

6.2. Risk Management Policy

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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

Risks related specifically to the safeguarding of minors are detailed in **Policy 6.5 Child & Youth Risk Management Strategy**.

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 | Unlikely | Medium | <ul style="list-style-type: none"> • Ensure that OA's National Integrity Framework Child Safeguarding Policy and OQ's Child and Youth Risk Management Strategy are followed. • Ensure that screening procedures are followed in engaging personnel. |
| 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 | | | | | |
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| | 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. |

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| | | | | | <ul style="list-style-type: none"> • 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. |

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| | | | | | <ul style="list-style-type: none"> • 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 by volunteers. • 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. |