



RoboCup Junior Queensland c/o:  
Yang'en Xu, RCJQ Islamic College  
of Brisbane 45 Acacia Road,  
Karawatha QLD 4117  
ABN: 72 592 462 493

## Key Details

|                   |  |
|-------------------|--|
| Policy Name:      | Risk Assessment                                |
| Version:          | Version 2026                                   |
| Release Date:     | Mar 2026                                       |
| Review Date:      | Dec 2026 (and following any significant event) |
| Applicability:    | QLD events only                                |
| Responsible Role: | QLD State Chair                                |

## Preface

**If you believe there is an immediate danger to life or property phone 000.**

RoboCup Junior Queensland (also referred to as 'Our organisation', 'our organisation', 'our', 'us' or 'we') is the QLD arm of national non-profit organisation RoboCup Junior (Australia) Inc. At time of writing, RoboCup Junior QLD 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 |



| #   | Risk Description   | IL | IS | IR      | Control  | RL | RS | RR     | AR  |
|-----|--|----|----|---------|--|----|----|--------|-----|
| 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. |    |    |    |    |