



Tennis Queensland

Risk Management Strategy & Operating Framework for Activations & Events (Internal & Club run)

MANAGING RISK IN TENNIS QUEENSLAND ACTIVITIES

This document aims to assist staff undertake an effective risk assessment. The information presented here should be seen as the '*minimum expected standard*' to manage risk, rather than the definitive list of requirements. All the information presented should be carefully considered in respect to specific context.

1. Who will be involved? (e.g. age, maturity, special needs etc)
2. Number and ages of participants?
3. What will participants be doing?
4. Who are the stakeholders?
5. What will participants be using?
6. Where will the Activity be located?
7. Will alcohol and/or food be served?
8. Who is responsible for maintenance of the facility?
9. Who will be leading the activity?
10. Who is ultimately responsible for the activity?

THE RISK MANAGEMENT PROCESS

The workplace health and safety risk management process involves the following steps:

1. Identify the potential hazards
2. Assess the risk
3. Decide on the control measures
4. Implement the control measures
5. Monitor and review

Ideally, this risk management process should be integrated into routine event planning. Risk assessments are best completed by more than one person thinking about the hazards and controls. Therefore, you are encouraged to involve those planning and delivering the activity in the risk assessment process. By incorporating effective risk management processes into event and function planning, staff will be taking proactive measures to minimise the risk of harm to all involved.

Some activities that are run on a routine basis may need a single risk assessment however, a regular review cycle must be implemented so that any risks are properly identified and acted upon.

Step 1 : Identifying the potential hazards

Hazards are things that have the potential to cause harm.

Hazards come in many forms - some are common and easily identifiable such as using machinery, falling from heights, javelin throwing, and infectious diseases .

Other hazards may not be as common and may be harder to identify, e.g. activities that would normally be low risk become much riskier when they are done In a new or unusual way, such as with



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younger students, with large groups, in unfamiliar settings, or for the first time. Once the hazards have been identified, the level of risk they pose needs to be assessed.

Step 2: Assess the level of risk

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when exposed to a hazard. As such, a risk level is made up of two elements, the:-

- a) Likelihood of an incident happening, and
- b) Consequence if it did happen.

Risk = Likelihood x Consequence

There are many factors that influence the likelihood and consequence of an incident. A few examples include the:

- Duration or frequency of the exposure to the hazard (e.g. sun or chemical exposure)
- Competence of those undertaking the activity (no training or inexperience for skilled activities may lead to an accident)
- Environmental conditions (e.g. water in the vicinity of electricity, poor light, getting injured in an isolated area)
- Speeds, heights and weights of objects being used. The greater the force, the greater the impact.
- To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence.
- Local factors (e.g. presence of alcohol, time of day)

Use the matrix below as a guide to assist with the risk assessment.

Risk Ratings	Consequences				
Likelihood	1: Extreme	2: Major	3: Moderate	4: Minor	5: Insignificant
<i>A: Almost Certain</i>	Extreme	Extreme	Extreme	High	High
<i>B: Likely</i>	Extreme	Extreme	High	High	Medium
<i>C: Credible</i>	Extreme	Extreme	High	Medium	Low
<i>D: Unlikely</i>	Extreme	High	Medium	Low	Low
<i>E: Rare</i>	High	High	Medium	Low	Low



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Step 3: Evaluate risks

The assessed inherent risk level will determine the degree of planning and approval required.

#	Likelihood Rating	Description of Likelihood
A	Almost Certain	The risk is expected to occur several times in a year with the defined consequences
B	Likely	The risk will probably occur in the next year with the defined consequences
C	Credible	The risk has occurred in the industry, with the defined consequences. Expected frequency once in 10 years
D	Unlikely	The risk could occur at some time. Expected frequency once in 10 – 40 years
E	Rare	The risk is possible but very unlikely with the defined consequence. Expected frequency once per 40 years

#	Consequence Rating	Description of Consequence
1	Extreme	A disaster with the potential to lead to the collapse of the business. Board time and effort will be required. Executive Managers will be diverted from their usual activities for significant periods of time to deal with the impact
2	Major	A critical event which, with a high degree of executive and senior management time and effort, can be endured
3	Moderate	A significant event which can be managed under normal circumstances by the relevant managers
4	Minor	An event the consequences of which can be absorbed. Management effort is required to minimize the impact
5	Insignificant	An event, the impact of which can be absorbed through normal activity

Step 4: Implement the control measures

Sufficient control measures are to be implemented to reduce the risk to an acceptable level. For all high and extreme risk activities, the control measures should be implemented in accordance with the approved risk assessment.



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Step 5: Monitor and review

At all times, the controls should be monitored to ensure they are providing the intended level of safety. It is important to assess the effectiveness of the control measures you have implemented as the activity is being conducted and after the activity is completed. This step of the risk management process is often overlooked. If necessary, modify or add control measures to ensure safety.

This can be summarized in the following flowchart:

