



GEELONG CROSS COUNTRY CLUB

RISK MANAGEMENT MANUAL

SEASON 2025

The Risk Management Manual (RMM) consists of the following documents:

1. Risk Management Plan (RMP)
2. Hazardous Conditions Procedures (HCP)
3. Emergency Management Plan (EMP)

1. Risk Management Plan (RMP)

The RMP broadly describes the six (6) steps that make up the process of managing the risks associated with the conduct of the Geelong Cross Country Club (GCCC) calendar season, namely:

1. Identify the hazards
2. Assess the risks
3. Treat the risks (action plans)
4. Operating procedures (eg. reference to the Hazardous Conditions Procedures)
5. Ongoing monitoring and review
6. Personnel responsible for implementation

2. Hazardous Conditions Procedures (HCP)

The HCP goes one step further than the RMP in that it identifies and addresses the specific hazards that may be encountered during the conduct of the GCCC calendar.

In particular, it includes specific actions that are required to be implemented should any of these hazards be present at the time of conducting a calendar event. For example, a Hot Weather Procedure is included and though unlikely to be invoked given the time of the year that the calendar season is conducted, there is still a risk that unusually hot weather could occur during the earlier and latter parts of the season, particularly in the month of April when the GCCC Geelong Half Marathon is conducted, as well as the Dawnbuster on New Year's Eve.

3. Emergency Management Plan (EMP)

The EMP addresses more specific event management issues such as:

- Key contacts (both event and emergency)
- Event schedules
- Event management (marshals, communications, emergencies etc)
- Site risk summary
- Site management
- Evacuation procedure
- Site maps
- Emergency response guidelines
- Recovery arrangements
- Forms – Incident Report Form, Emergency Incident Log

Pandemics (eg. COVID-19) are covered generally in the above documents by simple reference to the requirements applicable at the time as per the State Government website www.coronavirus.vic.gov.au .