



Risk Assessment Form

Risk Assessment Number:

General Information: Risk Assessment – FIRST Robotics Competition Southern Cross Regional Event 2025

Reason for this Risk Assessment

New task

New information

Change to existing work task/object/tool

What is being assessed: Event Activities

Description of Task/Activity Including:

Purpose
Number of People
Duration
Demographic of people
High risk equipment
Contractors

- **Event:** FIRST Robotics Competition Southern Cross Regional
- **Purpose:** International high school robotics tournament
- **Guests attending:**
 - 150 volunteers
 - 1500 high school students, parents, mentors
 - 2000 spectators
- **Demographic:** children under 18 and general public
- **Duration:** 7 – 9 March 2025
- **Location:** Penrith Valley Regional Sports Centre, 30 Herbert St, Cambridge Park NSW 2747
- **High risk equipment:**
 - Robots
 - Competition field
 - Forklift
 - Pallet jacks
 - Power tools
- **Contractors:**
 - Show Ready Event Management
 - Penrith Valley Regional Sports Centre management
 - A/V: Action Sound
 - Allied-Pickford Transport
 - TR Hire
 - Qualified FIRST AID onsite

Where is the activity/task undertaken -

Location/building:

Penrith Valley Regional Sports Centre :
Stadium Arena
Hallways
Breakout Rooms
Bathrooms
Loading Dock

Date of Assessment:

23/01/2025

Floor Number:

Ground Level

Faculty/Office:

Faculty of Science and Engineering

Room Number:		Department/unit:	FIRST Australia
Who undertook the assessment -			
Assessed by:	Health & Safety Adv:	FIRST Australia	Event Owner: FIRST Australia William de Lima – Tournament Director
	Event Organiser:	FIRST Australia	

Ref	Risk Description	Risk Rating	Control Measures	Residual Risk	Responsibility	Date to be completed
1	Location / Environment	D2 MEDIUM	Venue Plan per contract with Penrith Valley Regional Sports Centre management	D1 LOW	Penrith Valley Regional Sports Centre management	
2	Economic	B2 LOW	- Fully funded by corporate sponsorship. Free event to public	A2 Very Low	Tournament Director	
3	Weather (indoor venue)	B1 Very Low	- Qualified FIRST AID onsite - Non-slip mats - Slippery when wet sign	A1 Very Low	Tournament Director	
4	Competitors	A5 Medium	None	A5 Medium		
5	Administration	B2 Low	- Communications strategy - Volunteers room and briefing - Preparation of rosters for staff and students - Regional Planning Committee oversight - Event management by Show Ready Events (contracted)	A1 Very Low	Tournament Director Volunteer Coordinator Event Manager	
6	Financial	C2 Low	- Budget record accurately maintained - Regional planning committee oversight	A2 Very Low	Tournament Director	
7	Marketing and PR	C2 Low	- Planned marketing and advertising strategy and Liaison with <i>FIRST</i> Representative	A2 Very Low	Tournament Director	
8	Information Flow	B2 LOW	- Communications Strategy - Volunteers room - Preparation of Rosters for staff and students - Briefing conducted - Supervisors for each area	C2 Low	Tournament Director Event Manager Volunteer Coordinator	
9	Health and Safety (Tables or equipment collapsing)	C3 Medium	- Volunteers to check set up - Competition fields secured	C2 Low	Event Volunteers Tournament Director	
10	Security (equipment damaged or stolen)	C4 High	- Parents and mentors responsible for team equipment - Venue closed and locked overnight	B3 Low	Venue Security Services	
11	Crowd Management (Overcrowding venue, sufficient entrance and egress of each venue)	C4 High	- Security & Volunteers to assist with crowd control - Entrances and exits and pathways comply with OH&S and accessibility standards - Careful space planning with traffic flow considered in event plan design	B3 Low	Security Services Event Volunteers	
12	Arrival / Departure (Entrances and exits are clear of any obstructions, clear travel routes)	B3 Low	- Way finding signage - Map of venue available - Travel information provided	B3 Low	Event Volunteers Volunteer Coordinator	
13	Guests lost in navigating to the venue	C1 Low	- Information, instructions, public transport & map provided to guests prior to event - Signage in place on event days - Security officers: tbc, be provided by PCYC - Parking arrangements made & information provided to guests - Volunteers clearly identified with bright coloured t-shirts	B1 Very Low	Security Service Event Organiser/s Event Volunteers	
14	Tripping over	D3 Low	- Venue Checked prior to commencement of event for trip hazards - Safety tape and gaffer tape used to secure loose leads - Adequate lighting provided for guests	A3 Low	Tournament Director Volunteer Coordinator Event Staff Security	
15	Child Lost	B2 Low	- All students marked off on arrival and lists retained - Mentors, coaches and parents to escort teams to and from venues	A2 Very Low	Security Event Staff Volunteers	

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			<ul style="list-style-type: none"> - All event locations within same building - Map provided to teams prior to the event - Centralised PA system to assist with announcements - Security notified immediately when child is missing to assist with search - Volunteers clearly identified with bright coloured t-shirts 			
16	Electrocution as a result of power lead to laptop / robots	A3 Low	<ul style="list-style-type: none"> - Power leads are tagged and tested - Ensure power leads are correctly installed - Ensure power leads are secured - Volunteers to check team set up to ensure not compromising their safety 	A3 Low	AV Contractors Volunteers	
17	Emergency points not operating	C2 Low	<ul style="list-style-type: none"> - All points are checked and are operating 	C1 Low	Security Services Tournament Director Volunteer Coordinator	
18	Tables collapsing	A3 Low	<ul style="list-style-type: none"> - Ensure all tables are correctly sourced from reputable company and installed correctly 	A2 Very Low	Tournament Director Volunteer Coordinator Event Staff	
19	Overcrowding of venues / crowd crushing	B4 Medium	<ul style="list-style-type: none"> - Volunteers appointed to assist with crowd control - Entrances and exits and pathways comply with OH&S accessibility standards - Careful space planning with traffic flow considered in event plan design - Barricades / safety tape used to isolate areas when needed 	B3 Low	Security Staff Event Staff Tournament Director Volunteer Coordinator	
20	Evacuation / Fire	E1 Medium	<ul style="list-style-type: none"> - Venue supervisors trained in emergency procedures - Emergency evacuation plans accessible - Security Personnel trained in managing disaster procedures 	E1 Medium	Tournament Director Volunteer Coordinator SOP Management Security services	
21	Medical Emergency with child or guest	C2 low	<ul style="list-style-type: none"> - Qualified FIRST AID onsite - Event organizer trained in following university procedures - Security notified of the event 	C2 Low	Qualified FIRST AID onsite Tournament Director Volunteer Coordinator Security services	
22	Heat Stroke	A2 Very low	<ul style="list-style-type: none"> - Venue supervisors trained in emergency procedures - Trained security in managing medical emergency - Qualified FIRST AID onsite - Volunteers provided with water 	A2 Very Low	Qualified FIRST AID onsite Tournament Director Volunteer Coordinator Security Services	
23	Bomb Threat	C2 Low	<ul style="list-style-type: none"> - University emergency response plan enacted - Trained security personnel in managing bomb threats 	C2 Low	Tournament Director Security Services Venue	
24	Health Compromised due to waste	A3 Low	<ul style="list-style-type: none"> - Additional rubbish bins located in and around venues - Event staff and volunteers monitor venues for waste - Bins emptied where required of waste 	A3 Low	Venue Tournament Director	

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Notes:

RISK MATRIX – use the risk rating calculator to calculate the risk rating

1. Assess the likelihood

Rating	Score	Description
Almost Certain	E	High likelihood of risk event happening several times within the next year.
Probable	D	A risk event is likely to occur more than once in the next 12 months.
Possible	C	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
Unlikely	B	The risk event could occur at some time but is unlikely.
Rare	A	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.

2. Assess the Consequence

Rating	Score	Criteria
Catastrophic	5	<ul style="list-style-type: none"> Multiple deaths and injuries Severe environmental damage Long term cessation of core activities (months) Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations Financial loss not covered by insurance (more than \$5 million)
Major	4	<ul style="list-style-type: none"> Single death and/or multiple injuries Short term cessation of core activities (weeks) Financial loss not covered by insurance (\$2.5 - \$5 million)
Moderate	3	<ul style="list-style-type: none"> Injuries requiring off campus medical treatment Significant disruption to core activities (days) Financial loss not covered by insurance (\$500,000 - \$2.5 million)
Minor	2	<ul style="list-style-type: none"> Injuries requiring on campus medical treatment Short-term disruption to core activities (days) Long-term disruption to non-core activities (weeks) Financial loss not covered by insurance (\$50,000 - \$500,000)
Insignificant	1	<ul style="list-style-type: none"> Minor injuries Minimal impact on operations Minimal financial loss (less than \$50,000)

3. Risk Assessment Matrix

Risk rating as a function of consequence and likelihood scores.

Consequence	5	MEDIUM	HIGH	CRITICAL	CRITICAL	CRITICAL
	4	LOW	MEDIUM	HIGH	CRITICAL	CRITICAL
	3	LOW	LOW	MEDIUM	HIGH	CRITICAL
	2	VERY LOW	LOW	LOW	MEDIUM	HIGH
	1	VERY LOW	VERY LOW	LOW	LOW	MEDIUM
		A	B	C	D	E
Likelihood						