



Event Risk Management Plan

Identification of Risks

See table *Event Risk Management Procedures* for an assessment of possible and probable risk issues and methods of assessment and management of them.

Appointment of Risk Management Personnel

The following individuals are nominated and endorsed as members of the **Crisis Management Team (CMT)** for IBVF events

- IBVF Responsible Staff (in absence Executive Director)
- IBVF Tournament Director
- IBVR Chief Referee- as required
- Technical Delegate (Competition) – as required
- Technical Delegate (Referee) – as required
- Competition Venue Representative – as per Council / Shire / Facility of hire

Representatives from any external agencies required to provide advice or manage risk occurrences will be included in the Crisis Management Team as the need arises.

Identification of External Agencies to Support Risk Management Personnel

Emergency Services (police, fire, ambulance, rescue) and subsidiary services (sexual assault, counselling) to be contacted through usual emergency channels by dialling 000.

Communication of Risk Incidents and Management Plans

A consolidated and informed report to affected parties of the risk and its management will minimise potential panic in the face of an incident occurring. The preparation of written statements and the delivery of these by an appointed representative will ensure consistent messages are conveyed and received.

The use of the Telephone Tree is important to ensure a consistent message reaches the appropriate people within a reasonable time. Dissemination of information to the appropriately affected parties is recommended by following the Telephone Tree.

Tournament Director		
Tournament Director or Technical Delegate (Competition)	Tournament Director or Technical Delegate (Referee)	IBVF
IBVF Responsible Staff/ Teams/Volunteers	Nominated Referees and Scorers Duty Teams Ball Kids/Court Rakers	Venue Management External Contractors/Service Providers on site Emergency & Government Authorities

If required, staff debriefings will be convened to ensure awareness and understanding of issues and remedies to quell any uncertainty experienced by volunteers, event staff or others in dealing with any incidents.

Documentation of Risk Management Activities

As described in the Risk Management Procedures table, documenting the activities surrounding a risk occurrence is crucial to ensuring an accurate record of the incident and manner in which it was handled.

This documentation will assist in the review of future risk management materials, provide a record for the governing body to assess the handling of the incident and will provide the basis of counselling for those involved in the incident/s.

IBVF Injury Report Forms and IBVF Incident Report Forms will be provided for all events.

Review of Risk Management Occurrences

The aftermath of the event will require a review of budgets, personnel and procedures, and the regular review and revision and education of those involved, will ensure a thorough awareness and application of procedures is maintained.

Key:

- CMT – Crisis Management Team
- TD – Tournament Director
- CR – Chief Referee
- TDC – Technical Delegate (Competition)
- TDR – Technical Delegate (Referee)
- OM – Operations Manager
- SM – Sports Medicine/First Aid personnel
- IBVF – IBVF Responsible Staff (in absence Executive Director)
- C – Council / Shire / Facility

EVENT RISK MANAGEMENT PROCEDURES

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Heat Stress/ Dehydration	3	2	Moderate	Withdrawal from playing arena & removal from further harm Refer to IBVF Hot Weather Policy Notify Sports Medicine/TD Monitor condition Notify ambulance	0-5 mins 0-10 mins 30-60 mins	TD/TDC/Team Rep TD/TDC/CR/TDR TD/TDC SM/TD	Access to Water hydration system Access to ice & towels First Aid Kit Treatment area/room IBVF Injury Report
Sun Stroke (applicable for Outdoor events only)	4	2	Moderate	Withdrawal from playing arena & removal from further harm Refer to IBVF Hot Weather Policy Notify Sports Medicine/TD Monitor condition Notify ambulance	0-5 mins 0-10 mins 30-60 mins	TD/TDC/Team Rep TD/TDC/CR/TDR TD/TDC SM/TD	Access to Water hydration system Access to ice & towels First Aid Kit Treatment area / room IBVF Injury Report
Hypothermia	2	4	Moderate	Withdrawal from playing arena & removal from further harm Notify Sports Medicine/TD Monitor condition Notify ambulance	0-5 mins 5-30 mins 30-60 mins	TD/TDC/Team Rep TD/TDC SM	Warm blankets and towels First Aid Kit Treatment area/room IBVF Injury Report

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Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Assault – Sexual	2	3	Moderate	Containment/Separation of parties Notification of Team Rep/Immediately notify CMT	0-5 mins	TD/TDC Team Rep	Blood spill/fluid handling kits
				Notification to CEO and Police	0-10 mins	TD/TDC	First Aid Kit
				Convene CMT Meeting	0-30 mins	TD/TDC	CMT briefing room
				Containment of information	0-90 mins	Police	IBVF Member Protection Policy
				Sexual Assault Assessment/Treatment /Counselling Co-ordinated		Police	IBVF Incident Report
				Documentation of Incident		TD/TDC/CMT	
				Verbal/Written briefing of IBVF Board	0-3 hrs	IBVF	
				Announcement to participants	As appropriate	Police/TD/TDC	
				Prepare Media Statement	As directed	CMT	
				Debrief of CMT		IBVF	
Assault – Physical Violent	2	3	Moderate	Containment / Separation of parties Removal of spectators from harm	0-5 mins	TD/TDC Team Rep	Blood spill kits
				Assessment/Treatment of injuries Convene CMT Meeting	0-10 mins	TD/TDC	First Aid Kit CMT briefing room

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				Call 000 for professional assistance	0-10 mins	TD/TDC	IBVF Member Protection Policy
				Notification of Team Rep	0-50 mins	TD/TDC	
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Assault – Physical Violent (Cont'd)				Documentation of Incident	0-3 hrs	TD/TDC/CMT	IBVF Incident Report
				Announcement to participants	As appropriate	IBVF	
				Debrief of CMT			
				Verbal/Written briefing of IBVF Board			
				Prepare media statement	As directed	IBVF	
Substance Abuse (Cont'd)				Convene CMT Meeting	10-30 mins	IBVF	IBVF Incident Report
				Documentation of Incident	30-60 mins	TD/TDC/CMT	
				Gather affected groups for briefing, prepare verbal & Written briefing	60-120 mins	TD/CMT	
				Verbal/Written briefing of IBVF Board	0-3 hrs	IBVF	
				Prepare Media Statement	As appropriate	IBVF	
Needle Stick injury	1	4	Low	Notify Sports Medicine/TD	0 - 5 mins	SM/TD/TDC	IBVF Equipment and Facility Check
				Wash the area gently with soap and running tap water as soon as possible	0 – 10 mins	Participant/SM	First Aid Kit

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				and apply an antiseptic and a clean dressing. Obtain prompt medical advice from local doctor or hospital emergency department, preferably within 24 hours.	10 – 15 mins	SM/TD	IBVF Injury Report IBVF Incident Report
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Needle Stick injury (Cont'd)				Dispose of the needle safely. <ul style="list-style-type: none"> Place in a special needle and syringe disposal unit provided by some local governments or businesses Used needles and syringes may be disposed of in the domestic waste in a rigid-walled, puncture resistant plastic container with a screw-top lid. Venue issues to be reported to the council in accordance with their procedures	As appropriate	SM/TD/Participant IBVF	
Infectious disease	3	3	Moderate	Convene CMT Meeting immediately on notification of occurrence Notification to authorities & implementation of advised actions Notification to venue of potential disease scenario	0-5 mins 0-30 mins 0-30 mins	CMT (IBVF) TD/TDC TD/TDC	Blood/fluid handling kits for Tournament personnel Disinfecting products for Tournament personnel Hand sanitizer

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				Document actions from local authorities to disinfect facilities and contain participant exposure- isolation where needed Gather affected groups for briefing Communication to participants	As soon as appropriate	CMT (IBVF) CMT (IBVF) CMT (IBVF)	IBVF Incident Report
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Infectious disease (Cont'd)				Regular monitoring/assessment of participants as per local authority guidelines/direction Prepare Media Statement	As directed	IBVF IBVF	
Harassment/ Discrimination/ Vilification	3	2	Moderate	Identify parties involved, materials or language the subject of harassment/discrimination immediately on third party notification or direct complaint Containment of information Convene CMT Meeting Announcement to Participants Debrief of CMT	0-5 mins As soon as appropriate	TD/TDC/IBVF TD/TDC TD/TDC CMT (IBVF) IBVF	IBVF Member Protection Policy IBVF Incident Report

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				Verbal/Written briefing of IBVF Board		IBVF	
				Prepare Media Statement	As directed	IBVF	
Serious Injury / Death	1	5	Low	Locate victim and assess condition immediately on notification	0-10 mins	TD/TDC/SM	Blood spill/fluids handling kits
				Provide First Aid		SM	First Aid Kit
				Contact 000 for professional assistance		TD/SM	IBVF Injury Report
				Contain area & remove further harm Remove spectators, surplus staff		TD/TDC	
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Serious Injury / Death (Cont'd)				Notify authorities Convene of CMT Meeting		CMT (IBVF)	IBVF Incident Report
				Containment of information spreading	As soon as appropriate	CMT/TD/SM	
				Prepare Media Statement	As directed	IBVF	
Serious Injury/Death – External to event	4	2	Moderate	Containment of information spreading	As soon as appropriate	CMT (IBVF)	
				Prepare Media Statement	As directed	IBVF/C	

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Suicide (threat or attempt)	2	3	Moderate	Identify individual and locate their Team representative immediately upon notification of incident	0-5 mins	TD/TDC	Team registration sheets for personal information
				Notify Lifeguards/ First Aid personnel	0-5 mins	TD/TDC	Barriers for preventing entry to affected area
				Contact 000 for professional assistance	0-5 mins	SM/TDC/TD	IBVF Incident Report
				Remove spectators and extra personnel Containment of affected parties (friends / teammates) in separate area of venue	0-5 mins	CMT (IBVF) Professional personnel	
				Containment of information spreading	0-20 mins	CMT (IBVF)	
				Prepare Media Statement (attempt)	As appropriate	IBVF	
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Terrorism Threat/ Attempt	1	5	Low	Contact 000 for Professional Assistance	0 – 5 mins	TD/TDC	IBVF Incident Report
				Remove spectators and extra personnel		Police	
				Containment of affected parties (friends / teammates) in separate area of venue		C/Police	
				Follow venue management/Police instructions on evacuation procedures			

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Fire - Venue - Equipment - Marquees/ tents, etc.	3 3 3	3 3 2	Moderate Moderate Moderate	Ensure that hard copies of team’s lists are available to verify evacuation of teams from facility and notify teams of safe return to facility WHS venue and equipment check to be completed prior to commencement of activity First Aid to assess injuries and marshal injured to a central area for treatment Assess risk with venue personnel (sight/smell/sound) Follow direction from Venue on Evacuation procedures, points, marshals In the absence of a Venue Rep. - Call 000 - Verify location of each team	Pre-event Pre-event start 0-15 mins 0-30 mins	TD TD/TDC SM/TD CMT CMT TD/TDC	Fire extinguishers Blankets Team Lists Portable PA system/Megaphone First Aid Kit IBVF incident Report
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				- TD to marshal participants out of venue to centralised point (keeping clear access roads) Prepare Media Statement	As directed	IBVF	

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Power Failure	3	2	Moderate	Locate venue staff and follow direction Announcement to participants Revise draw scheduling for period of interruption	0 – 5 mins As appropriate As soon as appropriate	TD/TDC/C TD/TDC TD/TDC/TDR/CR	Portable PA/ Megaphone/Mobile phones Torches Laptops
Damage/ Theft-Venue/ Sports equipment	4	3	High	Assessment of damage/ theft of equipment Documentation of incident Notification to Police Re-schedule draw if required Replace equipment if required Prepare media statement	Immediately 0-10 mins 0-20 mins As appropriate As appropriate As directed	TD/TDC TD/TDC TD/TDC TD/TDC/TDR/CR IBVF IBVF/C	IBVF incident Report Mobile Computer/ Printer List replacement equipment
Theft-participant personal equipment	5	1	Low	Documentation of incident Notification to Police Announcement to participants Prepare media statement	Immediately As appropriate As appropriate As directed	TD/TDC TD/TDC TD/TDC IBVF	IBVF Incident Report Form PA/ Megaphone/ Mobile
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Weather	3	3	Moderate	Immediate suspension of play. Move all to sheltered area	0-5 mins	TD/CR/TDR/TDC	IBVF Incident Report

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– Storms/ Lightening	2	2	Low	Play would be suspended on any courts that are affected and matches moved to unaffected courts	0-15 mins	TD/CR/TDR/TDC	Shelter / Surf Club Alternate courts
– King tides							
– Extreme temperatures • Cold weather	3	2	Moderate	In case of cold weather, athletes and all staff would notified that they are permitted to wear cold weather clothing.	0-15 mins	TD/CR/TDR/TDC	Athletes and staff own clothing Access to Water hydration system
• Hot weather	4	3	High	Refer to IBVF Hot Weather Policy. In case of hot weather, in extreme hot weather cases, play may be suspended. This will be a decision by the TD based on temperature and humidity.	0-15 mins	TD/CR/TDR/TDC	
Lost Children	2	4	Moderate	If a parent/guardian reports a child/ dependent as lost or missing: 1. Document details of parent/guardian and child 2. At the discretion of the parent /guardian make an announcement. 3. If the child is located without incident: Confirm the identification of all parties, request ID. Record the time and location where the child was found.	0-5 mins	TD/TDC	IBVF Incident Report
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Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Lost Children (Cont'd)				<p>4. If no identification is available, or if there is concern about the safety of the child, the TD may notify emergency services.</p> <p>5. If the child is not found within one hour, Call 000.</p> <p>If a child reports themselves to a volunteer or staff member as being lost:</p> <ol style="list-style-type: none"> 1. Ensure the presence of another person of the child's gender. 2. Document any details of the child and their parent/guardian. 3. At the discretion of the TD, a public announcement may be made requesting that the parent or guardian report to the information tent. Do not include information about the child in this announcement. If a parent or guardian arrives to claim the child, confirm and record their identification and contact information. <p>If no-one claims the child within 1 hour Call 000.</p>	<p>60 mins</p> <p>0-5 mins</p> <p>60 mins</p>	<p>TD/TDC/Police</p> <p>TD/TDC</p> <p>TD/TDC/Police</p>	
Referee/ Scorer strike (mass walkout)	1	4	Low	<p>Communicate situation to participants</p> <p>Create Duty roster so team covers positions vacant</p>	<p>Immediately</p> <p>As soon as possible</p>	<p>TD/TDC/TDR/CR</p> <p>TD/TDC/TDR/CR</p>	<p>Portable PA/Mega phone/mobile phones</p> <p>Computer/printer</p>

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Staff Vehicular Accidents	3	4	High	<p>Event Staff advised of the following prior to event:</p> <ul style="list-style-type: none"> - A valid C Class licence must be submitted to the IBVF office Take regular breaks and share the driving if possible - Use a IBVF or a hired vehicle where possible - Inspect the vehicle prior to use, including tires, lights, oil level, brakes, windshield wiper condition and window washer fluid levels - Ensure that the vehicle has enough diesel / petrol prior to commencing the journey - Observe all traffic laws, traffic signs and walkways - Observe all venue provider rules and regulations - Park in marked bays - Secure loads before travelling - Report to site manager/reception and follow instruction. <p>If involved in Accident:</p> <ul style="list-style-type: none"> - Contact 000 if needed - Provide assistance to other party 	<p>3-4 Days before event</p> <p>On the day</p> <p>0-5 mins</p> <p>0-10 mins</p>	<p>TD/TDC/IBVF</p> <p>TD/TDC/IBVF</p>	<p>IBVF Incident Report</p> <p>IBVF Policies</p> <p>IBVF Injury Report</p>

Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
				<ul style="list-style-type: none"> - Collect personal details, insurance and registration information from other party - Report any accidents to Supervisor and document accident. 	0-30 mins		
Risk Identification	Likelihood (Potential) <i>Table 1</i>	Consequence (Impact) <i>Table 2</i>	Risk Rating <i>Table 3</i>	Treatment/Action	Time-frame	Responsible Person	Resources (materials /facilities/ equipment)
Staff Physical injury and/or illness	3	3	Moderate	<p>Coordinator appointed for Set up and additional staff employed for setup and pack down.</p> <p>Staff advised to wear hand and foot protection to safeguard against crushing and pinching injuries.</p> <p>WHS venue and equipment check to be completed prior to commencement of activity – issues to be addressed with venue provider and reported to IBVF</p> <p>Carts and other lift support aids to be used to move heavy items</p> <p>Follow Treatment/Action for Serious Injury.</p> <p>Replace person affected:</p>	<p>3-4 days before event</p> <p>On arrival to venue</p> <p>0-5 mins</p> <p>0-15 mins</p>	<p>TD/TDC/IBVF</p> <p>TD</p> <p>TD/SM</p> <p>IBVF/TDR/TDC</p>	<p>Venue and Equipment Checklist</p> <p>IBVF Injury Report Form</p> <p>IBVF Incident Report Form</p> <p>IBVF Policies</p>

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				<ul style="list-style-type: none"> •Volunteers – substitute volunteer/s by dispersing non-affected volunteers across more courts. •Referee Delegate - substituted by referee delegate assistant •Tournament Director – replaced by TDC / Assistant TD / IBVF Staff in conjunction with technical results manager and referee delegate. 			

APPENDIX- RISK TABLES

Table 1: Likelihood of Risks

Level	Descriptor		Frequency
1	Rare	The event may occur only in exceptional circumstances	Less than once in 10 years
2	Unlikely	The event could occur at some time	At least once in 10 years
3	Moderate	The event should occur at some point	At least once in 5 years
4	Likely	The event will probably occur in most circumstances	At least once per year
5	Almost certain	The event is expected to occur in most circumstances	More than once per year

Table 2: Consequence of Risks

Level	Rank	Injuries	Reputation & Image
1	Insignificant	First Aid injury, no lost time	Unsubstantiated, low impact, low profile or no news item
2	Minor	Medical treatment required, no lost time	Substantiated, low impact, low news profile
3	Moderate	Medical treatment required and / or some lost time.	Substantiated, public embarrassment, moderate impact, moderate news profile
4	Major	Hospitalisation, serious injuries resulting in long term absences and adverse health effect.	Substantiated, public embarrassment, high impact, high news profile, third party actions
5	Catastrophic	Death, severe permanent disablement or adverse health effect	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

Table 3: Risk Rating (Consequence v Likelihood)

Consequence		Likelihood				
		1-Rare	2-Unlikely	3-Moderate	4-Likely	5-Almost certain
1	Insignificant	1	2	3	4	5
2	Minor	2	4	6	8	10
3	Moderate	3	6	9	12	15
4	Major	4	8	12	16	20
5	Catastrophic	5	10	15	20	25

Having assessed each risk in terms of its likelihood and consequence you should be in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

Table 4: Risk Acceptance / Tolerance

Risk Level	Criteria for Management of Risk		Responsibility
1-3	Very low risk	Acceptable with adequate controls	Risk owner
4-5	Low risk	Acceptable with adequate controls	Risk owner
6-9	Moderate risk	Acceptable with adequate controls	Risk owner
10-14	High risk	Only acceptable with excellent controls	Senior Manager
15-25	Critical risk	Only acceptable with excellent controls	Board & Executive Director