low	Low	<ul style="list-style-type: none"> - Use of reputable staff - Detailed briefing document outlining inappropriate behaviours and consequences - Back up staff in place to fill in if needed - Supervisors on site at all times to ensure staff are adhering to guidelines. - Provision of water and sunburn cream at all times 	Surfing NSW



Staff / Crew injury – minor	Unlikely	Minor	Very Low	Low	<ul style="list-style-type: none"> - Staff to be provided with OHS guidelines and complete an induction - Supervisor on site to ensure safety - Lifeguards on site to treat - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called if necessary 	Surfing NSW
Staff / Crew injury – major	Unlikely	Moderate	Low	Low	<ul style="list-style-type: none"> - Staff to be provided with OHS guidelines and complete an induction - Supervisor on site to ensure safety - Lifeguards on site to treat - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called 	Surfing NSW
Staff / death	Rare	Catastrophic	Low	Low	<ul style="list-style-type: none"> - Staff to be provided with OHS guidelines - Supervisor on site to ensure safety - Lifeguards on site to treat - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called - Crisis comms implemented (PR) 	Surfing NSW
Bus Accident	Rare	Major	Low	Low	<ul style="list-style-type: none"> - Seat Belts to be worn. - Children to be instructed on bus behaviour. 	
Staff/ Student sunburn / dehydration	Unlikely	Moderate	Low	Low	<ul style="list-style-type: none"> - Provision of water and sunburn cream to be onsite on day 	Surfing NSW
Spectators – negative experience – general	Moderate	Moderate	Medium	Moderate	<ul style="list-style-type: none"> - Detailed plans in place for patron queuing and crowd flow - Use of well mannered and professional staff to ensure crowd instructions are given appropriately - Notify authorities of the event - Ensure patrons are always given accurate information and are directed correctly - Signage to provide participants with an outline of running on the day, locations of key facilities etc - Ensure ESM enforce crowd controls - Adequate facilities in place 	Surfing NSW



Spectators - injury – minor	Likely	Minor	Medium	Low	<ul style="list-style-type: none"> - All suppliers including venues to adhere to Risk Management and OHS procedures - Lifeguards on site to treat as needed - Well signed areas including no access points - Site manager to complete onsite checklist including all potential hazards and ensure measures in place to reduce risk - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called if necessary 	<p>Manly Surf School Surfing NSW</p>
Spectators injury – major	Unlikely	Moderate	Low	Low	<ul style="list-style-type: none"> - All suppliers including venues to adhere to Risk Management and OHS procedures - Lifeguards on site to treat as needed - Well signed areas including no access points - Site manager to complete onsite checklist including all potential hazards and ensure measures in place to reduce risk - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called 	<p>Manly Surf School Surfing NSW</p>
Spectators – death	Rare	Catastrophic	Low	Low	<ul style="list-style-type: none"> - All suppliers including venues to adhere to Risk Management and OHS procedures - Lifeguards on site to treat as needed - Well signed areas including no access points - Site manager to complete onsite checklist including all potential hazards and ensure measures in place to reduce risk - Event areas to be well signed and lit - Incident reports on site and all staff to be briefed on their use - Ambulance to be called 	<p>Manly Surf School Surfing NSW</p>
Spectators –or public under the influence of illicit substances	Possible	Low	Low	Low	<ul style="list-style-type: none"> - Staff to be briefed - Event promoted as ‘Alcohol & Drug Free’ - Security and Police to monitor 	<p>Manly Surf School Surfing NSW</p>



<p>Student death</p>	<p>Rare</p>	<p>Catastrophic</p>	<p>Low</p>	<p>Low</p>	<ul style="list-style-type: none"> - All suppliers including venues to adhere to Risk Management and OHS procedures - Lifeguards on site to treat as needed - Well signed areas including no access points - Site manager to complete onsite checklist including all potential hazards and ensure measures in place to reduce risk - Event areas to be well signed and lit - The contest director will determine if conditions are too dangerous to proceed with the event and act accordingly - Incident reports on site and all staff to be briefed on their use - Ambulance to be called 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>
<p>Permits / venue / location – permit rejected / revoked</p>	<p>Moderate</p>	<p>Major</p>	<p>Medium</p>	<p>Moderate</p>	<ul style="list-style-type: none"> - Development of venue contract and ensure signed contract in place prior to event commencement - Council approval obtain and permits / DA's received in writing - Ensure venue and Council is made aware of updates / changes to the running of the event - Ensure Council has approved all areas of event - Ensure Council provided site manager for all bump in / event times – any issues to be rectified on the spot - Ensure key staff/crew/suppliers are aware of the details of the permit and clauses within - Develop contracts with suppliers outlining key components of permit / venue contract clause that may result in permit being revoked 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>



Venues – inaccurate information provided by venue to team e.g. site plans, costs, inclusions	Unlikely	Minor	Very Low	Low	<ul style="list-style-type: none"> - Ensure detailed site plans are obtained - Ensure accurate measurements are taken on site - Ensure venue contract / permits clauses are examined in detail and any discrepancies immediately noted - Ensure contingency costs available in case of venue damage / cleaning charge 	Manly Surf School Surfing NSW
Venue - damaged / area changed prior to event	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Ensure venue / permit contracts are in place and outline exact details of event - Ensure clause in contract for venue to be accountable and responsible for any changes to venue in terms of damage or renovation - Ensure EM team makes regular site inspections and notes any changes or potential changes with venue 	Manly Surf School Surfing NSW
Venue – venue damaged during event	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Ensure suppliers and staff are briefed on safety and care - Use of reputable suppliers - Use of appropriate materials developed specifically for beach area 	Manly Surf School Surfing NSW
Noise – complaints from public / councils / venue	Unlikely	Minor	Low	Low	<ul style="list-style-type: none"> - Maximum DB sound levels to be monitored at all times - Restrictions from Council to be adhered to at all times - Suppliers to be provided with maximum DB levels and briefed to enforced - Follow complaints procedure 	Manly Surf School Surfing NSW
Local business / resident complaints	Possible	Minor	Low	Low	<ul style="list-style-type: none"> - Notify locals of event - Letterbox drop to be undertaken as per councils request - Ensure all event plans follow Council advice regarding crowd flow for their patrons 	Manly Surf School Surfing NSW
AV – equipment breakdown	Moderate	Major	Medium	Moderate	<ul style="list-style-type: none"> - Use reputable supplier - Back up items in place - Testing prior to bump in and sound/vision checks on bump in and event day 	Manly Surf School Surfing NSW



AV - equipment stolen/lost	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Security in place for post event activity until crew arrives following day. - Equipment to be monitored throughout the day by operator. - Back up equipment available - Reputable suppliers used 	Manly Surf School Surfing NSW
Security – insufficient levels	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Security on standby if crowd levels exceed expectations - Crowd control measures to be provided to council, venue, for review and changes implemented - Constant monitoring of event details in lead up to event live and security levels adjusted as needed 	Manly Surf School Surfing NSW
Communications – breakdown	Moderate	Minor	Low	Low	<ul style="list-style-type: none"> - Provision of two way radios for use on site with backup batteries - Detailed communication chain developed and instigated - Two way protocol developed and distributed - Key personnel ONLY on two way communication 	Manly Surf School Surfing NSW
Branding – not meeting Council guidelines	Unlikely	Moderate	Low	Low	<ul style="list-style-type: none"> - Obtain clear outlines of allowed branding / signage from Council - Obtain approval from Council for all planned branding / signage - Contingency plans in place 	Manly Surf School Surfing NSW
Timelines – suppliers not meeting production timelines	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Use of reputable suppliers - Details of timelines provided well in advance - Updates to timeline provided to all stakeholders and any consequences detailed 	Manly Surf School Surfing NSW



Emergencies – bomb threat, terrorist threat, fire, natural disaster, major human injury	Rare	Catastrophic	Low	Low	<ul style="list-style-type: none"> - Development of chain of command and adherence to such - Provision of evacuation plans and protocols in advance - All crew, participants to follow police instructions - PA on standby if required - Site plans to incorporate emergency vehicle access - Identification of point of contact for Maverick - Briefing on emergency instructions for all on site 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>
Lost Child/ Student	Rare	Major	Low	Low	<ul style="list-style-type: none"> - Checking of roll at all times. Head count and roll call before and after returning in and out of the water. Teacher to log when an where student was last seen. 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>
Insurances – inadequate insurance coverage	Unlikely	Major	Low	Low	<ul style="list-style-type: none"> - Ensure \$20M PLI coverage obtained and accurately notated - Ensure all suppliers have provided copies of their PLI's and all are adequately covered - Ensure Surfing NSW noted on all supplier PLI's 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>
Negative PR	Possible	Medium	Med	Med	<ul style="list-style-type: none"> - Crisis PR plan in place - No staff member, punter or security guard to talk to media - All communications to go through the appointment spokesperson 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>
Weather – Extreme	Possible	Major	High	High	<ul style="list-style-type: none"> - 110km/h wind loading on all structures - Guidance to be provided from Life guards and Coaching Director event shutdown to follow if advised - Contingency Plan to evacuate site if it is declared hazardous - 	<p style="text-align: center;">Manly Surf School Surfing NSW</p>