



# SSV Risk Management Plan

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# 1. Introduction

The purpose of this document is to highlight the steps and actions Sports Stadiums Victoria will be taking in reopening the Indoor Sports Stadium within the community

This document will provide a summary of:

- the type of risks associated with this work method
- the analysis and treatment procedures for the identified risks
- appropriate monitoring, control and review processes.

## 1.1 Background

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Due to the COVID 19 pandemic that forced the closure of venues within the state of Victoria from the 23.3.20 all stadiums and health facilities that Sports Stadiums Victoria manage have been closed from the 23.3.20 until the 23.11.20

On 15.11.20 the Victorian government eased certain restriction and allowed trading to recommence in gyms and indoor sporting venues under set guidelines.

The indoor sporting venues the Sports Stadiums Victoria manage are being heavily dictated as to what can and cannot occur by Basketball Victoria and the Return to Sport Guidelines that have been adopted and agreed upon by the DHHS, SRV and the Victorian State Government.

As of the 22<sup>nd</sup> of November this document has been adopted at a Orange 50 level for all basketball commencement.

Sports Stadiums Victoria will be adopting all guidelines set out in this document by Basketball Victoria throughout the reopening phase.

Thus document has been developed in conjunction with the Department of Sport and Recreation, The Victorian State Government and the Department of Human Health and Services and has been deemed the policy to reopen venues in a safe manner.

## 2. Establish the risk context

The focus of this document will be to

- obtain an understanding of the subject of the risk assessment activity and its risks
- establishing the scope or bounds of the risk assessment activity being undertaken
- developing a structure for the risk assessment activities

### 2.1 Purpose

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The purpose of the Sports Stadiums Victoria Risk plan is to address the risks associated with reopening indoor sporting venues under the current COVID regulations

#### Critical success factors

1. **Organisation is attempting to provide a safe environment for participants to utilise indoor sporting venues whilst following all guidelines and restrictions in place attributed to these venues**
2. **The organisation is looking at providing a service to reactivate users back into indoor sports under a controlled and systematic environment**

#### Objectives

1. **Assure that the venues can operate under a restricted model whilst being able to provide a limited service of indoor sports to the local community**
2. **A main objective is to reopen in a safe environment with the staff and users health of the highest priority**

### 2.2 Scope

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The scope of Sports Stadiums Victoria's Risk Management Plan is to focus on the risks associated with reopening the venue and assuring that all users are not only safe but correctly monitored and registered whilst in the venue to assure all guidelines are met and any possible outbreak can be traced back to definite users and time.

All guidelines that have been set out by the State Government and Basketball Victoria are highlighted in this Risk Assessment and supporting documents have been provided to highlight the steps that Sports Stadiums Victoria is taking to assure these measures are met.

### 2.3 Stakeholders

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**Sports Stadiums Victoria/Employee** – Needs to be involved in the process of monitoring and maintaining the guidelines and standards set in reactivation of the venue

**User Groups** – All user groups that undertake a booking must be compliant with all standards and guidelines that Sports Stadiums Victoria is undertaking, which aligns itself with the guidelines set out by Basketball Victoria, Victorian Government, SRV and DHHS.

**Local Council** – As the facilities are council owned council must sign off on any reopening plans and procedures

**Worksafe Victoria** – These ongoing safe work guidelines provided by Worksafe Victoria will need to be adhered to. This will provide the correct guidelines to provide such a working environment

No.	Stakeholder (I/E)	Interests/Needs	Impact	Communication & Consultation Strategies
<i>Provide a ranking to each stakeholder group</i>	<i>Who are the key stakeholders and are they internal or external?</i>	<i>What are their interests or needs in relation to this issue?</i>	<i>High/Medium/Low – consider the importance of the stakeholders and their joint responsibility for the management of the risks</i>	<i>What methodology will be used to ensure stakeholders receive the information they require throughout the process?</i>
1	Sports Stadiums Victoria/ Employee	The employee is the key person in providing such a service in this reactivation. They must assure all guidelines and procedures are met.	High	Sports Stadiums Victoria General Manager will be fully responsible for assuring that the employee on site is provided the safe working environment
2	User	Before any booking is signed of the user must be aware of all guidelines and procedures and must not make a booking if they cannot meet this restrictions	High	The facility Manager will communicate with each user group prior to any booking the guidelines and restrictions that they must adhere to if they wish to proceed
3	Local Council	Local council needs to be satisfied that the facilities can open safely under the existing guidelines and restrictions	High	Sports Stadiums Victoria will communicate with council procedures and policies adopted for reopening
4	Worksafe Victoria	The facility has to meet all existing and new standards set by worksafe Victoria	High	Sports Stadiums Victoria will be working to the guidelines of a safe work site

## 2.4 Review Set Guidelines

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### Strengths

- 1) The documentation surrounding the return to venue reactivation set out by Basketball Victoria is very clear and transparent about numbers per space at each venue, booking times, cleaning guidelines, entry and exit obligations and phases of reactivation.
- 2) These guidelines provide an opportunity for users to get back to the environment in a controlled and safe manner
- 3) It allows workers to get back to work in a controlled and safe environment

### Weaknesses

- 1) We are entirely dictated by circumstances that fall outside of our control i.e. further outbreaks and restrictions can have venues closed in the matter of hours
- 2) The venues are well short of full occupation and opening the venues is simply a gesture of good will to get users reactivated as the running costs will out way the income

## 3. Identify risks

### 3.1 Risk research report

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<b>Risk</b>	<b>Source of the risk</b>	<b>Potential impact</b>	<b>Current controls</b>	
<i>Identify the risk</i>	<i>Identify the source of the risk</i>	<i>What are the potential impacts that may result from the risk</i>	<i>Are there any current controls in place?</i>	
Infected person or person showing symptoms entering the venue	User not complying with government advice	Shutdown of the venue and the wider community	Registration and sign before entering venue COVID questioning prior to entering venue Short booking times to limit cross over and long community interaction Rigorous cleaning before and after bookings	

<p>User groups not complying with guidelines</p>	<p>All user groups will have to adhere with the Basketball Victoria Back to Sport Guidelines and the level advised that they are at.</p>	<p>If the guidelines adhering to numbers per court, registrations, sanitizing, entry and exit procedures are not followed they can lead to higher risk of possible outbreak</p>	<p>Sports Stadiums Victoria will be advising all user groups prior to use of their obligations to assure all guidelines are met</p>	
<p>Facility not clean</p>	<p>If the facility is not cleaned this will lead to risk of infection</p>	<p>Closure of venue and possible outbreak</p>	<p>The initial booking slots for training will be 1 hour and 20. 1 hour use and 20 minutes at the end of each booking to clean all surfaces.</p> <p>All guidelines outlined in the Basketball Victoria Return to Sport document surrounding cleaning protocols will be met.</p> <p>The venues will be professionally cleaned each night</p>	



## 3.2 Risk register

Activity:	Re opening of Venue	Compiled by:	Rod Leonard	Date:	17.11.20
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The risk	Impact of risk		Level of risk	Risk priority
	Likelihood	Consequence		
<i>What can happen and how it can happen?</i>	<i>What is the likelihood of the risk occurring ?</i>	<i>What is the consequence if the risk occurs?</i>	<i>L/M/H/E – provide justification for your decision</i>	<i>Evaluate the risks and prioritise them in terms of urgency (L/M/H/E) - provide justification for your decision</i>
An infected person can enter the venue	Medium	Facility could be closed	High – Due to the knock on effects this could have to the broader community	High – If all procedures correctly followed the risk should only relate to a low level
Venue not cleaned to standard required	Low	High consequence as user or employe could contract COVID	High	Medium – SSV has all cleaning procedures in place that would reduce risk to low
Sports Stadiums Victoria not complying with all set guidelines	Low	High consequence: If not followed risk of infection increases	High	Medium – SSV has high level training with all staff working on reopening venue which inturn would provide compliance with all guidleines

## 4. Risk treatment action plan

Activity:	Re opening of venue	Compiled by:	Rod Leonard	Date:	17.11.20
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Risk (in priority order)	Actual treatment options	Preferred options	Resources required	Person responsible for implementation	Timetable for implementation	How will this risk and the treatment be monitored?
<i>List in order of priority as determined in the risk register above</i>	<i>How can the risk be controlled or treated?</i>	<i>What option is the best option for the business for treatment and why this option was selected?</i>	<i>Include all resources required including people, documents, equipment, etc</i>	<i>Who has ultimate responsibility for implementation of the risk treatment option?</i>	<i>What is the estimated timeframe for implementation – this will depend on level of risk – High risks may require immediate implementation</i>	<i>How often will this be reviewed and how will the business know if it has successfully treated the risk?</i>
Infected person entering venue	BY following all guidelines set out in the Return to Sport document compiled by BV Significant signage and implementation of 14 sanitizing units in venue 1 hour 20 minute booking slots initially with a 20 minute shut down for clearing users and cleaning venue.	The options highlighted in prior columns will be non negotiable and are implemented	Sports Stadiums Victoria will need to provide additional staff to manage and monitor bookings. Additional sanitizing units have been purchased. Additional cleaning products and cleaning services have been booked.	Sports Stadiums Victoria General Manager and the Facility Manager	The aim prior to the recent breakouts was to reopen for training and casual shooting on the 6 <sup>th</sup> of July Competition is not scheduled until the first week of August	Before each booking each group will be asked if they are presenting any COVID symptoms they must not enter the venue. Upon entry all participants must register and also must sign out upon leaving venue.

Risk (in priority order)	Actual treatment options	Preferred options	Resources required	Person responsible for implementation	Timetable for implementation	How will this risk and the treatment be monitored?
	<p>Dedicated entry and exit points to limit cross over.</p> <p>Facility locked at commencement of each session so no unregistered user can enter venue.</p> <p>All participants registered and signed in and signed out</p>		<p>New Point of Sale System has been installed to eliminate cash transactions.</p> <p>Significant amount of COVID signage has been installed around the venue</p>			<p>There will be separate entrance and exit points within the venue to minimise cross over.</p> <p>At the end of each booking all surfaces are cleaned and all cleaning guidelines stipulated in the BV Return to Sport document will be met</p>
Employees not meeting all guidelines	All employees will be COVID trained and will be inducted in all operational policy and procedures surrounding the reopening of the venue	The venue to reopen under no restrictions but this is currently not possible. The employees will work towards opening the venue under the current guidelines	Labor to carry out the reopening and to train the employees in the reopening policy and procedures	Sports Stadiums Victoria General Manager and Facility Manager	6.7.20	Facility manager to audit each booking to assure all guidelines are being adhered to

Risk (in priority order)	Actual treatment options	Preferred options	Resources required	Person responsible for implementation	Timetable for implementation	How will this risk and the treatment be monitored?
<p>Users not compliant with guidelines</p>	<p>Prior to any booking any user group will be required to sign off on the terms and conditions of a booking</p> <p>All bookings are 1 hour in duration – with a 20 minute turn over time for clean and exiting patrons.</p> <p>The venue is locked during each booking so no person can enter who is not registered</p> <p>Each user must register all details and sign out</p>	<p>Unlimited bookings yet not possible under current restrictions</p>	<p>Sports Stadiums Victoria staff to implement policies and guidelines to all user groups</p>	<p>Venue Manager</p>	<p>23.11.20</p>	<p>Employee to assess each individual booking</p>

Risk (in priority order)	Actual treatment options	Preferred options	Resources required	Person responsible for implementation	Timetable for implementation	How will this risk and the treatment be monitored?
Insufficient Cleaning	<p>Commercial cleaners are booked each night to clean the venue</p> <p>All surfaces after each booking are wiped and cleaned</p> <p>Each booking is 1 hour use then a 20 minute turn over where the venue is locked and surfaces wiped down before the next group</p> <p>All cleaning guidelines set out in the Basketball Victoria Return to Sport document will be adhered to</p>	<p>Nightly cleaning would be the preferred option as it is less labor intensive, however we need to follow the guidelines outlined in the return to Sport document set out by BV</p>				

Risk (in priority order)	Actual treatment options	Preferred options	Resources required	Person responsible for implementation	Timetable for implementation	How will this risk and the treatment be monitored?
Mandatory Face Mask Wearing	All patrons entering the venue must wear a face mask. Patrons participating in strenuous activity may remove these. Coaches may also remove these when providing instructions	No preferred options as must be worn in adherence to government guidelines	Face mask to be worn by all entrants to venues and must be provided by all entrants. If no face mask there is no entry	COVID Marshall	Ongoing	It wil be monitored upon every entry