

Emergency Management & Risk Assessment

ACTIVITY: OUTDOOR BEACH VOLLEYBALL

LOCATION: ALL LOCATIONS

DATE: 12th September 2019

VERSION: 3.0

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1. Event Risk Management Process – Overview

Table 1: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Table 2: Risk Consequence Descriptors

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National and International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring	Up to \$5,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring cleanup work	Up to \$500,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint
Negligible	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$10,000	Minor First Aid	Resolved in day-to-day management

2. Risk Matrix

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium

Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards.

Below is the control hierarchy with general examples of each control measure:

Elimination	Avoid the risk by removing the hazard completely.
Substitution	Use less hazardous procedure/substances equipment/process.
Isolation	Separate the process from people by the use of barriers/enclosures or distance.
Engineering Controls	Mechanical/physical changes to equipment/materials/process.
Administrative Controls	Change procedures to reduce exposure to a hazard
Personal Protective Equipment	Gloves, hats, boots, goggles, masks, clothing etc

All persons reviewing this document acknowledge the controls and will commit to utilising these where possible to mitigate the hazard and risk identified.

3. Hazard and Risk Assessment Control Checklist

No.	Risk Source Elements	Details
1.	Alcohol & drugs	
2.	Biological agents	
3.	Broken glass, litter etc	
4.	Property and asset loss and damage	
5.	Criminal activity	
6.	Fire, Hot surfaces	
7.	Food Poisoning	
8.	Hazardous Materials	
9.	Live electrical wires or faulty equipment	
10.	LPG cylinders	
11.	Manual Handling	
12.	Plant and Equipment	
13.	Medical Emergency	
14.	Wind storm, Lightning strike, Extreme Heat, Total Fire Ban	
15.	Flammable liquids used to refuel generators,	
16.	Slip, Trip, Fall and Knock	
17.	Structures, scaffold, fences, stacked materials etc collapsing	
18.	Weather extremes	
19.	Injury from objects in Sand	
20.	Volleyballs in the Bay & Kannanook Creek	

4. Risk Assessment Matrix

Table 5: Risk Assessment Matrix

Risk Source Element	Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
Alcohol & drugs	<ul style="list-style-type: none"> • Drunken behaviour • Riotous & disruptive behaviour • Bodily injury and asset damage 	<ul style="list-style-type: none"> • Activities have adequate Staff to recognise patrons intoxicated or drug affected and can report to authorities • All stakeholder operators to have strict policies regarding staff consuming and or working while under the influence of alcohol and drugs • Manager and staff to monitor patrons and local community members and act accordingly 	D2 Low	Management and Staff
Biological agents	<ul style="list-style-type: none"> • Needle Stick Injury • Blood • Vomit • Potential injuries and illness to public & staff 	<ul style="list-style-type: none"> • Vigilant cleaning • Syringe waste disposal units available • Managers and staff are trained to perform sharps disposal 	D2 Low	Management and Staff
Broken glass, litter etc	<ul style="list-style-type: none"> • Potential cuts and lacerations to hands and feet of patrons and staff 	<ul style="list-style-type: none"> • No glass receptacles to be used during event at venues in outdoor areas. • Manager and umpires to check the venue for dangerous items in the sand before commencement of play. 	D1 Low	Management and Staff
Property and asset loss or damage	<ul style="list-style-type: none"> • Damaged property • Bodily injury • Negative publicity • Unnecessary expense 	<ul style="list-style-type: none"> • Alcohol use to be monitored. • Manager and staff to monitor local community members • Equipment to be stored in secure storage facility 	D1 Low	Management and Staff
Criminal activity	<ul style="list-style-type: none"> • Robbery • Bodily injury • Trauma 	<ul style="list-style-type: none"> • Handling of cash and valuables done in a secure environment with adequate security 	E2 Low	Management
Fire Hot surfaces	<ul style="list-style-type: none"> • Burn to bare feet on Bitumen 	<ul style="list-style-type: none"> • Delay, alter or cancel event if ground too hot to proceed • Participants should cool themselves in the ocean between games 	D2 Low	Management and Staff

Risk Source Element	Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
Food Poisoning	<ul style="list-style-type: none"> • Illness or injury to staff or patrons 	<ul style="list-style-type: none"> • Foodstuffs in products to be acceptable for public consumption under all applicable legislations • Appropriate hand washing facilities to be available where required • Foodstuffs included in products sold or distributed to be subject to all recognised food handling procedures 	E2 Low	Management and Staff
Hazardous Materials	<ul style="list-style-type: none"> • Potential injuries to public and staff 	<ul style="list-style-type: none"> • Area to be checked for hazardous materials prior to commencement of play 	D2 Low	Management and Staff
Live electrical wires or faulty equipment	<ul style="list-style-type: none"> • Electrocution hazard to patrons or performers 	<ul style="list-style-type: none"> • All electric's to be installed in accordance with appropriate regulations • Leads and appliances to be tagged and tested • Temporary installations to run overhead where possible 	E4 Med	Management and Staff
LPG cylinders	<ul style="list-style-type: none"> • Injury to public & staff • Explosion danger & burn potential 	<ul style="list-style-type: none"> • Cylinders are to be mounted securely, stored and used in a correct manner in accordance with AS 1596 & AS 4332 • Gas stored in minimum amounts required for day to day use and additional quantities kept off showgrounds • Food vendors required to fill out the Gas Safety Checklist • Regular inspections management 	D2 Low	Management and Staff
Manual Handling	<ul style="list-style-type: none"> • Bodily injury • Muscular skeletal disorder 	<ul style="list-style-type: none"> • Staff trained to safely do the requirements of the work 	D2 Low	Management and Staff
Plant and Equipment	<ul style="list-style-type: none"> • Injury to public and staff 	<ul style="list-style-type: none"> • ☒ Only appropriate licensed and competent operators used to operate plant and equipment. 	E2 Low	Management and Staff
Medical Emergency	<ul style="list-style-type: none"> • Poor access for emergency vehicles • Potential injuries to public and staff 	<ul style="list-style-type: none"> • Selected staff members trained in first aid • Designated emergency accesses 	E2 Low	Management

Risk Source Element	Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
Wind storm Lightning strike Extreme Heat Total Fire Ban	<ul style="list-style-type: none"> Bodily injury from flying debris/falling objects to patrons and performers Loss and damage to infrastructure 	<ul style="list-style-type: none"> Management to monitor the weather forecasts and address risks in relation to the weather forecast. Strong wind warning (25 to 33) knots issued by weather bureau is to result in constant monitoring of situation by all activities and entertainment operators Lightning Storm to result in evacuation of structures susceptible to lightning strike Ensure all tents and marquees are adequately weighted prior to event and secured down Remove umbrellas if there's threat of wind 	C2 Med	Management and Staff
Flammable liquids used to refuel generators, etc.	<ul style="list-style-type: none"> Fire Explosion Bodily injury Death 	<ul style="list-style-type: none"> Fuel stored in correct labelled containers at all times Fuel stored in safe area away from ignition sources and public Fuel stored in minimum amounts required for day to day use and additional quantities kept off event site 	E2 Low	Management and Staff
Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> Bodily injury to public or participants 	<ul style="list-style-type: none"> Staff trained in recognition and prevention Serious trip and fall hazards identified and removed or treated to prevent injury Cables flown overhead where possible Rubber mats & cable traps over cables 	C1 Low	Management and Staff
Structures, fences, stacked materials etc collapsing	<ul style="list-style-type: none"> Crushing injury or fall injury to public or participants 	<ul style="list-style-type: none"> Structures constructed by contractors with relevant qualifications Use of materials with manufacturer's specifications 	E3 Med	Management
Weather extremes	<ul style="list-style-type: none"> Cold/heat induced illness for participants with inappropriate clothing 	<ul style="list-style-type: none"> Site induction highlighting possible risk to staff. Personal protective clothing to be worn as required All staff to take the appropriate action to prevent exposure Sunscreen to be available at stakeholder site offices. Weather conditions to be monitored Adequate water available for staff to be provided by employers 	D2 Low	Management and Staff

Risk Source Element	Risks	Required Risk Treatment	Residual Risk Rating	Responsible & Accountable as Risk Owners
Injury from objects in Sand	<ul style="list-style-type: none"> Cuts from sharps Penetration by needles 	<ul style="list-style-type: none"> Playing area will be reviewed prior to playing City of Frankston Beach team work with Vic Beach to ensure adequate sand coverage Beach cleaned regularly as part of City of Frankston's cleaning services 	D2 Low	Management, Staff and Contractors
Volleyballs in the Bay or local water source	<ul style="list-style-type: none"> Drowning Panic 	<ul style="list-style-type: none"> Balls to be retrieved by staff members only, if past knee depth in the water 	A1 Low	Management and Staff

Version	Date	Changes
1.0	13 th November 2015	New Policy
2.0	18 th November 2017	Rebuild with more information
3.0	12 th September 2019	Amalgamation and Re-formatting