



2026 FRC Southern Cross Regional Risk Management Plan



Date: Thursday 12 – Sunday 15 March, 2026	Faculty/Dept: Faculty of Science & Engineering / FIRST Australia	Assessment completed by: Will de Lima	Contact No: + 61 2 9850 9509
What is the Event and the Event purpose? <ul style="list-style-type: none"> • 2026 <i>FIRST</i> Robotics Competition – Southern Cross Regional <ul style="list-style-type: none"> ○ The Southern Cross Regional is Australia’s premier FIRST® Robotics Competition (FRC) event, bringing together high school teams from across Australia and the Asia-Pacific region for three days of high-energy robotics, teamwork, and innovation. 		Location where Event is being conducted: <ul style="list-style-type: none"> • Penrith Valley Regional Sports Centre - 30 Herbert St, Cambridge Park NSW 2747 	
What are the Event Conditions? This event is accessible for registered FRC Teams and open to the public			
Guests attending (disabled, elderly – approx breakdown internal/external) <ul style="list-style-type: none"> • 150 volunteers • 700 high school students, parent and mentors • 200 community member 	Equipment <ul style="list-style-type: none"> • Robots • Competition Field • Forklift • Pallet Jacks • Power Tools 	Environment <ul style="list-style-type: none"> • Indoor Competition/Exhibition • Outdoor Food Vendors 	Other (Contractors?) <ul style="list-style-type: none"> • Show Ready Event Management • Penrith Valley Regional Sports Centre • Action Sound • Allied-Pickford • St Johns Ambulance • Fine Designs

Risk Assessment Register

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Version: 1

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Ref #	Category	Initial Risk	Consequences of Event Happening		Risk Control Plan	Assessment of Risks with Controls		Level of Risk	Risk Priority
			Consequence	Likelihood		Consequence	Likelihood		
1	Location/environment	N/A	4	D	<ul style="list-style-type: none"> Venue operational plan implemented On-site venue security present Event staff and volunteer supervision in place 	4	E	LOW	LOW
2	Economic	N/A	2	D	<ul style="list-style-type: none"> Event fully funded through confirmed corporate sponsorship Event operates as a free public community event 	1	D	VER Y LOW	LOW
3	Weather	Indoor Venue	2	E	<ul style="list-style-type: none"> Indoor venue utilised On-site first aid services available Non-slip mats installed where required “Slippery When Wet” signage displayed during wet weather 	1	E	VER Y LOW	VER Y LOW
4	Competitors	N/A	1	A	<ul style="list-style-type: none"> FIRST Code of Conduct enforced Volunteer and staff supervision across competition areas Incident escalation procedures in place 	1	A	MEDIUM	LOW

5	Administration	N/A	2	D	<ul style="list-style-type: none"> • Event communications strategy implemented • Volunteer briefing sessions conducted • Dedicated volunteer room established • Staff and volunteer rosters prepared in advance • Oversight by Regional Director and Event Leadership Team 	1	E	VERY LOW	LOW
6	Financial	N/A	3	D	<ul style="list-style-type: none"> • Budget tracking and financial records maintained and monitored • Oversight by Regional Director and Macquarie University finance processes 	1	D	VERY LOW	VERY LOW
7	Marketing and PR	N/A	3	D	<ul style="list-style-type: none"> • Marketing strategy developed and delivered in collaboration with Macquarie University Marketing and Communications 	1	D	LOW	LOW
8	Information flow	N/A	2	D	<ul style="list-style-type: none"> • Event communications strategy implemented • Volunteer coordination room established • Staff and volunteer rosters distributed • Pre-event and daily briefings conducted • A/V systems available for public announcements and operational updates 	1	E	VERY LOW	LOW

Ref #	Category	Initial Risk	Consequences of Event Happening		Risk Control Plan	Assessment of Risks with Controls		Level of Risk	Risk Priority
			Consequence	Likelihood		Consequence	Likelihood		
9	Health and Safety	Tables or equipment collapsing	3	C	<ul style="list-style-type: none"> All event infrastructure installed by trained staff and volunteers Set-up checks conducted prior to event opening Equipment inspected regularly throughout event operations 	3	D	MEDIUM	LOW
10	Security	Equipment stolen or damaged	3	B	<ul style="list-style-type: none"> Teams and mentors responsible for supervision and security of team equipment Controlled access to team pit areas On-site venue security present Event staff and volunteers monitoring competition and pit areas 	2	C	MEDIUM	MEDIUM
11	Crowd Management	Overcrowding venue Sufficient entrance and egress of each advising venue	3	B	<ul style="list-style-type: none"> Event operates as a ticketed and capacity-managed event Venue occupancy limits monitored Clear event signage and directional information provided Staff and volunteers positioned to monitor crowd movement 	2	C	LOW	LOW
12	Arrival/departure	Entrances and exits are clear of any obstructions Clear travel routes	2	C	<ul style="list-style-type: none"> Clear access maintained at all entrances and exits Wayfinding signage installed throughout venue Travel and transport information provided to participants and spectators Staff and volunteers positioned to assist with 	2	C	LOW	LOW

					crowd movement during peak arrival and departure periods				
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Risk Treatment Schedule and Plan

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Ref #	Risk	Possible Treatment Options	Preferred Options	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost / Benefit Analysis A = Accept R = Reject	Person Responsible for Implementation	Timetable	Monitoring
1	Guests lost in navigating to venue	<ul style="list-style-type: none"> Information, instructions, public transport & map provided to guests prior to event 	<ul style="list-style-type: none"> Information, instructions, public transport & map provided to guests prior to event 			A	Event organisers Aaron O'Meara & Will de Lima	Immediate and ongoing	<ul style="list-style-type: none"> Event staff and security service
2	Tripping over	<ul style="list-style-type: none"> Ensure that Event Organisers have venue checked prior to commencements of event for trip hazards Ensure that safety tape and gaffer tape is used to secure loose leads. 	<ul style="list-style-type: none"> Venue checked prior to commencements of event for trip hazards Safety tape and gaffer tape used to secure loose leads. 	1 + C = L (Low)	1 + C = L (Low)	A	Event organisers Aaron O'Meara & Will de Lima	Immediate and ongoing as required.	Event staff to identify and rectify. Continuous monitoring required.

6	Child lost	<ul style="list-style-type: none"> All students to be tracked by team mentor/ coach on arrival and lists retained Mentors/ coaches escort teams to and from venues 	<ul style="list-style-type: none"> All students to be tracked by team mentor/ coach on arrival and lists retained Mentors/ coaches escort teams to and from venues 				Coaches Aaron O'Meara & Will de Lima	Immediate and ongoing as required.	Continuous Parental monitoring required.
7	Electrocution as a result of power lead to laptop/robots	<ul style="list-style-type: none"> Ensure power leads correctly installed Ensure power leads are secured Volunteers check team set up to ensure not compromising their safety 	<ul style="list-style-type: none"> Ensure power leads correctly installed Ensure power leads are secured Volunteers check team set up to ensure not compromising their safety 				Aaron O'Meara & Will de Lima Volunteers	Event set up, immediate and ongoing.	
9	Emergency points not operating	<ul style="list-style-type: none"> Ensure that Event Organisers have checked that all points are operating 	<ul style="list-style-type: none"> Ensure that Event Organisers have checked that all points are operating 	3 + D = L	3 + E = L	A	Event organisers Aaron O'Meara & Will de Lima	Immediate and ongoing as required.	Security Services to conduct pre-event check and

									ongoing as required.
10	Tables collapsing	<ul style="list-style-type: none"> • Ensure all tables are checked and correctly installed by volunteers 	<ul style="list-style-type: none"> • Ensure all tables are correctly installed and removed correctly 	1 + C = L	1 + D = VL	A	Lisa de Vries Volunteers	Immediate and ongoing as required.	Event staff to conduct pre-event check and ongoing as required.
11	Evacuation/fire	<ul style="list-style-type: none"> • Event organisers trained in emergency procedures • Emergency Evacuation plans accessible • Evacuation plans circulated to guests prior to event • Announcement of exits and evacuation procedure to guests 	<ul style="list-style-type: none"> • Venue supervisors trained in emergency procedures • Emergency Evacuation plans accessible • Trained security personal in managing disaster procedures 	5 + E = Medium	5 + E = Medium	A	Event organisers	Immediate and ongoing as required.	Event staff and security services to monitor
12	Medical emergency with child or guest	<ul style="list-style-type: none"> • Event organiser has first aid kit on hand • Event organiser trained in following university procedures • Security notified of the event 	<ul style="list-style-type: none"> • Event organiser has first aid kit on hand • Event organiser trained in following university procedures • Security notified of the event 	3 + D = Low	3 + D = Low	A	Event organisers Aaron O'Meara & Will de Lima	Immediate and ongoing as required.	Event staff and security services to monitor

13	Bomb threat	<ul style="list-style-type: none"> Volunteers advised of procedures to follow in this event 	<ul style="list-style-type: none"> Trained security personal in managing bomb threats Volunteers advised of procedures to follow in this event 	3 + D = LOW	3 + D = LOW	A	Event organisers	Immediate and ongoing as required.	Event staff and security services to monitor
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Risk Assessment Tables

Consequence Criteria

The descriptions below are indicative only and provide a guide to relative consequence.

Rating	Score	Criteria	Injuries	Financial Impact	Operational Impact
Insignificant	1	<ul style="list-style-type: none"> Unlikely to have an impact on the University's public image Minor injuries Minimal impact on operations Minimal financial loss (less than \$100,000) 	Minor injuries	<\$100,000	Minimal impact on operations
Minor	2	<ul style="list-style-type: none"> Limited unfavourable media coverage 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 (\$100,000 - \$100,000) 	Injuries requiring on campus medical treatment	\$100,000 Financial loss not covered by insurance	Short-term disruption to core activities (days) Inconvenient delays
Moderate	3	<ul style="list-style-type: none"> Unfavourable media coverage Injuries requiring off campus medical treatment Significant disruption to core activities (days) Financial loss not covered by insurance (\$100,000 - \$500,000) 	Injuries requiring off campus medical treatment	\$100,000 - \$500,000	Significant disruption to core activities (days)
Major	4	<ul style="list-style-type: none"> Widespread negative media coverage Legal action involving criminal charges and/or civil suits with possible fines and costs exceeding \$500,000 Single death and/or multiple injuries Short term cessation of core activities (weeks) Financial loss not covered by insurance (\$500,000 - \$1 million) 	Extensive Treatment (single death and / or multiple injuries)	\$500,000 - \$1 million Financial loss not covered by insurance	Short term cessation of core activities (weeks)
Catastrophic	5	<ul style="list-style-type: none"> Government or external agency instigates an inquiry or legal action. Significant damage to the University's reputation Widespread, ongoing, negative media coverage Legal action involving major criminal charges and/or civil suits with possible fines and costs exceeding \$1 million 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 \$1 million) 	Multiple deaths and injuries	\$1 million + Financial loss not covered by insurance	Long term cessation of core activities (months) Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations

Likelihood Criteria

Rating	Score	Description	As a guide...
Almost Certain	A	High likelihood of risk event happening.	Several times within the next year
Likely	B	A risk event is likely to occur.	More than once in next 12 months
Moderate	C	Would not surprise if risk event occurred.	Within next 1 – 4 years
Unlikely	D	The risk event could occur at some time but is unlikely.	Once in 5 years
Rare	E	Within the realms of possibility but extremely unlikely to occur.	Once in 10 years

(Source AS/NZS 4360 Standard for Risk Management)

Risk Assessment Matrix

Risk rating as a function of consequence and likelihood scores.

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

Recommended Action Guide:

Abbrev	Action Level	Descriptor
C	Critical	<p>The proposed task or process activity MUST NOT proceed until the supervisor has reviewed the task or process design and risk controls. They must take steps to firstly eliminate the risk and if this is not possible to introduce measures to control the risk by reducing the level of risk to the lowest level achievable.</p> <p>In the case of an existing hazard that is identified, controls must be put in place immediately.</p>
H	High	<p>Urgent action is required to eliminate or reduce the foreseeable risk arising from the task or process. The supervisor must be made aware of the hazard. However, the supervisor may give special permission for staff to undertake some high risk activities provided that system of work is clearly documented, specific training has been given in the required procedure and an adequate review of the task and risk controls has been undertaken. This includes providing risk controls identified in Legislation, Australian Standards, Codes of Practice etc. A detailed Standard Operating Procedure is required and monitoring of its implementation must occur to check the risk level</p>
M	Moderate	<p>Action to eliminate or reduce the risk is required within a specified period. The supervisor should approve all moderate risk task or process activities. A Standard Operating Procedure or Safe Work Method statement is required</p>
L	Low	<p>Manage by routine procedures.</p>
VL	Very Low	<p>Manage by routine procedures.</p>