



Risk Register - Cycling Australia Road Cycling Events

Background

The Risk Register is a central repository for all the risks identified with road cycling events. It has been compiled through an extensive process of review of the current event practices across all levels of the organisation, stakeholder feedback and review of other events outside the scope of cycling.

It includes details of the current identified **risks**, the **risk treatment responses** which aim to reduce the risks, and the most appropriate person responsible for implementing the response. As each identified risk will vary in priority between events, it also allows the opportunity for organisers to **prioritise** risks for their event based on their **likelihood** and **consequences** using the 'Risk Classification – Reference Tables' provided.

The Risk Register has been developed to assist event organisers in the planning process. It is a valuable checklist that can also be used as the framework to developing an event specific Risk Management Plan.

The Risk Register is not a static document and it is recognised that new risks can be introduced, evolve or arise, and levels of risk can change over time. Cycling Australia will be responsible for monitoring and reviewing the Risk Register in response to changes in any part of the related activities, equipment, environmental or event process, or at an annual review.

How to Use the Risk Register

Step 1: Identify the risks that apply to your event

Step 2: The likelihood and consequence of the risk will vary for each event. Rate the risk for your event (refer to the following 'Risk Classification – Reference Tables') prior to treatment controls being implemented and enter into the relevant columns of the risk register:



Risk Classification - Reference Tables

Measures of Likelihood

Descriptor	Description
Rare	The event or hazard: <ul style="list-style-type: none"> • may occur only in exceptional circumstances • will probably occur less than once in 15 years
Unlikely	The event or hazard: <ul style="list-style-type: none"> • could occur at some time • will probably occur with a frequency of at least once in 10 years.
Possible	The event or hazard: <ul style="list-style-type: none"> • should occur at some time • will probably occur with a frequency of once in three years
Likely	The event or hazard: <ul style="list-style-type: none"> • will probably occur in most circumstances • will probably occur with a frequency of at least once a year.
Almost certain	The event or hazard: <ul style="list-style-type: none"> • is expected to occur in most circumstances • will probably occur with a frequency of more than once a year.

Measures of Consequence or Impact

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	Insignificant (no measurable operational impact)	< \$1000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	Minor (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr – 1 day	First aid treatment	Substantiated, low news profile	Minor damage	Minimal damage
3	Moderate (Substantial degradation of service, multiple service impact, managed by substantial management/intervention/outside assistance)	\$10 000 – \$50 000	1 day – 1 week	Medical treatment	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget
4	Major (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50 000 – \$150 000	1 week – 1 month	Extensive injuries	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify



5	Catastrophic (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150 000	> 1 month	Death, multiple deaths or permanent disablements	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify
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Definitions:

People = staff and the public

Property = Plant, equipment, buildings, intellectual property

Risk Rating - 'Level of Risk'

Consideration of both the **likelihood** and **consequence**

Consequence/Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Medium	Medium
Unlikely	Low	Low	Medium	Medium	High
Possible	Low	Low	Medium	High	High
Likely	Low	Medium	High	High	Extreme
Almost certain	Medium	Medium	High	Extreme	Extreme

Step 3: Prioritise the risks for your event on the basis of the Risk Rating

Step 4: Review the risk treatments in the 'Risk Response' column and confirm:

- The current controls in place for your event
- Whether additional controls are warranted (this will be determined on the basis of balancing the costs and efforts of implementation against the additional benefits derived)

Step 5: Nominate the person responsible for actioning each risk response



Step 6: Re-evaluate the likelihood and consequences of the risk after the treatment of risk and assign a risk rating (refer to the 'Risk Classification – Reference Tables' above). Enter into the relevant columns of the risk register. This 'Residual Risk Rating' will determine your management approach based on following table:

Residual Risk Rating	Required Treatment
Extreme risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
High risk	High priority, Event Organiser and Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
Moderate risk	Medium Risk, standard event practices endorsed subject to review by Event Organiser and Commissaire prior to implementation.
Low risk	Managed in accordance with Cycling Australia By-Laws and Technical Regulations and normal event management practices.

Note: It is recognised that the 'Risk Register' may not contain a complete list of all the risks and risk responses associated with road cycling events. It has been compiled as a central resource to assist in the identification and treatment of risks and is accessible to event organisers, officials and administrators. Event organisers should always conduct their own risk assessment involving a process of communication and consultation with all relevant stakeholders to ensure they have identified and managed all the risks associated with their event. Additional risks and risk responses identified (not included in the Risk Register) should be provided to Cycling Australia for inclusion in the Risk Register.



Risk Register

Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Likelihood	Consequence	Level of Risk			Likelihood	Consequence	Level of Risk
Environment and Climate								
Wet weather conditions prior to the event day pose a safety risk to participants				<ul style="list-style-type: none"> - Conduct course inspection prior to event and identify potential hazards (minimising if possible) - Provide instruction to event participants on potential hazards and safe riding techniques - If conditions warrant it, delay, postpone or cancel the event. 	Event Organiser Chief Commissaire			
Wet weather on the event day creating a safety hazard and causing a disruption to the event				<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - Provide shelter for competitors and officials - Provide instruction to event participants about safe riding techniques in adverse weather conditions. - All electrical equipment securely covered - Cancellation contingency for wet weather - Communication strategy to notify the competitors and public of any impacts on event programme 	Event Organiser Chief Commissaire			
High or gusting winds causing damage to equipment/structures, injury or disrupting event				<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - All infrastructure correctly weighted - All signage affixed to objects likely to shift from wind effect must be secured or weighted appropriately - Develop contingency plan for dismantling infrastructure that may be unsafe - Provide instruction to event participants about safe riding techniques in adverse weather conditions - Communication strategy to notify the public of any impacts on event programme - If conditions warrant it, delay, postpone or cancel the event 	Event Organiser Chief Commissaire			
Excessive heat leads to heat stress and heat illness				<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - CA Heat Policy in place for all events 	Event Organiser Chief Commissaire			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Poor visibility creating a safety risk for participants and event personnel (e.g. fog, poor light)				<ul style="list-style-type: none"> - Event conducted during daylight hours - Conduct course inspection prior to event and identify potential hazards - Event personnel to wear fluorescent vests - Participants are required to have front and rear lights - All support vehicles to have headlights on - Provide instruction to event participants about safe riding techniques in poor visibility conditions - Lighting provided for outdoor evening events -If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event 	Event Organiser Chief Commissaire			
Bush fire creating a safety hazard and impacting on event				<ul style="list-style-type: none"> - Event scheduled during low risk bush fire season - Bush fire contingency plan developed for event in consultation with the relevant fire service and Police - Consultation with the relevant fire service and Police in case of potential impacting fire - First Aid officers on site at the event will have asthma inhalers - Fire extinguisher available and compliant to AS 1851 -If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities), or delay, postpone, or cancel the event 	Event Organiser Chief Commissaire			
Extreme weather creating a safety risk and causing a disruption to the event				<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - Contingency plan developed for extreme weather 	Event Organiser Chief Commissaire			
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury				<ul style="list-style-type: none"> - Conduct thorough site inspection and identify any potential hazards in risk assessment - Appoint a site manager for start and finish areas and feed stations - Supervise contractors during bump in and out - Brief Contractors as they come on site - Fence off areas where possible - Choose hard surfaces for parking areas where possible - Assess suitability of grassed parking areas after or during wet weather 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Inadequate waste management resulting in damage to reputation and/or injury				<ul style="list-style-type: none"> - Develop a waste management plan for start, finish areas, spectator areas and feed stations consistent with event scale and participant behaviour in liaison with waste contractor - Position bins for easy access during the event - All cable ties, damaged signage and other litter to be removed after use - Course and site inspections conducted before vacating event site 	Event Organiser			
Excessive noise resulting in public complaint and/or damage to reputation				<ul style="list-style-type: none"> - Notification of event provided to local traders and residents - Speakers directed away from residential areas - PA communication restricted to necessary communication before 7am 	Event Organiser			
Health and Safety								
Cyclist has a serious health problem (e.g. heart attack, stroke, asthma attack)				<ul style="list-style-type: none"> - CA members must declare they are medically and physically fit to participate in cycling events and disclose any pre-existing medical or other condition as a condition of membership - First Aid Officers on site and contactable and accessible throughout the event - Emergency Response Plan in place 	Event Organiser			
Event Traffic Management personnel being hit by vehicles during setting up and dismantling of traffic management				<ul style="list-style-type: none"> - Traffic Management Company contracted to provide service - Shadow vehicle used to protect personnel - Staff to wear fluorescent vests 	Traffic Management Providers			
Event Personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage				<ul style="list-style-type: none"> - Shadow vehicle with flashing amber light used to protect personnel - Event Personnel to wear fluorescent vests - Safe Work Method statement developed and briefing provided to personnel - Commence set up of infrastructure and signage after road closure or traffic control implemented 	Event Organiser			
Vehicles and event participants conflicting in car parking areas or at start and finish locations				<ul style="list-style-type: none"> - Parking plan developed for start and finish areas to minimize potential conflict between event vehicles and riders before and after the event - Rider Information Booklet requests event participants do not ride in vehicle parking bays 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
<p>Public vehicles and event participants conflict on course resulting in injury to participants</p>				<ul style="list-style-type: none"> - Consultation with event stakeholders including Police, the relevant road authority and the Chief Commissaire during event planning process - Traffic Management Plan (TMP) prepared by accredited traffic control contractor - Road closed to public traffic - Rolling road closure implemented by Police - Traffic controlled on the event course by accredited traffic controllers in accordance with the TMP - Ensure approved TMP is implemented - Courses open to traffic are selected with the goal of minimising the impact of traffic e.g. low traffic volumes roads, good visibility, wide roads, predominantly left hand turns etc. - Event warning signs displayed during the event - Signed lead and follow vehicles provide a warning to approaching traffic and protection for riders - Event warning signage erected in advance of event - Advance notification of event dates related by VMS units - Provide briefing and instruction to event participants on permit conditions and safe racing requirements 	<p>Event Organiser Commissaire Traffic Management Contractor</p>			
<p>Event support vehicles conflicting with competitors resulting in injury</p>				<ul style="list-style-type: none"> - Event support vehicles under the direction of the Commissaire via radio contact - Police motorbikes to accompany the movement of vehicles within the race convoy - Rider feeding and service from moving vehicles is not permitted - Vehicles are required to adhere to road rules unless under the direction of the Police - All Follow vehicles must be less than 1.6m in height - Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist' - All convoy vehicle drivers briefed prior to event - Drivers are asked to remain a sufficient distance (4-10 car lengths) behind riders - All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy 	<p>Event Organiser Chief Commissaire</p>			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Support vehicles conflicting with other vehicles or members of the public				<ul style="list-style-type: none"> - Event support vehicles under the direction of the Commissaire via radio contact - Police motorbikes to accompany the movement of vehicles within the race convoy - Support vehicles fitted with signage and flashing amber light - Support vehicles to remain in front or behind competitors only (unless in case of emergency) - Support vehicles to give way to moving traffic - Vehicles are to apply caution when approaching 'blind' corners and to choose safe sections of road and alert riders when overtaking - Vehicles are required to adhere to road rules unless under the direction of the Police - All Follow vehicles must be less than 1.6m in height - Ensure that all follow vehicle drivers have completed the 'Lead and Follow Vehicle Procedures Checklist' - All convoy vehicle drivers briefed prior to event - All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy 	Event Organiser Chief Commissaire			
Event participants injuring themselves by falling off their bicycles or crashing into each other				<ul style="list-style-type: none"> - Riders are graded or grouped appropriately in relation to skill and ability - Course approved by the relevant level Commissaire - Commissaire appointed to each grade/category - Riders responsibility to be familiar with the rules of racing (available on State Federation and CA websites) - Provide briefing and instruction to event participants about safe riding techniques - Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint - Ensure appropriate length of road beyond the finish line for rider stopping 	Commissaire Handicapper Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event Participants crashing as a result of hazards or obstacles on the course				<ul style="list-style-type: none"> - Course approved by relevant level Commissaire - Course inspection to identify all hazards and obstacles and minimize where possible (e.g. sweep debris, indicate potholes etc.) - Safety signage deployed (where possible) to indicate hazards - Provide briefing to riders on potential hazards and obstacles - If warranted, race can be neutralised through areas of potential hazard 	Event Organiser Commissaire			
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc.				<ul style="list-style-type: none"> - Rider Information booklet and/or event website advises participants that it is their responsibility to ensure that their bike is kept in good working order - Bike check conducted prior to the event 	Event Organiser Commissaire			
Participants suffering injury as a result of using illegal equipment				<ul style="list-style-type: none"> - Riders responsibility to be aware of the rules of competition (available on State Federation and CA websites) - Rules enforced by Commissaires - Bike and helmet checks conducted by officials 	Commissaire			
Grade or group of participants is too large for the course / venue increasing the risk of crashes				<ul style="list-style-type: none"> - Course approved by relevant level Commissaire - Reduce or limit participant numbers per grade or group as appropriate for the event course 	Chief Commissaire, Handicapper			
Skill, age or fitness level of participants too low for the course or conditions causing participant to be a risk to themselves or others				<ul style="list-style-type: none"> - Courses are approved by the appropriate level Commissaire in relation to the level of event - CA junior distance restrictions will apply - Provide briefing to riders on safe riding practices in relation to course conditions - New riders are identified and assessed prior to event - If conditions warrant it, modify the course (subject to modifications meeting permit conditions) or delay, postpone or cancel the event 	Commissaire Handicapper			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Skill, age or fitness level of participant not comparable with their nominated Grade or Group causing participant to be a risk to themselves or others				<ul style="list-style-type: none"> - Category 4 and above racing events restricted to current Cycling Australia Gold licence holders - Event Registration taken through the State event entry process has riders reviewed and graded by the State Handicapper - Category 5 and 6 events are graded or handicapped by a club handicapper - CA junior distance restrictions will apply - New riders are identified and assessed prior to event - The relevant State or Territory body is contacted for details on interstate riders 	Commissaire Handicapper			
Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications				<ul style="list-style-type: none"> - Riders responsibility to be familiar with the rules of racing - Riders are distinguished by a racing number - Race rules detailed on website and Rider Information booklet - Pre-race briefing details race rules and conditions - Non-compliant competitors face warning, disqualification and/or fine issued by race officials - Racing stopped in cases of ongoing offenders 	Event Organiser Commissaire			
Support vehicles not complying with event rules and requirements resulting in accident, injury, damage to reputation, financial and/or legal implications				<ul style="list-style-type: none"> - Rules and requirements established in consultation with Chief Commissaire, Police and other relevant authorities - All convoy vehicle drivers briefed prior to event - Registration numbers of official vehicles provided to Police - Instructions for rider support vehicles provided in Rider Booklet - All team managers must attend a meeting prior to the event to be eligible to have a vehicle in the race convoy - Commissaires in radio contact with convoy vehicles - Offending vehicles can be removed from event convoy - Riders associated with offending vehicles can face warning, disqualification and/or fine issued by race officials 	Event Organiser Chief Commissaire			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Unexpected adverse traffic conditions (which may vary during the event) pose a safety risk to participants				<ul style="list-style-type: none"> - Chief Commissaire and Race Director able to be contacted by radio and/or mobile phone - Consult with traffic management provider - Modify the course distance (subject to modifications still meeting with approvals from relevant authorities) or neutralize the relevant section of the event - If conditions warrant it, delay, postpone or cancel the event. 	Commissaire Race Director			
Grades or categories of riders merge, overlap or overtake each other causing riders to crash or conflict with vehicles				<ul style="list-style-type: none"> - Commence graded races in order of fastest to slowest when completing the same course - Apply a time gap between grades or categories to minimise risk of groups overlapping - Limit group sizes in accordance with the nature of the course - Should the situation of merging grades or categories occur, plan to neutralize the slower moving group until the faster group has passed - Ensure appropriate traffic management has been implemented to cater for the possibility of a large group on the road 	Event Organiser Commissaire			
Individual riders or teams in a time trial event merge causing riders to crash or conflict with vehicles				<ul style="list-style-type: none"> - Drafting not permitted in individual and team time trials - Provide briefing and instruction to event participants on drafting and overtaking rules - Officials on course to police drafting rule - Riders are seeded from the fastest to the slowest and started in reverse order - Time gaps between starts for riders are applied to minimise the likelihood of passing 	Event Organiser Chief Commissaire			
Riders take advantage from, or contribute to, another grade or race category potentially creating a safety risk and/or affecting the outcome of the race				<ul style="list-style-type: none"> - Riders are not permitted to join another grade or race category and briefing provided - Grades and categories distinguished by different colour numbers or range of numbering - Commissaire appointed to each race category or grade 	Commissaire Event Organiser			
Participant going the wrong way on the course or venue causing risk to others or risk of getting lost				<ul style="list-style-type: none"> - Event course made available to all participants pre-race. - Provide concise pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity - Ensure lead vehicle driver is aware of the course 	Event Organiser Commissaire			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Feed stations positioned inappropriately causing participants to crash				<ul style="list-style-type: none"> - Ensure that feed station location is situated on a flat or uphill section with high visibility, and sufficient width and length for participants to manoeuvre - Ensure all rider feeding is conducted on the left hand side of the road 	Event Organiser			
Feed station staff or rider feeders conflict with event participants causing injury				<ul style="list-style-type: none"> - Ensure that feeders remain on the left hand side of the road behind the white line - Feed station staff briefed on rider feeding procedures - Feeding instructions detailed in the Rider Information Booklet 	Event Organiser			
Participants are left stranded on the course				<ul style="list-style-type: none"> - Event finishers are checked against starting list - All riders are briefed on handing their numbers in to the Commissaire if they abandon the event - All riders have electronic transponders on their bike for timing and recording purposes - Ensure that the driver of the sweep vehicle (if available) is briefed on remaining behind the last rider in the race and they pick up any participants (or advise of their location) who are unable to complete the event - Sweep vehicle in communication contact with Commissaire and Event Organiser - Additional vehicles available to transport stranded riders 	Event Organiser Commissaire			
Volunteers are left stranded on the course				<ul style="list-style-type: none"> - Event marshals in contact by two way radio - Volunteers provided with transport to and from remote sites - Sweep Vehicle to drive course and advise marshals that last rider has passed their station - Volunteers required to check in with Event Manager when returned from event duty 	Event Organiser			
First Aid inadequate for the event				<ul style="list-style-type: none"> - Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider - First Aid Officers in contact by two way radio 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Delayed or inappropriate response to medical emergency results in serious injury/death				<ul style="list-style-type: none"> - Event Accident/Incident (Emergency) Plan in place - First Aid Officers on site and in contact by two way radio - Local hospital made aware of the event - Event marshals briefed on procedure if Emergency Vehicles need to access site 	Event Organiser			
Emergency vehicle access restricted or difficult				<ul style="list-style-type: none"> - Emergency services made aware of the event and road closure schedules - Routine emergency services routes identified - Alternate Emergency Service vehicle access identified in Traffic Management Plan - Adequate communication system in place to alert event staff and participants of emergency vehicle access - Procedure in place to remove/restore barriers for emergency vehicle access 	Event Organiser			
Cyclists conflicting with dogs or other animals causing injury or distress				<ul style="list-style-type: none"> - Seek approval to conduct event with local Council - Advise Council Ranger (if relevant) - Advise local residents of event and request that dogs be contained - Dogs sighted to be not on leads reported to Event Organiser - Lead vehicle to report animals on road to Chief Commissaire - Chief Commissaire to neutralise race, if necessary 	Event Organiser Chief Commissaire			
Exposure to the sun results in sunburn to competitors, spectators or staff				<ul style="list-style-type: none"> - Provide UV protection, hats and shaded areas - Volunteers given sunscreen, water and advised to wear sunglasses and a hat - Provide adequate supply of drinking water - Competitors and event staff briefed on protection from the sun - All event staff to undergo OH&S induction briefing 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Participants crashing when attending spares vehicles are blocking the road				- All riders are briefed on the procedure (hand in the air, dropping to the rear of the field and stopping on the left hand side of the road) if they suffer a puncture and require a spare wheel from the Spares Vehicle. - Ensure that the Spares Vehicle drivers and support have read the 'Lead and Follow Vehicle Procedures Checklist' and have been briefed on their role.	Commissaire Race Director			
Vehicles crashing into riders, oncoming vehicles or being forced off the road in the process of attempting to pass riders and official follow vehicles on open roads.				- 'Rider Information Booklet' contains details on rider support vehicle procedures (approved by police). - Commissaire vehicle to warn riders of vehicles overtaking from behind - Vehicles to follow directions of Police when overtaking event convoy - Provide deviations for support vehicles (where possible)	Event Organiser Commissaire			
Riders crashing as a result of outrider motorbikes converging into race when they have insufficient room to pass when manoeuvring up and down the peloton				- Motor bike riders are briefed on their role and asked to select safe stretches of road and alert riders of their presence when intending to ride beside the peloton - Riders are briefed on remaining to the left when they are alerted by the motorbikes	Commissaire Race Director			
Motorbike pillion passengers (e.g. camera operators) suffering injury as a result of falling from the motorbike				- Pillion passengers briefed on safety procedures - Any motor cycle carrying a pillion passenger facing rearwards for the purpose of filming the event shall: <ul style="list-style-type: none"> • Be fitted with special sitting apparatus to accommodate the camera operator • Have the motor cycle and apparatus inspected and approved by the state department for Roads with a permit issued • Carry a copy of the permit to be produced to any member of the Police Service on request. • Use a permit that has been granted for this particular event only 	Contractors Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Riders conflicting with support vehicles when sprinting for the finish line.				<ul style="list-style-type: none"> - All vehicles are diverted away from the finishing straight in accordance with the Traffic Management Plan. 	Event Organiser			
Riders crashing into spectators or members of the public				<ul style="list-style-type: none"> - Barrier fencing provided in areas of increased spectators before and after the finish line (at least 75m before and 50m after for cat 2 events and above) - Designated pedestrian crossing points to be manned by event staff briefed in crossing procedure - Directional signage leading to crossing points - Event commentator advises spectators of approaching riders - Security and/or Police in place to restrain crowd - Avoid distributing sponsor advertising material that could impede riders e.g. clapping hands 	Event Organiser			
Riders crashing into event signage or barriers causing injury				<ul style="list-style-type: none"> - Ensure event signage and barriers are positioned in accordance with site and signage plans - Ensure signage on course is located off the side of the road - Ensure signage and barriers do not have sharp protrusions - Ensure that barriers and signage is secured - Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint 	Event Organiser			
Participants are physically distressed as a result of the demands of the course				<ul style="list-style-type: none"> - Course map and profile are provided prior to the event for participants. - Riders advised to have support crew for the event - CA Heat Policy in place for all events - Sweep/follow vehicle is available to pick up participants who are unable to complete the event. - First Aid Officers available at the event 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Participants become dehydrated or do not have enough nutrition during the event				<ul style="list-style-type: none"> - Competitors advised to carry adequate fluid and nutrition (event website, Rider Information Booklet and pre-race briefing) - CA Heat Policy in place for all events - Feed and drink stations provided at nominated locations - Neutral water stations provided at nominated locations - Mobile motorbikes to provide nutrition and water at nominated locations 	Event Organiser			
Officials, event staff or volunteers become dehydrated or do not have enough nutrition for the event				<ul style="list-style-type: none"> - Ensure that water is available for officials, event staff and volunteers - Ensure that all official event vehicles are stocked with water and nutrients - Ensure food is available for event duties exceeding 3 hours - CA Heat Policy in place for all events 	Event Organiser			
Broken glass or dangerous containers provide a hazard to riders, vehicles, spectators and supporters				<ul style="list-style-type: none"> - Glass or any other dangerous containers are prohibited for rider feeding (Event Website, Rider Information Booklet) 	Event Organiser			
Pedestrians or cyclists conflicting with vehicles when accessing course causing injury				<ul style="list-style-type: none"> - Select access to course that does not involve potentially dangerous road crossings - If the event parking or base is a long way from the course, the route should be clearly indicated by suitable signs or maps (information sheets or programs) - Major road crossings should be manned by event marshals in fluorescent vests - Traffic controllers or police can be used in exceptional circumstances 	Event Organiser			
Lifting excessive or awkward loads resulting in musculo-skeletal injury				<ul style="list-style-type: none"> - Set Up Crew briefed on manual handling techniques - Use appropriate number of crew to lift object - Use trolleys or wheeled cases to transport heavy equipment 	Event Organiser Event Staff			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Exposure to live electrical leads or switches resulting in electrocution				<ul style="list-style-type: none"> - All outlets to be considered live unless disproved - Live points to be isolated and lockout tagged and standard checks undertaken before making equipment live - No equipment to be used that appears badly maintained or damaged - All leads laid on the ground to be protected with matting - All portable electrical equipment already tested and tagged and current in accordance with AS 3760 - Power cords to be removed from the live supply prior to location, relocation or extraction 	Event Organiser Event Staff			
Use of generators creates risk of electrocution, burns, fire or injury				<ul style="list-style-type: none"> - All portable electrical equipment already tested and tagged and current in accordance with AS 3760 - Event generators to be protected by suitable barriers - No hot refuelling of generators to take place - No spare fuel to be stored in the proximity of the generator - Power cords to be removed from the live supply prior to location, relocation or extraction 	Event Organiser			
Electrical leads causing a trip hazard				<ul style="list-style-type: none"> - All leads laid on the ground to be protected with matting - Leads to be located in areas away from pedestrian traffic (wherever possible) 	Event Organiser			
Inadequate amenities and/or maintenance resulting in damage to reputation or injury				<ul style="list-style-type: none"> - Establish participant numbers and expected attendance numbers - Ensure appropriate number of accessible toilets - Monitor, clean and re-stock toilets on the day 	Event Organiser			
Emergency evacuation causing disruption or cancellation of event, damage to reputation, financial impact or legal impact				<ul style="list-style-type: none"> - Emergency Response Plan in place - Establish evacuation plan for each site with Police 	Event Organiser			
Barriers being moved resulting in injury or damage of property or equipment				<ul style="list-style-type: none"> - Traffic barriers installed by traffic management company - Water barriers filled by water truck - Security and/or Police on site 	Contractors Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Patrons or event personnel under the influence of alcohol or drugs exhibit behaviours that damage the reputation of the event, damage property or cause injury				<ul style="list-style-type: none"> - Alcohol only served in compounds managed by event approved licenced contractors - Security monitoring crowd behaviour - No event staff, volunteers or contractors to be under the influence of alcohol or drugs while working - Shuttle bus service provided - Public transport services available 	Event Organiser			
Production and Infrastructure								
Podium stage collapsing resulting in injury or damage of equipment				-Set up crew check stage to ensure that it can support people and equipment	Contractor			
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property				<ul style="list-style-type: none"> - Ensure that barriers, signage and gantry are secured - Use sand bags as an alternative rigging method - Ensure gantry is erected by a qualified event staff or contractors 	Event Organiser Contractors Event Staff			
Signage difficult to read or understand				<ul style="list-style-type: none"> - Safety signage to be an appropriate size and clarity to be easily understood - Signage to be erected in a location with clear visibility for approaching traffic and/or event patrons 	Contractors Event Organiser			
Timing equipment malfunction				<ul style="list-style-type: none"> - Test timing system prior to event day - Ensure power supply in place for timing equipment and laptop computer - Ensure that back up stopwatches are in place 	Event Organiser			
Inadequate bump in time results in risks and hazards not being addressed				<ul style="list-style-type: none"> - Prepare 'run sheet' for event detailing the tasks, timeline and person responsible - Organise enough time for bump in and briefing of crew 	Event Organiser			
Road closure/opening implemented late impacting on the event and damaging reputation				<ul style="list-style-type: none"> - Schedule of road closures and reopening agreed upon by key stakeholders and adhered to - Traffic controllers to enforce total road closures and isolation of car parks for peloton and race progress 	Contractors			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Insufficient or incorrectly positioned signage on course				<ul style="list-style-type: none"> - Adequate informational and safety signage deployed to satisfy operational needs and identified hazards - Traffic Management plan and signage plan approved by local Shire, Main Roads and Police - Copy of plans provided to event set up personnel and available at event control centre - Pre-event course inspection conducted - Event marshals in contact by two way radio - Theft or damage of deployed signage to be reported immediately to the Event Organiser 	Event Organiser			
Existing signage contradicted on course				<ul style="list-style-type: none"> - Standing municipal signage to be covered or removed where contradicted by event signage for the duration of the event - Incorrect or contradictory signage to be reported and replaced immediately 	Contractors Event Organiser			
Event signage and devices being lost or stolen as a result of being left on course resulting in financial implications and/or affecting future operations				<ul style="list-style-type: none"> - Event personnel assigned to collect signage - Audit of event signage conducted at the conclusion of the event - Post event course inspection conducted for forgotten infrastructure - Theft or damage of deployed signage to be reported immediately to the Event Organiser 	Event Organiser			
Event support vehicle breaks down impacting on the event				<ul style="list-style-type: none"> - Ensure all vehicles have sufficient fuel for the duration of the event - All vehicles in communication contact with the Commissaire - Use reliable vehicles wherever possible - Develop contingency plan - Vehicles equipped with sets of triangle signs which shall be displayed in the event of breakdowns 	Event Organiser			
Insufficient power access to meet the demands of the event				<ul style="list-style-type: none"> - Confirm location and the number of power supply outlets for event site/s - Obtain requirements from contractors and staff - Provide details of requirements to local council - Provide portable generators (if required) - Ensure that the appropriate length extension cords are available 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Communications breakdown due to phone or radio network failure				<ul style="list-style-type: none"> - Test the strength of radio and phone networks prior to event - Signal relays in place to ensure signal coverage - Use of satellite phones where required - Spare batteries and headsets ordered - Correct radio communication protocols explained to all radio users at briefing - Establish responsibilities and chain of command - Develop contingency plan 	Event Organiser			
Two way radio channel list is not communicated to event personnel				<ul style="list-style-type: none"> - Channel listing issued to all radio users 	Event Organiser			
Insufficient two way radios for key stakeholders				<ul style="list-style-type: none"> - Two way radio requirements calculated and provided to radio supplier in advance - List of radio allocation and distribution to be kept - Event radios made available to emergency services contacts, first aid and other key external stakeholders 	Event Organiser			
Complaints by local residents are damaging to reputation of the event				<ul style="list-style-type: none"> - Notification of event to be provided to local residents prior to event - Event notification signage to be erected at least two (2) weeks prior to event - Details of event and road closure given to local media prior to event - Advance notification of road closures and special event dates related by VMS units placed in advance of event 	Event Organiser			
Complaints by the general public are damaging to the reputation of the event				<ul style="list-style-type: none"> - Riders are prohibited from urinating in public areas, littering and using foul language - Rider information booklet details the penalties for offenders - Ensure adequate amenities and waste bins are in place - Riders are required to wear a helmet, at all times, when riding on the road and offenders will face penalties 	Event Organiser Commissaires			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications				<ul style="list-style-type: none"> - Authorities and cycling organisations engaged in the planning process for the event - New hazards that arise during the event will be subject to risk assessment and incorporated into the risk management plan - De-brief meeting conducted with event stakeholders - Event Report completed by Event Manager within 14 days of event - Commissaires Report completed by Chief Commissaire within 14 days of event 	Event Organiser Chief Commissaire			
External emergency impacts on event				<ul style="list-style-type: none"> - Adequate communication systems in place to allow alarm to be raised by an outside source - Emergency Services aware of event - Event Organisers in constant communication with Emergency Service Providers 	Event Organiser			
Road works impact on event leading to disruption of event or injury				<ul style="list-style-type: none"> - Local council and/or State road authority consulted in planning process - Course inspection conducted prior to event - Impact of ongoing road works assessed in relation to event - Riders briefed on potential hazards or obstacles - Support vehicles advised of potential hazards or obstacles - Safety or warning signage deployed where required - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event 	Event Organiser			
Course invasion by spectators impacts on event				<ul style="list-style-type: none"> - Crowd control barriers provided in areas of high spectator numbers e.g. start and finish areas, KOM points - Police presence at event - Security to monitor crowd behaviour - Alcohol served in event approved venues by qualified staff 	Event Organiser			
Hazards placed on course by members of the public impacts on the event				<ul style="list-style-type: none"> - Course inspection conducted prior to event - Communication strategy in place - Vehicles available to transport stranded riders 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Car parking over-crowding causes distress, damages reputation and/or impacts on event				<ul style="list-style-type: none"> - Designated parking provided for event officials and VIP's - Parking plan developed for event site - Separate car parking for spectators with overflow areas agreed - Separate parking for event contractors and heavy vehicles - Advance warning signage indicates closure of parking bays for event - Illegally parked cars reported to council - Shuttle bus service organised to transport event patrons - Public transport services advertised 	Event Organiser			
Traffic Management plan not implemented before start or arrival of riders and impacting on event				<ul style="list-style-type: none"> - Schedule for implementation of traffic management plan developed and adhered to - Confirmation sought from providers prior to start or arrival of event - If necessary, delay, postpone or cancel the event 	Event Organiser Contractors Chief Commissaire			
Inadequate facilities for people with disabilities damages reputation of event				<ul style="list-style-type: none"> - Allocate close parking facilities for disabled patrons - Ensure specifically designed toilets available - Ensure provision of ramps where required 	Event Organiser			
Lost child/adult leading to distress, panic or injury				<ul style="list-style-type: none"> - Develop procedure for dealing with a lost person and include in Event Management Plan and staff briefings - Establish 'lost child' location on site - Allocated event staff to have current Working With Children (WWC) card - Temporary lighting provided at conclusion of outdoor evening events 	Event Organiser			
Police, State Department for Roads or local council express concerns about the operation of the event on the day damages reputation				<ul style="list-style-type: none"> - All relevant authorities engaged in the planning process - Copies of all permits available at the event - All requirements contained in the permits are adhered to - Contact number for event organiser provided to authorities 	Event Organiser			
Inappropriate or uninformed comments to media and/or authorities damages reputation of the event				<ul style="list-style-type: none"> - Event spokesperson nominated - All media and authority enquiries to be directed through spokesperson - All event staff and volunteers advised of protocol 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Security								
Security issue resulting in disruption of event, damage to equipment/infrastructure or injury				<ul style="list-style-type: none"> - Develop security plan in consultation with Police - Establish secure area for valuable equipment - Security contractor on site to monitor crowd behaviour and protect equipment 	Event Organiser			
Loss of property resulting in damage to reputation, legal implications or financial implications				<ul style="list-style-type: none"> - Establish secure area for valuable equipment including wheels in spares vehicles - Appoint site manager for start and finish areas and feed stations - Receipt ticket provided for spare wheels (used to reclaim wheels) - Note made of riders receiving spare wheels during race - Security and/or Police on site 	Event Organiser			
Inadequate crowd management leading to disruption of event or injury				<ul style="list-style-type: none"> - Develop crowd management plan in consultation with security contractor and Police - Security to monitor the crowd behaviour and secure areas - Barrier fencing erected in crowded areas e.g. start and finish areas - Event warning signs displayed on public thoroughfare at entry to site - Pre-event communication to public on site conditions of entry e.g. no BYO alcohol 	Event Organiser			
Theft of cash				<ul style="list-style-type: none"> - Event personnel handling cash are not located alone - Remove cash periodically to a more secure area - Radios or mobile phones allocated to personnel handling cash - Utilize electronic entry systems - Security on site 	Event Organiser			
Financial								
Budget blow out damaging to reputation and resulting in need to downscale event				<ul style="list-style-type: none"> - Regular budget review at planning meetings - Agreed budget established in advance - Contingency confirmed in budget - Confirmed costing's in writing 	Event Organiser			
Sponsor fails to meet sponsor obligations resulting in damage to reputation and financial impact				<ul style="list-style-type: none"> - Develop sponsor agreement letter signed by both parties - Maintain regular contact with sponsors in planning stages 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event Organiser fails to meet obligations for sponsors resulting in damage to reputation, legal and financial impact				<ul style="list-style-type: none"> - Develop sponsor agreement letter signed by both parties - Maintain regular contact with sponsors in planning stages - Contractual obligation reflected in site plans and run sheets - Ensure all event personnel and volunteers are briefed on sponsor rights at the event 	Event Organiser			
Ambush marketing resulting in damage to reputation and financial loss to sponsors				<ul style="list-style-type: none"> - Event Manager on site to confirm what is officially endorsed sponsorship on site - Security officer on site - Police on site 	Event Organiser			
Riders using performance enhancing drugs damage the reputation of the event				<ul style="list-style-type: none"> - Event conducted under the auspices of Cycling Australia (CA) - CA promotes a 'zero tolerance' to doping - CA has its own anti-doping policy consistent with the World Anti-Doping Agency (WADA) - Asthma and therapeutic use exemption policies in place - Riders responsible for their own fluid and nutrition - All riders can be subject to testing 	Cycling Australia			
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation				<ul style="list-style-type: none"> - Event Approvals attained from relevant authorities e.g. police, local council, main roads department - Event sanctioned by State body - Certificate of currency obtained from Cycling Australia - All competitors are Gold licenced members of CA and licences are collected and held for the duration of the event - Officials, convoy drivers, and event organising committee are all current members of CA 	Event Organiser			
Key stakeholders and contractors do not have appropriate insurance cover leading to legal/financial implications and damage to reputation				<ul style="list-style-type: none"> - All key stakeholders and contractors to have acceptable levels of effective public liability and Workcover insurance in place and on record - All contractors employing sub-contractors are responsible for ensuring that their sub-contractors have relevant insurance and OHS documentation in place 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event coincides with another major cycling event or event of a similar nature affecting entry numbers				<ul style="list-style-type: none"> - Review event calendars for CA websites - Select date that does not conflict with major CA events - Confirm with local shire that date is free from other major events 	Event Organiser			
Human Resources								
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury				<ul style="list-style-type: none"> - Establish roles and responsibilities for event staff and volunteer positions - Assign personnel to each position - Distribute event documentation (e.g. event management plan, run sheets, site maps etc.) to relevant staff 	Event Organiser			
Volunteers and staff unaware of event responsibilities or do not have sufficient training or experience				<ul style="list-style-type: none"> - Volunteers and event staff assigned to positions on the basis of skill and experience - Volunteers and event staff supervised by Event Manager - Briefing and instruction provided on roles and responsibilities - Volunteers not to be engaged in high risk work - Volunteers not to be rostered for excessive hours 	Event Organiser			
Volunteers fail to attend the event				<ul style="list-style-type: none"> - Volunteers engaged throughout event planning process - Contingency Plan in place 	Event Organiser			
Traffic and Transport								
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury				<ul style="list-style-type: none"> - Local residents/businesses notified of road closures - Traffic Management Plan developed by accredited traffic management company in liaison with stakeholders - Traffic controllers provided at critical points and times - Police escort to provide rolling road closure - Liaison with public transport providers in planning stages - Advise freight companies that may be affected by event 	Event Organiser			



Risks	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Public transport providers, taxi's and/or bus services unaware of event impacting on event and damaging reputation				<ul style="list-style-type: none"> - Consult with public transport and taxi operators in traffic management plan preparation - Advise all public transport providers, bus services and taxi services likely to be affected by the staging of the event at least two weeks prior to the event - Event notification signage erected at least two weeks prior to the event 	Event Organiser			