

6.2. Risk Management Policy

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1		2 March 2010	
2		19 March 2016	Periodic review
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4	Dec 2025		Periodic review, expansion of child safety risk management

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6.2.1. Introduction

It is the policy of the Orienteering Queensland that that all OQ and affiliate club activities be planned and conducted in a manner consistent with the Risk Management Plan.

The Plan is intended to provide guidelines for officers, officials and members of both OQ and affiliated clubs for the identification, assessment, analysis and control of the hazards and consequent risk associated with its activities.

6.2.2. Risk Management

The aim of this policy is to ensure that the areas of potential risk to which OQ and its members are exposed are clearly identified and the means of managing each risk are clearly established.

Apart from the obvious impacts caused by injury and damage, failure to properly manage risk may have legal, financial and reputational consequences, and diminish the sustainability of the sport.

The process of managing risk involves a number of steps:

- Identify the risk or threat.
- Assess the importance and consequences of that risk.
- Establish procedures to eliminate or minimise the risk.
- Implement the procedures and monitor compliance.
- Regularly review the Plan.

6.2.3. Scope

The policy is intended to cover the activities of the following:

- Officers of Orienteering Queensland
- Management Committee
- Employees and contractors
- Affiliated clubs and officers
- Competitors and volunteers
- Officials, coaches and mappers

6.2.4. Responsibilities

The Management Committee of Orienteering Queensland shall be responsible for implementation of the procedures within this policy, and will also:

- carry out regular reviews of the risk management plan
- ensure that all officials and officers of OQ are aware of the plan and its procedures.

6.2.5. Risk Management Priorities

The following scales and matrix (adapted from the ASC booklet on Risk Management for Directors and Board Members of National Sporting Organisations) were used to determine Risk Management priorities for potential risks to Orienteering in Queensland.

Impact Scale

Rating	POTENTIAL IMPACT - in terms of the criteria for the organisation
Catastrophic	OQ would be permanently disbanded, i.e. put out of business
Major	Most criteria threatened, or one severely affected
Moderate	Some criteria affected, considerable effort required to rectify
Minor	Easily remedied, with some effort the criteria can be achieved
Negligible	Very small impact, rectified by normal process

Likelihood Scale

Rating	LIKELIHOOD - the probability that a problem may occur
Almost Certain	Will probably occur, could occur several times per year
Likely	High probability, likely to arise once per year
Possible	Reasonable likelihood that it may arise over a five-year period
Unlikely	Plausible, could occur over a five to ten year period
Rare	Very unlikely but not impossible, unlikely over a ten year period

Risk Priorities

	Consequences				
Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	High

6.2.6. Risk Management Plan

(i) Safety				
Risk	Impact	Likelihood	Priority	Management Strategies
Extreme weather events, serious injury and death	Major	Rare	Medium	<ul style="list-style-type: none"> • Ensure safety procedures are communicated and followed to minimise the possibility of harm to orienteers and officials. https://oq.orienteering.asn.au/forms-and-downloads/safety-and-emergency • Organisers should closely monitor weather conditions and bushfire risk to determine if it is safe to conduct an event
Child safety	Major	Possible	High	<ul style="list-style-type: none"> • Ensure that OA's National Integrity Framework Safeguarding Children and Young People Policy and OQ's Child Safety and Wellbeing Policy are followed scrupulously. • Ensure that rigorous screening procedures are followed in engaging personnel, including compliance with Queensland's Blue Card system. • Provide comprehensive induction and regular training to staff and volunteers working with children. • Communicate effectively with staff and volunteers to ensure child-safe practices are followed in both physical presence and online environments • Share child-safety resources (including practical guides and reporting procedures) that can be understood by all stakeholders, including children. • Provide detailed risk management templates for high-risk activities and special events primarily involving children and young people.
Injury	Moderate	Likely	Medium	<ul style="list-style-type: none"> • Provide officials with up-to-date procedures and adequate training to ensure they are equipped to minimise the risk of injury to competitors when conducting events and activities. • Ensure that competitors are provided with safety information. This will include safety bearings and information regarding unusual hazards on the course. • Ensure officials are aware of the actions to be taken if competitors suffer injury. • A fully stocked first aid kit and ice should be available at all events and a stretcher should be available at bush events. • Educate competitors on the need to wear suitable clothing and take recognised measures to protect themselves from injury. • Ensure that mappers and officials are aware of the need to take safety measures when working alone in the field. These include leaving information on their

					whereabouts and time due back with a responsible person, and carrying a communications device, first aid kit, water, insect repellent, and sunscreen.
	Lost competitor, search & rescue	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Event officials should check that competitors enter courses appropriate to their skill and fitness level. • Ensure officials are aware of search and rescue procedures and vehicle access points for search and rescue.
	Disease	Moderate	Likely	Medium	<ul style="list-style-type: none"> • Ensure that event officials and competitors are aware of their responsibilities and OA recommendations regarding hygiene (OA Operations Guide 1.22, section 3). • Organisers should ensure that any food and drink provided at events has been prepared in accordance with appropriate health standards.
(ii) Legal					
	Public Liability Liability arises when OQ or one of its officials is negligent, failing to take reasonable care to avoid foreseeable risks leading to injury to others or damage to the property of others.	Major	Possible	High	<ul style="list-style-type: none"> • Provide officials with procedures and training so that they are equipped to take reasonable care when carrying out their duties. Communicate requirements for event organisation, safety, hygiene, environmental protection, and other matters relating to events. • Ensure compliance with course planning procedures and safety measures. The appointment of controllers to oversee the conduct of events is an important way to ensure the correct procedures are followed. • Ensure activities are supported by medical coverage appropriate to the location and scale of the event. This will include the availability of first aid supplies, access to a qualified first aider, access to a qualified medical practitioner and transport arrangements for injured persons if required. • Ensure that OQ remains covered by an appropriate level of public liability insurance.
	Non-member participation	Major	Likely	High	<ul style="list-style-type: none"> • Ensure that adequate steps are taken to advise non-members and newcomers of the risks associated with participating in orienteering events.
	Employment	Major	Possible	High	<ul style="list-style-type: none"> • Take care to avoid any form of discrimination when recruiting or dealing with staff. • Ensure that conditions of employment are in accordance with legal obligations and appropriate awards (where applicable) and that salary payments are made with due regard to taxation and superannuation requirements.
	Observance of Laws	Major	Possible	High	<ul style="list-style-type: none"> • Ensure that Officers of OQ are aware of the laws that impact on the management of OQ and when necessary, seek expert advice on their specific application. • The following areas of legislation are applicable to the operations of OQ. It must be noted that this list may not be comprehensive.

					<ul style="list-style-type: none"> • Queensland Associations Incorporation Act • Australian Income Tax Assessment Act 1997 • Legislation applying to the employment and dismissal of staff • Workers Compensation Act • Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 • Australian Commonwealth Superannuation Guarantee Act 1992 • Australian Sporting Organisations Award 2020.
	Associations Incorporation Act Requirements	Major	Unlikely	Medium	<ul style="list-style-type: none"> • Ensure that Officers of OQ are aware of the contents of the OQ Constitution. • Limit the operations of OQ to within the stated powers of its constitution. • Ensure that Officers of OQ are aware of the requirements of the Queensland Associations Incorporation Act and Regulations. Key provisions include: appropriate accounting, record keeping and auditing procedures; timing of the Annual General Meeting; notification of office bearers.
	Workers Compensation	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Ensure all legislation and regulations relating to WH & S are observed. • Maintain a WorkCover policy and ensure the requirements of the policy are met.
	Selection	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Maintain selection policies which allow broad discretion by selection panels to consider all factors relevant to selection; factors which are irrelevant to selection should not be considered. • Ensure that the terms of any selection criteria are advised to competitors. • Ensure selection policies and selection criteria are observed when teams are selected. • Maintain an appeals process for those who wish to appeal against selectors' decisions.
	Defamation	Major	Possible	High	<ul style="list-style-type: none"> • Nothing should be said or written that is likely to affect another's reputation in any way. If a statement must be made which may convey an impression that is critical of a person, it is best to obtain legal advice on the content of that statement. Such situations should be referred to the OQ President.
	Nuisance	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> • Care should be taken by event organisers to avoid repetitive use of normally quiet suburban streets for access to event areas. • When using parkland or picnic areas for assembly areas, care must be taken to minimise disturbance to other users.
	Codes of Behaviour	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Encourage observance of OA Codes of Conduct.

(iii) Financial					
	Legal costs	Catastrophic	Rare	High	<ul style="list-style-type: none"> • Observe all Legal strategies to minimise litigation.
	Financial security	Major	Possible	Medium	<ul style="list-style-type: none"> • Ensure that only authorised officers can commit OQ by entering into agreements relating to purchase of goods, sponsorships, consulting or service arrangements. • Observe the requirements for management of OQ funds as set out in section 44 of the OQ constitution. All payments drawn against OQ funds must be authorised by any two of the president, secretary, treasurer or by members authorised by the Management Committee. • When entering into commitments with third parties such as those relating to sponsorships or purchase arrangements, no person must represent that they have the authority to bind OQ without prior approval of the Management Committee. • No commitments in relation to contracts, employment of staff or contractors can be made by a person without the authority of the Management Committee.
	Revenue Security	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Maintain good liaison with granting bodies and ensure all obligations are met. • Work with clubs to maintain/increase membership. • Work with clubs to offer events to maintain/increase participation.
	Property Loss	Moderate	Possible	Medium	<ul style="list-style-type: none"> • Ensure adequate storage and care of OQ equipment. • Maintain an inventory of all equipment for accounting and insurance purposes. • Ensure safe storage and backup of electronic map files.
(iv) Sustainability					
	Land access	Major	Likely	High	<ul style="list-style-type: none"> • Be aware of landowner concerns about issues such as biosecurity risks, weed seed transfer on clothing and vehicles, fire risks and damage to tracks
	Relationships with landholders	Major	Possible	High	<ul style="list-style-type: none"> • Maintain (and encourage clubs to maintain) good and regular liaison with landholders • Organisers should liaise with landholders well in advance of events, in order to obtain permission and become aware of any specific requirements. • Encourage participants to ensure that they do nothing at events that could lead to loss of access to venues.
	Personnel succession	Major	Possible	High	<ul style="list-style-type: none"> • Develop plans for personnel succession to avoid loss of corporate knowledge and personnel shortages.
	Personnel burnout	Moderate	Likely	Medium	<ul style="list-style-type: none"> • Minimise the number of major activities undertaken concurrently and try to avoid a constant high level of activity.
	Volunteers	Moderate	Likely	Medium	<ul style="list-style-type: none"> • Ensure procedures are documented and current for all work to be undertaken

					<p>by volunteers.</p> <ul style="list-style-type: none"> • Ensure procedures are followed. • Ensure the work of volunteers is appropriately recognised.
	Participation & membership	Moderate	Likely	Medium	<ul style="list-style-type: none"> • Offer and promote participation opportunities that attract people of all ages, abilities and backgrounds into orienteering.
	Environmental impact				<ul style="list-style-type: none"> • Courses and assembly areas should avoid environmentally sensitive areas and minimise the impact on an area, particularly if it contains threatened species. • The OA Environmental Code of Practice shall be followed. • Access routes to events should take into account potential damage arising from use in adverse weather.