



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 Assessment
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 there is an immediate danger to life or property 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.

The purpose of this document is to outline key risks to our events and other activities, and the relevant treatments in place to mitigate these risks.

## Conjunct Documents

This risk assessment should be read in conjunction with our risk management policy.



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## Key

- # - Risk ID
- IL – Initial Likelihood Score
- IS – Initial Severity
- IR – Initial Risk Rating
- RL – Resulting Likelihood after Controls
- RS – Resulting Severity after Controls
- RR – Resulting Risk Rating after Controls have been applied
- AR – Is it an Acceptable Risk

## 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 our equipment used for our events and activities
- (e) Operational – including risks relating to general event operation
- (f) Venue – including risks relating to our event venues
- (g) Integrity – including risks relating to the integrity of our event outcomes



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### Category A – Financial

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
A1	Non-payment of event registration fee invoices	5	5	Extreme	Regularly follow up payment of outstanding invoices. Ensure mentors can see the status of their invoice payments readily and this information is kept up to date.	3	4	Major	Yes
A2	Loss of cash takings due to theft	1	5	Medium	Ensure senior committee volunteers take possession of cash takes post event and promptly deposit in bank account.	1	3	Minor	Yes
A3	Misappropriation of funds in bank account	1	5	Extreme	Ensure multiple senior committee members have real time visibility over bank account balance and transactions.	1	3	Minor	Yes
A4	EFTPOS facility failure	3	3	Major	Have at least two EFTPOS machines on hand. Offer alternate payments methods (cash, bank deposit).	3	1	Minor	Yes
A5	PayPal account suspension leading to loss of accumulated funds	2	4	Major	Regularly transfer funds from PayPal to bank account to minimise value of potential loss. Ensure PayPal terms of used are upheld.	2	2	Minor	Yes
A6	Failure to comply with financial regulations	3	5	Extreme	Ensure RCJA directives are followed for proper account keeping, and accounts are kept up to date regularly, using Reckon One as the system of record.	1	5	Medium	Yes



### Category B – Technical

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
B1	Non-availability of event registration system prior to event	3	3	Major	Have tools readily available to allow alternate means of registration (e.g. MS Form), run registration system in suitable environment (e.g. Tier 1 Cloud), ensure any system changes are tested prior to deployment.	3	2	Medium	Yes
B2	Non-availability of competition management system	3	3	Major	Have tools readily available to allow alternate means of competition management (e.g. paper, or locally hosted competition management system), run registration system in suitable environment (e.g. Tier 1 Cloud), ensure any system changes are tested prior to deployment.	3	2	Medium	Yes
B3	Loss of data stored in competition management system mid-way through event	3	3	Major	Run registration system in suitable environment (e.g. Tier 1 Cloud), ensure any system changes are not deployed whilst events are in progress. Ensure regular backup of data during the day.	3	2	Medium	Yes
B4a	Failure of AV paging system – minor (e.g. broken speaker, microphone)	5	2	Major	Ensure redundancy through having several microphones and speakers on hand.	2	1	Minor	Yes
B4b	Failure of AV paging system – major (e.g. mixer failure, Dante network failure)	3	3	Major	Train senior committee members on how to bypass single point of failure components of the paging system in an emergency.	2	1	Minor	Yes
B5	Internet connection failure during event	4	3	Major	Ensure all events have two internet connections available, using separate carriers (e.g. Telstra and/or Optus and/or Starlink).	2	3	Medium	Yes
B6	Router failure during event	3	3	Major	Ensure portable routers are on hand to connected tablets to directly if required.	2	1	Minor	Yes



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#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
B7	Switch or WAP failure during event	5	3	Major	Ensure redundancy through overprovisioning equipment above bare minimum.	2	1	Minor	Yes
B8	Tablet failure during event	5	3	Major	Ensure redundancy through having spare tablets on hand (e.g. bringing more than required, or asking event volunteers to bring their own devices).	2	1	Minor	Yes



### Category C – Storage and transportation

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
C1a	Vehicle or Trailer breakdown – minor (flat tire, failed lights)	4	2	Medium	Complete walk around/light check prior to start of journey. Ensure roadside assistance is available if required.	3	2	Medium	Yes
C1b	Vehicle or trailer breakdown – major (mechanical or structural failure)	2	4	Major	Periodically complete routine maintenance and checks completed to identify and resolve small issues before they become major issues.	1	4	Medium	Yes
C2	Goods falling off or out of vehicle or trailer whilst in transit	3	3	Major	Use caged or enclosed trailers where possible. Ensure all goods are properly tied down. Stop and retention strapping mid journey for longer trips. Monitor using vehicle mirrors for load looseness or shifting.	2	3	Medium	Yes
C3	Theft of trailer storing equipment – between events	3	5	Extreme	Use antitheft devices such as wheel clamps and hitch locks. Park trailers in secure locations, such as those with CCTV and locked gates. Install cellular/GPS tracking devices into trailers and configure to alert on any movement.	2	3	Medium	Yes
C4	Theft of trailer storing equipment – immediately prior to event	2	5	Major	See C4. Additionally, maintain contact details of third parties to source equipment from to allow continuity of event.	2	3	Medium	Yes
C5	Runaway vehicle or trailer	2	4	Major	Avoid parking trailers on slopes, or if necessary, ensure trailer brakes are applied <b>and</b> all wheels are chocked. When unhitching trailers, leave safety chains on until hitch is released from vehicle. Ensure vehicles are put in park and hand brake applied prior to driver exiting vehicle.	1	4	Medium	Yes



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C6	Theft of equipment from storage location	3	4	Major	Park trailers in secure locations, such as those with CCTV and locked gates. Install cellular/GPS tracking devices into trailers and configure to alert on any movement. Where equipment is stored in buildings, store at buildings with alarm and/or CCTV systems where possible.	2	3	Medium	Yes
C7	Loss of equipment and/or trailers due to fire or flood	2	5	Major	Where possible store equipment/trailers in locations that are less prone to fire or flood. Insure if possible against fire or flood. Plan to store high value items (e.g. electronic equipment) at insured locations.	1	5	Medium	Yes
C8	Loss of equipment from venue due to fire, floor or theft	3	5	Extreme	Ensure venue is locked when unattended by committee volunteers. Use high quality venues that are likely to be insured for catastrophic events.	1	5	Medium	Yes
C9	Reversing trailer or vehicle into person, causing injury	4	3	Major	Avoid reversing trailers in busy areas. Where other people are present and likely to walk into path of trailer, have a spotter control traffic, or utilise trailer reversing camera to allow driver to monitor for clear path.	2	3	Medium	Yes
C10	Reversing trailer or vehicle into property, causing damage	4	2	Medium	Avoid reversing trailer into tight spaces near other vehicles or property. If not possible, have a spotter direct driver, or utilise trailer reversing camera is conditions allow.	2	2	Minor	Yes



## Category D – Equipment

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
D1	Injury to person from contact with equipment (e.g. scrapes, cuts)	5	1	Medium	Provide gloves for handling equipment that may cause scrapes or cuts. Ensure equipment does not have any protruding screws, bolts or nails. Have first aid kit on hand.	4	1	Medium	Yes
D2	Trips, slips and falls induced by equipment (e.g. cables running across floors) or spillages	3	1	Minor	Ensure all cables traversing walkways are appropriately taped, ramped or otherwise covered. Path cables parallel rather than across walkways where possible. Be aware of where to source cleaning equipment readily, or have contact details for cleaner on duty on hand.	2	1	Minor	Yes
D3	Table collapse	3	1	Minor	Remove any defective tables from service during event setup.	1	1	Minor	Yes
D4	Chair failure	3	2	Medium	Remove any defective chairs from service during event setup.	2	2	Minor	Yes
D4	Insufficient equipment available to operate event	4	3	Major	Monitor event registrations to ensure they do not cause the volume of equipment required to exceed what is expected to be available at the event. Keep list of contacts who additional equipment may be able to be sourced from.	2	3	Medium	Yes
D5	Equipment does not sufficiently meet specifications defined in rules	4	3	Major	Ensure equipment used at events is current to rules at start of season. Monitor rule changes to allow evaluation of any equipment changes are required. Avoid using equipment not self-produced or acquired from official sources.	2	3	Medium	Yes
D6	Collapse of Soccer tables due to sitting or leaning on them, causing injury to person	4	2	Medium	Soccer referees to remind students and spectators to not sit or lean on tables. Ensure	2	2	Minor	Yes





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					tables are properly supported underneath with at least six kiddie tables or 9 bar stools each.				
D7	Collapse of Rescue Line or Maze courses, due to poorly constructed elevation, causing damage to robot	3	1	Minor	Ensure courses are designed to avoid having to jump over raised sections to access robots. Avoid using risers where robots may readily collide with them, or if necessary, affix risers with tape.	2	1	Minor	Yes
D8	Robots damaged by event equipment	3	4	Major	See D6 and D7. Additionally, ensure equipment is unlikely to cause short-circuits on robots.	1	4	Medium	Yes
D9	Speakers or Monitors on stands and/or tripods collapse, causing injury to person	3	3	Major	Locate speakers or corners against walls, tables or other large objects. Avoid placing in walkways. Ensure proper erection of stands and tripods.	1	3	Minor	Yes
D10	Damaged electrical equipment in use	5	4	Extreme	Remove any equipment identified as damaged during event setup. Ensure all electrical equipment brought into venue by organisers/their contractors is test and tagged annually.	1	4	Medium	Yes
D11	Overloading of electrical supply or individual outlet	3	1	Minor	Use power boards with overload cutout protection that are equal or below the outlet rating. Balance electrical load across multiple outlets. Liaise with venue to arrange access to high-capacity circuits for very large events.	2	1	Minor	Yes



### Category E – Operational

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
E1	Insufficient committee volunteers at event to ensure safe and efficient running	3	2	Medium	Monitor registrations and cap to what can be reasonably managed by number of committee volunteers expected to attend event.	1	2	Minor	Yes
E2	Insufficient event volunteers to fulfil all necessary event roles	3	1	Minor	Ensure all registering mentors are aware of their volunteering obligations prior to the event by clearly communicating this. Ensure volunteers are provided vests to allow easy identification on the day.	1	1	Minor	Yes
E3	Event attendance below necessary to balance budget	2	4	Major	Forecast based on historical registrations, and actively maintain budget throughout the event season with registration numbers and expenses.	1	4	Medium	Yes
E4	Last minute event cancellation required	1	5	Medium	Use reliable venues. Arrange for key equipment to arrive at venue well before event bump in. Collect contact phone numbers of registering mentors in the event an emergency cancellation is required to be communicated.	1	5	Medium	Yes
E5	Event significantly drifts from schedule (> 30 minutes)	5	2	Major	Ensure oversight of scheduling by senior volunteer committee. Use specified scheduling as much as possible. Build catch-up time into schedules. Communicate that schedules are flexible to registered mentors.	3	2	Medium	Yes
E6	Catering or food available for purchase causes sickness or allergic reactions	1	2	Minor	Transfer risk by using venue supplied caterer. If not possible, only serve low risk food and/or drink items, and do not offer any guarantees foods or drinks are free of any particular allergens.	1	2	Minor	Yes



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E7	Attending student requires medical attention	3	3	Major	Transfer risk to registering mentors by advising them they are responsible for the supervision of their students.	2	3	Medium	Yes
E8	Lost students	1	3	Minor	Transfer risk to registering mentors by advising them they are responsible for the supervision of their students.	1	3	Minor	Yes
E9	Students remaining at conclusion of event, after departure of all mentors	3	2	Medium	Ensure mentors can be contacted by collecting their phone numbers during event registration process.	1	1	Minor	Yes
E10	Volatile battery failure	3	3	Major	Communicate in challenge rules guidelines for the appropriate use and handling of volatile batteries by teams. Be aware of nearest containable water source to submerge battery (or if necessary, entire robot) in if there is an urgent need to quell battery failure.	2	1	Minor	Yes



### Category F – Venue

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
F1									
F2	Loss of electricity at venue	1	3	Minor	Nil – it has been determined this risk can be accepted.	1	3	Minor	Yes
F3	Unexpected loss of venue (e.g. through fire, flood)	1	5	Medium	Collect contact phone numbers of registering mentors in the event an emergency cancellation is required to be communicated.	1	5	Medium	Yes
F4	Venue inappropriate for event/venue non acceptance by attendees	2	5	Major	Inspect any new venue at least twice prior to first hosting of an event. Complete additional venue inspections if venue has not been used for some time. Seek to use venues that commonly host events and activities attended by a similar audience. Consider transportation linkages and relevant local amenities when selecting venue.	1	5	Medium	Yes
F5	Insufficient parking at venue to meet demand	4	2	Medium	Communicate to registering mentors that parking may be limited, and they may need to utilise street parking.	2	2	Minor	Yes
F6	Insufficient bathroom capacity at venue	3	2	Medium	Seek to use venues that commonly host events and activities attended by a similar audience. Where venue is predominately used by one gender (e.g. same sex school), ensure bathrooms for all genders are available and bathroom redesignation is completed if necessary. Be aware of where other bathrooms are if delegated ones become unavailable (e.g. due to electrical or plumbing failure).	1	2	Minor	Yes



#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
F7	Insufficient food and/or drink available at venue	4	3	Major	Communicate to registering mentors the venue catering situation prior to the event. Include in communicating self-catering is welcome. In the event catering is available at the event, communicate to caterer expected attendance numbers so they can stock and staff appropriately.	3	2	Medium	Yes
F8	Venue has insufficient electrical capacity	3	3	Major	Seek to use venues that commonly host similar activities. Check electrical capacity of venue during inspections. Spread electrical load across outlets and circuits as required.	2	3	Medium	Yes
F9	Non acceptance of event by venue operator	4	5	Extreme	Ensure venue operator is aware of the nature of the event, event requirements, event attendees and the equipment, configuration and activities related to the event. This could be through directing to their website, meeting with venue manager, or providing venue with details (e.g. photos) or prior events.	1	5	Medium	Yes
F10	Insufficient work table space at venue	3	3	Major	Monitor registrations to ensure allocated equipment for the event is sufficient. Cap registrations if required (see F1).	2	1	Minor	Yes
F11	Insufficient seating at venue	3	3	Major	Monitor registrations to ensure allocated equipment for the event is sufficient. Cap registrations if required (see F1).	2	1	Minor	Yes
F12	Dissatisfactory ability for mentors to supervise their students from designated areas	3	2	Medium	For events where there is delineated work areas, ensure clear sight lines between student work area and mentor accessible areas.	2	1	Minor	Yes



### Category G – Integrity

#	Risk Description	IL	IS	IR	Control	RL	RS	RR	AR
G1	Incorrect declaration of event results	5	3	Major	Ensure use of competition management system, which reduces human reliance on result determination. Ensure coordinators of each challenge are appropriately knowledgeable and skilled to determine results. Where challenges are large, implement division level coordinators.	3	3	Major	Yes
G2	Reputational damage due to poor judging	3	4	Major	Ensure all judges are appropriately briefed. Pair less experienced judges with experienced judges to allow mentoring. Use most experienced judges for higher level divisions where the results are most scrutinised.	2	4	Major	Yes
G3	Inability to appropriately adjudicate and record outcomes of results disputes	3	4	Major	Ensure use of grievance process in competition management system to record the information, adjudication and outcomes of any results disputes.	2	4	Major	Yes
G4	Lack of student and/or mentor knowledge	5	1	Medium	Communicate to mentors via the Mentor Declaration they should be familiar with the rules, and ensure their teams are familiar with the rules of the challenge they have entered.	4	1	Minor	Yes
G5	Inteference in judging processes	5	1	Medium	Communicate that only the team itself may raise a grievance with the judged results.	4	1	Minor	Yes
G6	Vested interest in judging	3	4	Major	Ensure judges are not judging teams they are related to, for example: Teachers should not judge their own teams.	2	4	Major	Yes
G7	Work of team is not genuinely their own	5	4	Extreme	Communicate through rules that intent and purpose of the events. Require declaration of	3	4	Major	Yes



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					work genuineness by mentors via Mentor Declaration. Ensure mentors are not unnecessarily present in team work areas, in particular that they are not seated at team tables, or providing over the shoulder assistance. Volunteer committee to be watchful for potential breeches of work genuineness. Use appropriate questions during team interview to determine team capabilities are aligned with the work presented. Use the competition management system to mark any teams as unranked if required.				