



YLAA YAB RISK ASSESSMENT 2027/28

Category	Description of Risk	Risk Rating	Impact	Mitigation Strategies	Responsible Team/Person	Alignment with YLAA Values
Health and Safety	High volume of attendees leading to overcrowding, potential injuries, or unsafe conditions at venues.	Medium	Risk of injury, compromised event reputation, potential legal liability.	Implement staggered entry times, capitalise on venue ushers, and ensure thorough venue capacity checks. Provide detailed maps and signage.	YLAA Event Manager	Accountability: Ensuring a safe environment for all attendees.
Health and Safety	Spread of infectious diseases among students, teachers, and staff during in-person events.	High	Health risks to attendees, potential cancellation of events, damage to public trust.	Develop a comprehensive COVID-19/infectious disease policy, including hand sanitiser stations, masks, and social distancing where necessary. Establish a contingency plan for virtual events if outbreaks occur.	YLAA CEO	Sustainability: Protecting public health to ensure long-term community trust.
Health and Safety	Incidents of bullying or inappropriate behaviour among attendees during events.	Medium	Negative experience for affected attendees, reputational harm to YLAA.	Ensure that schools are aware of the expectations of students throughout the event and within breaks of the event.	YLAA CEO	Social Purpose: Promoting a respectful and inclusive environment.
Health and Safety	Sensory overload for attendees, especially students with sensitivities to noise, lights, or crowds.	Medium	Discomfort or distress for attendees, reduced engagement, reputational damage.	Provide quiet zones, sensory tools (e.g., headphones), and clear communication of event features. Train staff to assist students experiencing sensory issues.	YLAA Event Manager	Social Purpose: Creating an inclusive environment for all participants.
Child Safety	Unsupervised or inappropriate interactions involving students during or after events.	Medium	Harm to students, legal liability, reputational damage.	Ensure that schools are aware they have duty of care of the young people. Conduct Working with Children Checks (WWCC) for all staff and volunteers. Have strong and strict working and communicating with young people policies to protect the events.	YLAA CEO	Accountability: Prioritising the wellbeing and safety of young attendees.
Security	Non-students or members of the public entering the event without authorisation.	High	Safety risks to attendees, disruption to event proceedings, potential legal liabilities.	Use secure registration processes, inform venue staff of checks required entrances, and visible security personnel.	YLAA Event Manager	Accountability: Ensuring the safety of all participants.
Logistical	Delays or cancellations caused by external factors, such as transport strikes or extreme weather impacting access to venues.	Medium	Significant disruptions to event schedule, attendee dissatisfaction, financial losses.	Pre-plan with delays to traffic and develop a rapid communication strategy to inform stakeholders about changes through email, SMS, and social media.	YLAA Event Manager	Innovation: Creative pre-planning to minimise disruptions.
Logistical	Volunteers not arriving as scheduled, causing gaps in event operations.	Medium	Delays in event activities, increased workload for staff, potential dissatisfaction of attendees.	Maintain a roster of backup volunteers. Communicate detailed schedules and confirm attendance with volunteers ahead of the event.	YLAA Event Manager	Growth: Building reliability within the volunteer network.

Logistical	Bump-in/bump-out delays for equipment, causing disruption to event setup or teardown.	Medium	Reduced preparation time, delayed start of event, additional costs.	Develop a detailed schedule for bump-in/bump-out. Assign experienced staff to oversee logistics and ensure sufficient equipment transport resources.	YLAA Event Manager	Accountability: Ensuring smooth operational transitions.
Financial	Reduced attendance due to cancellations or overestimations of participant interest, particularly for new regional events.	Medium	Revenue shortfalls, strained budgets, limited resources for future programs.	Establish clear refund policies and secure advance deposits. Conduct pre-event interest surveys to accurately forecast attendance. Use regional pilot events to gauge demand before scaling up.	YLAA CEO	Growth: Balancing financial sustainability with program expansion goals.
Financial/Facility	Damage to venue facilities caused by participants during the event.	Medium	Financial liability for repairs, damage to relationships with venue providers.	Set clear behaviour expectations for attendees. Conduct pre- and post-event inspections of facilities. Ensure adequate insurance coverage for potential damage.	YLAA CEO	Accountability: Protecting partnerships and ensuring responsible event management.
Communication	Inconsistent or incorrect event details provided to schools, parents, and stakeholders leading to confusion and reduced attendance.	Medium	Misaligned expectations, lower trust in YLAA brand, reduced attendance.	Centralise communication via an automated platform, double-check all public-facing materials (event dates, times, locations), and assign a specific team member to oversee accuracy of all communications.	YLAA Business Development Team	Accountability: Ensuring transparency and consistency across communications.
Program Content	Event content not aligning with evolving needs of students and educators, reducing perceived value.	Medium	Reduced attendee satisfaction, negative feedback impacting reputation.	Incorporate findings from 2024 feedback into planning. Conduct pre-event focus groups with educators and students to determine priorities. Brief keynote speakers thoroughly about audience expectations and current educational trends.	YLAA Programs Manager	Social Purpose: Creating meaningful, relevant content to empower youth and educators.
Program Content	Last-minute speaker cancellations or no-shows impacting program delivery and attendee expectations.	High	Loss of attendee engagement, reduced program quality, reputational damage.	Maintain a roster of backup speakers prepared to step in on short notice. Use pre-recorded sessions for key content areas as an emergency fallback.	YLAA Programs Manager	Accountability: Delivering high-quality content regardless of challenges.
Accessibility	Barriers for regional attendees, including high travel costs, limited transport options, or conflicting schedules.	Medium	Reduced diversity of attendees, failure to achieve organisational goals of inclusivity and regional engagement.	Offer hybrid events (in-person and online). Partner with local governments to provide transport subsidies or use government facilities to host closer to attendees. Increase scholarships for disadvantaged schools.	YLAA CEO	Growth: Promoting equitable access for all youth.
Accessibility	Limited availability of venues with disability-friendly facilities (e.g., wheelchair access, hearing aids).	High	Exclusion of attendees with disabilities, reputational harm, and non-compliance with accessibility laws.	Ensure venues meet all disability access standards. Provide auxiliary aids (e.g., hearing devices, interpreters) upon request. Conduct an accessibility audit of each venue before events.	YLAA Event Manager	Social Purpose: Ensuring equitable access for all participants.
On-Site Preparedness	Insufficient emergency protocols for medical incidents, security breaches, or evacuation scenarios.	High	Safety risks to attendees and staff, potential legal liability, negative media coverage.	Conduct pre-event risk assessments, ensure trained medical staff are on-site, and establish clear evacuation routes. Regularly brief event staff on emergency procedures. Use professional and world class venues with their own processes.	YLAA CEO	Accountability: Ensuring events are well-prepared to handle emergencies.
Financial	Unanticipated expenses from expanded programs, such as regional events or higher-than-expected logistics costs.	Medium	Budget overruns, reduced funding for future initiatives.	Perform detailed budgeting for new programs and review anticipated costs with external auditors. Develop partnerships with sponsors and donors to offset additional costs. Adjust ticket pricing to reflect any increases in service levels.	YLAA CEO	Sustainability: Ensuring resource efficiency while expanding program reach.

Technological	Ticketing or registration system failures during peak periods leading to delays and confusion at entry points.	Medium	Frustrated attendees, reduced operational efficiency, reputational damage.	Use a hardcopy ticketing platform, and conduct stress tests before events. Ensure on-site IT support is available. Prepare manual backup options for check-ins if systems fail.	YLAA Event Manager	Innovation: Leveraging technology to streamline and enhance attendee experiences.
Cultural Sensitivity	Inappropriate cultural representation or lack of inclusivity in event content or speaker line-up, particularly for Indigenous and diverse communities.	High	Alienation of attendees from diverse backgrounds, reputational damage, reduced inclusivity.	Ensure diverse representation in speaker line-ups. Provide sensitivity training for all event staff to enhance awareness and understanding of cultural nuances.	Programs Manager	Social Purpose: Promoting inclusivity and respect for all cultural backgrounds.
Legal/Compliance	Non-adherence to state or venue-specific safety regulations, particularly in states with stricter health and event guidelines.	High	Legal penalties, event cancellations, reputational risks.	Regularly update protocols based on state-specific regulations. Engage legal counsel to review contracts and ensure compliance. Conduct regular staff training on compliance standards.	YLAA CEO	Accountability: Meeting the highest standards for regulatory compliance.
Reputational	Failure to deliver a high-quality event experience as expected by attendees, particularly if there are high-profile speakers or sponsors involved.	High	Loss of brand trust, reduced future attendance, difficulties in securing sponsorships.	Over-deliver on key aspects such as speaker quality, content relevance, and attendee engagement. Maintain consistent branding and messaging across all event materials. Have feedback channels open during and post-event for real-time insights.	YLAA CEO	Social Purpose: Building lasting trust through impactful, high-quality events.
Reputational	Failure to adequately safeguard young people, leading to potential harm or breaches of trust.	High	Severe damage to YLAA's reputation, loss of trust with schools and parents, potential legal issues.	Ensure all staff and volunteers have up-to-date Working with Children Checks (WWCC). Provide safeguarding training for all staff. Assign a designated safeguarding officer on-site for each event.	YLAA CEO	Accountability: Upholding the highest standards of child safety and trust.