



RoboCup Junior (Australia) Inc.
Suite 1100
45 Glenferrie Road
Malvern VIC 3144
ABN: 72 592 462 493
Incorporation Number: A0040826L

Key Details

Policy Name:	Risk Management Policy (VIC)
Version:	Version 1
Release Date:	July 2024
Review Date:	July 2026 (and following significant incidents if they occur)
Applicability:	Victorian events only
Responsible Role:	Victorian State Chair

Preface

If you believe a child is at immediate risk of abuse phone 000.

RoboCup Junior Victoria (also referred to as ‘Our organisation’, ‘our organisation’, ‘our’, ‘us’ or ‘we’) is the Victorian arm of national non-profit organisation RoboCup Junior (Australia) Inc. At time of writing, RoboCup Junior Victoria and its parent are fully run by volunteers.

Our organisation’s personnel primarily run robotics related events for primary and secondary school students. All students attend these events under the supervision of their registering mentor (or the registering mentors delegate). Our organisation does not provide supervisory services for students.

Objectives

- To reduce the incidence of injury to students, volunteers and other personnel associated with our events and other activities
- To provide a fun, healthy and safe event environment for individuals to participate and enjoy our events
- To minimise potential liability as a result of poorly managed events and other activities

Scope

This Risk Management Plan has been developed to address all activities and issues where risks can be reasonably foreseen to arise concerning the our organisation and members of the public including those associated with both events, other activities, governance and management, finance, insurances and planning.



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Risks which may be covered by our risk management program include:

- Physical Risks — Injuries to participants and the public
- Legal Risks — Losses and costs arising from legal actions for breach of a common law or statutory duty of care and compliance requirements
- Financial Risks — Increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs
- Moral and Ethical Risks — Loss of quality of participant experience and confidence, adverse publicity and damage to image or reputation.

Importantly, the law does not require our organisation to provide a completely risk-free environment. Indeed, by agreeing to participate in our activities, individuals will be taken to have consented to those risks which form an inevitable aspect of the activity.

We will not take steps to counter risks where it would be unreasonable to expect a us to do so in the circumstances. We will however adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

Communication

We will communicate our risk management plan and risk assessment on our website. We will also communicate to registered mentors their responsibilities, and where we delegate or transfer risk to them in our activities.

Risk Identification

From time to time (at least biennially) we update our risk assessment. At this time, our volunteer committee work to identify and include new and changed risks in the risk assessment, and deprecate risks that are no longer active. We aim to include all risks that are relevant to us, reasonably foreseeable, and not transferred to another party. We may also include risks that do not meet these criteria, at our sole discretion.

Risk Categories

- (a) Financial – including risks relating to accounting and finance
- (b) Technical – including risks relating to how we use technology to deliver our events
- (c) Storage and transportation – including risks relating to how we store and transport equipment
- (d) Equipment – including risks relating to how we store and transport equipment
- (e) Operational – including risks relating to general event operation



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- (f) Venue – including risks relating to our event venues
- (g) Integrity – including risks relating to the integrity of our event outcomes

Risk Analysis

Having identified the risks involved in our activities, we have analysed them in order to better understand them. This analysis has provided input to the evaluation of the risk and whether or not it needs to be treated. It also has assisted in the selection of risk treatments once evaluation determines that treatment is required.

Central to this analysis has been the assessment of the identified risks in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk has been rated. These ratings describe:

- The chance of the risk occurring (likelihood)
- The loss or damage impact if the risk occurred (severity)
- The priority or degree of urgency required to address the risk

In order to systematically assess the risks identified in the first stage of the process, we have applied the risk rating scales set out below in Tables 1 — 3. The risk rating scales have allowed us to rate identified risks and then identify risk management priorities.

Table 1: Likelihood Scale

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

Rating	LIKELIHOOD
	The potential for problems to occur in a year
5	ALMOST CERTAIN: Will probably occur, could occur several times per year.
4	LIKELY: High probability, likely to arise once per year.
3	POSSIBLE: Reasonable likelihood that it may arise over a five-year period.
2	UNLIKELY: Plausible, could occur over a five to ten year period.
1	RARE: Very unlikely but not impossible, once in 100 years.



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Table 2: Severity Scale

The severity of a risk refers to the degree of loss or damage which may result from its occurrence.

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
5	CATASTROPHIC: One or more fatalities. Loss or damage of large quantity of equipment. Operational disruption that will take one month or more to resolve.
4	MAJOR: Permanent disabling injury. Equipment lost or damaged beyond repair. Operational disruption that can be resolved within a week.
3	MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Equipment unable to be readily used without repair. Operational disruption that can be resolved within a day.
2	MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires easy and fast repair before being operable. Operation disruption that can be resolved within a few hours.
1	NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment that does not require repair. Minor operational disruption that can be resolved within an hour.

Risk Evaluation

Having assessed each risk in terms of its likelihood and severity we have prioritised the risks to assist in the decision making of what action is warranted to manage the risks (where possible), and which risks are tolerable to the organisation (following risk treatments determined appropriate, if any).

The risk impact matrix the follows determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks.

Once risk impact has been determined it has then been evaluated what response is necessary to make the risk tolerable to us.



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		SEVERITY				
		1	2	3	4	5
LIKELIHOOD	5	Medium	Major	Major	Extreme	Extreme
	4	Minor	Medium	Major	Extreme	Extreme
	3	Minor	Medium	Major	Major	Extreme
	2	Minor	Minor	Medium	Major	Major
	1	Minor	Minor	Minor	Medium	Medium

Key:

Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
Major	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
Medium	Medium risks that are likely to arise or have serious consequences requiring attention
Minor	Minor risks and low consequences that may be managed by routine procedures



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Risk Treatment

Risk treatment is the process to modify risk. It involves selecting one or more treatment options for modifying risks and implementing them. This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk.

We will work to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some "reality testing" of risk treatment strategies as we determine what reasonable and practically implementable steps may be taken to reduce the impact of the risk arising.

Whenever we recognise and assesses a newly identified risk and the risk is rated highly, we carefully consider necessary policies, procedures and strategies to treat the risk. If a risk is identified as "Extreme", we will ensure that it is addressed, and controls are put in place to reduce its severity and likelihood. We will formulate an "Action Plan" that will include what is needed to treat the risk, who has the responsibility and what is the time frame for risk management. A number of risks have been previously identified and strategies are already in place to address or manage these identified risks. Details of these strategies are shown in our risk assessment.

Monitoring and Control

We recognise that regular reviews of our risk management plan is vitally important to keep the plan up to date and to take include issues that arise with changes within our organisation and our activities. We will review our risk assessment at least biennially.

We also recognise the importance of keeping of records to assist the continued evaluation of the risk management plan. To that effect, we maintain an incident register, that includes what can be done differently in the future to reduce the likelihood of repeat occurrence.