



# **Event Risk Management Plan**

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Controlling Body      Western Australian Karate Federation Board



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## 1 Introduction

This document has been developed to address specific event and venue risk requirements in conjunction with the WAKF Risk Management Policy.

This plan is designed to minimise the risks to the participants, staff, volunteers and public taking part in, or in the area of, the event and maximise enjoyment and wellbeing.

## 2 Risk Management Policy

This Risk Management plan has been developed consistent with the *Risk Management Policy*.

## 3 Risk Management process

### 3.1 What is a risk?

A risk is something that may go wrong. More specifically, it is the effect of uncertainty on an organisation's objectives. In this regard, risk includes both (a) potential threats to achieving those objectives (negative risk), and (b) potential opportunities for achieving those objectives (positive risk).

Threats and opportunities come and go, or evolve, as an organisation's internal dynamics change, as its relationships with stakeholders change, and as the external environment in which it operates changes. Keeping abreast of the risks that may affect your organisation must therefore be an ongoing activity.

### 3.2 What is risk management?

Risk management aims firstly to anticipate risks. Then, in the case of negative risks, it aims to prevent them from eventuating or to minimize their impact if they do. In the case of positive risks, it aims to capitalise on opportunities that present themselves. This document is mainly concerned with managing negative risks.

Because responding to risk is intended to help the organisation achieve its objectives, risk management must be integral to planning, decision-making, and resource allocation.

Managing risk is an integral part of good management practice. There is a direct relationship between risk and opportunity in all organisation's activities, and as such, an organisation needs to be able to identify, measure and manage its risks in order to capitalise on those opportunities and achieve its goals and objectives.

Risk management is simply the practice of systematically identifying and understanding risks and the processes in place to manage them. Ultimately, the process gets you to a point of deciding whether, in the context of a particular activity, a risk is acceptable or requires further action. It allows an organisation to be proactive rather than reactive and create a safer environment and 'legally safer' operational procedures.



## **4 Risk management process**

Risk Management can be considered as part of three key steps:

Step 1 – Establish the context

Step 2 – Assess the risks

Step 3 – Treat the risks

### **4.1 Step 1 – Set the context**

The purpose of this step is to determine the scope for all risk management activities. This includes review of the internal and external environment and influences in which risks may occur.

For the WAKF, this event risk management plan is designed to identify, evaluate the likelihood, plan and deal with potential risks in conducting a WAKF event. The main areas of risk include that of risk to athletes, staff, volunteers, spectators, and the general public.

Karate competition is a sport, and for that reason some of the most dangerous techniques are banned and all techniques must be controlled. Trained adult Competitors can absorb relatively powerful blows on muscled areas such as the abdomen, but the fact remains that the head, face, neck, groin and joints are particularly susceptible to injury. Therefore, any technique, which results in injury, may be penalised unless caused by the recipient. The Competitors must perform all techniques with control and good form. If they cannot, then regardless of the technique misused, a warning or penalty must be imposed. Particular care must be exercised in Cadet and Junior competition.

Events follow the World Karate Federation (WKF) Competition Rules which includes

- (i) protective equipment and competition area;
- (ii) the ability for a referee to intervene in a competition to stop the competitors;
- (iii) the ability for a referee to issue warnings and penalties (for those that do not have proper regard for safety); and
- (iv) the presence of professional medical personnel.

As with all sports, there are risks beyond the competition that also need to be considered , relating to the venue and interaction with spectators.

### **4.2 Step 2 – Risk assessment**

Having established the context, the process of assessing the potential risks comprise:

- Risk identification



- Risk analysis
- Risk evaluation

### **Risk identification**

An assessment of possible and probable risks and the response in the event an incident occurs is provided in the table Event Risk Management Procedures in Appendix A.

### **Analyse the risk**

Having identified the potential risks, the likelihood of its occurring, the consequences should it occur, and any other attributes of the risk that may be informative have also been included in Appendix A.

Each potential risk receives a rating according the probability of occurrence, severity of damages both physical and financially to the WAKF and organising party.

The risks will be grouped into three categories:

- High Risk - Risks likely to contain a high probability of occurrence and substantial financial, safety or reputational impact on the WAKF and organising party.
- Moderate Risk - Likelihood of occurrence is probable. Special attention from management may be necessary to alleviate risk.
- Low Risk - Minimal likelihood of occurrence and minimal impact on the WAKF and organising party.

### **Evaluate the risk**

The purpose of this step is to list the risks in order of priority for action. The list will show which risks need treatment and which don't; and of those requiring treatment, which are the most urgent

## **4.3 Step 3 – Risk treatment**

The purpose of this step is to identify and implement the most appropriate means to mitigate risks deemed to be at an unacceptable level. These risk treatments, in effect, will become new risk management controls or will augment existing controls.

There are four stages:

- Identify risk treatment options
- Select the most suitable risk treatment option(s)
- Develop risk treatment plans
- Implement and review risk treatments

In developing the risk treatments, consideration should be given to:

- Avoidance - Management will choose not to conduct activities with the potential of associated risks.
- Control - The organising committee will develop policies and procedures to minimise risk.



- Finance - Self-funding to provide compensation to personnel involved in the event of a potential risk occurring.
- Transfer - Purchase insurance policies in order to transfer the risk of a particular risk occurring.

## 5 Incident management

### 5.1 Appointment of Risk Management Personnel

The following individuals are nominated and endorsed as members of the Crisis Management Team (CMT) for WAKF events

- WAKF Board Chairperson (or delegated Board member)
- WAKF Executive officer
- WAKF Tournament Director
- WAKF Administration Manager
- Technical Delegate (Competition) – as required
- Technical Delegate (Referee) – as required
- Competition Venue Representative – as required, from Council / Facility of hire

Representatives from any external agencies required to provide advice or manage risk occurrences will be included in the Crisis Management Team as the need arises.

Emergency Services (police, fire, ambulance, rescue) and subsidiary services (sexual assault, counselling) to be contacted through usual emergency channels by dialling 000.

### 5.2 Communication of Risk Incidents and Management Plans

A consolidated and informed report to affected parties of the risk and its management will minimise potential panic in the face of an incident occurring. The preparation of written statements and the delivery of these by an appointed representative will ensure consistent messages are conveyed and received when required.

The use of the Telephone Tree is important to ensure a consistent message reaches the appropriate people within a reasonable time. Dissemination of information to the appropriately affected parties is recommended by following the Telephone Tree.

Tournament Director		
Tournament Director or Technical Delegate (Competition)	Tournament Director or Technical Delegate (Referee)	WAKF Representatives
WKF Responsible Staff/ Teams/Volunteers	Nominated Referees and Scorers	Venue Management



	<b>Volunteers</b>	<b>External Contractors/Service Providers on site</b> <b>Emergency &amp; Government Authorities</b>
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If required, staff debriefings will be convened to ensure awareness and understanding of issues and remedies to quell any uncertainty experienced by volunteers, event staff or others in dealing with any incidents.

### 5.3 Documentation of Risk Management Activities

The Risk Management Procedures are documented in Appendix A, including the activities to be undertaken in the event of an incident occurring. This is crucial to ensuring that the consequence of the incident is minimised, and that an accurate record of the incident and manner in which it was handled can be obtained for review.

This documentation will assist in the review of future risk management materials, provide a record for the governing body to assess the handling of the incident and will provide the basis of counselling for those involved in the incident/s.

A sample Incident Report Forms is provided in Appendix C and will be made available at all events.

### 5.4 Review of Incidents

Following an incident, a review of budgets, personnel and procedures will be undertaken to identify opportunities for improvement.

The regular review and education of those involved in the management of events will ensure a thorough awareness and application of procedures is maintained.

## 6 References

There are no additional references for this policy.

## 7 Revision History

Version	Date Reviewed	Date Approved	Content Reviewed/ Purpose
0	March 2020	March 2020	New management plan



## Appendix A – Event risk management risk table

Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
Serious Injury / Death (competitor)	2	5	High	<ul style="list-style-type: none"> <li>Health risks of participation are identified in the event application form</li> <li>All competitors are required to have insurance</li> <li>All events are conducted in accordance with the WKF Rules, including protective equipment for competitors and competition area</li> <li>A medical professional is available at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Locate victim and assess condition immediately on notification</li> <li>Provide First Aid</li> <li>Follow advice of onsite first aid professionals</li> <li>Contact 000 for professional assistance</li> <li>Contain area &amp; remove further harm (if required)</li> <li>Remove spectators, surplus staff</li> <li>Convene of CMT Meeting</li> <li>Containment of information spreading</li> <li>Prepare Media Statement</li> </ul>
Minor injury (competitor)	5	2	High	<ul style="list-style-type: none"> <li>Health risks of participation are identified in the event application form</li> <li>All competitors are required to have insurance</li> <li>All events are conducted in accordance with the WKF Rules, including protective equipment for competitors and competition area</li> <li>A medical professional is available at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Issue immediate first aid</li> <li>Follow advice of onsite first aid professionals</li> <li>Contact 000 for Professional Assistance</li> <li>Documentation of Incident</li> </ul>





<b>Risk</b>	<b>Likelihood (Potential)</b> <i>Table 1</i>	<b>Consequence (Impact)</b> <i>Table 2</i>	<b>Risk Rating</b> <i>Table 3</i>	<b>Risk mitigation actions</b>	<b>Risk treatment actions</b>
Minor injury (non-competitor)	3	2	Moderate	<ul style="list-style-type: none"> <li>• All non-competition areas are setup and inspected for potential hazards and risks</li> <li>• Safety barriers are applied</li> <li>• All loose items are secured to floor or removed</li> </ul>	<ul style="list-style-type: none"> <li>• Issue immediate first aid</li> <li>• Follow advice of onsite first aid professionals</li> <li>• Contact 000 for Professional Assistance</li> <li>• Documentation of Incident</li> </ul>
Staff vehicular accidents	3	4	High	<ul style="list-style-type: none"> <li>• A valid C Class licence must be held</li> <li>• Regular breaks for long driving</li> <li>• Inspect the vehicle prior to use, including tires, lights, oil level, brakes, windshield wiper condition and window washer fluid levels</li> <li>• Ensure that the vehicle has enough diesel / petrol prior to commencing the journey</li> <li>• Observe all traffic laws, traffic signs and walkways</li> <li>• Observe all venue provider rules and regulations</li> <li>• Park in marked bays</li> <li>• Secure loads before travelling</li> </ul>	<ul style="list-style-type: none"> <li>• If involved in an Accident: <ul style="list-style-type: none"> <li>– Contact 000 if needed</li> <li>– Provide assistance to other party</li> <li>– Collect personal details, insurance and registration information from other party</li> <li>– Report any accidents to Chairman and document accident.</li> </ul> </li> </ul>
Damage/ Theft-Venue/ Sports equipment	2	3	Moderate	<ul style="list-style-type: none"> <li>• All non-essential equipment is removed from the event</li> <li>• Event setup and pack-up is supervised by the Tournament Director</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of damage/ theft of equipment</li> <li>• Documentation of incident</li> <li>• Notification to Police</li> <li>• Re-schedule draw if required</li> <li>• Replace equipment if required</li> </ul>



Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
Theft- participant personal equipment	2	3	Moderate	<ul style="list-style-type: none"> <li>Spectators are reminded that the safety and supervision of personal property is their responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of incident</li> <li>Notification to Police</li> <li>Announcement to participants</li> </ul>
Lost Children	2	4	Moderate	<ul style="list-style-type: none"> <li>Parents / guardians required to supervise children</li> <li>For participants, children required to be marshalled prior to events</li> </ul>	<ul style="list-style-type: none"> <li>If a parent/guardian reports a child/ dependent as lost or missing:               <ul style="list-style-type: none"> <li>Document details of parent/guardian and child</li> <li>At the discretion of the parent /guardian make an announcement.</li> <li>If the child is located without incident: Confirm the identification of all parties, request ID. Record the time and location where the child was found.</li> <li>If no identification is available, or if there is concern about the safety of the child, the TD may notify emergency services.</li> <li>If the child is not found within one hour, Call 000.</li> </ul> </li> <li>If a child reports themselves to a volunteer or staff member as being lost:               <ul style="list-style-type: none"> <li>Ensure the presence of another person of the child's gender.</li> <li>Document any details of the child and their parent/guardian.</li> <li>At the discretion of the Tournament Director, a public announcement may be made requesting that the</li> </ul> </li> </ul>



Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
					<p>parent or guardian report to the information tent. Do not include information about the child in this announcement. If a parent or guardian arrives to claim the child, confirm and record their identification and contact information.</p> <ul style="list-style-type: none"> <li>- If no-one claims the child within 1 hour Call 000.</li> </ul>
Physical assault	2	2	Low	<ul style="list-style-type: none"> <li>• Code of conduct in place for athletes, coaches, officials, volunteers and spectators</li> <li>• Event rules and requirements promoted</li> <li>• Athlete briefings conducted prior to commencement of event</li> <li>• Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>• Containment/Separation of parties</li> <li>• Notification of Tournament Director and CMT</li> <li>• Call 000 for professional assistance</li> <li>• Notification to Police and Chairman</li> <li>• Documentation of Incident</li> </ul> <p>On the advice of the Tournament Director, also</p> <ul style="list-style-type: none"> <li>• Convene CMT Meeting</li> <li>• Containment of information</li> <li>• Verbal/Written briefing to Board</li> <li>• Announcement to participants</li> <li>• Prepare Media Statement</li> <li>• Debrief of CMT</li> </ul>
Harassment/ Discrimination/ Vilification	2	2	Low	<ul style="list-style-type: none"> <li>• Code of conduct in place for athletes, coaches, officials, volunteers and spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Identify parties involved, materials or language the subject of harassment/discrimination immediately</li> </ul>



Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating  <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
				<ul style="list-style-type: none"> <li>• Event rules and requirements promoted</li> <li>• Athlete briefings conducted prior to commencement of event</li> <li>• Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>• on third party notification or direct complaint</li> <li>• Containment of information</li> <li>• Documentation of Incident</li> </ul> <p>On the advice of the Tournament Director, also</p> <ul style="list-style-type: none"> <li>• Convene CMT Meeting</li> <li>• Containment of information</li> <li>• Verbal/Written briefing to Board</li> <li>• Announcement to participants</li> <li>• Prepare Media Statement</li> <li>• Debrief of CMT</li> </ul>
Terrorism Threat / Attempt	1	5	Low	<ul style="list-style-type: none"> <li>• Code of conduct in place for athletes, coaches, officials, volunteers and spectators</li> <li>• Event rules and requirements promoted</li> <li>• Athlete briefings conducted prior to commencement of event</li> <li>• Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>• Contact 000 for Professional Assistance</li> <li>• Remove spectators and extra personnel</li> <li>• Containment of affected parties (friends / teammates) in separate area of venue</li> <li>• Follow venue management/Police instructions on evacuation procedures</li> <li>• Documentation of Incident</li> <li>• Convene CMT Meeting</li> <li>• Containment of information</li> <li>• Verbal/Written briefing to Board</li> <li>• Announcement to participants</li> <li>• Prepare Media Statement</li> </ul>



Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
					<ul style="list-style-type: none"> <li>• Debrief of CMT</li> </ul>
Fire at venue, or of equipment	2	2	Low	<ul style="list-style-type: none"> <li>• Tournament Director familiar with facilities management staff and procedures</li> <li>• Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>• Contact 000 for Professional Assistance</li> <li>• Remove spectators and extra personnel</li> <li>• Follow venue management/Police instructions on evacuation procedures</li> <li>• First Aid to assess injuries and marshal injured to a central area for treatment</li> <li>• Verify location of participants</li> <li>• Prepare Media Statement</li> <li>• Documentation of Incident</li> </ul>
Power Failure	1	2	Very low	<ul style="list-style-type: none"> <li>• Tournament Director familiar with facilities management staff and procedures</li> <li>• Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>• Locate venue staff and follow direction</li> <li>• Announcement to participants</li> <li>• Revise draw scheduling for period of interruption</li> </ul>
System failure	1	2	Very low	<ul style="list-style-type: none"> <li>• Tournament Director familiar with facilities management staff and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Announcement to participants</li> <li>• Revise draw scheduling for period of interruption</li> </ul>



Risk	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Risk mitigation actions	Risk treatment actions
				<ul style="list-style-type: none"> <li>Regular announcements made during event</li> </ul>	
Referee/ Scorer strike (mass walkout)	1	1	Very low	<ul style="list-style-type: none"> <li>Regular announcements made during event</li> </ul>	<ul style="list-style-type: none"> <li>Communicate situation to participants</li> <li>Create Duty roster so team covers positions vacant</li> </ul>

## Appendix B – Risk tables

**Table 1: Likelihood of Risks**

Level	Descriptor		Frequency
1	Rare	The event may occur only in exceptional circumstances	Less than once in 10 years
2	Unlikely	The event could occur at some time	At least once in 10 years
3	Moderate	The event should occur at some point	At least once in 5 years
4	Likely	The event will probably occur in most circumstances	At least once per year
5	Almost certain	The event is expected to occur in most circumstances	More than once per year

**Table 2: Consequence of Risks**

Level	Rank	Injuries	Reputation & Image
1	Insignificant	First Aid injury, no lost time	Unsubstantiated, low impact, low profile or no news item
2	Minor	Medical treatment required, no lost time	Substantiated, low impact, low news profile
3	Moderate	Medical treatment required and / or some lost time.	Substantiated, public embarrassment, moderate impact, moderate news profile
4	Major	Hospitalisation, serious injuries resulting in long term absences and adverse health effect.	Substantiated, public embarrassment, high impact, high news profile, third party actions
5	Catastrophic	Death, severe permanent disablement or adverse health effect	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

**Table 3: Risk Rating (Consequence v Likelihood)**

Consequence		Likelihood				
		1-Rare	2-Unlikely	3-Moderate	4-Likely	5-Almost certain
1	Insignificant	1	2	3	4	5
2	Minor	2	4	6	8	10
3	Moderate	3	6	9	12	15
4	Major	4	8	12	16	20
5	Catastrophic	5	10	15	20	25

Having assessed each risk in terms of its likelihood and consequence you should be in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

**Table 4: Risk Acceptance / Tolerance**

Risk Level	Criteria for Management of Risk	
1-3	Very low risk	Acceptable with adequate controls
4-5	Low risk	Acceptable with adequate controls
6-9	Moderate risk	Acceptable with adequate controls
10-14	High risk	Only acceptable with Board approved controls
15-25	Critical risk	No acceptable



# Appendix C – Incident Report Form

## INFORMATION ON THE PERSON YOU ARE REPORTING:

---

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Karate club individual is affiliated with (if known): \_\_\_\_\_

Position(s) this individual holds or held:

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Coach             | <input type="checkbox"/> Official / Referee     | <input type="checkbox"/> Athlete   |
| <input type="checkbox"/> WAKF Staff Member | <input type="checkbox"/> Parent / Spectator     | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Unsure            | <input type="checkbox"/> Other (please specify) | _____                              |

Type of Incident / Offense (check all that apply):

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> Sexual Abuse           | <input type="checkbox"/> Harassment        | <input type="checkbox"/> Threats |
| <input type="checkbox"/> Physical Abuse         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Hazing  |
| <input type="checkbox"/> Emotional Abuse        | <input type="checkbox"/> Bullying          | <input type="checkbox"/> Injury  |
| <input type="checkbox"/> Other (please specify) | _____                                      |                                  |

Has a report been filed with Police/Authorities: \_\_\_\_\_ Yes \_\_\_\_\_ No

Reference: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Case Number: \_\_\_\_\_

Has anyone else at WAKF been notified or contacted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Where did the incident take place?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what happened (Who, What, When, Where): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**INFORMATION ON THE VICTIM:**

---

Victim First and Last Name: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_

Club Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE:** If victim is under 18, please provide contact information for his/her parent or guardian.

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**INFORMATION ON PERSON REPORTING INCIDENT:**

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You may remain anonymous if you wish. However, providing information is very helpful for a swift and effective investigation. Upon your request, WAKF will keep your identity confidential and will only disclose if required to do so by law or with your permission. A person reporting alleged misconduct should not fear retribution and/or consequence when filing a report he/she believes to be true.

First and Last Name of Reporter: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Club Affiliation (if any): \_\_\_\_\_

Relationship to Victim (if any): \_\_\_\_\_

Please list any other witnesses and contact information (if known):

Name	Relationship / Title	Contact details

Please provide any other information you feel would be helpful to an investigation of the alleged offense you are reporting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

