Risk Management Plan

Background

This plan describes risks to competitors, which may be encountered during the **ASOC Sprint Distance Championships** held at *Orana Steinar School,* ACT, on Tuesday 29th September 2026, as part of the 2026 Oceania and ASOC Orienteering Carnival and which may require the assistance of parties external to Orienteering ACT (OACT) (e.g. Emergency Services). It does not cover risks that might be encountered by competitors outside of their attendance at the actual events (e.g. whilst participating in other activities not organised by OACT) during the period in which they are visiting Canberra for this carnival, travelling between the events, or encountered at accommodation, which they have arranged independently.

Get First Aid will provide First Aid.

Insurance

This event is covered by Sportscover Australia Pty Ltd organised by Orienteering Australia, Certificate **91943**, Policy # PMEL99/0060397 (expires 31/1/27).

Risk Identification

The risks identified in this plan are of three types:
1. Risks to competitors or officials participating in the event.
2. Risks to the successful conduct of the event itself.
3. Risks to outside parties (e.g. landholders, the general public), affecting either person or property.

Potential risks are listed in the following table under these three types, together with means of addressing them. This table also includes columns for assessing the likelihood and seriousness of each risk at the venues to be used, taking account of the time of the year when the event is scheduled.

Assessment Guidelines

The likelihood and seriousness (consequence) of each risk are assessed using a numerical scale where 1 = lowest and 5 = highest. The following examples are indicative of how these numerical assessments should be applied.

Likelihood

Rating	Scale	Criteria	
1.	Remote	a.	Would only occur in highly exceptional circumstances.
		b.	An extremely remote chance of an occurrence.
2.	Unlikely	a.	Not likely to occur.
		b.	A small, but remote chance of occurrence due to the circumstances or situations that could arise.
3.	Possible	a.	Likely to occur at least once, but not expected to occur much more than this.
4.	Likely	a.	Likely to occur more than once, but not an 'everyday' occurrence.
		b.	Preconditions will arise at times.
5.	Almost Certain	a.	Will occur.
		b.	Circumstances are likely to arise often throughout the period which will provide the opportunity for the crystallisation of the risk.
		c.	Expect frequent/ regular occurrences.

Seriousness (Consequence)

Rating	Description	Criteria
1.	Insignificant	a. no injuries or fatalities; b. little community disruption; c. no environmental or other damage; or d. no significant effect on event.
2.	Minor	a. small number of injuries; b. no fatalities; c. only first-aid required; d. some environmental or other damage (but not lasting); or e. competitors' enjoyment of event reduced.
3.	Moderate	a. hospital treatment required; b. no fatalities; c. some community inconvenience; d. some environmental damage (small long-term effect); e. other damage; f. major disruption to event or courses cancelled; or g. cancellation of minor event.
4.	Major	a. extensive injuries; b. significant hospitalisation; c. some services unavailable; d. extensive environmental damage (long term affect); e. other extensive damage; f. some community displacement; or g. cancellation of the event.
5.	Severe	a. fatalities; b. injuries and extended hospitalisation periods; c. widespread community displacement; d. extensive and widespread damage; e. significant short or long term environmental damage.

As a rough guide, if the product of the likelihood and seriousness ratings is 8 or more (eg 4 x 2 or 3 x 3), particular attention should be paid to reducing the risks. All risks, however, should be managed through risk control measures as far as practicable. Some risks may be affected by weather or other conditions prevailing on the day of the event, and should be reviewed in this context.

Evaluation and Monitoring

Should an accident or other incident occur during an event, the event controller should report to the OACT with respect to:

(a)   whether the risk was anticipated; and

(b)   what actions were taken to control the risk.

If necessary, the risk management plan will be reviewed to reflect the additional risk factor or further actions for controlling. The risk management plan should therefore be treated as dynamic and subject to continuous refinement.

Risk Register

The following checklist identifies risk control measures relevant to these events. The likelihood and seriousness of each risk has been rated using a numerical scale (1 = lowest, 5 = highest). The higher these ratings, the greater priority has been given to controlling the risk.

Nature of risk	Likeli-hood	Serious-ness	Risk control measures	Check
A. Risks to competitors or officials				
Minor injuries to competitors (e.g. grazes, sprains)	4	2	1. First aid kit available at assembly area. 2. First Aid provider (Get FirstAid) to attend 3. Participants to acknowledge the risks associated with orienteering during entry process.	

Major injuries to competitors (e.g. broken limb)	2	3	1. Stretcher available at assembly area. 2. Mobile phones and satellite phone available at each event. 3. Arrangements available for emergency access to course area (e.g. keys to locked gate, maps showing access routes). 4. Suitable vehicles available to convey retrieval team as close as possible to the injured competitor. 5. Competitors will be advised to carry a whistle to assist in attracting attention in the event of injury. 6. Event Organiser has contact details for emergency services, refer below. 7. Participants to acknowledge the risks associated with orienteering during entry process. **Note:** The rules of orienteering require competitors to abandon their course and assist an injured competitor if necessary.	
Attack by wild animals (e.g. snakes, wild pigs, wild dogs)	1	3	As for major injuries to competitors.	
Accidents due to fixed hazards (e.g. cliffs, deep rivers, mineshafts). Specific hazards identified are listed below.	1	4	1. Courses set to avoid hazardous areas. 2. Hazards marked on maps. 3. Significant hazards taped in terrain. 4. Warnings issued to competitors in the event bulletin. 5. Participants to acknowledge the risks associated with orienteering during entry process.	
(a) Accidents due to cliffs and steep rock faces.	1	4	1. Courses set to avoid large cliffs. 2. Competitors issued warning in the event bulletin.	
(b) Accidents due to fence crossings.	1	2	1. Provide adequate fence crossings marked on map and in terrain. 2. Courses set to appropriate standard for the competition class. 3. Competitors notified of crossing points in event information and on map.	
Accidents due to variable hazards affected by weather (e.g. slippery wet rocks or logs, flooded creeks). Specific hazards identified are listed below.	4	2	1. Warnings issued to competitors in the event bulletin. 2. Participants to acknowledge the risks associated with orienteering during entry process.	
(a) Accidents due to wet logs.	2	3	1. Participants to acknowledge the risks associated with orienteering during entry process.	
(b) Accidents due to flooded creek	1	3	1. Participants to acknowledge the risks associated with orienteering during entry process. 2. Safe crossing points identified (e.g. taped) or installed (e.g.ropes, temporary bridges). 3. Event (or some courses) cancelled if flooded creeks are impassable or dangerous to competitors.	
(c) Accidents due to falling trees in case of high wind.	1	4	1. Participants to acknowledge the risks associated with orienteering during entry process. 2. Cancellation of event in case of severe weather warning issued by Bureau of Meteorology.	
Traffic accidents at road crossings on course	2	3	1. Courses set to avoid at-grade road crossings where possible. 2. Compulsory crossing points identified and manned if road crossing required. 3. Warnings issued to competitors in event bulletin	
Traffic accidents at assembly/ parking area	2	2	1. Assembly/ parking area located away from heavily trafficked roads. 2. Signs to warn traffic erected on roads (or traffic marshals in position).	
Competitors suffer dehydration/ heatstroke in hot weather	2	2	1. Event scheduled to avoid the hottest period of the day. 2. Ample water supplied at assembly area, at start and on courses. 3. Warnings issued to competitors (written). 4. Encourage competitors to take their own water supply on the course (written).	

Nature of risk	Likelihood	Seriousness	Risk control measures	Check
			5. Event rescheduled to earlier in the day if heat likely to affect many competitors.	
Competitors suffer hypothermia in cold weather	2	2	1. Avoid conducting events in areas subject to extreme cold during winter period. 2. Locate start and assembly area in sheltered location or erect shelter for competitors. 3. Warnings issued to competitors (written). 4. Event cancelled in extreme situations.	
Competitors suffer excessive sun exposure	2	2	1. Event scheduled to avoid the hottest period of the day. 2. Sunscreen available to competitors at assembly area. 3. Locate start and assembly area in sheltered location or erect shelter for competitors. 4. Warnings issued to competitors (written).	
Transmission of blood-borne diseases	2	3	1. First aid officials supplied with disposable gloves.	
Transmission of saliva-borne diseases (e.g. through shared drinking cups)	2	2	1. Adequate cups supplied at finish, start and drink controls. 2. Encourage competitors to take their own water supply on the course	
Competitors seriously lost or overdue necessitating a search	1	3	1. Course closing time advised to all competitors. 2. Safety directions (bearing or description) advised to all competitors and written on all maps. 3. Regular monitoring of competitors (especially juniors) spending an excessive time on the course. 4. Maps available of area surrounding competition area, including information on vehicular access. 5. Adequate number of fit persons available to assist with search at end of event if required. 6. Telephone number for emergency services available at assembly area, together with mobile phone and satellite phone. **Note:** See OACT Guidelines on Search Procedures for further information.	

Nature of risk	Likeli-hood	Serious-ness	Risk control measures	Check
B. Risks to conduct of event				
Access to event area prevents by seasonal conditions (e.g. flooding, snow, high wind)	1	3	1. Event scheduled to avoid high risk periods.	
Permission to use area withdrawn by landholder/manager	2	3	1. Maintain effective and regular liaison with landholder/ manager. 2. Ensure access arrangements are agreed and understood well in advance of event. 3. Event plan has provision for alternative areas to be used if necessary.	
Conflict with other uses of area (e.g. shooting, archery, motorsport)	1	3	1. Confirm no likelihood of conflict with landholder/ manager. 2. Contact other known regular users of area if necessary. 3. Erect flyers at major access points a few weeks before competition	
Competitors have difficulty finding assembly area	2	2	1. Provide google map link and accurate written instructions prior to event in the event bulletin 2. Provide clear signage along route to assembly area.	
Event disrupted by extreme weather, e.g. wind, snow, heavy rain	2	3	1. Event scheduled to avoid high risk periods.	
Event cancelled due to extreme fire danger or total fire ban.	2	4	1. Event scheduled to avoid high risk periods.	

Nature of risk	Likelihood	Seriousness	Risk control measures	Check
Courses cancelled due to technical mistakes or deficiencies	3	3	1. Technical planning of events subject to independent review by controller (see controller manuals etc. for details) and IOF Senior Event Advisor. 2. Suitably experienced course planners and organisers appointed.	
Theft of controls during or immediately prior to event	3	3	1. Controls sited in inconspicuous locations as far as practicable. 2. Controls checked by early runners from organising team (or other officials).	
Failure of computers	2	2	1. Computer systems (hardware or software) tested under event conditions prior to event. 2. Backup computer available.	
Failure of electronic punching/ timing units	2	2	1. Manual punches on all control stands, with punch boxes on maps and competitors briefed with respect to alternative punching. 2. Multiple electronic punches available for clear, check, start and finish.	
Mistakes in 'final' results	2	3	1. Manual checking of competitors SI card at the start. 2. Competitors download at finish to two independent event software databases 3. Event software database(s) backed up at regular intervals during the event.	
Failure of power supply to finish computing system	2	3	1. Back up generator provided at event 2. Back up battery to provide power to computing network hardware	
Withdrawal of key officials due to excessive demands	2	3	1. Workload reduced by some routine tasks (e.g. obtaining permission from government agencies, results processing, publicity, banking) handled by other officers. 2. Supporting officials organised through clubs or program co-ordinator. 3. Controller responsible for monitoring workloads and suggesting action if workloads become excessive. 4. Regular monitoring of workloads and progress by Carnival Director.	
Withdrawal of key official due to illness or injury	2	3	1. Assistant/ deputy appointed to work with each key official and take over if necessary.	
Shortage of human resources to conduct event successfully	1	2	1. Organiser prepares detailed roster of human resource requirements and names and times for future tasks. 2. Controller responsible for monitoring available human resources and suggesting action if resources are inadequate. 3. Club or program co-ordinator should monitor resources and assist in supplementing these if necessary.	
Equipment items not brought to event	2	2	1. Comprehensive equipment checklist prepared prior to event. 2. Organiser confirms responsibilities for bringing equipment (including maps) to event. 3. For major events, organiser prepares equipment list and co-ordinates responsibilities for transport of equipment.	
Completion of event delayed by late return of competitors	2	2	1. Course closing time advised to all competitors in the event bulletin. 2. Late starters may be restricted to shorter courses. 3. Adequate number of fit persons available to assist with search at end of event if required (see also provisions relating to a search for a lost competitor).	

Nature of risk	Likeli-hood	Serious-ness	Risk control measures	Check

Collisions with members of the public	1	3	1. Set courses to avoid use of popular walking paths, milling areas etc. 2. Warnings issued to competitors in the event bulletin. 3. Contact other known regular users of area if necessary.
Conflict with public access/ movement (e.g. along cyclepaths, walking paths)	1	3	1. Locate assembly areas, tents, parking etc. away from paths. 2. Warnings issued to competitors in the event bulletin.
Traffic accidents at assembly area	2	2	1. Avoid hazardous areas for car parking. 2. Erect traffic warning signs before turnoff 3. If required, develop traffic management plan in consultation with Roads ACT to manage safe entrance and exit for event area. 4. If appropriate, advise competitors of traffic arrangements.
Interference/nuisance at residences (e.g. farmhouses) from traffic or competitors	1	2	1. Set courses to keep well away from residences. 2. Avoid routing traffic past residences or erect 'Slow Down' signs. 3. Liaise with residents with respect to traffic and course arrangements if appropriate.
Conflict with other events/ public uses	1	2	1. Confirm no likelihood of conflict with landholder/ manager. 2. Contact other known regular users of area if necessary. 3. Avoid exclusive occupancy of public picnic areas/ car parks for assembly area. 4. Schedule event to avoid conflict with other known popular activities in area. 5. Develop communication plan to alert potential park visitors the nature of the event.
Degradation of area due to litter and waste products	2	3	1. Provide portable toilets (1 per 100 competitors). 2. Provide rubbish bins in the assembly area. 3. Ensure the area is clean on completion of event.
Damage to fences	1	2	1. Advise competitors to report any damage to fences. 2. Organisers to inspect potential damage areas after event. 3. Locate stiles etc. at any heavily used fence crossings. 4. Identify compulsory routes to channel competitors through gates or stiles where appropriate.
Damage to underground services (e.g. irrigation systems, cables) caused by tent pegs, control stands etc.	3	3	1. Locate tents, control stands etc. in non-irrigated areas or where there are no apparent services. 2. Consult with management staff if in doubt.
Damage to environmentally sensitive sites, cultivated areas, rehabilitation areas etc.	1	2	1. Provide course planners with information about known sensitive sites as advised by relevant authorities. 2. Plan courses to avoid controls or obvious route choices within sensitive sites. 3. If appropriate, mark sensitive sites out of bounds on map and through tapes in terrain. 4. Control sites not to be placed within 20m of significant sites identified by Namadgi. **Note:** See Orienteering Australia environmental guidelines for further information.
Injury to wildlife, particularly kangaroos	1	2	1. Plan courses to send all competitors in the same direction. 2. If practicable, keep some areas free of competitors so that they can function as wildlife refuge areas. 3. Dogs not permitted at orienteering events.
Injury/damage to livestock	1	3	1. Set courses to avoid areas currently used by livestock. 2. If appropriate, negotiate with landholders to relocate livestock during event.

			3. Advise competitors to avoid disturbing livestock. 4. Dogs not permitted at orienteering events.	
Vandalism or other interference to property by children	2	3	1. Sensitive areas (e.g. old buildings, machinery) signposted out of bounds. 2. Advice to parents to keep children away from sensitive areas.	

Further References

- [Competition Rules](#) for Orienteering Australian Foot Orienteering Events in particular
  - o Appendix 2 : Principles for Course Planning
  - o Appendix 4 : Health and Safety Guidelines
- OACT : [Overview of Event Organisation and Course Planning](#)
- OACT : [OACT Safety and Emergency Procedures](#)
- Orienteering Australia – [Environmental Code of Practice](#)
- Orienteering Australia: Guidelines for Conducting Major Carnivals
  - o Appendix F [Risk Management Framework](#)

For further information on orienteering refer to -

http://www.act.orienteering.asn.au/   http://www.orienteering.asn.au/

Emergency Contact Numbers

Emergency   000 or 112
ACT Police: 13 1444
Access Canberra (ACT Government agencies, all hours): 13 2281
Canberra Hospital (02) 5124 000
North Canberra Hospital (02) 6201 6111
SES   13 2500
OACT Sat Phones: 0147 155 569 and 0147 140 690

Prepared by:

2026 Oceania Directors