

# Christies Beach Sports and Social Club Risk Management Policy

## \*Risk Management Policy"

*This policy is not limited to risks listed and is subject to ongoing review.*

" The Christies Beach Sports and Social Club will take every step including consulting so far as is reasonable practicable, with all relevant workers and volunteers to ensure risk is minimised and managed and that their place of work and volunteering is safe." This will include;

1. **Appointing a risk management officer.**
2. **That this person will report to the Christies Beach Sports and Social Club Management Committee on a monthly basis.**
3. **The Risk Management Officer will conduct a monthly assessment of risk against the agreed checklist as outlined in addendum 1.**
4. **That the checklist will be developed and sanctioned by the management committee**
5. **That this policy and procedure is endorsed by the Christies Beach Sports and Social Club Management Committee.**
6. **That the policy will be widely distributed to affiliated clubs for them to disseminate to their respective management committee**
7. **That the policy will be available to all staff and volunteers associated with the club**

## Identified risks

<p><b>1. Physical – injury or damage to persons or property</b></p> <ul style="list-style-type: none"> <li>• injury to a staff member, spectator or participant</li> <li>• rain making playing surface slippery</li> <li>• ground hardness</li> <li>• wet or slippery surfaces in clubrooms</li> <li>• wet or slippery surfaces in canteen of changerooms</li> <li>• Complete risk audit annually</li> <li>• Unclean clubrooms, changerooms including toilet facilities</li> </ul>	<p><b>2. Legal – breaching legal obligations</b></p> <ul style="list-style-type: none"> <li>• discrimination or harassment</li> <li>• loss of data/records</li> <li>• damage to the environment</li> <li>• Liquor License Requirements</li> <li>• Informed management committee</li> <li>• Meeting all workplace obligations</li> <li>• Member Protection including Child Safety</li> </ul>
<p><b>3. Moral/Ethical – harm to your organisation’s reputation</b></p> <ul style="list-style-type: none"> <li>• decline in number of volunteers</li> <li>• attracting too many participants for an event</li> <li>• negative publicity</li> <li>• poor volunteer management</li> <li>• behaviour of members</li> <li>• poor management of affiliated clubs</li> </ul>	<p><b>4. Financial – loss of the organisation’s assets</b></p> <ul style="list-style-type: none"> <li>• funding cuts</li> <li>• equipment failure</li> <li>• theft of property.</li> <li>• poor financial management</li> <li>• debt levels</li> <li>• rising utilities costs</li> </ul>

**Matters to consider when quantifying risk**

- the source of risk - i.e. rain making playing surface slippery
- what is at risk - i.e. people (players, referees), assets, reputation
- what the effect could be - i.e. injury, loss.
- There is a risk that slipping on the wet surface could injure players.
- There is a risk that litigation against the organisation (and subsequent financial loss) could result if a player is injured.
- There is a risk that the organisation’s reputation will suffer if the problem is not managed.

**The appointed Risk Officer and Management COmmittee will need to consider the following factors:**

- age and capacity of participants (children require extra care)
- type of activities
- past history of accidents, injuries and losses
- standard equipment
- use of equipment
- existing problems with operating procedures or practices
- the facilities and equipment to be utilised
- the environment in which your activity is taking place.

<b>Strategies to Minimize Risk</b>	
<b>1. Physical – injury or damage to persons or property</b>	<b>2. Legal – breaching legal obligations</b>
<ul style="list-style-type: none"> <li>• JLT Ground Checklist</li> <li>• Monthly IPOS Ground Inspections</li> <li>• Daily facilities check, clubrooms</li> <li>• Weekly cleaning, clubrooms</li> <li>• Weekly facilities check, change rooms</li> <li>• Weekly cleaning, change rooms</li> <li>• Incident Report to be completed</li> <li>• Ensure equipment and facilities are safe</li> <li>• Ensure regular maintenance occurs on equipment and facilities</li> <li>• Ensure outside lighting is adequate</li> </ul>	<ul style="list-style-type: none"> <li>• Set harassment/discrimination policy and ensure staff and volunteers are educated</li> <li>• Set clear procedure regarding management of club records and information</li> <li>• Ensure environs are managed, clubroom surrounds, carparks, trees, concrete and paved areas</li> <li>• Set Risk Management Policy specific to Liquor License</li> <li>• Take all steps possible to have Management Committee informed of responsibilities</li> <li>• Manage workplace obligations according to law</li> </ul>
<b>3. Moral/Ethical – harm to your organisation’s reputation</b>	<b>4. Financial – loss of the organisation’s assets</b>
<ul style="list-style-type: none"> <li>• Ensure volunteers are informed, supported and recognised</li> <li>• Ensure all events are well managed,</li> <li>• Establish type of event, numbers expected to attend, facility requirement of events, number of toilets required, time of event, traffic considerations, entry and egress requirements, security needs</li> <li>• Monitor incidents that may cause negative publicity</li> <li>• Investigate incident thoroughly</li> <li>• Have in place grievance committee of an independent nature</li> <li>• Monitor behaviour against club code of conduct</li> <li>• Address reports of poor behaviour as outlined in policy</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure budgets are set every year</li> <li>• Ensure budgets are monitored against actual spend</li> <li>• Have banks statements presented at every Management Meeting</li> <li>• Have monthly financial reports presented at every management meeting</li> <li>• Monitor debt levels and manage to sustainable levels</li> <li>• Annually review membership fee from affiliated clubs</li> <li>• Set an equipment monitoring process</li> <li>• Forward plan on replacement of equipment</li> <li>• Forward plan on replacement or upgrade of facilities</li> </ul>

**Organisational Risk Audit**  
**Christies Beach Sports and Social Club Inc**

<b>Financial</b>	<b>YES</b>	<b>NO</b>
Are all financial transactions accurately recorded (receipted, banking)?	YES	
Do you have a realistic budget and do you present regular financial reports that identify how you are going against your budget?		NO
Is an annual audit conducted of your financial records?	YES	
Is all expenditure authorised through an identified process?	YES	
City of Onkaparinga requirements and lease		NO
<b>Governance / Management</b>		
Is your organisation incorporated?	YES	
Does your organisation have an up-to-date constitution?		NO
Does your organisation have any policies or procedures to guide its decision making?	YES	
Code of conduct for the Board	YES	
Conflict of interest policy	YES	
• Are these policies communicated to all affected?		NO
Do you have position descriptions for all office bearers/staff?	YES	
Does your board meet regularly and document all decisions and actions?	YES	
Is the annual report circulated to all members?	YES	
Are your rules, by-laws and practices non-discriminatory?		NO
Do you have a clear plan for the future that describes what you want to do and how you are going to do it?		NO
Does the organisation have the following insurance covers - public liability, professional indemnity and directors and officers liability?	YES	
Does your organisation meet the terms of any contracts it is involved with?	YES	
<b>Member Services</b>		
Are procedures in place to ensure the security of membership information and compliance with privacy legislation?	YES	
Does your organisation communicate regularly and effectively with its members?	YES	
Do you have a procedure for dealing with complaints?	YES	
Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct?		NO
Do members understand the extent of their 'duty of care'?		NO
Do you require participants to sign a waiver or release form prior to participating?		NO
Do all coaches/instructors/leaders have appropriate, current accreditation?	YES	
Do you promote education and training opportunities?	YES	
Do you conduct risk assessments on all programs, activities and events?	YES	
Are risk assessments documented?		NO
Is there a clear procedure for reporting accidents/injuries?	YES	
Are regular safety inspections made of buildings, grounds and equipment?	YES	
Do you ensure the recommended rules of play and protocols are followed for your activity?	YES	
Do you have an emergency plan?		NO
<b>Compliance</b>		
Have you considered the health and safety of everyone in the organisation and do you meet OHS regulations?	YES	
Do you meet the legislative requirements for paid employees?	YES	
Are you aware of the legislation or local government by-laws that could apply to your activities?	YES	
Are you aware of the industry standards that apply to your operations?	YES	

**Risk Management Action Plan Template**  
**Christies Beach Sports and Social Club Inc**

Potential Risk and Date Identified	Level of Risk (rating risk as low, moderate, high)	Reason for Risk Rating	Action (what is to be done)	Resources Required	Responsibility	Timeline (completion dates)	Communication (strategy to inform relevant parties eg committee personnel, sponsors, members)	Risk Treated (Yes/No) and Date Treated	Review Date (review due date)
<b>Financial Risk</b>									
realistic budget	High	Lack of control of finances and sustainability of club	Review revenue and expenditure and set budget accordingly	last 12 months financials	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
budget v actual	High	Lack of control of operational activities	Have monthly reports tabled at Mngt Meetings	MYOB monthly reports	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
<b>Administrative Risk</b>									
Procedure for reporting accidents/injuries?	High	Left open to legal action	Have a document that outlines procedure	Some one to complete	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Up-to-date constitution	Moderate	Loss of relevance to club activities	Review Constituion and amend	Time and people	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Code of conduct for the Management Committee	Moderate	To ensure accountability of Management	Adoption of a Mngt Committee Code of Conduct	A draft Code of Conduct and person	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Conflict of interest policy	Moderate	To ensure awareness and prudent mngt	Adoption of a Mngt Committee policy	A draft Policy	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Are your rules, by-laws and practices non-discriminatory?	High	To ensure activities are not discrimitary	Adoption of a Member Protection Policy	A draft Policy	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Future Strategic Plan	Moderate	To plan for future in a structured way	Draft a strategic plan and involve all parties	Person, time and draft strategic plan	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
<b>Staff Management</b>									
Agreed to a code of behaviour or conduct	High	Staff not informed so as to act as required	Draft a staff code of behaviour	A draft Policy	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Understand 'duty of care	High	Staff not informed so as to act as required	Draft duty of care document	A draft Policy	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
<b>Player and Member Safety</b>									
Inspections of buildings, grounds and equipment?	High	Hieghtened risk of injury to users	Draft up checklist for various inspections	A draft Checklist	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		
Emergency plan?	High	Hieghtened risk of injury to users	Draft up an Emergency Plan	A drat Emergency Plan	Management Committee	Apr-14	Table at Mngt Meetin Feb-14		

# Christies Beach Sports and Social Club Incident Action and Reporting Procedure

## 1. Incident response

1.1 Anyone involved in an incident must immediately respond with these actions:

1. Protect your health and safety.
2. Protect the health and safety of others.
3. If necessary, provide aid to any injured persons involved in the incident.
4. If necessary, call for a first aider.
5. If necessary, call emergency services.
6. If applicable, take essential action to make the site safe or to prevent a further incident.

1.2 If incident is of a serious nature, those involved must isolate the incident site or take any essential action to prevent a further incident.

1.3 The site must not be disturbed further as workplace investigation may be required

## 2. Incident reporting

2.1 A register of injuries must be maintained

2.2 Staff, volunteers, contractors and visitors must report any incident to bar manager or member of the management committees of the club or clubs in attendance.

2.3 High consequence incidents must be reported immediately. Other incidents must be reported in writing within 24 hours of becoming aware of the incident, injury or illness.

2.4 Staff, volunteers, contractors and visitors must complete a formal incident report for any OHS incident that occurred on site of the Christies Beach Sports and Social Club, or while engaged in any sanctioned activity. Events that must be reported include:

- injuries or illnesses
- incidents or near misses
- property loss or damage
- environmental damage
- theft.

2.5 Staff should notify the management committee of any such incident so appropriate action can be taken

2.6 Incident reports should be completed and submitted in writing to the management committee

2.7 The incident report will be tabled at the next management committee meeting with a report of actions

2.8 On being notified of the incident, the management committee must, as soon as reasonably practicable, identify and record:

- immediate actions taken to assist any persons injured during the incident
- immediate actions taken to prevent reoccurrence of the incident
- if a copy of the incident report has been provided to the management committee
- severity of the incident
- likelihood of the incident occurring or reoccurring
- resultant risk rating of the incident
- if an on-site incident investigation has been completed
- planned actions to prevent reoccurrence of the incident
- due date for completion of planned corrective actions.

## 3. Incident Needing Workcover

3.1 All requirements of Workcover must be met as required