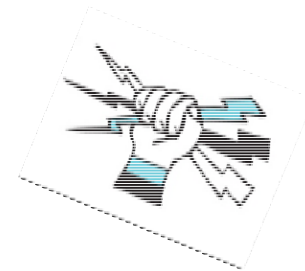


# PORT STEPHENS AUSTRALIAN FOOTBALL CLUB INC.



## THE PORT STEPHENS AUSTRALIAN FOOTBALL CLUB RISK MANAGEMENT POLICY

Risks are inherent in all aspects of Australian Rules Football and the Port Stephens Australian Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Port Stephens Australian Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

This Standard requires the Port Stephens Australian Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

### **PURPOSE:**

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Port Stephens Australian Football Club's activities.

### **SCOPE:**

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation. In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of A/NZ Standard 4360:1999 risk Management as well as the Club's established ethical standards and values.

### **OBJECTIVES:**

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation

**The risk management system will be reviewed annually to ensure the actions remain appropriate and effective.**

Mel Nelson  
PRESIDENT

Jacquie Ruhl  
SECRETARY

*Original signed*

*Original signed*

16 January 2018

16 January 2018

## **Annexes**

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THE RISK MANAGEMENT PROCESS DIAGRAM#

# **RISK MANAGEMENT METHODOLOGY**

## **ESTABLISH A RISK MANAGEMENT COMMITTEE**

A Club Risk management Committee comprising the Club's Risk Management Officer, two Committee Members and two player representatives, with a developed understanding of a football club's risk issues to be formed to instigate a comprehensive risk management review of all of the Club's activities.

## **RISK IDENTIFICATION**

The risk management committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk.

## **RISK ASSESSMENTS**

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational.

The following are provided as a guide:

### Player Safety

- The playing surface, fences and goal/behind posts
- Sufficient qualified trainers & coaches
- Medical checks on players
- Team hygiene practices
- Player change-room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services

### Official Safety

- Secure umpire rooms
- Competent umpire escorts

### Recreation Reserve - Operational

- Public viewing areas
- Scoreboard / timekeeper facilities
- Vehicular movement and parking areas

- Public conveniences
- Crowd control
- Food/beverage handling and selling areas

#### General

- Money handling
- Player / Official valuables security
- Building security

#### **SAFE OPERATING PROCEDURES**

The Risk Management Committee will prepare safe operating procedures for all areas identified as presenting any risk to the organisation; other aspects that may be included are: Emergency planning; Contractor management and Visiting Club management.

#### **MONITORING & REVIEW**

It is incumbent on the Football Club's Risk Management Committee to review the performance of the risk management systems and changes which might affect it on an annual basis.

Records are to be maintained for the following:

- Hazard identification
- Risk assessments
- Accident / incidents
- Player health monitoring

## **DANGEROUS GOODS STORAGE AND HANDLING**

*Those who store and handle Dangerous Goods must become familiar with regulatory requirements, which are likely to include the following aspects:*

- **Make a list of all materials stored** including quantities and storage methods.
- **Check for SDS availability** and conduct appropriate Risk Assessment.
- **Assess the potential for substitution** with a safer substance.
- **Make sure that minimum quantity is stored**, based on usage rate.
- **Check for incompatible substances** and make sure they are segregated as required by regulations.
- **Check design and location of storage** meets regulations. Consider weather proofing requirements.
- **Check spill containment** has the necessary capacity and keeps incompatible substances apart.
- **Check storage containers** are appropriate, such as flameproof cabinets, including for "goods in process".
- **Provide signs and placards** as required by regulations.
- **Confirm necessary approvals and licences** are held, with copies available.
- **Check for leakage and spills**, including underground storage.
- **Control ignition sources**, including smoking, matches, electrical and spark producing equipment.
- **Control static electricity risks**, especially during decanting operations.
- **Control access to storage areas** as required by regulations and keep access routes clear.
- **Have written procedures** covering all hazardous operations.
- **Give necessary training** to all concerned both on induction and at regular intervals.
- **Report and investigate incidents**, especially those involving Dangerous Goods.
- **Set up regular review** of storage and handling systems and procedures.