# Example of a 4WD Club Risk Assessment

## Risk Register

<table>
<thead>
<tr>
<th>Function / Activity / Area:</th>
<th>Date of risk review:</th>
<th>Compiled by:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The Risk: What is it &amp; How can it happen?</th>
<th>Likelihood</th>
<th>Consequences</th>
<th>Risk Rating</th>
<th>Risk Priority</th>
</tr>
</thead>
</table>

### PEOPLE

- **Safety of Competitors**
  - Risk of being injured whilst driving in an event
    - Likelihood: Possible
    - Consequences: Moderate
    - Risk Rating: H-52
    - Risk Priority: 3

- **Safety of Spectators**
  - Risk of being injured in a motor vehicle accident whilst entering or exiting the event
    - Likelihood: Unlikely
    - Consequences: Moderate
    - Risk Rating: M-36
    - Risk Priority: 4
  - Risk of being involved in violence by another member of the spectators
    - Likelihood: Rare
    - Consequences: Minor
    - Risk Rating: L-16
    - Risk Priority: 8
  - Risk of drowning in the dams on the property
    - Likelihood: Unlikely
    - Consequences: Catastrophic
    - Risk Rating: E-88
    - Risk Priority: 2
  - Risk of being hit by competitors vehicles or other event vehicles
    - Likelihood: Unlikely
    - Consequences: Catastrophic
    - Risk Rating: E-88
    - Risk Priority: 1

- **Safety of Campers**
  - Risk of being injured whilst camping
    - Likelihood: Rare
    - Consequences: Minor
    - Risk Rating: L-16
    - Risk Priority: 9

### ENVIRONMENT

- **Refer to Separate Environmental Risk Assessment**

### FINANCIAL

- Risk Event does not attract enough spectators/competitors to be financially viable
  - Likelihood: Rare
  - Consequences: Moderate
  - Risk Rating: M-32
  - Risk Priority: 5

- Risk of funds being stolen/lost
  - Gate Takings
    - Likelihood: Rare
    - Consequences: Moderate
    - Risk Rating: M-32
    - Risk Priority: 6
  - Competitor Entry Fees
    - Likelihood: Rare
    - Consequences: Minor
    - Risk Rating: L-16
    - Risk Priority: 10

### PROPERTY

- Risk that club assets will be lost/stolen during event
  - Likelihood: Unlikely
  - Consequences: Minor
  - Risk Rating: M-20
  - Risk Priority: 7

- Risk that competitors/campers assets stolen during lost during event
  - Likelihood: Rare
  - Consequences: Minor
  - Risk Rating: L-16
  - Risk Priority: 11

### MEDIA

- Adverse Publicity due to mismanagement
  - Likelihood: Rare
  - Consequences: Minor
  - Risk Rating: L-16
  - Risk Priority: 12

- Adverse Publicity due to incident
  - Likelihood: Rare
  - Consequences: Minor
  - Risk Rating: L-16
  - Risk Priority: 13
Example of Risk Treatment for a 4WD Club
Risk Treatment and Action Plan

<table>
<thead>
<tr>
<th>The Risk in priority order from Risk Register</th>
<th>Treatment Options</th>
<th>Preferred Options</th>
<th>Risk Rating after Treatment</th>
<th>Result of Cost / Benefit Analysis</th>
<th>Officer/s responsible for implementation of option</th>
<th>Implementation Timetable</th>
<th>How will this risk and the treatment options be monitored?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Risk of a spectator being hit by a competitors vehicle (or other event vehicle)</td>
<td>1. Ensure Effective barricades are placed between spectators and vehicles. At the very least a 450mm high plastic mesh barrier installed between 5 – 10 metres from the track depending on the speed the vehicles will reach during the event eg Extreme – estimated 10kph therefore 5 metre safety zone, Gymkana – estimated max 60 kph therefore 10 metre safety zone</td>
<td>All</td>
<td>Rare &amp; Major - H-60</td>
<td>Accept</td>
<td>Gymkana Committee • Event Manager • Rostered Club Officials</td>
<td>Finalised before start of each event</td>
<td>By visual and inspection by Gymkana Committee, Event Manager and Rostered Club Officials</td>
</tr>
<tr>
<td>2. Risk of a person drowning on the dam</td>
<td>1. Place an barrier between the area accessible by all persons and the dam 2. Place signs near dam to warn of risk</td>
<td>All</td>
<td>Rare &amp; Catastrophic – H-68</td>
<td>Accept</td>
<td>Gymkana Committee • Rostered Club Officials</td>
<td>Finalised before start of the weekend</td>
<td>By visual and inspection by Gymkana Committee and Rostered Club Officials</td>
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<td>3. Safety of a Competitor whilst driving an event</td>
<td>1. Ensure drivers/passengers wear a seatbelt 2. Ensure drivers/passengers wear helmets 3. Ensure drovers/passengers have not consumed alcohol 4. Employ SES first aider on standby</td>
<td>All</td>
<td>Rare &amp; Minor L-16</td>
<td>Accept</td>
<td>Gymkana Committee • Event Manager • Rostered Club Officials</td>
<td>Throughout event</td>
<td>Monitored by Gymkana Committee, Event Manager and Rostered Club Officials</td>
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<td>The Risk in priority order from Risk Register</td>
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<td>4. Risk of being injured in a vehicle accident whilst entering or exiting the event</td>
<td>1. Construction of separate entry and exit points to minimise congestion 2. Employ SES traffic controller to monitor traffic conditions and put in place traffic control if and when necessary</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>1. Gymkana Committee 2. SES</td>
<td>1. Completed 2. Ongoing throughout weekend</td>
<td>Monitored by Gymkana Committee and SES Controller</td>
</tr>
<tr>
<td>5. Risk the event does not attract enough spectators / competitors to be financially viable</td>
<td>1. Develop budget to ensure costs are controlled 2. Identify budget to allow sufficient promotion of event 3. Advertise</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee</td>
<td>Completed</td>
<td>Performance against budget</td>
</tr>
<tr>
<td>6 &amp; 10. Risk that gate takings or entry fees are stolen</td>
<td>1. Employ security guard to deposit funds daily 2. Develop reconciliation sheets between gate and office for takings 3. Segregation of duties 4. Have 1 single person in control of the safe</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee • Treasurer • SES</td>
<td>Prior to event</td>
<td>Reconciliations</td>
</tr>
<tr>
<td>7 &amp; 11. Risk that club &amp; competitor assets will be stolen during the event</td>
<td>1. Secure all club assets in container each evening 2. Place club member in charge of supplies from container via roster</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee • Roster Manager</td>
<td>Prior to event</td>
<td>Monitored by Gymkana Committee and Roster Manager</td>
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<tr>
<td>8. Risk that a spectator or competitor will be involved in violence</td>
<td>1. Employ SES crowd controller 2. Event Manager and Rostered Club Members to maintain a vigil and identify any persons of concern 3. Invite Police attendance</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee • Rostered Club Officials</td>
<td>1 &amp; 3: Prior to the event 2. During event</td>
<td>Monitored by Gymkana Committee, Rostered Club Members and SES Crowd Controller</td>
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<tr>
<td>9. Risk that a person is injured whilst camping</td>
<td>1. Employ SES first aider on standby 2. Employ SES crowd controller</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee</td>
<td>Prior to event</td>
<td>Monitored by Gymkana Committee</td>
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<td>Treatment Options</td>
<td>Preferred Options</td>
<td>Risk Rating after Treatment</td>
<td>Cost / Benefit Analysis A: accept R: reject</td>
<td>Officer/s responsible for implementation of option</td>
<td>Implementation Timetable</td>
<td>risk and the treatment options be monitored?</td>
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<td>12 &amp; 13. Risk that the SC4WDC and the event will attract bad publicity</td>
<td>1. Ensure management of event is professional 2. Ensure risk methodology adopted to issues surrounding event</td>
<td>All</td>
<td>Rare &amp; Insignificant L-4</td>
<td>Accept</td>
<td>• Gymkana Committee</td>
<td>Completed</td>
<td>Monitored by Gymkana Committee</td>
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