

Risk Register - AusCycling Road Cycling Events Template

Background

The Risk Register is a template of for all the risks identified with road cycling events.

It includes details of a number of identified **risks**, the **risk treatment responses** which aim to reduce the risks, and the most appropriate person responsible for implementing the response. As each identified risk will vary in priority between events, it also allows the opportunity for organisers to **prioritise** risks for their event based on their **likelihood** and **consequences** using the 'Risk Classification – Reference Tables' provided.

The Risk Register has been developed to assist event organisers in the planning process. It is a valuable checklist that can also be used as the framework to developing an event specific Risk Management Plan.

The Risk Register is not a static document and it is recognised that new risks can be introduced, evolve or arise, and levels of risk can change over time this template should be customised for the circumstances of each event organiser.

How to Use the Risk Register

Step 1: Identify the risks that apply to your event

Step 2: The likelihood and consequence of the risk will vary for each event. Rate the risk for your event (refer to the following 'Risk Classification – Reference Tables') prior to treatment controls being implemented and enter into the relevant columns of the risk register:

Risk Classification - Reference Tables

Measures of Likelihood

Descriptor	Description
Rare	The event or hazard: <ul style="list-style-type: none"> may occur only in exceptional circumstances will probably occur less than once in 15 years
Unlikely	The event or hazard: <ul style="list-style-type: none"> could occur at some time will probably occur with a frequency of at least once in 10 years.
Possible	The event or hazard: <ul style="list-style-type: none"> should occur at some time will probably occur with a frequency of once in three years
Likely	The event or hazard: <ul style="list-style-type: none"> will probably occur in most circumstances will probably occur with a frequency of at least once a year.
Almost certain	The event or hazard: <ul style="list-style-type: none"> is expected to occur in most circumstances will probably occur with a frequency of more than once a year.

Measures of Consequence or Impact

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	Insignificant (no measurable operational impact)	< \$1000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	Minor (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr – 1 day	First aid treatment	Substantiated, low news profile	Minor damage	Minimal damage
3	Moderate (Substantial degradation of service, multiple service impact, managed by substantial management/intervention/outside assistance)	\$10 000 – \$50 000	1 day – 1 week	Medical treatment	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget
4	Major (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50 000 – \$150 000	1 week – 1 month	Extensive injuries	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify

5	Catastrophic (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150 000	> 1 month	Death, multiple deaths or permanent disablements	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify
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Definitions:

People = staff and the public

Property = Plant, equipment, buildings, intellectual property

Risk Rating - 'Level of Risk'

Consideration of both the **likelihood** and **consequence**

Consequence/Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Medium	Medium
Unlikely	Low	Low	Medium	Medium	High
Possible	Low	Low	Medium	High	High
Likely	Low	Medium	High	High	Extreme
Almost certain	Medium	Medium	High	Extreme	Extreme

Step 3: Prioritise the risks for your event on the basis of the Risk Rating

Step 4: Review the risk treatments in the 'Risk Response' column and confirm:

- The current controls in place for your event
- Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived)

Step 5: Nominate the person responsible for actioning each risk response

Step 6: Re-evaluate the likelihood and consequences of the risk after the treatment of risk and assign a risk rating (refer to the 'Risk Classification – Reference Tables' above). Enter into the relevant columns of the risk register. This 'Residual Risk Rating' will determine your management approach based on following table:

Residual Risk Rating	Required Treatment
Extreme risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
High risk	High priority, Event Organiser and Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
Moderate risk	Medium Risk, standard event practices endorsed subject to review by Event Organiser and Commissaire prior to implementation.
Low risk	Managed in accordance with the AusCycling Technical Regulations and normal event management practices.

Note: It is recognised that the 'Risk Register' may not contain a complete list of all the risks and risk responses associated with road cycling events. It has been compiled as a central resource to assist in the identification and treatment of risks and is accessible to event organisers, officials and administrators. Event organisers should always conduct their own risk assessment involving a process of communication and consultation with all relevant stakeholders to ensure they have identified and managed all the risks associated with their event. Additional risks and risk responses identified (not included in the Risk Register) should be part of a final risk management plan.

Risk Register – RCCC – Driver Risk Management Centre Events

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Likelihood	Consequence	Level of Risk			Likelihood	Consequence	Level of Risk
Environment and Climate								
Wet weather conditions prior to the event day pose a safety risk to participants	Possible	Minor	Low	<ul style="list-style-type: none"> - Conduct course inspection prior to event and identify potential hazards (minimising if possible) - Provide instruction to event participants on potential hazards and safe riding techniques - If conditions warrant it, delay, postpone or cancel the event. 	<p>Event Organiser</p> <p>Chief Commissaire</p>	Possible	Minor	Low
Wet weather on the event day creating a safety hazard and causing a disruption to the event	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - Provide shelter for competitors and officials - Provide instruction to event participants about safe riding techniques in adverse weather conditions - All electrical equipment securely covered - Cancellation contingency for wet weather - Communication strategy to notify the competitors and public of any impacts on event program 	<p>Event Organiser</p> <p>Chief Commissaire</p>	Possible	Moderate	Medium
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - All infrastructure correctly weighted - All signage affixed to objects likely to shift from wind effect must be secured or weighted appropriately - Develop contingency plan for dismantling infrastructure that may be unsafe - Provide instruction to event participants about safe riding techniques in adverse weather conditions - Communication strategy to notify the public of any impacts on event program - If conditions warrant it, delay, postpone or cancel the event 	<p>Event Organiser</p> <p>Chief Commissaire</p>	Possible	Moderate	Medium
Excessive heat leads to heat stress and heat illness	Almost Certain	Moderate	High	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - AC Extreme Weather Policy in place for all events 	<p>Event Organiser</p> <p>Chief Commissaire</p>	Almost Certain	Moderate	High

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Rare	Insignificant	Low			Rare	Insignificant	Low
Poor visibility creating a safety risk for participants and event personnel (e.g. fog, poor light)	Rare	Insignificant	Low	<ul style="list-style-type: none"> - Event conducted during daylight hours - Conduct course inspection prior to event and identify potential hazards - Event personnel to wear fluorescent vests - Participants are required to have front and rear lights - All support vehicles to have headlights on - Provide instruction to event participants about safe riding techniques in poor visibility conditions - Lighting provided for outdoor evening events - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event 	Event Organiser Chief Commissaire	Rare	Insignificant	Low
Bush fire creating a safety hazard and impacting on event	Possible	Minor	Low	<ul style="list-style-type: none"> - Event scheduled during low risk bush fire season - Bush fire contingency plan developed for event in consultation with the relevant fire service and Police - Consultation with the relevant fire service and Police in case of potential impacting fire - First Aid officers on site at the event will have asthma inhalers - Fire extinguisher available and compliant to AS 1851 - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event 	Event Organiser Chief Commissaire	Possible	Minor	Low
Extreme weather creating a safety risk and causing a disruption to the event	Possible	Minor	Low	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - Contingency plan developed for extreme weather 	Event Organiser Chief Commissaire	Possible	Minor	Low
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	Unlikely	Minor	Low	<ul style="list-style-type: none"> - Conduct thorough site inspection and identify any potential hazards in risk assessment - Appoint a site manager for start and finish areas and feed stations - Supervise contractors during bump in and out - Brief Contractors as they come on site - Fence off areas where possible - Choose hard surfaces for parking areas where possible - Assess suitability of grassed parking areas after or during wet weather 	Event Organiser	Unlikely	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Inadequate waste management resulting in damage to reputation and/or injury	Unlikely	Minor	Low	<ul style="list-style-type: none"> - Develop a waste management plan for start, finish areas, spectator areas and feed stations consistent with event scale and participant behaviour in liaison with waste contractor - Position bins for easy access during the event - All cable ties, damaged signage and other litter to be removed after use - Course and site inspections conducted before vacating event site 	Event Organiser	Unlikely	Minor	Low
Excessive noise resulting in public complaint and/or damage to reputation	Unlikely	Minor	Low	<ul style="list-style-type: none"> - Notification of event provided to local traders and residents - Speakers directed away from residential areas - PA communication restricted to necessary communication before 7am 	Event Organiser	Unlikely	Minor	Low
Health and Safety								
Cyclist has a serious health problem (e.g. heart attack, stroke, asthma attack)	Possible	Major	High	<ul style="list-style-type: none"> - AC members must declare they are medically and physically fit to participate in cycling events and disclose any pre-existing medical or other condition as a condition of membership - First Aid Officers on site and contactable and accessible throughout the event - Emergency Response Plan in place 	Event Organiser	Possible	Major	High
Event Traffic Management personnel being hit by vehicles during setting up and dismantling of traffic management	Rare	Minor	Low	<ul style="list-style-type: none"> - Traffic Management Company contracted to provide service - Shadow vehicle used to protect personnel - Staff to wear fluorescent vests 	Traffic Management Providers	Rare	Minor	Low
Event Personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	Rare	Minor	Low	<ul style="list-style-type: none"> - Shadow vehicle with flashing amber light used to protect personnel - Event Personnel to wear fluorescent vests - Safe Work Method statement developed and briefing provided to personnel - Commence set up of infrastructure and signage after road closure or traffic control implemented 	Event Organiser	Rare	Minor	Low
Vehicles and event participants conflicting in car parking areas or at start and finish locations	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Parking plan developed for start and finish areas to minimize potential conflict between event vehicles and riders before and after the event - Rider Information Booklet requests event participants do not ride in vehicle parking bays 	Event Organiser	Possible	Minor	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Rare	Moderate	Low			Rare	Moderate	Low
Public vehicles and event participants conflict on course resulting in injury to participants	Rare	Moderate	Low	<ul style="list-style-type: none"> - Consultation with event stakeholders including Police, the relevant road authority and the Chief Commissaire during event planning process - Traffic Management Plan (TMP) prepared by accredited traffic control contractor - Road closed to public traffic - Rolling road closure implemented by Police - Traffic controlled on the event course by accredited traffic controllers in accordance with the TMP - Ensure approved TMP is implemented - Courses open to traffic are selected with the goal of minimising the impact of traffic e.g. low traffic volumes roads, good visibility, wide roads, predominantly left hand turns etc. - Event warning signs displayed during the event - Signed lead and follow vehicles provide a warning to approaching traffic and protection for riders - Event warning signage erected in advance of event - Advance notification of event dates related by VMS units - Provide briefing and instruction to event participants on permit conditions and safe racing requirements 	<p>Event Organiser</p> <p>Commissaire</p> <p>Traffic Management Contractor</p>	Rare	Moderate	Low
Event support vehicles conflicting with competitors resulting in injury	Rare	Moderate	Low	<ul style="list-style-type: none"> - Event support vehicles under the direction of the Commissaire via radio contact - Police motorbikes to accompany the movement of vehicles within the race convoy - Rider feeding and service from moving vehicles is not permitted - Vehicles are required to adhere to road rules unless under the direction of the Police - All Follow vehicles must be less than 1.6m in height - Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist' - All convoy vehicle drivers briefed prior to event - Drivers are asked to remain a sufficient distance (4-10 car lengths) behind riders - All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy 	<p>Event Organiser</p> <p>Chief Commissaire</p>	Rare	Moderate	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Rare	Moderate	Low			Rare	Moderate	Low
Support vehicles conflicting with other vehicles or members of the public	Rare	Moderate	Low	<ul style="list-style-type: none"> - Event support vehicles under the direction of the Commissaire via radio contact - Police motorbikes to accompany the movement of vehicles within the race convoy - Support vehicles fitted with signage and flashing amber light - Support vehicles to remain in front or behind competitors only (unless in case of emergency) - Support vehicles to give way to moving traffic - Vehicles are to apply caution when approaching 'blind' corners and to choose safe sections of road and alert riders when overtaking - Vehicles are required to adhere to road rules unless under the direction of the Police - All Follow vehicles must be less than 1.6m in height - Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist' - All convoy vehicle drivers briefed prior to event - All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy 	Event Organiser Chief Commissaire	Rare	Moderate	Low
Event participants injuring themselves by falling off their bicycles or crashing into each other	Almost Certain	Moderate	High	<ul style="list-style-type: none"> - Riders are graded or grouped appropriately in relation to skill and ability - Course approved by the relevant level Commissaire - Commissaire appointed to each grade/category - Riders responsibility to be familiar with the rules of racing (available on the AusCycling websites) - Provide briefing and instruction to event participants about safe riding techniques - Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint - Ensure appropriate length of road beyond the finish line for rider stopping 	Commissaire Handicapper Evet Organiser	Likely	Moderate	High

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Moderate	Medium			Possible	Moderate	Medium
Event Participants crashing as a result of hazards or obstacles on the course				<ul style="list-style-type: none"> - Course approved by relevant level Commissaire - Course inspection to identify all hazards and obstacles and minimize where possible (e.g. sweep debris, indicate potholes etc.) - Safety signage deployed (where possible) to indicate hazards - Provide briefing to riders on potential hazards and obstacles - If warranted, race can be neutralised through areas of potential hazard 	Event Organiser Commissaire			
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc.	Almost Certain	Moderate	High	<ul style="list-style-type: none"> - Rider Information booklet and/or event website advises participants that it is their responsibility to ensure that their bike is kept in good working order - Bike check conducted prior to the event 	Event Organiser Commissaire	Almost Certain	Moderate	High
Participants suffering injury as a result of using illegal equipment	Rare	Moderate	Low	<ul style="list-style-type: none"> - Riders responsibility to be aware of the rules of competition (available on the AusCycling) - Rules enforced by Commissaires - Bike and helmet checks conducted by officials 	Commissaire	Rate	Moderate	Low
Grade or group of participants is too large for the course / venue increasing the risk of crashes	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Course approved by relevant level Commissaire - Reduce or limit participant numbers per grade or group as appropriate for the event course 	Chief Commissaire Handicapper	Unlikely	Moderate	Medium
Skill, age or fitness level of participants too low for the course or conditions causing participant to be a risk to themselves or others	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Courses are approved by the appropriate level Commissaire in relation to the level of event - AusCycling junior distance restrictions will apply - Provide briefing to riders on safe riding practices in relation to course conditions - New riders are identified and assessed prior to event - If conditions warrant it, modify the course (subject to modifications meeting permit conditions) or delay, postpone or cancel the event 	Commissaire Handicapper	Possible	Moderate	Medium

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Moderate	Medium			Possible	Moderate	Medium
Skill, age or fitness level of participant not comparable with their nominated Grade or Group causing participant to be a risk to themselves or others	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Riders are required to be AusCycling Members. - Events are graded or handicapped by a club/State/Territory handicapper - AusCycling junior distance restrictions will apply - New riders are identified and assessed prior to event. 	Commissaire Handicapper	Possible	Moderate	Medium
Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Riders responsibility to be familiar with the rules of racing - Riders are distinguished by a racing number - Race rules detailed on website and Rider Information booklet - Pre-race briefing details race rules and conditions - Non-compliant competitors face warning, disqualification and/or fine issued by race officials - Racing stopped in cases of ongoing offenders 	Event Organiser Commissaire	Possible	Moderate	Medium
Grades or categories of riders merge, overlap or overtake each other causing riders to crash or conflict with vehicles	Likely	Moderate	High	<ul style="list-style-type: none"> - Commence graded races in order of fastest to slowest when completing the same course - Apply a time gap between grades or categories to minimise risk of groups overlapping - Limit group sizes in accordance with the nature of the course - Should the situation of merging grades or categories occur, plan to neutralize the slower moving group until the faster group has passed - Ensure appropriate traffic management has been implemented to cater for the possibility of a large group on the road 	Event Organiser Commissaire	Likely	Moderate	High
Riders take advantage from, or contribute to, another grade or race category potentially creating a safety risk and/or affecting the outcome of the race	Likely	Moderate	High	<ul style="list-style-type: none"> - Riders are not permitted to join another grade or race category and briefing provided - Grades and categories distinguished by different colour numbers or range of numbering - Commissaire appointed to each race category or grade 	Commissaire Event Organiser	Possible	Moderate	High
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Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Unlikely	Moderate	Medium			Unlikely	Moderate	Medium
Participant going the wrong way on the course or venue causing risk to others or risk of getting lost	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> - Event course made available to all participants pre-race. - Provide concise pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity - Ensure lead vehicle driver is aware of the course 	Event Organiser Commissaire	Unlikely	Moderate	Medium
First Aid inadequate for the event	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider - First Aid Officers in contact by two way radio 	Event Organiser	Unlikely	Moderate	Medium
Delayed or inappropriate response to medical emergency results in serious injury/death	Possible	Major	High	<ul style="list-style-type: none"> - Event Accident/Incident (Emergency) Plan in place - First Aid Officers on site and in contact by two way radio - Local hospital made aware of the event - Event marshals briefed on procedure if Emergency Vehicles need to access site 	Event Organiser	Possible	Major	High
Cyclists conflicting with dogs or other animals causing injury or distress	Rare	Moderate	Low	<ul style="list-style-type: none"> - Seek approval to conduct event with local Council - Advise Council Ranger (if relevant) - Advise local residents of event and request that dogs be contained - Dogs sighted to be not on leads reported to Event Organiser - Lead vehicle to report animals on road to Chief Commissaire - Chief Commissaire to neutralise race, if necessary 	Event Organiser Chief Commissaire	Rare	Moderate	Low
Exposure to the sun results in sunburn to competitors, spectators or staff	Almost Certain	Insignificant	Medium	<ul style="list-style-type: none"> - Provide UV protection, hats and shaded areas - Volunteers given sunscreen, water and advised to wear sunglasses and a hat - Provide adequate supply of drinking water - Competitors and event staff briefed on protection from the sun - All event staff to undergo OH&S induction briefing 	Event Organiser	Likely	Insignificant	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Possible	Moderate	Medium			Unlikely	Minor	Low
Riders crashing into spectators or members of the public				<ul style="list-style-type: none"> - Barrier fencing provided in areas of increased spectators before and after the finish line (at least 75m before and 50m after for cat 2 events and above) - Designated pedestrian crossing points to be manned by event staff briefed in crossing procedure - Directional signage leading to crossing points - Event commentator advises spectators of approaching riders - Security and/or Police in place to restrain crowd - Avoid distributing sponsor advertising material that could impede riders e.g. clapping hands 	Event Organiser	Unlikely	Minor	Low
Riders crashing into event signage or barriers causing injury	Likely	Moderate	High	<ul style="list-style-type: none"> - Ensure event signage and barriers are positioned in accordance with site and signage plans - Ensure signage on course is located off the side of the road - Ensure signage and barriers do not have sharp protrusions - Ensure that barriers and signage is secured - Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint 	Event Organiser	Unlikely	Moderate	Medium
Officials, event staff or volunteers become dehydrated or do not have enough nutrition for the event	Possible	Minor	Low	<ul style="list-style-type: none"> - Ensure that water is available for officials, event staff and volunteers - Ensure that all official event vehicles are stocked with water and nutrients - Ensure food is available for event duties exceeding 3 hours - CA Heat Policy in place for all events 	Event Organiser	Unlikely	Minor	Low
Lifting excessive or awkward loads resulting in musculo-skeletal injury	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> - Set Up Crew briefed on manual handling techniques - Use appropriate number of crew to lift object - Use trolleys or wheeled cases to transport heavy equipment 	Event Organiser Event Staff	Rare	Moderate	Low

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Use of generators creates risk of electrocution, burns, fire or injury	Rare	Minor	Low	<ul style="list-style-type: none"> - All portable electrical equipment already tested and tagged and current in accordance with AS 3760 - Event generators to be protected by suitable barriers - No hot refuelling of generators to take place - No spare fuel to be stored in the proximity of the generator - Power cords to be removed from the live supply prior to location, relocation or extraction 	Event Organiser	Rare	Minor	Low
Electrical leads causing a trip hazard	Possible	Minor	Low	<ul style="list-style-type: none"> - All leads laid on the ground to be protected with matting - Leads to be located in areas away from pedestrian traffic (wherever possible) 	Event Organiser	Possible	Minor	Low
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	Rare	Insignificant	Low	<ul style="list-style-type: none"> - Establish participant numbers and expected attendance numbers - Ensure appropriate number of accessible toilets - Monitor, clean and re-stock toilets on the day 	Event Organiser	Rare	Insignificant	Low
Emergency evacuation causing disruption or cancellation of event, damage to reputation, financial impact or legal impact	Rare	Minor	Low	<ul style="list-style-type: none"> - Emergency Response Plan in place - Establish evacuation plan for each site with Police 	Event Organiser	Rare	Minor	Low
Production and Infrastructure								
Timing equipment malfunction	Possible	Minor	Low	<ul style="list-style-type: none"> - Test timing system prior to event day - Ensure power supply in place for timing equipment and laptop computer - Ensure that back up stopwatches are in place 	Event Organiser	Possible	Minor	Low
Insufficient or incorrectly positioned signage on course	Possible	Minor	Low	<ul style="list-style-type: none"> - Adequate informational and safety signage deployed to satisfy operational needs and identified hazards - Traffic Management plan and signage plan approved by local Shire, Main Roads and Police - Copy of plans provided to event set up personnel and available at event control centre - Pre-event course inspection conducted - Event marshals in contact by two way radio - Theft or damage of deployed signage to be reported immediately to the Event Organiser 	Event Organiser	Unlikely	Minor	Low

Insufficient power access to meet the demands of the event	Rare	Insignificant	Low	<ul style="list-style-type: none"> - Confirm location and the number of power supply outlets for event site/s - Obtain requirements from contractors and staff - Provide details of requirements to local council - Provide portable generators (if required) - Ensure that the appropriate length extension cords are available 	Event Organiser	Rare	Insignificant	Low
Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Communications breakdown due to phone or radio network failure				<ul style="list-style-type: none"> - Test the strength of radio and phone networks prior to event - Signal relays in place to ensure signal coverage - Use of satellite phones where required - Spare batteries and headsets ordered - Correct radio communication protocols explained to all radio users at briefing - Establish responsibilities and chain of command - Develop contingency plan 	Event Organiser			
Two way radio channel list is not communicated to event personnel				<ul style="list-style-type: none"> - Channel listing issued to all radio users 	Event Organiser			
Insufficient two way radios for key stakeholders				<ul style="list-style-type: none"> - Two way radio requirements calculated and provided to radio supplier in advance - List of radio allocation and distribution to be kept - Event radios made available to emergency services contacts, first aid and other key external stakeholders 	Event Organiser			
Complaints by local residents are damaging to reputation of the event				<ul style="list-style-type: none"> - Notification of event to be provided to local residents prior to event - Event notification signage to be erected at least two (2) weeks prior to event - Details of event and road closure given to local media prior to event - Advance notification of road closures and special event dates related by VMS units placed in advance of event 	Event Organiser			
Complaints by the general public are damaging to the reputation of the event				<ul style="list-style-type: none"> - Riders are prohibited from urinating in public areas, littering and using foul language - Rider information booklet details the penalties for offenders - Ensure adequate amenities and waste bins are in place - Riders are required to wear a helmet, at all times, when riding on the road and offenders will face penalties 	Event Organiser Commissaires			

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Unlikely	Minor	Low			Unlikely	Minor	Low
Hazards placed on course by members of the public impacts on the event	Unlikely	Minor	Low	<ul style="list-style-type: none"> - Course inspection conducted prior to event - Communication strategy in place - Vehicles available to transport stranded riders 	Event Organiser	Unlikely	Minor	Low
Traffic Management plan not implemented before start or arrival of riders and impacting on event	Possible	Moderate	Medium	<ul style="list-style-type: none"> - Schedule for implementation of traffic management plan developed and adhered to - Confirmation sought from providers prior to start or arrival of event - If necessary, delay, postpone or cancel the event 	Event Organiser Contractors Chief Commissaire	Unlikely	Moderate	Medium
Inadequate facilities for people with disabilities damages reputation of event	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> - Allocate close parking facilities for disabled patrons - Ensure specifically designed toilets available - Ensure provision of ramps where required 	Event Organiser	Unlikely	Insignificant	Low
Inappropriate or uninformed comments to media and/or authorities damages reputation of the event	Possible	Minor	Low	<ul style="list-style-type: none"> - Event spokesperson nominated - All media and authority enquiries to be directed through spokesperson - All event staff and volunteers advised of protocol 	Event Organiser	Unlikely	Minor	Low
Event Organiser fails to meet obligations for sponsors resulting in damage to reputation, legal and financial impact				<ul style="list-style-type: none"> - Develop sponsor agreement letter signed by both parties - Maintain regular contact with sponsors in planning stages - Contractual obligation reflected in site plans and run sheets - Ensure all event personnel and volunteers are briefed on sponsor rights at the event 	Event Organiser			
Riders using performance enhancing drugs damage the reputation of the event				<ul style="list-style-type: none"> - Event conducted under the auspices of AusCycling - AusCycling promotes a 'zero tolerance' to doping - AusCycling has its own anti-doping policy consistent with the World Anti-Doping Agency (WADA) - Asthma and therapeutic use exemption policies in place - Riders responsible for their own fluid and nutrition - All riders can be subject to testing 	AusCycling			

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation				<ul style="list-style-type: none"> - Event Approvals attained from relevant authorities e.g. police, local council, main roads department - Event sanctioned by AusCycling - Certificate of currency obtained from AusCycling - All competitors are AusCycling members - Officials, convoy drivers, and event organising committee are all current members of AusCycling 	Event Organiser			
Key stakeholders and contractors do not have appropriate insurance cover leading to legal/financial implications and damage to reputation				<ul style="list-style-type: none"> - All key stakeholders and contractors to have acceptable levels of effective public liability and Workcover insurance in place and on record - All contractors employing sub-contractors are responsible for ensuring that their sub-contractors have relevant insurance and OHS documentation in place 	Event Organiser			
Event coincides with another major cycling event or event of a similar nature affecting entry numbers	Possible	Minor	Low	<ul style="list-style-type: none"> - Review event calendars on AusCycling website - Select date that does not conflict with major events - Confirm with local shire that date is free from other major events 	Event Organiser	Unlikely	Minor	Low
Human Resources								
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	Possible	Minor	Low	<ul style="list-style-type: none"> - Establish roles and responsibilities for event staff and volunteer positions - Assign personnel to each position - Distribute event documentation (e.g. event management plan, run sheets, site maps etc.) to relevant staff 	Event Organiser	Unlikely	Minor	Low
Volunteers and staff unaware of event responsibilities or do not have sufficient training or experience	Possible	Minor	Low	<ul style="list-style-type: none"> - Volunteers and event staff assigned to positions on the basis of skill and experience - Volunteers and event staff supervised by Event Manager - Briefing and instruction provided on roles and responsibilities - Volunteers not to be engaged in high risk work - Volunteers not to be rostered for excessive hours 	Event Organiser	Unlikely	Minor	Low
Volunteers fail to attend the event	Possible	Minor	Low	<ul style="list-style-type: none"> - Volunteers engaged throughout event planning process - Contingency Plan in place 	Event Organiser	Unlikely	Minor	Low