

RISK MANAGEMENT PROCESS

This risk management process is in line with the Recfishwest Risk Management Handbook dated 26 October 2016.

1.0. Type of Risk

No	Type	Description
1	Safety	This is about ensuring the safety and health of Recfishwest employees, contractors, volunteers and other people affected by Recfishwest activities and operations, and reducing the risk of accidents and injuries.
2	People	This is about managing and caring for Recfishwest's people including employees, volunteers and advocates and mitigating people risks.
3	Financial	This is about ensuring prudent financial management and mitigation of financial losses and risks.
4	Reputation	This is about ensuring that the brand and image of Recfishwest is maintained with a high level of integrity and mitigating adverse publicity and reputation risks.
5	Legal	This is about ensuring compliance with relevant legislation that Recfishwest is required to comply with and mitigating legal risks.
6	Environmental	This is about recognising the role Recfishwest plays in promoting fishing sustainability and risks to Recfishwest around this environmental risk.

1.1. Risk Likelihood Table

Likelihood Rating	Potential for occurrence during the next 18 months	Probability
5	VERY HIGH Is expected to happen on a regular basis	>90%
4	HIGH Is highly likely to happen	50% to 90%
3	MODERATE May happen occasionally	20% to 50%
2	LOW Not expected to happen, but is possible	5% to 20%
1	VERY LOW Very unlikely this will happen	<5%

1.2. Risk Consequence Table

Rating	Safety	People	Financial	Reputation	Legal	Environmental
5 Catastrophic	Single or Multiple fatalities	A large number of key executive leave the company	Direct loss of greater than \$5,000,000	Widespread irreparable damage to reputation	Multiple major breaches resulting in imprisonment or loss of licence to operate	Catastrophic irreversible environmental harm
4 Major	Permanent injury to staff, agents or public	Key executive leaves the company	Direct loss of greater than \$200,000	Significant damage to reputation in public forum	Multiple significant breaches resulting in prosecution	Major environmental hazard requiring significant rectification
3 Moderate	Multiple injuries to staff, agents or public	Key employee leaves	Direct loss of greater than \$100,000	Measurable damage to reputation with community level coverage	Major single breach of legislation resulting in prosecution	Measurable environmental harm requiring moderate rectification efforts
2 Minor	Serious injury to staff, agents or public	Abnormally high number of staff leave	Direct loss of greater than \$20,000	Low level media coverage and complaints	Multiple minor breaches with formal complaint	Medium term impact requiring notification to Regulator
1 Negligible	Minor injury to staff, agents or public	A number of staff leave	Direct loss of greater than \$5,000	Minimal publicity	Single minor breach with formal complaint	Short term impact with negligible action required

1.3. Risk Rating Matrix

Likelihood	Risk Consequence Rating				
	<i>Negligible</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
Very High	Moderate	Major	Major	Extreme	Extreme
High	Minor	Moderate	Major	Major	Extreme
Moderate	Minor	Minor	Moderate	Major	Major
Low	Negligible	Minor	Moderate	Moderate	Major
Very Low	Negligible	Negligible	Minor	Moderate	Moderate

1.4. Effectiveness of Controls

Adequate	A control or set of controls that should be effective in managing the risk and is well applied (implemented, documented, communicated and monitored). An adequate control implies that the risk is well managed and no further treatments are
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	required.
Marginally Effective	A control or set of controls that manage a part of the risk, or are not completely applied. A marginally effective control implies that a treatment is necessary however this may depend on the level of risk. Low or Medium risks may not warrant the additional costs.
Inadequate	A control or set of controls that ineffectively manage the risk or are not or partially applied. An inadequate control implies that treatments are necessary.

1.5. Acceptability Table

Extreme (E)	Unacceptable	Must be given immediate Executive attention
High (H)	Active Management	Must have considerable management to reduce to as low as reasonably practicable
Medium (M)	Tolerable	Risks should be managed and monitored to reduce to as low as reasonably practicable
Low (L)	No Action Required	Manage and monitor with normal operational management practices

Type of risk	Risk	Risk Likelihood	Consequence	Risk Rating	Controls (preventative measures)	Effectiveness of controls	Residual risk	Risk Accepted
Safety	Outdoor event hazards - Broken glass, syringes, bee hives, rubbish	Moderate	Negligible	Minor	<ul style="list-style-type: none"> Staff and volunteers check event area before set up All rubbish is collected before and after event All sharps are disposed of safely and correctly 	Adequate	Low	Yes
Safety	Children in or near water - Drowning	Low	Minor	Minor	<ul style="list-style-type: none"> In promotions prior to and upon arrival at event, ensure all parents are advised to supervise their children at all times. Life ring on hand in a relevant position at the event Have appropriate supervision of attendees by staff and volunteers at all times during the event Assess weather and advise attendees of dangerous weather conditions Have emergency management plan in place for the location 	Adequate	Low	Yes

Safety	Fishing or casting - Hook injury	Moderate	Negligible	Minor	<ul style="list-style-type: none"> • Use circle hooks or hooks with crushed barbs • Hook must be held securely by participant, or fixed to rod eyelet when baiting/carrying • Adequate spacing between participants when casting • Ensure casting spotter is allocated • Ensure risk is mentioned in instructor welcome speech • Identify a responsible party to apply first aid or remove hook and complete incident report 	Adequate	Low	Yes
Environmental	Sunburn, sun exposure and undesirable weather	High	Negligible	Minor	<ul style="list-style-type: none"> • Sunscreen station set up & made available to all attendees • Choose shaded areas for demonstrations where possible • Introduction and staff/volunteer briefing, remind all participants or attendees to do at least three of these SunSmart things – slip, slop, slap, seek, slide. • Event attendees encouraged to bring wet weather gear/sun protection 	Adequate	Low	Yes
Safety, Reputation, Legal	Inappropriate interactions with children	Moderate	Moderate	Moderate	<ul style="list-style-type: none"> • Volunteers are on boarded and screened appropriately including mandatory requirement to have a current Working With Children Card (WWCC) • WWCC are recorded in RFW database. • All volunteers are advised of their role and given clear list of duties and tasks that are set out and agreed to prior to the event, including their responsibilities and obligations under the Working with Children act. • All instructors and assistants are easily identified by their uniform 	Adequate	Low	Yes

Safety	Volunteers/ Staff with anaphylactic to bee stings	Very low	Minor	Negligible	<ul style="list-style-type: none"> Instructors/volunteer/employee /participant will be identified in instructor welcome speech and allocate yellow risk band All RFW instructors/volunteers made aware of allergy Nominated first aid person made aware In clinic set up – bee activity is monitored (check for bee hives and activity in area) Long sleeved clothing, enclosed footwear 	Adequate	Low	Yes
Legal	Insurance coverage - Public liability	Very low	Major	Minor	<ul style="list-style-type: none"> Recfishwest Public Liability Insurance 	Adequate	Low	Yes
Financial	Theft of equipment	Moderate	Negligible	Minor	<ul style="list-style-type: none"> Loan rods closely monitored by instructors 	Adequate	Low	Yes
Safety, people, reputation	Dog attacks	Very low	Minor	Negligible	<ul style="list-style-type: none"> Clear information regarding dog attendance in event promotion (on leash, strictly not allowed) Briefing at commencement of event Clear signage regarding dogs on leash only (if applicable) 	Adequate	Low	Yes
Safety	Poisonous fish				<ul style="list-style-type: none"> Educate participants on dangers prior to commencing fishing Close supervision Advise participants not to touch unfamiliar fish until instructor has viewed fish Community group to have medical emergency plan in place First aid kit accessible 	Adequate	Low	Yes

Safety, reputation, legal	COVID-19 - Community infection/s pread/non-compliant event/close contact between participants	Low	Major	Moderate	<ul style="list-style-type: none"> Follow WA Phase 4 COVID health guidelines Develop and implement COVID safety plan Minimum of 2 square metres required per person Limit event capacity based on event venue size Social distancing requirements made prominent in event promotions and instructor welcome talk Participants and staff/volunteers are asked to maintain hygiene and frequent cleaning Shared equipment is cleaned between each use Hand sanitiser stations on site In lead up to clinic, coordinator will consult WA health daily update as well as the World Health Organization (WHO) updated technical guidance regarding COVID-19, to ensure compliance in line with state-led advice. 	Adequate	Low	Yes
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COVID SPECIFIC RISK ASSESSMENT

General WA Phase 4 events information

- Events of any size are permitted (except music festivals)
- Events review update is due for release mid-late September – Department of Health says events will not be prevented but the update will outline a clear process that allows COVID safe events to occur in a way that minimizes potential risks to public health.
- Guidelines and templates are currently being developed to assist event organisers with this new requirement.

Compulsory COVID mitigation strategies Phase 4

- There is no limit on public gatherings, however the 2 square metre rule and physical distancing applies. This means the maximum number of people permitted will be based on the size of the venue. * Instructors, trainers, coaches and general venue staff are not included in the occupancy count.

Event COVID mitigation strategies Phase 4 – guidelines

1. Place appropriate signage at all entrance points to remind attendees of physical distancing and hygiene requirements.
2. Provide alcohol-based sanitiser and request all patrons, staff and volunteers apply it on entry
3. Shared equipment is cleaned between each use
4. Encourage participants to bring own equipment
5. In lead up to event, consult [WA health daily update](#) as well as the [World Health Organization \(WHO\) updated technical guidance regarding COVID-19](#), ensuring that there is an up-to-date evaluation of the local situation in line with state-led advice.

What happens if we are non-compliant?

Authorised officers (the WA Police), under the Emergency Management Act 2005, have the power to close an event that they consider to be in breach of the [current Directions](#) or that puts the community at risk.

Related links

<https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-Events-and-mass-gatherings-position-statement.pdf>

<https://ww2.health.wa.gov.au/-/media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-safety-guidance-events.pdf>

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-sport-and-recreation>

https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4-Sport-and-Recreation_0.pdf

Risk level	Risk factors	Examples
Low risk	<ul style="list-style-type: none"> • <200 participants • Minimal contact between participants • Registration process likely • Outdoors • No alcohol or drug use • No sharing of equipment 	<ul style="list-style-type: none"> • Mountain bike racing • Triathlons • Swimming or sailing events • Trail running • Outdoor movie screening
Medium risk	<ul style="list-style-type: none"> • 200 – 1,000 participants • Some close contact between participants • Minimal alcohol or drug use likely • Minimal shared equipment 	<ul style="list-style-type: none"> • Farmer's markets • Obstacle courses • Fun runs • Exhibitions
High risk	<ul style="list-style-type: none"> • 1000+ participants • Close contact between participants likely • Registration process unlikely • Alcohol or drug use likely • Shared equipment common 	<ul style="list-style-type: none"> • Large concerts/music festivals • Spectator sporting events • Agricultural fairs • Circuses • Food and wine festivals