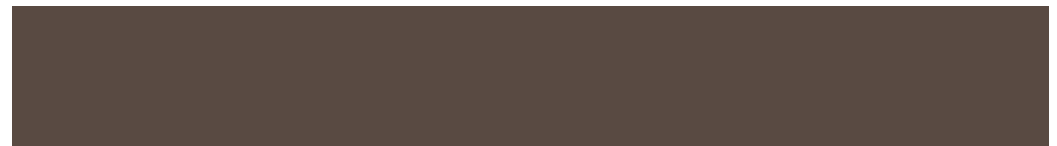




Risk Management For Community

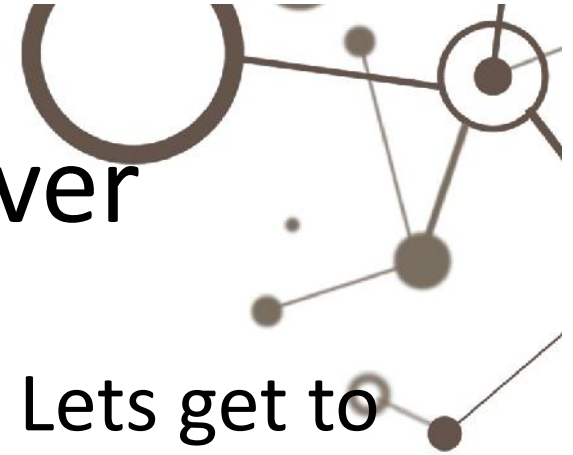


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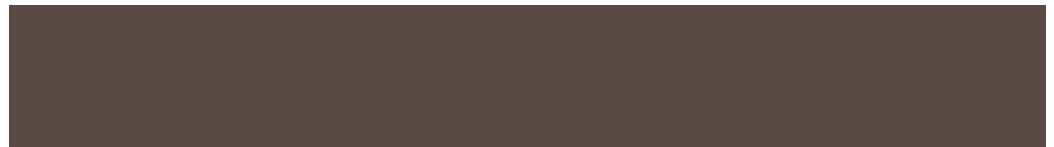




What We'll Cover



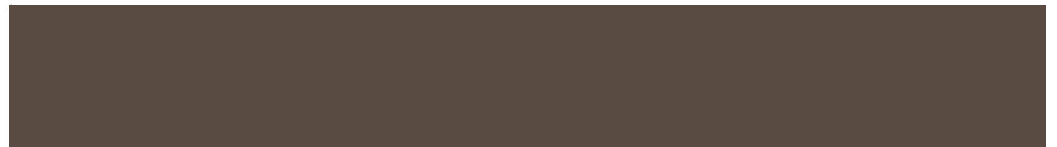
- What is risk management? Lets get to know it
- Assessing your organisation and its practices -
- risk template
- Understand your legal obligations
- Relevant case studies and examples





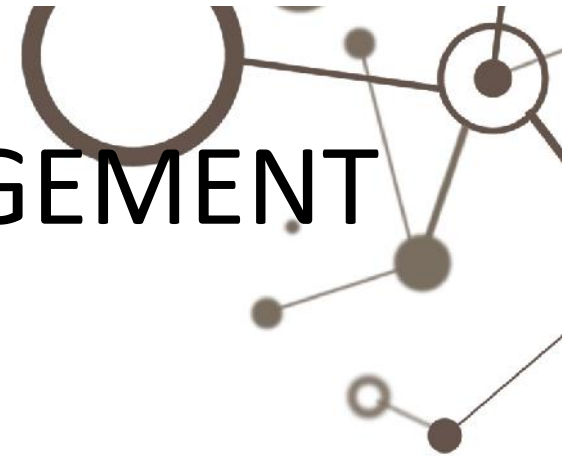
What is Risk Management?

- Risk management simply means being aware of the potential for something to go wrong and taking steps to remove or minimise the risk.
- This environment protects children and young people as well as adults who behave appropriately and ethically.

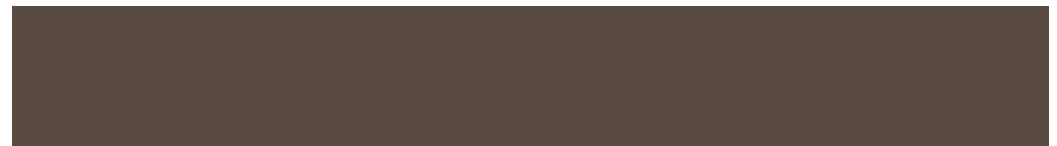




5 STEP RISK MANAGEMENT



- [Step 1 - Look for the hazards](#)
How to look for hazards and what to look for
- [Step 2 - Decide who might be harmed and how](#)
Assessing the risk - how might someone be harmed? What is the harm? How likely is this harm?
- [Step 3 - Decide on control measures](#)
Is there a regulation or code of practice about any hazards you have identified? What are the existing controls? Are controls as high as possible in list of control priorities? Do controls protect everyone exposed to harm? What additional controls are required?
- [Step 4 - Put controls in place](#)
Developing a plan for improving controls, improving controls
- [Step 5 - Review the controls](#)
Are the controls working? Are there any new problems?





What Are Your Risks?

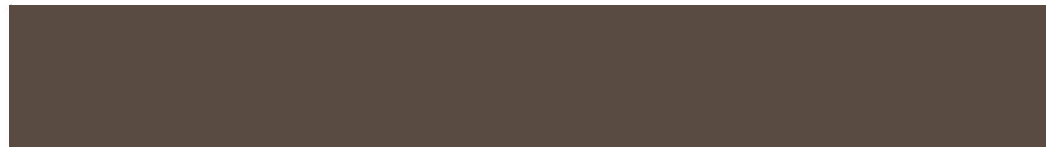


Sporting organisations can experience different types of risk:

- Physical (Safety)
- Performance (Reputation)
- Legal (Legislation & Action)
- Financial (Fraud & Theft)
- Data (Storage & Privacy)
- Behaviour (Bullying)

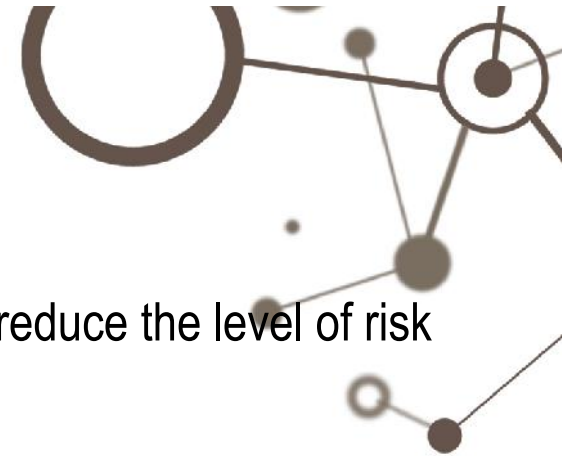


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Risk Management



Risk Management is a process to systematically reduce the level of risk through hazard identification and control.

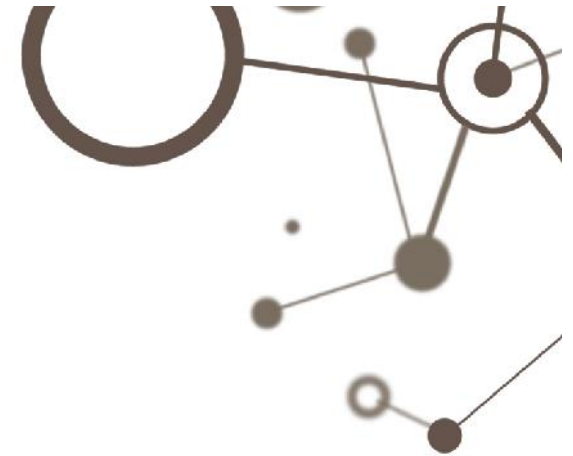
The SAFER approach to risk management

S EE IT	<i>Identify the hazard</i>
A SSESS IT	<i>Risk Assessment</i>
F IX IT	<i>Risk Control</i>
E VALUATE IT	<i>Evaluation</i>
R EVIEW IT	<i>Review</i>



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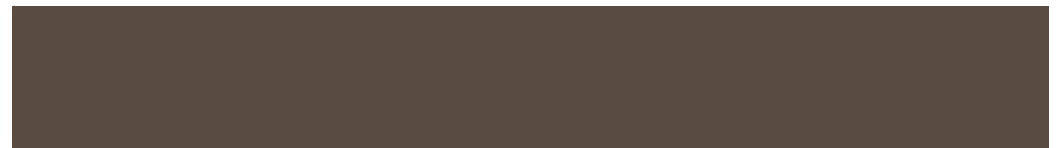




Physical Risks

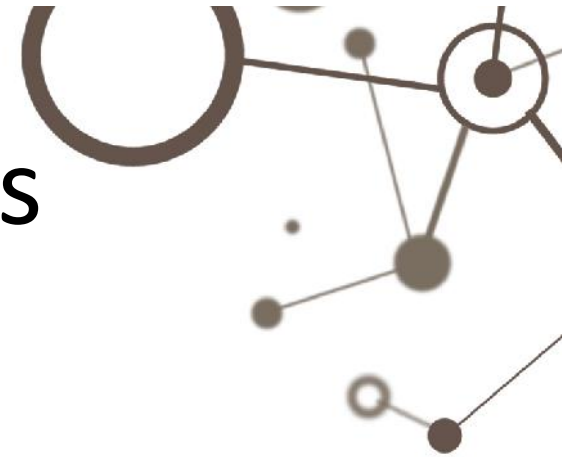


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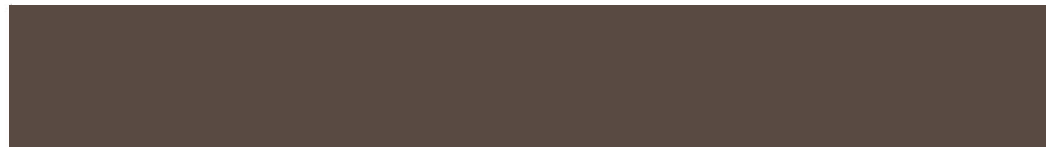




General Risks

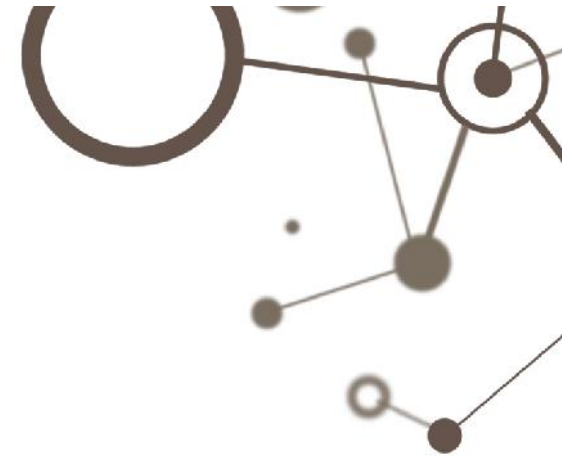


- Shelter
- Emergency Response
- Falling Objects
- First Aid
- Gas Cylinders
- Incident Notification
- Lost or Missing Persons
- Manual Handling
- Slips, Trips & Falls,
- Lighting
- Sun Safety
- Weather





Major Risks



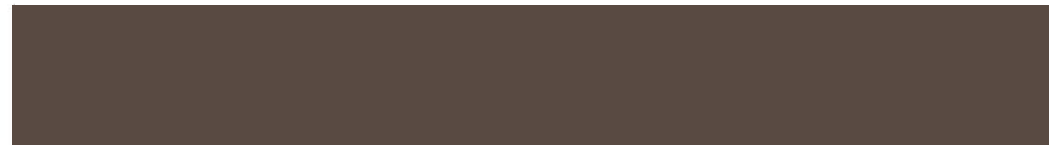
- Alcohol
- Rides or Equipment
- Crowd Control & Security
- Excessive Noise
- Falls From Heights
- Fireworks & Pyrotechnics
- Food Safety
- Hot Work
- Pool or Water Activities
- Temporary Structures
- Traffic Control
- Use of Contractors

- Others?



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Soccer player dies after getting hit by lightning

Associated Press
Posted: 2 hours ago

COPENHAGEN, Denmark (AP) - A 17-year-old soccer player hit by lightning during an amateur game has died, police said.

The victim, whose name was not immediately released, died early Monday. Lightning hit the teenager while he was playing for Ulfborg against Maabjerg at a tournament Saturday. Nine other players were knocked over.

"There were no clouds on the sky. Only a black cloud far away," Maabjerg goalie Kasper Støettrup told the daily Dagbladet Holstebro Struer. "Suddenly he was just out of nothing."

Heart swap sports star dies playing in cricket match

Jun 1 2007 by Roland Hughes, Daily Post

A HEART transplant patient and sports star died suddenly while playing cricket just months before he was due to marry.

Ian Lewis-Jones, of St Asaph, was preparing to take part in the World Transplant Games in August.

But after finishing bowling at a match in Somerset on Tuesday, the 34-year-old collapsed to the ground and could not be revived.

Ian was last night remembered as a "much-loved" man who was a

☒ Heart swap sports star dies playing in cricket match

A Boy Dies Playing Basketball

By RONALD SULLIVAN
Published: December 27, 1994

A 12-year-old boy collapsed while playing basketball in a holiday tournament in Brooklyn yesterday and died later at Coney Island Hospital.

The boy was identified as Steven Riley of Flushing, Queens. He was playing for the St. Nicholas of Tolentine parish team against St. Ignace Island in the gymnasium of the Church of the Most Precious Blood.

Efforts at cardiopulmonary resuscitation failed to revive him. Spectators stood by silently, some of them praying.

Team officials said they did not know what caused the boy to collapse. Hospital officials refused to provide any details. An autopsy is being conducted by the New York City Medical Examiner.

Carlos Aguirre, the coach of the team, said Steven -- at 6 feet 10 inches tall -- was by far the team's best player for St. Nicholas. Steven was a seventh grader at Junior High School.

Mr. Aguirre said he had no knowledge of any heart problems that when the boy's mother was told of his collapse, she took him to the hospital. He had no medical background that could explain his death.

had severe burns, and rushed him to a hospital. He has since been discharged.

Teen dies playing hockey

Dec 27, 2005 04:30 AM

LOUIS KALCHMAN
DEBRA BLACK
TORONTO STAR

It was the beginning of what was supposed to be an action-packed AAA hockey tournament, but the game ended in tragedy yesterday with the death of a 17-year-old hockey player.

Alex Corrance -- the only child of Mississauga Rebels Midget AAA team manager Alan Corrance -- died of an apparent heart attack.

The teen's father had been on the bench at Ice Sports Scarborough when his son collapsed. He had raced out on the ice to help, not realizing the fallen player was his flesh and blood.

The teen, a 6-foot-2, 190-pound defenceman for the Rebels, had just come out from behind the net, his shorthanded team killing a penalty early in the game as they played against archrivals, the Mississauga Ice Dogs.



Alex Corrance died while playing in a minor hockey tournament.

Corrance -- considered one of the healthiest players on the team

heraldsun.com.au
heraldsun

*CONDITION

News Entertainment Sport Business Money
Sport Homepage AFL Cricket Soccer Racing Tennis

Teen netballer dies on court

Font size: A- A+ Email article: Print article: Sub

Staff reporters

March 14, 2008 02:33pm

THE teenage netballer who collapsed fatally on court last night in front of hundreds of shocked spectators died of what she loved best.

Talented goal attack Emma McVilly, 17, spoke of her passion for netball and basketball before tragedy struck.



Sport is not immune from the very serious nature of discrimination, harassment and child abuse.

Tennis — international tennis coach, was found guilty on 3 counts of indecent assault and six counts of gross indecency. The victim was a 14 year old school girl.

Lifesaving — disgraced magistrate jailed for 25 years for sexual abuse of children.

Cricket - former Australian cricketer is banned for five matches by the ICC for calling another player a black c---.

Triathlon — coach pleaded guilty to molesting a 13-year old female swimmer he was coaching 11 years previously.

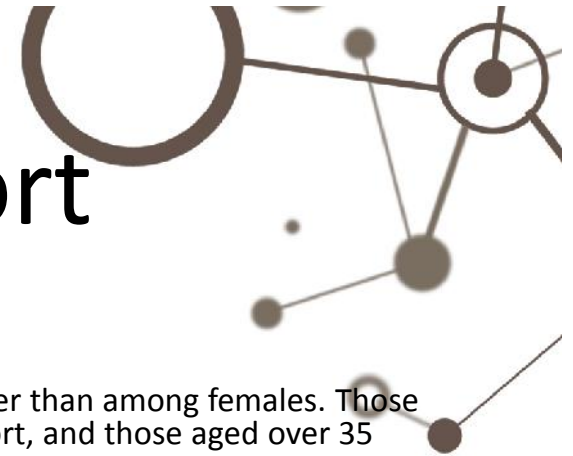
Junior Australian Football — club coach banned for life for racial harassment of young boys playing in an opposition team.

Canoeing — coach commits suicide after allegations of sexual relations with one of his female athletes.





Deaths In Sport



The sport/leisure death rate for males was nearly four times higher than among females. Those aged 15-24 years had the highest age-specific rate of death in sport, and those aged over 35 years had the highest age-specific rate of death in leisure activities.

The four most common causes/mechanisms of deaths related to sport/leisure included drowning, falls, transport accidents, struck by and struck against incidents. Collectively, these accounted for 88 per cent of all leisure deaths and 100 per cent of all sport deaths.

Water-based and motorcycling-related sports had the highest rates of death and serious injury. Drowning was the leading cause for both leisure (45 per cent) and sport deaths (57 per cent).

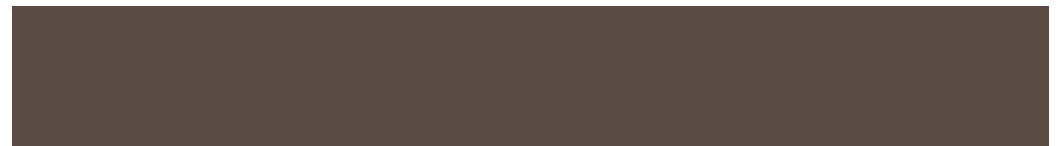
The report, titled *An Epidemiological Profile of Catastrophic and Severe Sport & Leisure Injuries in NSW, 2000-2004*, is the first investigation into the rate of sport and recreation injuries across NSW.

During 2003-2004, there were 25,346 sport/leisure related hospitalisations, corresponding to a rate of 190 hospitalised injuries per 100,000 people. The rate of hospitalised injury was more than three times higher in males than females.

The football codes, combined, accounted for the highest proportion of sport/leisure injury hospitalisations, representing 32 per cent of all cases. Other common reasons for hospitalisation were cycling and motorcycle activities for males, and equestrian sports, netball and ice and snow sports for females.

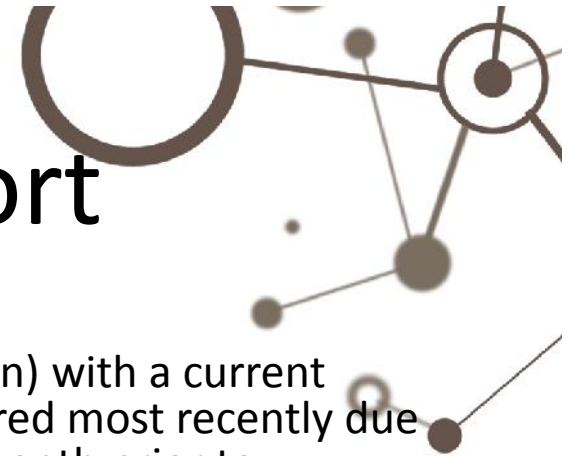


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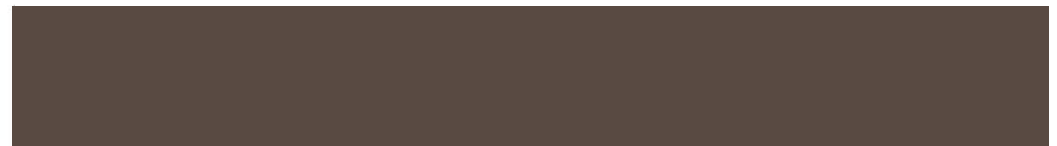
Injuries In Sport



In 1995, 228,800 people (1.3% of the population) with a current injury or injury-related condition had been injured most recently due to a sport or recreation-related activity in the month prior to interview. This represented 38% of all people who had their most recent injury occurring in the previous month. The prevalence rate of sports injuries was about 1.8 times higher among males than females (1.6% compared with 0.9%), with males aged less than 15 years being more likely than any other age group to have an injury from participating in sports or recreation.

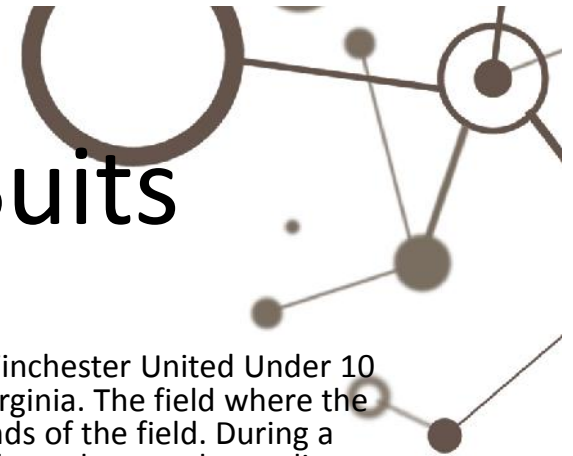
Type of current injury

Dislocations, sprains and strains were the most common sports and recreation-related injury, affecting 36% of people with such an injury. This was followed by bruising and crushing (26%) and open wounds (25%).





Deaths & Law Suits



- On May 7, 2007, Hayden Ellias attended soccer practice for the Winchester United Under 10 boys soccer team at Millbrook High School in Frederick County, Virginia. The field where the practice took place had two moveable soccer goals at opposite ends of the field. During a scrimmage with the Winchester United Under 11 girls team, Hayden, who was the goalie, was struck on the head and neck when the portable soccer goal tipped over, killing him. He is survived by his parents, Gregory and Mary Ellias, his 12 year-old brother, Colin Ellias, and his 9 year-old sister, Alanna Ellias.

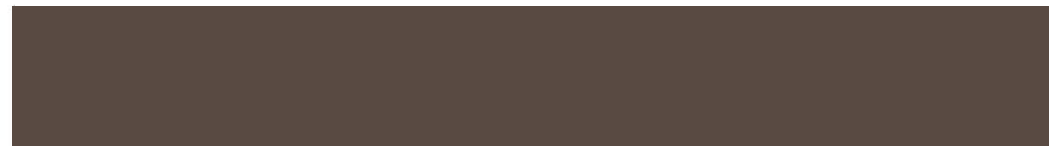
The lawsuit was filed against Porter Athletic Equipment Company, manufacturers of the goal; Howard Shockey & Sons, installers of the goal; Phil Pappas, architect; OWPR, Inc., an architectural firm; and five soccer associations, the Blue Ridge Youth Soccer Association, Inc., Virginia Youth Soccer Association, Inc., Old Dominion Soccer League, Inc., United States Youth Soccer Association, Inc., and United States Soccer Federation, Inc.

The complaint alleges that each defendant knew or should have known of the dangers and hazards of moveable soccer goals and failed to protect Hayden from those dangers. Prior to Hayden's death, there were 84 other similar incidents where moveable soccer goals injured or killed a soccer player. The complaint seeks Ten Million Dollars (\$10,000,000.00) in compensatory damages.

- <http://www.myfoxboston.com/myfox/pages/Home/Detail;jsessionid=287B31097FBC0A295DE47BA375C34367?contentId=4925213&version=1&locale=EN-US&layoutCode=VSTY&pageId=1.1.1&sflg=1>



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Risk & Lightning



MYTH: When Playing Sports And Thunderstorms Threaten, It's Okay To Finish The Game Before Seeking Shelter

TRUTH: Sports is the activity with the fastest rising rate of lightning casualties. No game is worth death or life-long severe injury. All people associated with sports should have a lightning safety plan and stick to it strictly.

Seek proper shelter immediately when lightning threatens. Adults are responsible for the safety of children!

2. MYTH: If It's Not Raining, Or If Clouds Aren't Overhead, I'm Safe From Lightning

TRUTH: Lightning often strikes more than three miles from the thunderstorm, far outside the rain or even

thunderstorm cloud. 'Bolts From The Blue', though infrequent, can strike 10-15 Miles from the thunderstorm.

Anvil lightning can strike the ground over 50 Miles from the thunderstorm, under extreme conditions.

Lightning in clouds has traveled over 100 miles from the thunderstorm.

http://www.liveleak.com/view?i=f12_1205494104

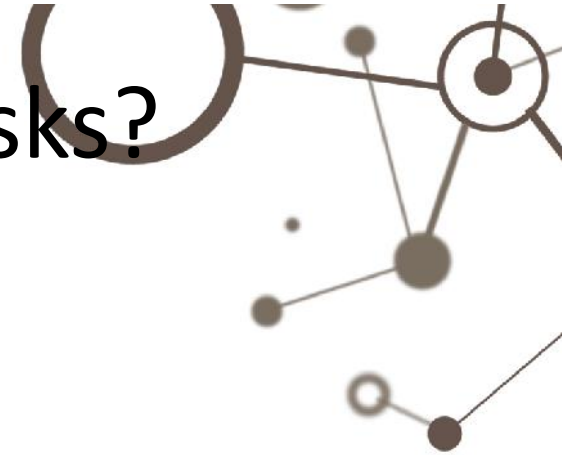


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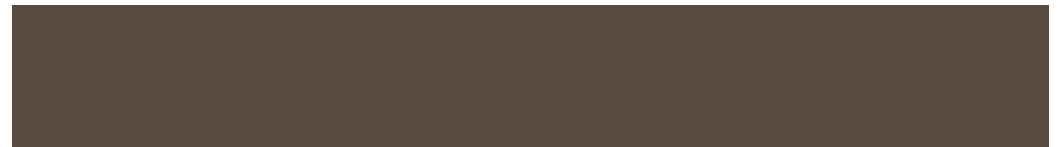


What are the risks?



For Coaches

- Demonstration of physical skills
- Supervision at away events
- Transportation of children
- Late collection of children
- Ugly / angry parents
- Attending to injury
- Being alone with a child
- Inappropriate feedback & behaviour management
- Unsafe equipment or conditions

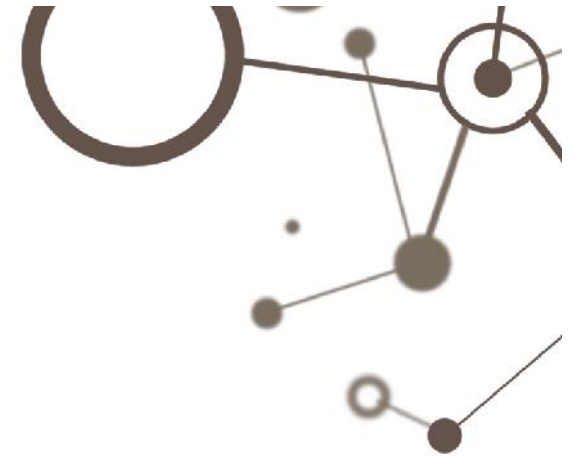




10 Tips for Coaches to Reduce Risks

- Ensure physical contact is appropriate - for skill & development & in treating injuries.
- Take more than one adult away on an overnight trip with children.
- Make sure your club provides guidelines on transporting children, late collection of children & so on.
- Provide parents & participants with codes of behaviour.
- Avoid being alone with any particular child.
- Knock before entering change rooms.
- Adopt positive language & be a good role model.
- Avoid losing your temper & use appropriate behaviour management techniques.
- Do not show favouritism or bias & treat players fairly.
- Don't play if equipment or conditions are unsafe.

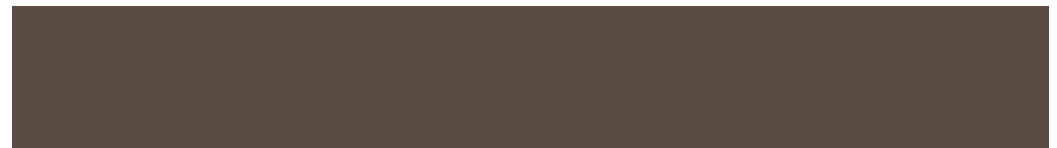




Legal Risks



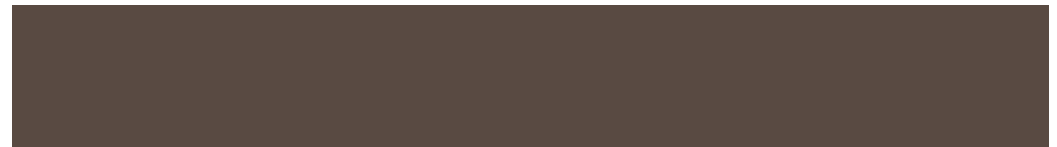
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Discrimination and Child Protection Laws?

- o All States and Territories have legislation to prevent discrimination, harassment & the abuse of children.
- o Under duty of care obligations sporting clubs and associations are required to provide a fair & safe environment in sport –particularly for children.
- o Coaches, because of their close contact with participants, play a key role in ensuring safe & fair playing environments.
- o Coaches, voluntary or paid, can be held liable for their actions.





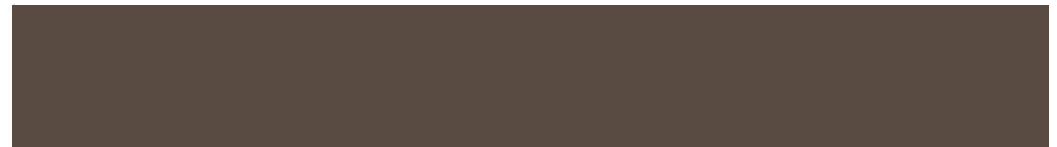
Blue Cards



- Every committee member must have one
 - [Children & Young People & Child Guardian Act](#)
S109(2) If the person is a corporation, each **executive officer** of the corporation whose principal place of residence is in Australia must have a current positive notice.
Maximum penalty—500 penalty units or 5 years imprisonment.
 - Executive Officer, of a corporation, means any person, by whatever name called and whether or not the person is:
 - A director of the corporation, who is concerned or takes part in
 - the management of the corporation.



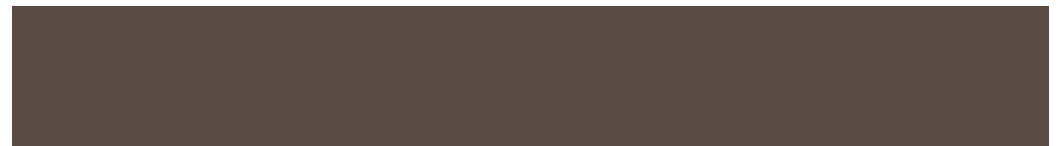
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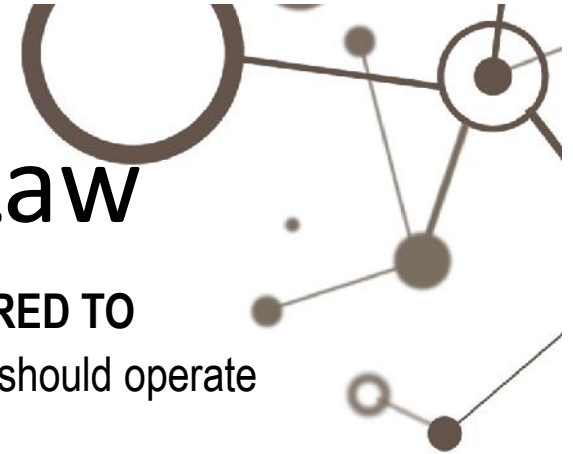
Blue Card Exemptions

- [Other parents are exempt](#)
 - *(unless they are committee members)*
- Police & Teachers only exempt during employment
 - *(not while volunteering)*
- Volunteers must have the card before they start
- Club must have written policy for child protection
 - *(not just blue cards)*
- Penalties are up to \$50,000
- Ensure a committee members is aware of your club's responsibilities & makes sure you meet them
- Get more info on www.ccypcg.qld.gov.au





Corporations Law

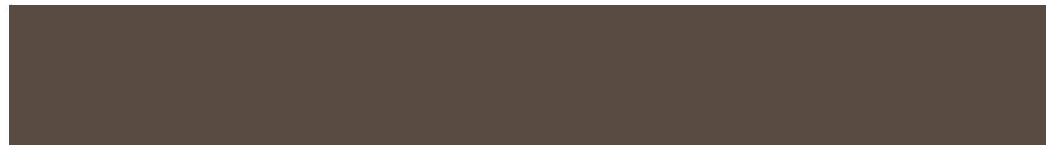


AS A COMMITTEE MEMBER YOU ARE REQUIRED TO

- Duty to act in the interest of the members, so should operate independently and free from influence
- Act in good faith
- Exercise due care & diligence
- Ensure solvency
- Meet legislative requirements

TOOLS TO HELP REDUCE RISK INCLUDE

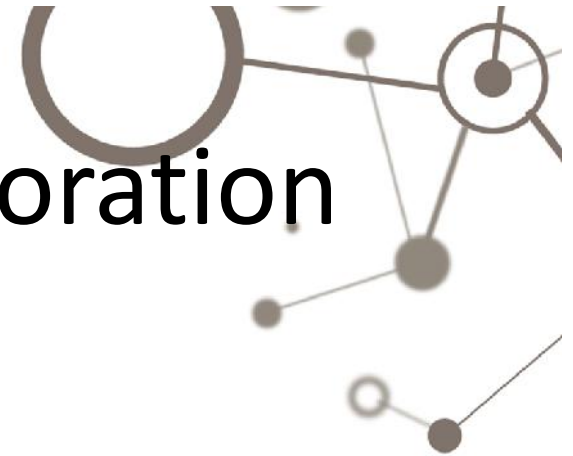
- Code of Conduct
- Conflict of Interest Policy
- Register of Related Party Transactions
- Insurance for officers & club
- Induction for new committee members
- Rules about managing information & other compliance issues





Methods of Incorporation

- Incorporated Association
- **Unincorporated Association*****
- Company Limited by Guarantee or With Shares (ASIC)
- **Charitable Trust*****
- Others



Judgment \$50,000

INCORPORATED CLUB

50 MEMBERS

Club only is liable

Assets sold

Outstanding debt unrecoverable

Members Protected



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UNINCORPORATED CLUB

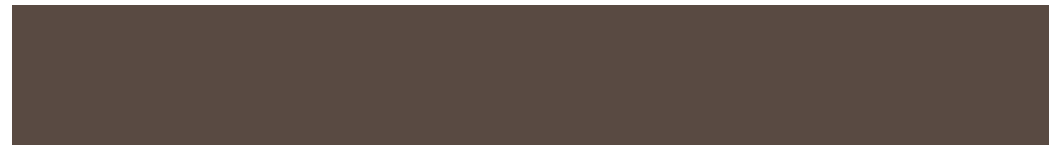
50 MEMBERS

All members jointly
liable

Personal assets
threatened

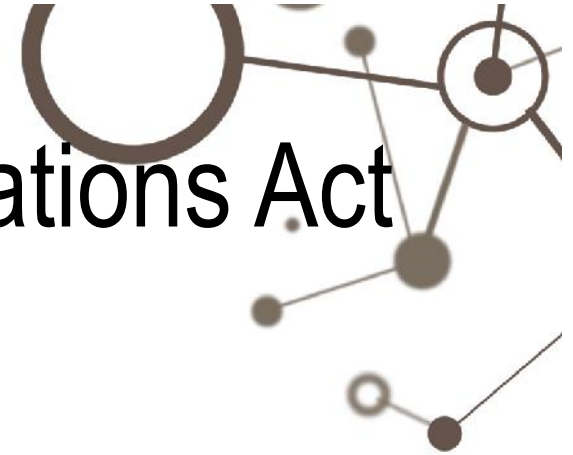
Only one may need to
pay

No Protection





Associations Incorporations Act



Incorporated Association Committees

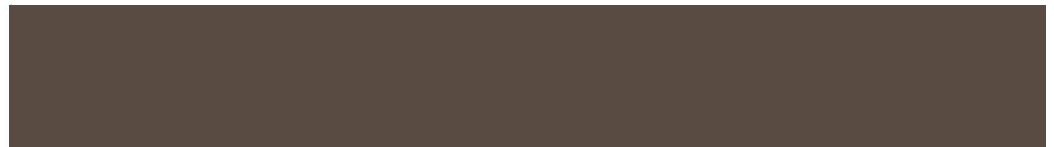
- Require a minimum of three positions
- President cannot be Treasurer

Committee Members Must Be

- [Members](#)
- Living
- 18 years or older
- Reside in Queensland if Secretary *(65kms of border)*
- Not be insolvent or a bankrupt
- Not be convicted of an indictable offence *(In last ten years)*
- Not be a mental patient within the legal meaning *(Mental Health Act)*



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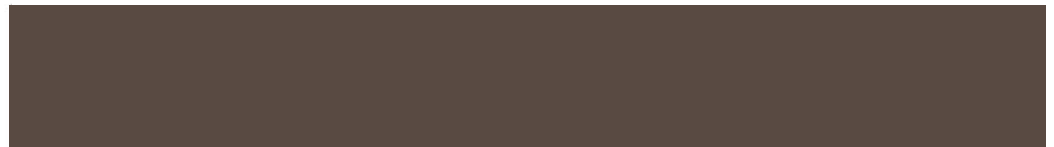


What Committees Must Do – The Act



For Members

- Ensure a copy of the constitution is available to all members (Sec 53)
- Ensure financials reports are submitted to members at the AGM (Sec 59) according to Level Requirements
- Always ensure an appropriate Secretary is appointed (Sec 66)
- Ensure an AGM is held every year (Sec 56)
- Make sure the club complies with the rules (Sec 57)
- Keep minutes (Reg 9)



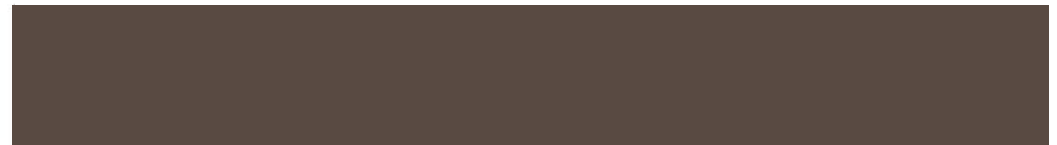


What Committees Must Do – The Act



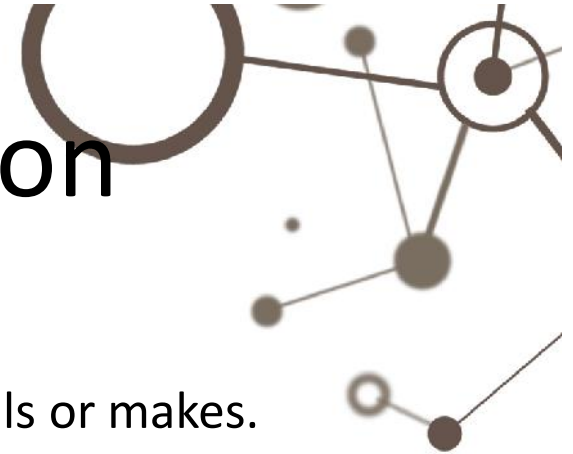
For Each Other

- Be aware of the duties of the Secretary and make sure they are carried out
- Share in the responsibility for financial monitoring
- Perform duties with care & skill
- Act in good faith
- Advise any conflict of interest
- Ensure correspondence addressed to the club is handled by the entire committee
- Make sure all paperwork contains facts and is accurate.
- Be aware of the impression of having relatives on committee
- Address any issues of staff / votes & committee representation

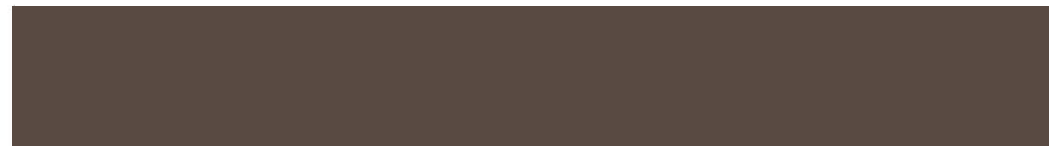




Other Legislation

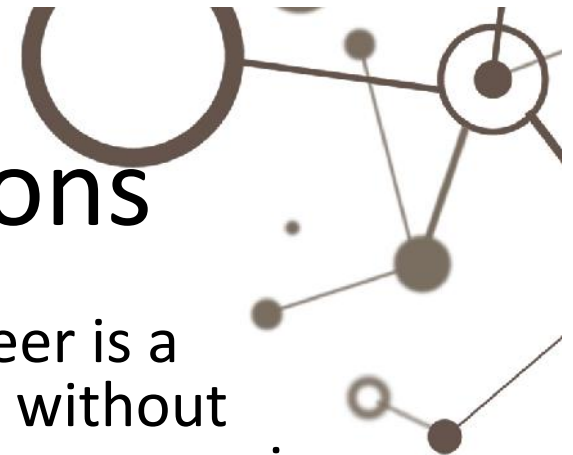


- Trade Practices Act
 - Never endorse anything a sponsor sells or makes.
 - Make sure you have a written agreement highlighting exactly what you are agreeing to.
- Delegate Voting
 - Delegates have right to a conscience vote
 - Clubs can't insist but can request an agreed response
- Food Service
- Alcohol Service
- Gambling & Gaming

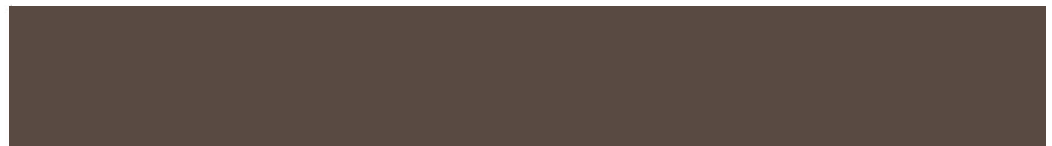




WH&S Definitions



- **Volunteers:** Under WHS law a volunteer is a person who works for an organisation without payment or financial reward (but they may receive out of pocket expenses). The law also recognises volunteers as workers. This means that your organisation must provide the same protections to its volunteers as it does to its paid workers.
- **Workers:** As a worker, a volunteer has duties under the WHS Act (see [Officer Duties](#)). A volunteer may also be an officer of a business or undertaking with due diligence duties under the WHS Act (see [Officer Duties](#)).





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Model WHS legislation

Model Work Health and Safety Act

Model Work Health and Safety Regulations

Model Codes of Practice

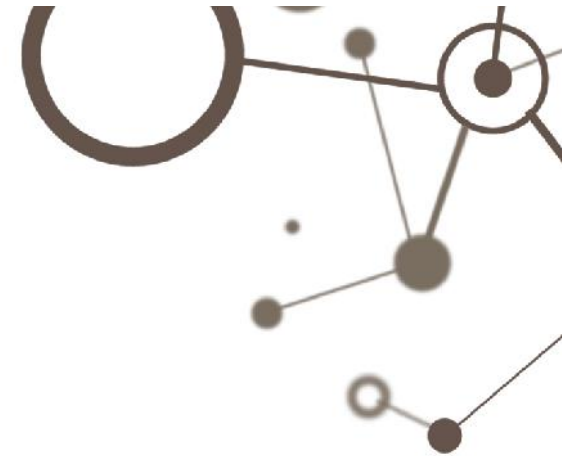
National Compliance and Enforcement Policy

Volunteers and the new work health and safety laws

WORK HEALTH AND SAFETY LAWS

INFORMATION FOR

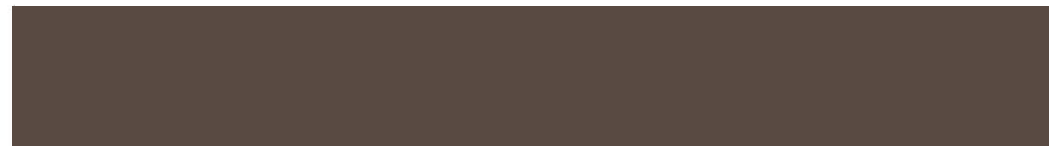
INFORMATION FOR



Performance Risks

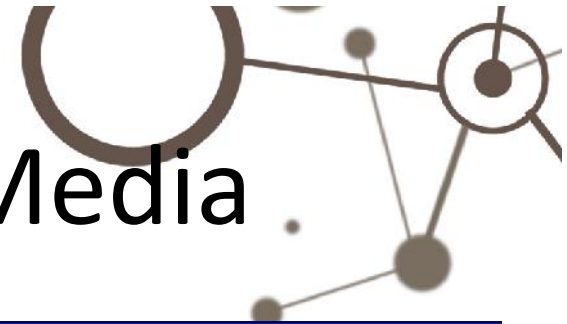


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Examples From Media



[Home](#) > [National News](#) > [Article](#)

Amateur footballer granted bail on assault charges

By Stephen Mcnihan
March 30, 2004

An amateur footballer charged with raping a 16-year-old girl and in teenage girls in Warrnambool was yesterday granted bail.

Peter Grant Seiffert, 27, a recruit with the Prahran Football Club, 1 Court, charged with raping and indecently assaulting a 16 year old another 16-year-old and a 17-year-old girl.

The offences are alleged to have taken place on March 14 in Warr practice match against the Allansford Football Club in the Victoria

Warrnambool detectives charged Seiffert, of Tivoli Road, South Y

He was bailed from the Prahran police station but, because he's si remanded to face court yesterday, where Chief Magistrate Ian Gri surty.

Seiffert was not required to enter a plea.

His lawyer, Cameron Hannebery, said his client was "entitled to t

Mr Gray ordered Seiffert to appear in the Warrnambool Magistrate

Priest charged with assault in poisonous church feud



"I am the victim in all this" ... Father John Grillis, of St Nektarios Greek Orthodox Church, in Burwood, is accused of assaulting a member of the church committee.
Photo: Nick Moir

ABC NEWS
ONLINE

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Wednesday, May 15, 2002. Posted: 11:31:19 (ACDT)

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Golf club sexual assault charge hearing at Bathurst

The workmate of a woman who is alleging she was sexually assaulted by the deputy mayor of Bathurst has told Bathurst local court he felt no need to raise the matter with his supervisor.

Mark Andrew Newman was working at the local golf club bar alongside the 24-year-old woman when the incident occurred in October last year.

Councillor Bradley Hosemans and Steven Geoffrey Woolfe, 23, have both been charged over the incident in which its Mr Hosemans exposed his penis.

man appeared to be friends with both men and enjoying their company.

when he saw Hosemans and Woolfe lean across and attempt to pinch her

ened she replied: "They tried but they didn't get me."

red for a short time with both men into a storeroom but he heard loud

rene.

he local court he had consumed up to 30 beers while playing golf with



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Play by the Rules

MAKING SPORT FUN, SAFE AND FAIR

Play By The Rules

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Play by the Rules is a partnership between the Australian Sports Commission and all State/Territory sport and recreation and anti-discrimination agencies.

Play by the Rules provides information and on line learning on how to prevent and deal with discrimination, harassment and child abuse for the sport and recreation industry.

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Play by the Rules is supported by the Australian and State and Territory Governments.

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Play by the Rules Web Poll

Is racial harassment an issue in Sport?

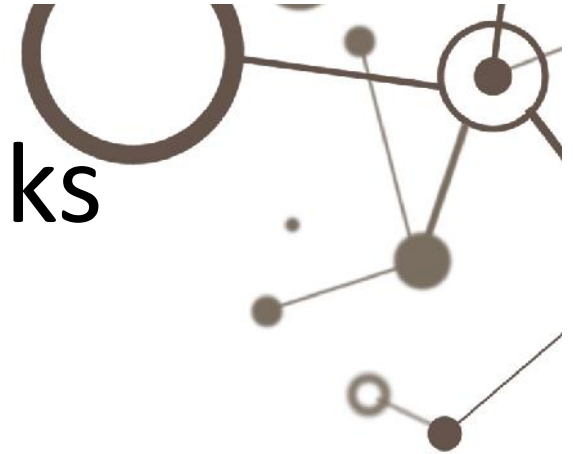
- ☐ Yes, a big problem
- ☐ To some extent
- ☐ No, it never has been
- ☐ Not anymore

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Legislative Risks



- Taxation & GST
- NFP Status
- Fundraising & Raffles
- Corporations Law
- Associations Incorporations Act
- Trade Practices Act
- Liquor & Alcohol Licenses
- Responsible Service of Alcohol
- Food Service
- Employees (PAYE, Superannuation, Discrimination)
- Workplace Health & Safety
- Children & Blue Cards
- Photography & Privacy



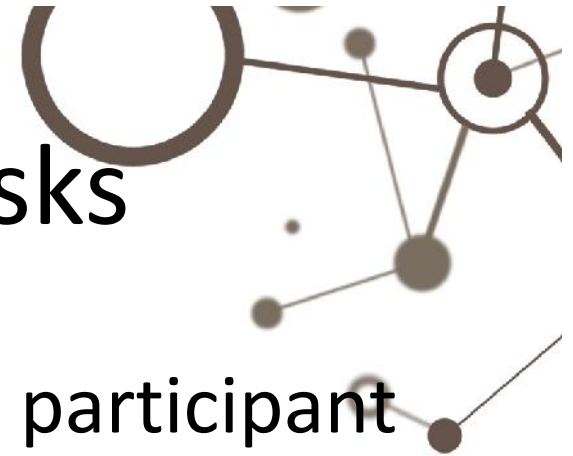
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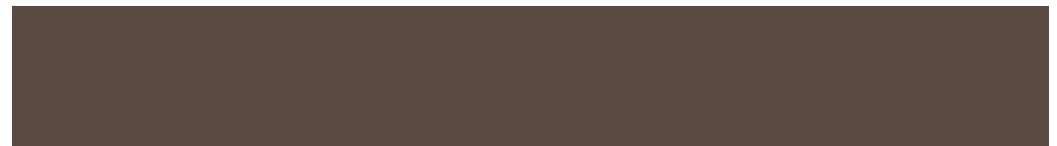




Other Legal Risks

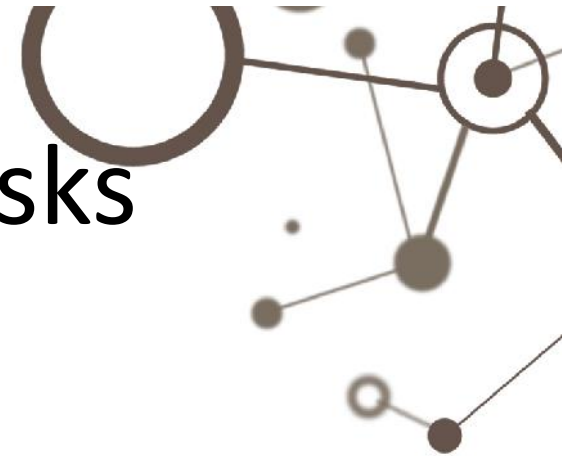


- Legal action by member or participant
 - Failure to follow constitution (Toowoomba Hockey)
 - Failure to protect member (Carberry V Junior Rugby Union)
 - Failure to protect safety (Mt Isa Rugby Union)





Behavioural Risks

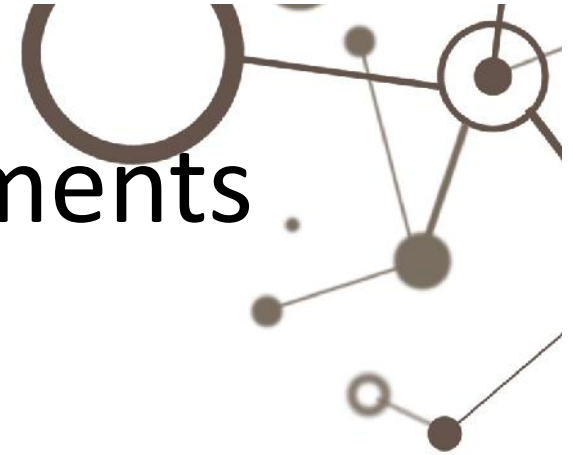


- Bullying on field
 - Athletes & Parents
 - Staff
- Bullying off field
 - Facebook & social media
 - Club activities but not competition
- Failure to abide by codes / rules
- Poor governance
- Discontented membership
- Damage to reputation of event or club





Disclosure Statements

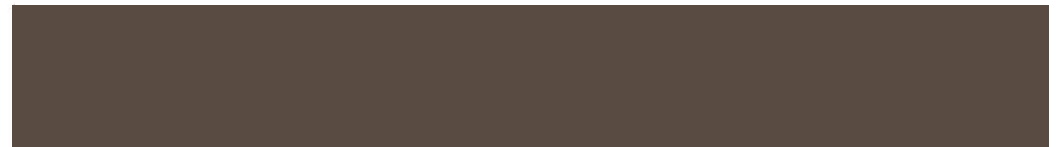


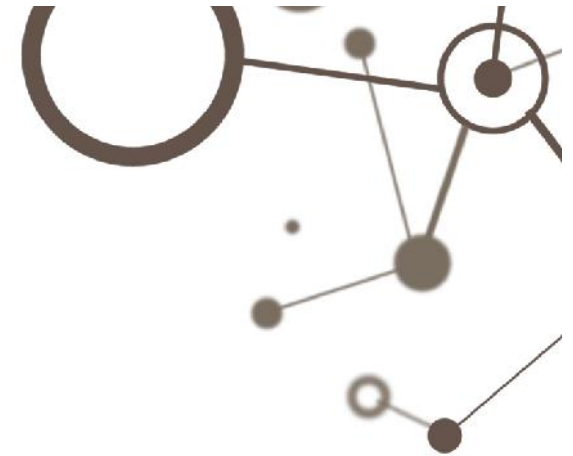
- Meaningless to get participants to sign “I agree not to sue you” form
- Helpful to get them to sign “I have been told of the dangers” form



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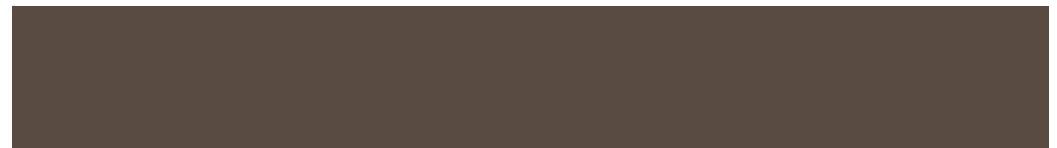




Financial Risks



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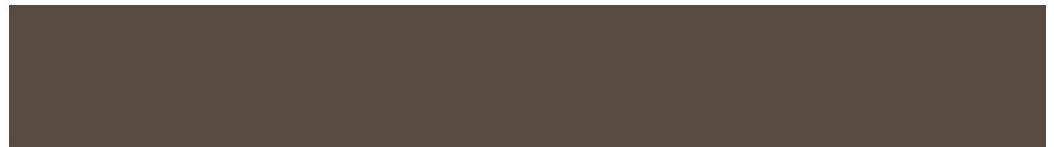




How Much & By Where



- A total of \$1,071,851 of fraud was suffered by organisations, surveyed representing an average of \$14,291 per fraud in 2010 (Extrapolates to over \$1B per annum)
- 36% of organisations in the development & housing category suffered fraud
- The largest number of frauds occurred in the Social Services grouping
- The most common type of fraud reported was cash theft (24%)
- The average duration of the fraud was ten months.





Monthly Financial Reports

At least original bank statement & cash book report

Best option

- Profit & Loss Year to Date Vs Budget
- Balance Sheet
- Outstanding Debtors
- Outstanding Creditors
- Bank Reconciliation
- Cash Flow

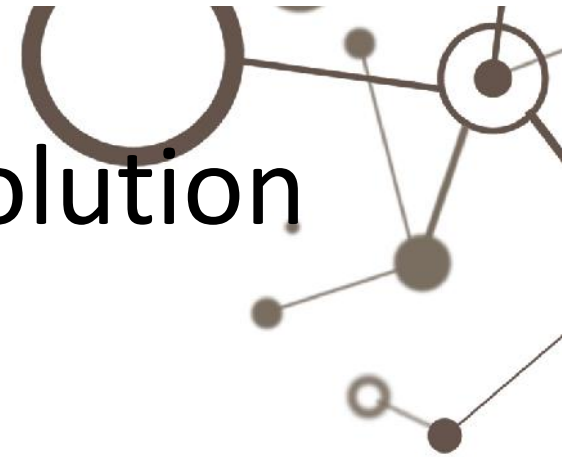
Free Software

- www.ato.gov.au/nonprofit

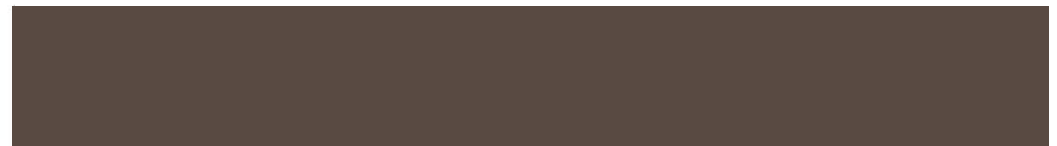
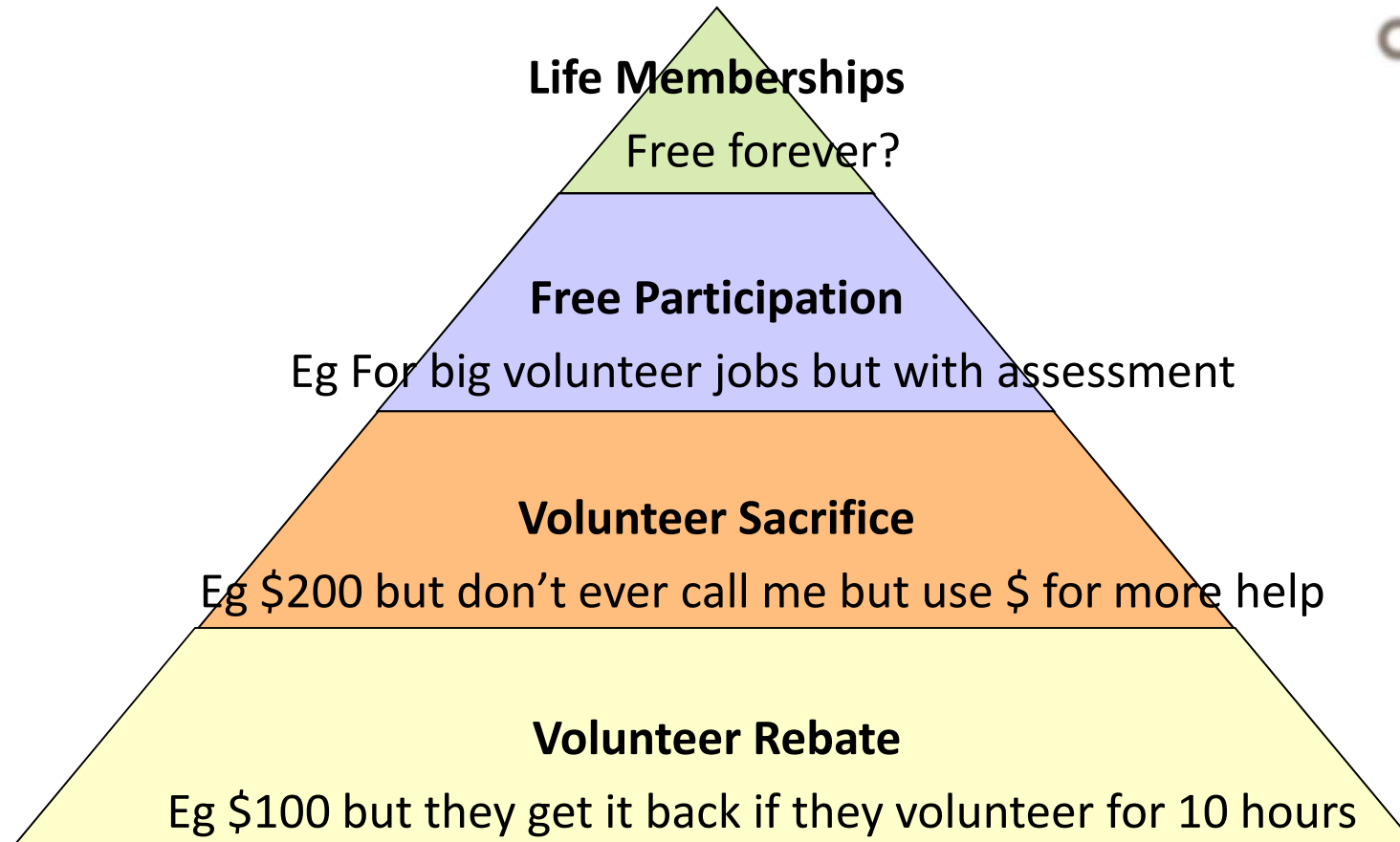


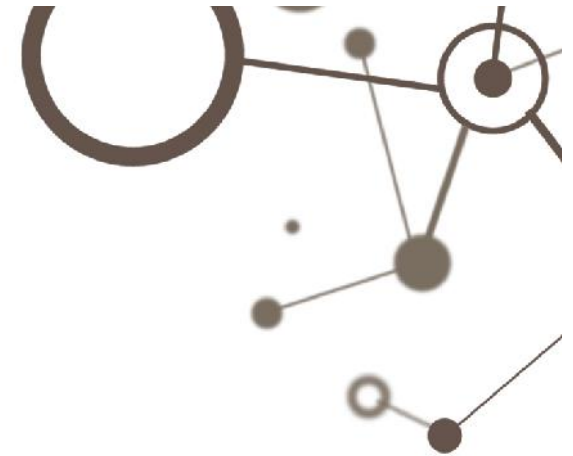
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The Financial Revolution

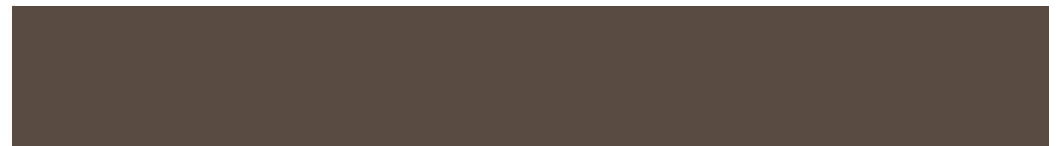




Data Risks

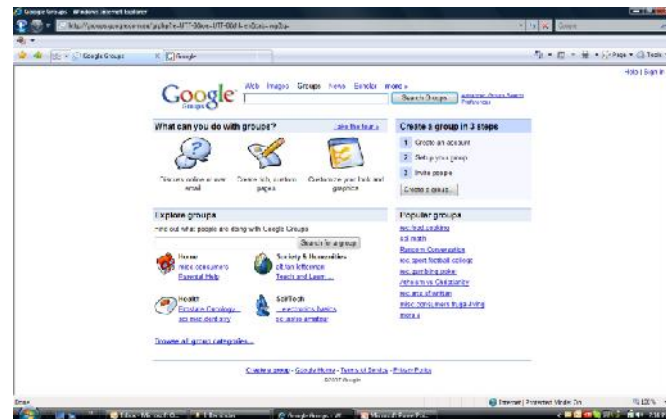
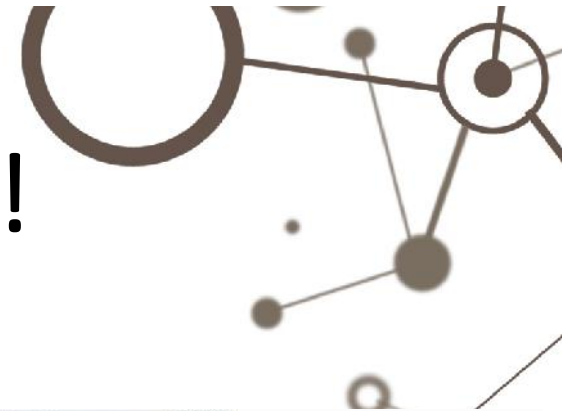


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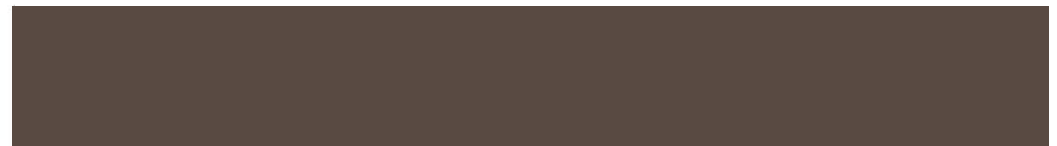
Get On The Cloud!

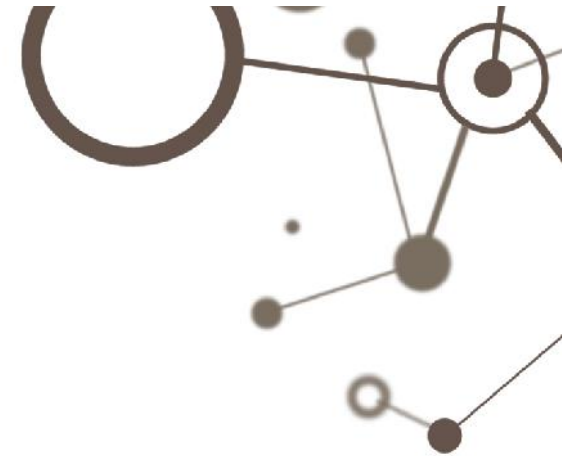


Keep records online in Dropbox, Skydrive, Google Drive, icloud, yousendit or others



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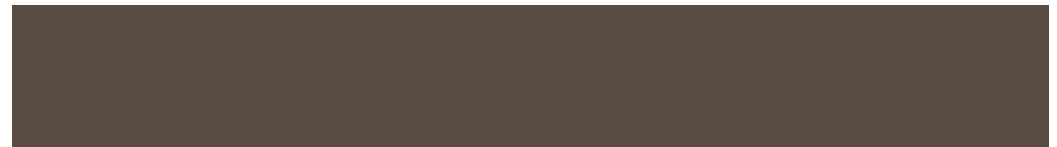




Behavioural Risks

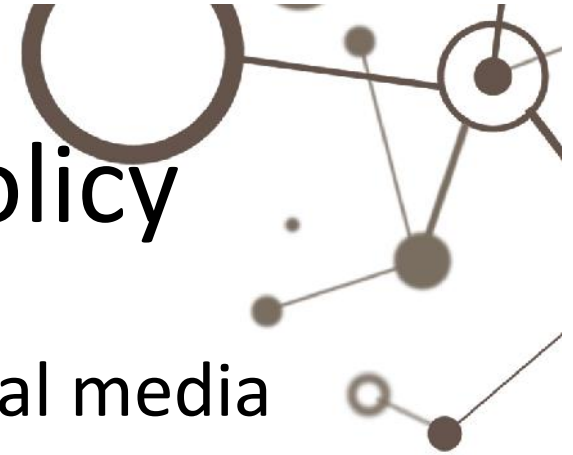


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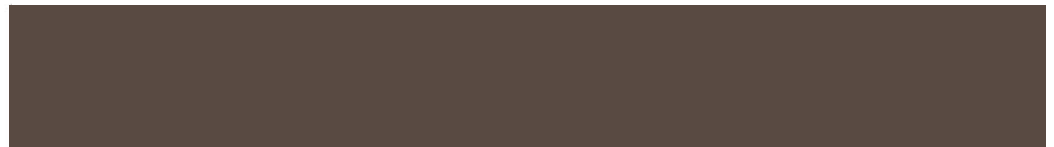


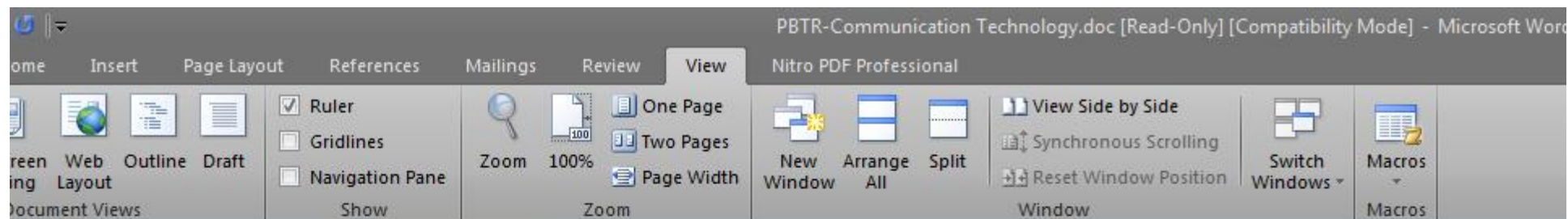


Social Media Policy



- Written policy on use of social media between club members
 - Consider including cyber bullying via email
 - Sending of inappropriate text messages
 - Posting inappropriate or bullying messages on social media portals (Facebook)
 - Monitor social media for problems and encourage members to report them





INSERT CLUB NAME

COMMUNICATION AND USE OF NEW TECHNOLOGY POLICY

Our Commitment

Using the internet and electronic communication is essential for communicating with club members. We are committed to communication being appropriate and related to club business.

What We Will Do

When using technology we will ensure that members' privacy is protected, clear boundaries

SMS and emails

- Club committee members, coach team managers may use SMS and email to communicate club business and sanctioned social events, however
 - text communication should be about club/team matters
 - email communication will be more information is required
 - communication about children



Review It – How is the Risk Management Process Working ...

Review is an important step in the process to ensure continuous improvement. Conduct a review after the remedy (controls or process change) have been in operation and ask:

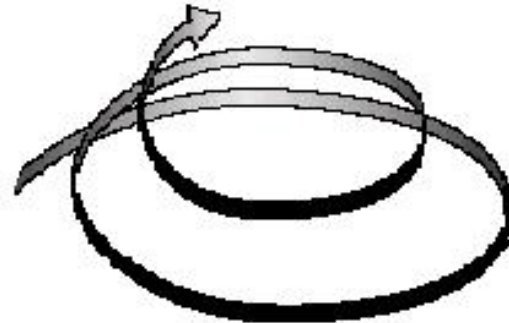
Has the remedy been successful – fully or partially?

Has the fix exposed risks we couldn't see before?

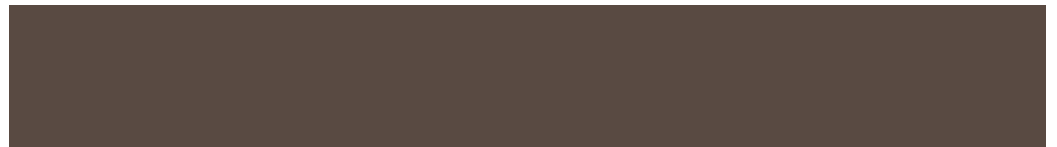
Should we or Can we improve the fix even further?

This involves reviewing all the steps in the SAFER process and making changes as necessary.

See it
Assess it
Fix it
Evaluate it
Review it



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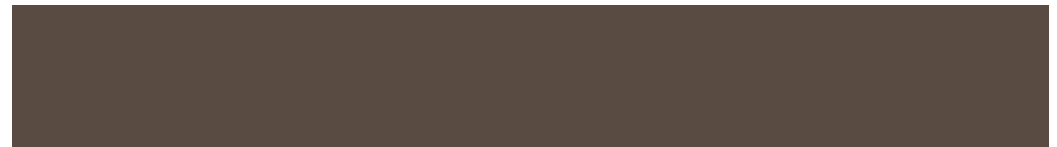


See It – Identifying Hazards ...



There are several ways to identify hazards;

- Inspections (check out field, toilets, car park etc)
- Hazard Reports (Review at meeting)
- Injury Reports & Injury Maps (Review at meeting)
- Ask the people doing the work (Volunteer Feedback)
- Audits (Plan regular checks)
- Near misses (Try and record things that could have gone bad, but didn't)





Assess It – Why Bother Assessing Risks ...

Once hazards are identified it is necessary to determine the level of impact they may pose to the health safety and welfare of people and to the business.

Risk assessment is the process of estimating the magnitude of risk and assists in deciding what controls will be implemented.

Use your resources and effort where it will make the biggest difference!

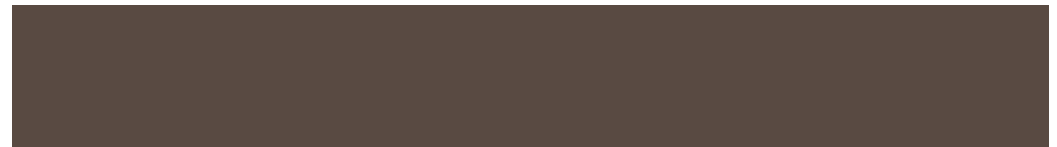


Risk can be measured in relation to 2 factors

RISK = Consequence x Likelihood

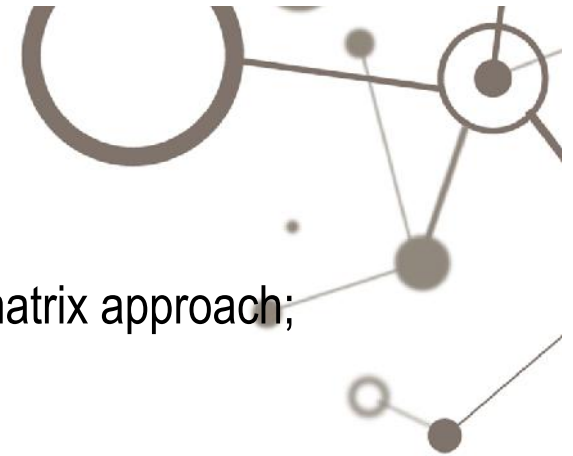


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Assess It – What are the Steps ...

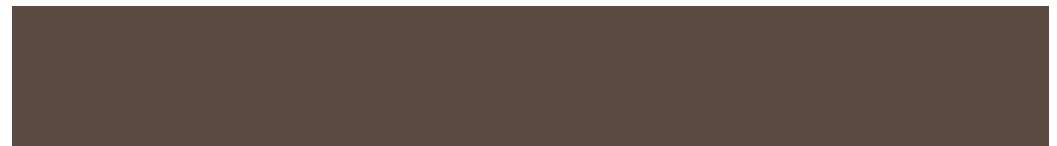


There are 3 main steps in assessing risk using a matrix approach;

STEP 1 - CONSEQUENCES:

Identify the most likely outcome of a potential accident

Insignificant	No injuries, low financial loss
Minor	First aid treatment, non injury conflict contained, without internal assistance, medium financial loss
Moderate	Medical treatment required, non injury conflict contained without outside assistance, high financial loss
Major	Extensive injuries, loss of reputation, breach of laws, major financial loss
Catastrophic	Death, legislative or legal action, huge financial loss





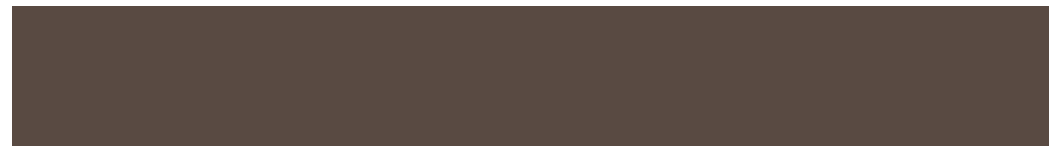
Assess It – Definitions ...

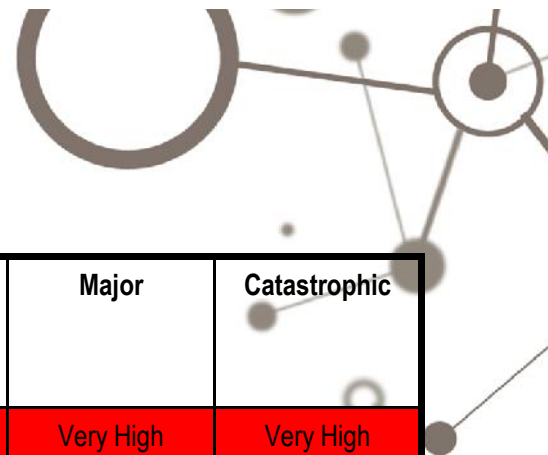
STEP 2 - LIKELIHOOD:

Estimate the likelihood that the accident will occur & result in these consequences



Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstance





Consequences

Likelihood

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Very High	Very High	Very High
Likely	Moderate	Moderate	High	Very High	Very High
Possible	Low	Moderate	High	High	Very High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

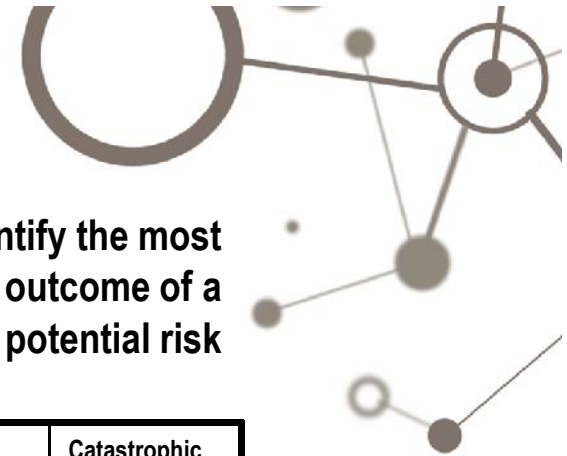


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Assess It – Example ...



STEP 2: Estimate the likelihood that the risk will occur & result in these consequences

Likelihood

		<i>Consequences</i>				
		Insignificant	Minor	Moderate	Major	Catastrophic
<i>Likelihood</i>	Almost Certain	High	High	Very High	Very High	Very High
	Likely	Moderate	Moderate	High	Very High	Very High
	Possible	Low	Moderate	High	High	Very High
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Low	Low	Moderate

STEP 1: Identify the most likely outcome of a potential risk

STEP 3: Find the box (the risk level) that links the consequences & the likelihood

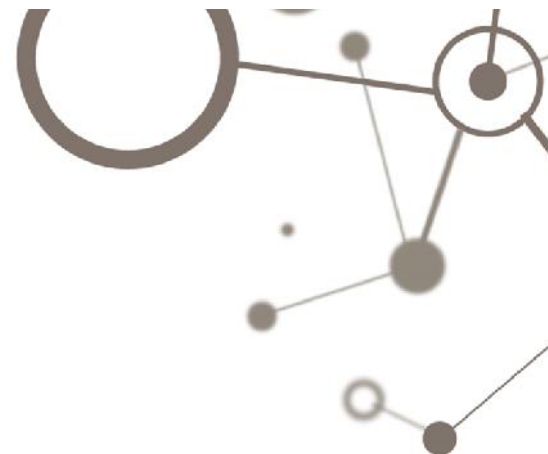


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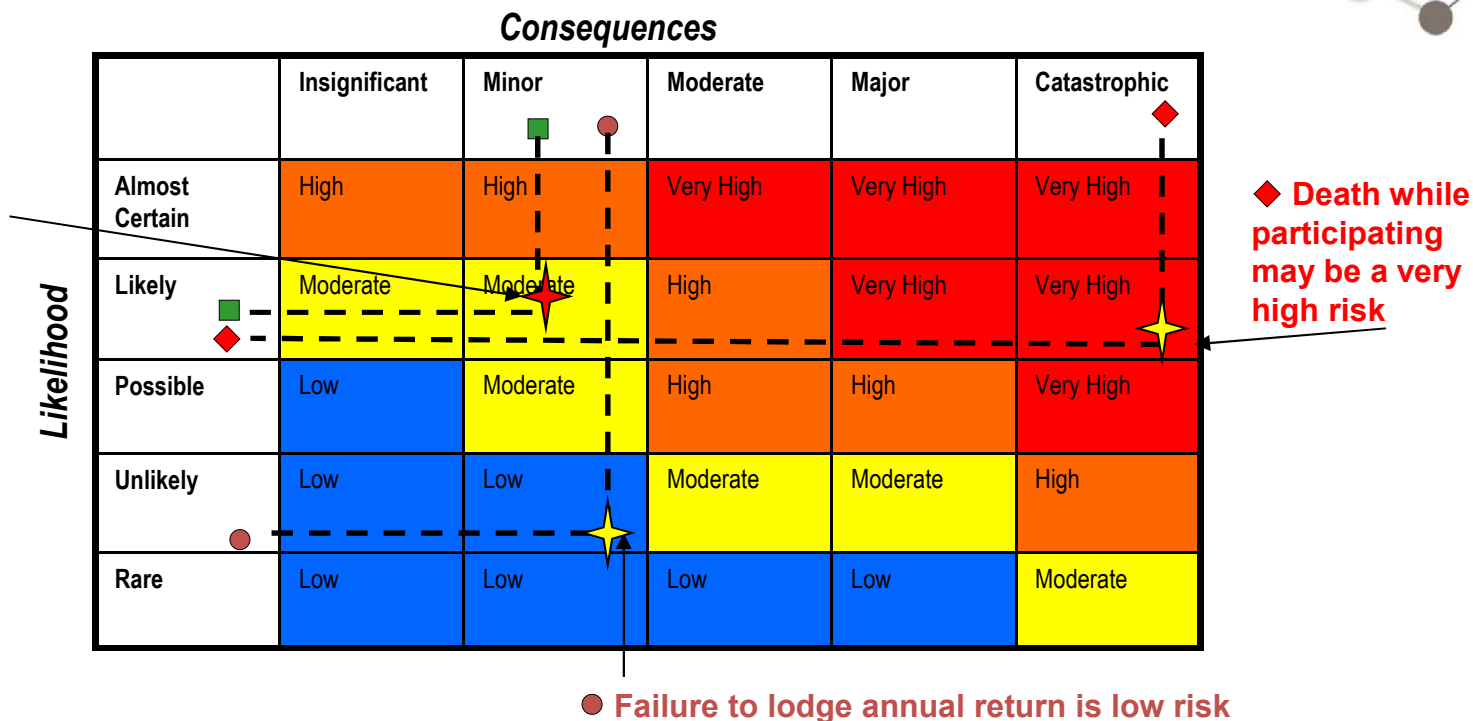


Assess It – Example ...

- ◆ **Death of player during game**
- **Physical injury to player during game**
- **Failure to lodge annual return**



■ **Physical injuries during participation are a moderate risk.**

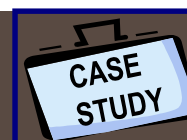


Establishing the *context* is important when conducting risk assessments as the context may influence both likelihood & consequence. For instance, in the case death during participation - lightning would move it from "moderate" to "high".



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p.13



www.safetyrisk.com.au



Huge collection of free risk assessment forms, risk assessment templates, checklists, completed examples and guidelines

OK

Cancel

Risk Parameters

Probability

Almost certain

Quite Possible

Unusual but Possible

Remotely Possible

Conceivable (but very unlikely)

Practically Impossible

Exposure

Very Rare

Rare

Infrequent

Occasional

Frequent

Continuous

Consequence

Numerous Fatalities

Multiple Fatalities

Fatality

Serious Injury

Casualty Treatment

First Aid Treatment

Catastrophe

Disaster

Very Serious

Serious

Important

Noticeable

Risk

40

Moderate Risk

Very High Risk

High Risk

Substantial Risk

Moderate Risk

Low Risk



Download Our Free Risk Score Calculator: [Electronic Risk Score Calculator \(134871\)](#)



Control It – Reasonably Practicable ...

Now that the risks associated with specific hazards have been identified... Something needs to be done to control the risk...

Controls depend on PRACTICABILITY.


Practicability means; Implementing the best risk control possible given; the level of risk, the control options available and affordability.

in other words.....put in the best fix you can afford to or can get your hands on. The authorities understand you can't fix everything, BUT they do expect you to do something about significant hazards. (for example, if guarding a dangerous area would send you broke, then find a way to keep people out of danger that you can afford – maybe its as basic as a Warning Sign until you can do something better)

In determining practicability consider what is REASONABLY PRACTICABLE

“A measure is not reasonably practicable if a reasonable duty holder, weighing the risk of an accident against the measures (including the technological feasibility and cost of those measures) necessary to eliminate the risk, considers that the risk of injury or disease is insignificant relevant to the burden of taking the requisite measures”.

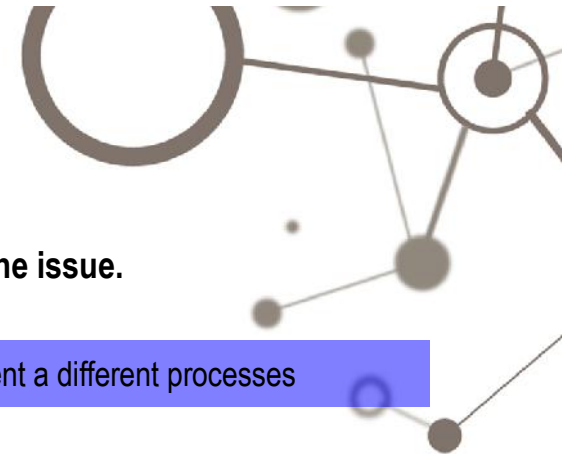
National Occupational Health & Safety Commission



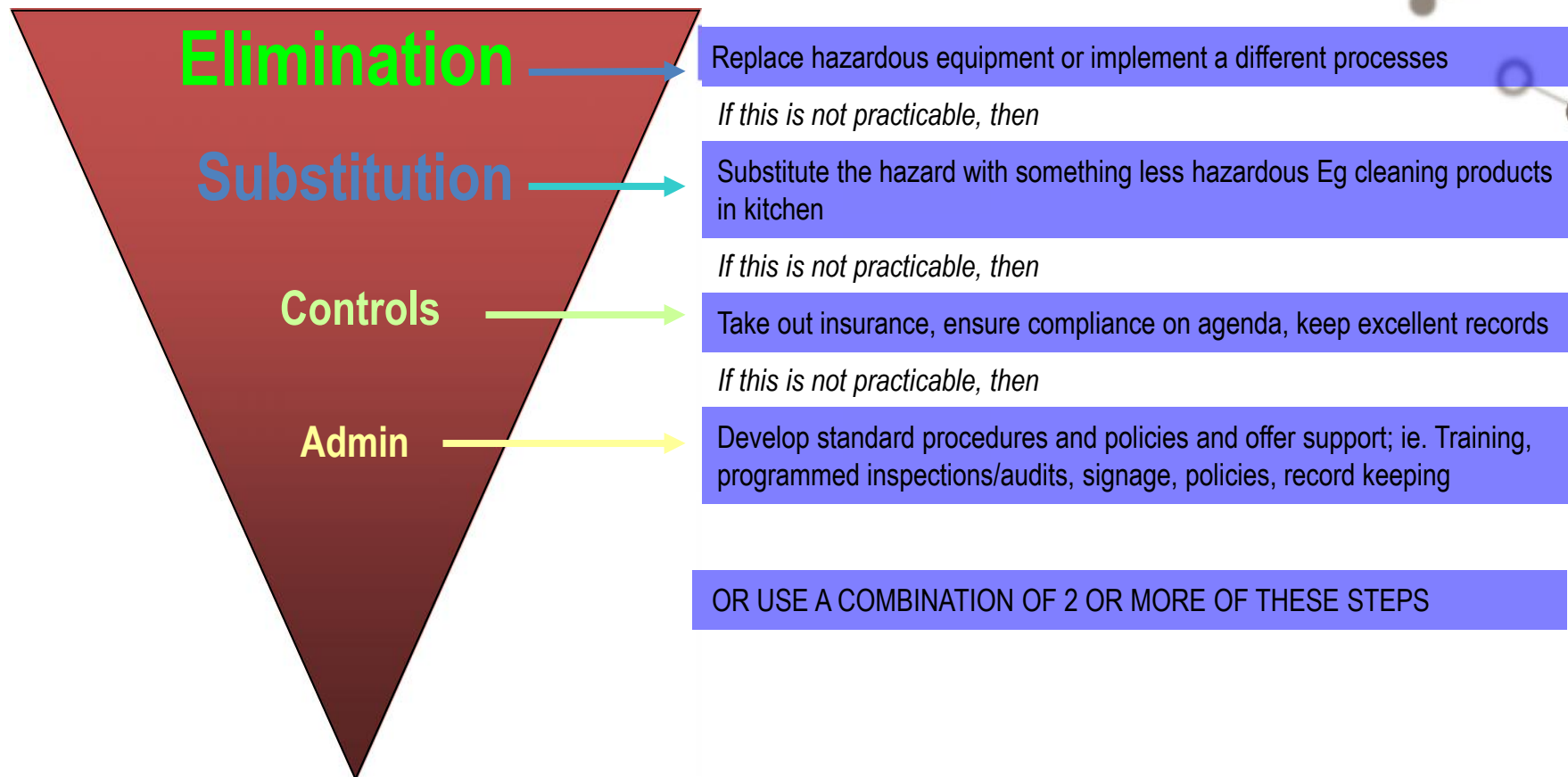
BUT...if you decide a risk doesn't warrant a fix, you need to be able to show that your assessment was logical and justified – this isn't a let-off clause!



Fix It – Hierarchy of Control ...



The Hierarchy of Control helps you to choose the best way to fix the issue.





Fix It – Example Risk Control Options ...



HAZARD

CONTROL

Death during thunderstorm due to lightening Clear policy on when to retire from field

Injury to participating player.....Ensure first aid training and equipment is available

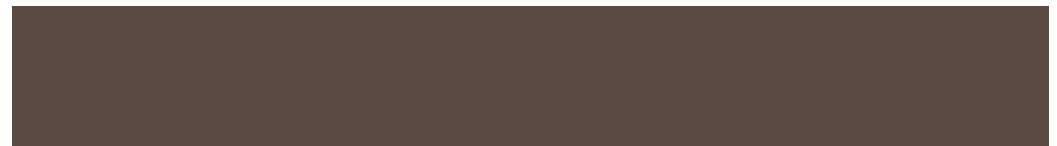
Failure to lodge an annual return.....Place compliance on agenda & report

Remember: The choice of risk control depends on what is reasonably practicable.

The club can be prosecuted if there are no plans in place to manage the risk systematically.



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Fix It - Action Planning ...

In order to get things to happen - risk control activities need to be carefully planned.

The plan should address;

- Action to be taken
- Who is responsible to ensure action is carried out
- Completion Date

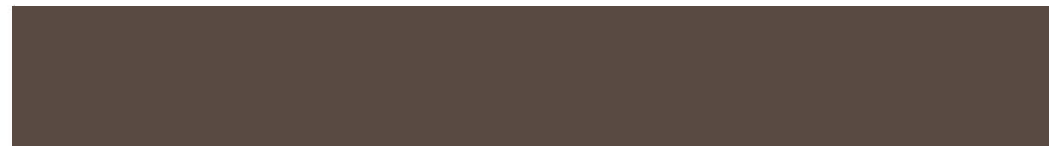
(Who will do what by when)

ACTION PLAN		
Use this document to plan and monitor OH&S Activities		
ACTION	WHO	COMPLETION DATE
1.	J. Bloggs	27/03/03
2.		
3.		
4.		
5.		
....		

The sample 'Action Plan' can be used to plan risk control activities

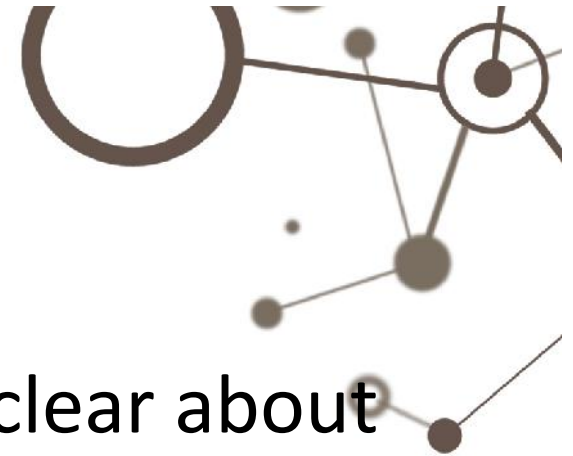


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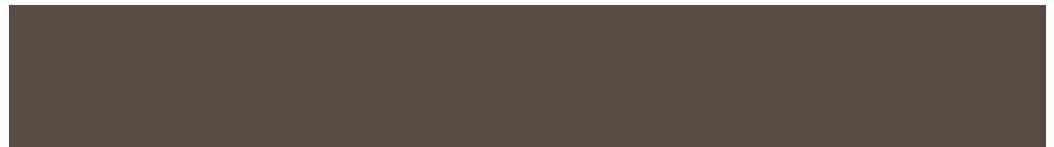




Insurance

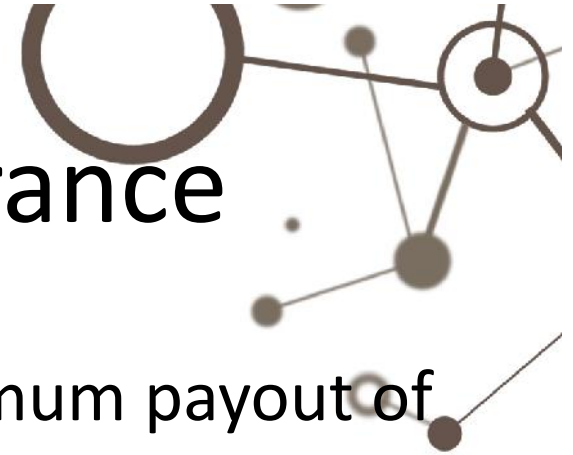


- Ensure you are absolutely clear about what is covered under insurance and what is not.
- Don't assume all risks can be treated through insurance, many legal risks cannot.
- Volunteers are NOT usually covered automatically and age rules may apply.

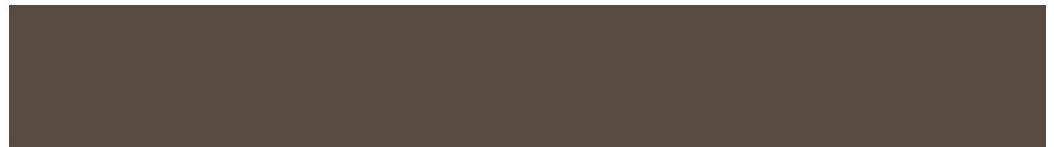




Participant Insurance



- Most policies only cover maximum payout of \$200 per week for 10 weeks as income replacement.
- Most policies do NOT cover any medical expenses or private medical treatment.
- Only a small amount of physio or other is covered (up to \$500)
- Consider advising all participants of what is covered and recommend further insurance.



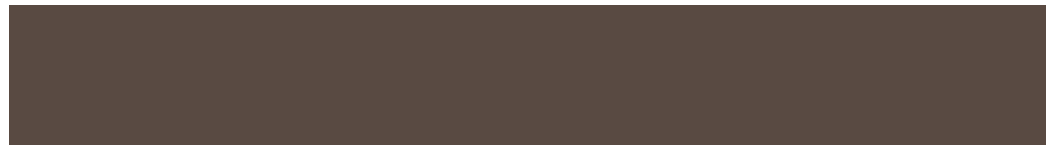


Evaluate It – Check the effectiveness of risk controls...

It is important to go back and evaluate the risk controls that have been put in place – and to regularly review them in case something has changed.

Things to consider;

- Check that risk controls are effective (Re-assess the risk to determine what effect the risk control has had)
- Check that new hazards haven't been introduced into the club
- Check that general changes in the club haven't created more hazards
- Check that updates to the legislation are taken into consideration





Evaluate It – Example of Checking Controls...

It is important to check how well the control has minimised the risk...

■ Risk – Injury to player while participating

● Control – Training for coaches, first aid officer & good equipment



■ Likelihood of injury while playing was a moderate risk

● By using a control measure that changes the likelihood - the risk has changed from moderate to low

		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	High	High	Very High	Very High	Very High
	Likely	Moderate	Moderate	High	Very High	Very High
	Possible	Low	Moderate	High	High	Very High
	Unlikely	Low	Low	Moderate	Moderate	High
	Rare	Low	Low	Low	Low	Moderate

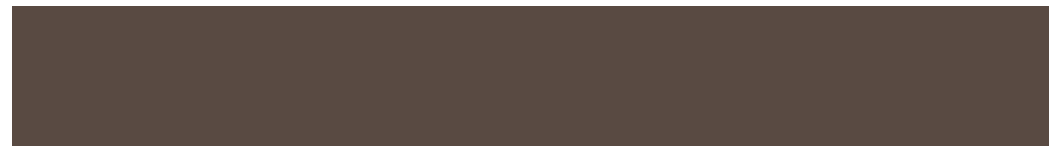


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General Risk Issues								
Issue (Insert the Unique issue in this section)	The Hazard (ie: What could cause harm)		The Risk (ie: What could occur as a result)	Initial Risk Score	Control measures	Final Risk Score	Person responsible	Timeframe
Incident notification	Event personnel unaware of hazard/incident notification procedures		Breach of legislative requirements, poor incident response time	Score	Ensure all event personnel aware of incident notification procedures	Score	Click here to enter text.	Before event is held
Lost or Missing Persons	Event personnel unaware of lost/missing person procedures		Breach of legislative requirements, poor incident response time	Score	Ensure all event personnel aware of lost/missing person procedures	Score	Click here to enter text.	Before event is held
Manual Handling	Poor handling techniques (lifting / carrying / pushing / pulling) applied when handling equipment and materials		Risk of manual handling injuries such as sprains, strains	Score	Ensure all personnel made aware of correct manual handling techniques prior to handling equipment and materials	Score	Click here to enter text.	Before event is held
Slips, Trips & Falls	Poor housekeeping providing potential for slip, trip & fall hazards (ie: liquids on floor, cords and equipment lying across pathways etc)		Risk of injury to patrons and event personnel	Score	Event personnel check area for slip, trip & fall hazards prior to event, good housekeeping practiced during and after event.	Score	Click here to enter text.	Before event is held
Sufficient Lighting	Insufficient internal or external lighting for activities being conducted		Reduced visibility, increased risk of injury	Score	Ensure adequate internal and external lighting available for all activities	Score	Click here to enter text.	Before event is held
Sun Safety	Choose an item.	Persons over-exposure to the sun during the event	Risk of sun burn, dehydration, sun stroke	Score	Consider suitable sun protection methods (ie: provision of sun screen & shaded areas at events, patrons given sun safety information before event)	Score	Click here to enter text.	Before event is held
Weather Factors	Poor planning for changing weather at events		Risk of injury to patrons and event personnel		Consider alternative locations should weather conditions		Click here to enter text.	Before event

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Review It – How is the Risk Management Process Working ...

Review is an important step in the process to ensure continuous improvement. Conduct a review after the remedy (controls or process change) have been in operation and ask:

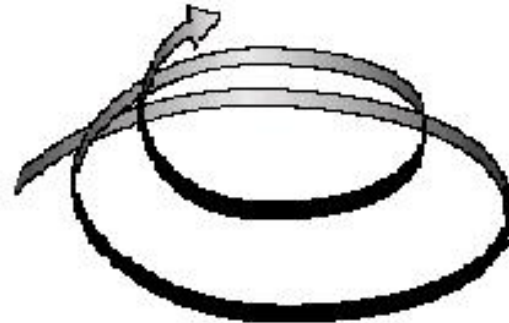
Has the remedy been successful – fully or partially?

Has the fix exposed risks we couldn't see before?

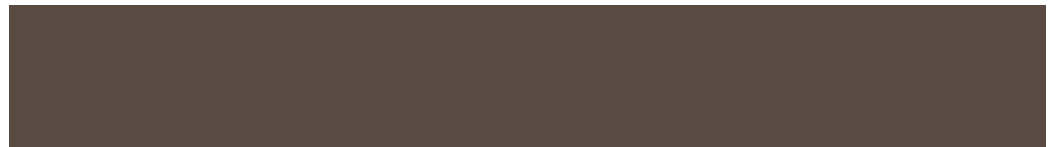
Should we or Can we improve the fix even further?

This involves reviewing all the steps in the SAFER process and making changes as necessary.

See it
Assess it
Fix it
Evaluate it
Review it



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HAZARD CONTROL ASSESSMENT



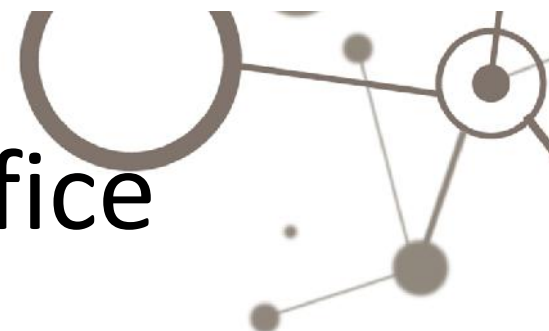
WARWICK
Sport

PLEASE COMPLETE THE FOLLOWING TABLE IN RESPECT OF EACH HAZARD YOU HAVE IDENTIFIED: USE ADDITIONAL SHEETS WHERE REQUIRED

HAZARD	RISK IDENTIFIED	WHO AFFECTED	CURRENT HAZARD CONTROL	FURTHER ACTION	RESPONSIBILITY
Pulled muscles	Pulled muscles	Participants	Good stretching and warm-up at beginning of session	Variety of stretches shown over course of term, so participants can stretch more comprehensively and regularly to avoid injury	Instructor
Sprained / damaged wrists (from punching pads)	Sprained / damaged wrists (from punching pads)	Participants	Participants shown how to punch properly, but also advised to purchase hand wraps and decent pair of gloves	Explanation to participants why hand wraps / gloves are important items to purchase	Instructor / president
Accidental contact with <u>padman</u>	Bruising	Participants	Qualified instructor / first aider present	Members shown how to hold pads correctly and told to be alert at all times	Instructor
Punching / kicking incorrectly	Hyperextension of joints	Participants	Teaching members not to overextend arms / legs when punching	Starting techniques slowly to ensure correct technique before speeding up	Instructor
Close proximity of pairs of training partners	Collision / being caught accidentally	Participants	Firstly make participants aware, secondly form lines to ensure identical patterns of movement	Advise members to purchase gloves – protects participants if they are caught accidentally	Instructor
Clinch work	Pulling neck / neck strain	Participants	Good stretching session	Ensure partners are not too rough	Instructor and individual partners
Throwing	Bruising / broken bones	Participants	Use mats and ensure well taught technique and controlled completion of technique		Instructor
Any light sparring (practising moving techniques)	Bruising / nose bleeds	Participants	Always using full safety gear: gloves, legs, groin guard, gum shield	LIGHT contact never full-on, only in advanced sessions	Instructor/ participants common-sense
Floor	Slipping over	Participants	Inspection before training	Immediate cleaning of spilled drinks etc	Instructor / club executives



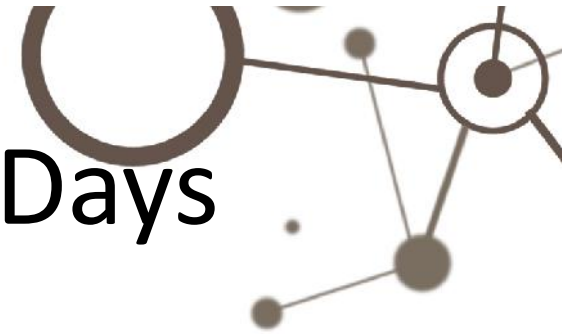
Risks In The Office



What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Working at height Filing on top shelves, putting up decorations etc	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> Staff stand on chair to file on high shelves, put up decorations etc. Internal windows cleaned by contractor using a stepladder. 	<ul style="list-style-type: none"> Chairs are too unstable. An appropriate stepladder will be bought and staff shown how to use it safely. 	Manager	4/10/07	3/10/07
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. 'No bullying' policy. 	<ul style="list-style-type: none"> Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work. 	Manager	4/10/07	3/10/07
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. 	<ul style="list-style-type: none"> Ask landlord when the next safety check of the electrical installation will be done. 	Office administrator	4/10/07	4/10/07
			<ul style="list-style-type: none"> Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light switches or sockets. 	Office administrator	4/10/07	4/10/07
Asbestos Asbestos-containing materials (ACMs) are present in some partition walls	Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. 'Danger, asbestos, do not disturb' signs posted at partition walls. Staff told to report any accidental damage immediately. Condition of partition walls checked periodically. 	<ul style="list-style-type: none"> At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately. 	Manager	4/10/07	4/10/07
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/ and necessary action taken. 	<ul style="list-style-type: none"> Ensure the actions identified as necessary by the fire risk assessment are done. 	Manager	From now on	



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Normal Activity Days

	Yes	No	Action
Ground (debris, sprinklers, holes)			
Goals (padding, secure & strong)			
Weather & Sun (safe or forecasted)			
Perimeter Fencing			
Toilets (Clean & Stocked)			
Injury (First Aid Kit & Officers)			
Canteen (Clean & Food Safe)			
Lighting (Keys, Access)			
Security (Access & No Work Alone)			
Other Hazards			

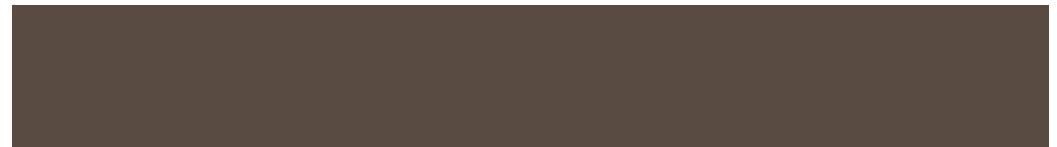
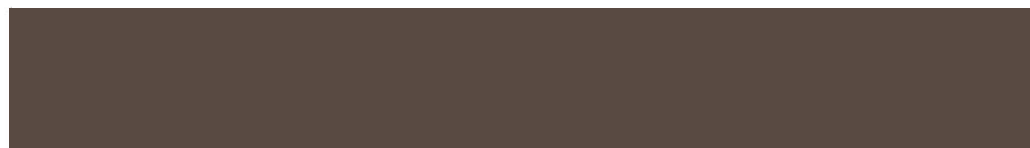




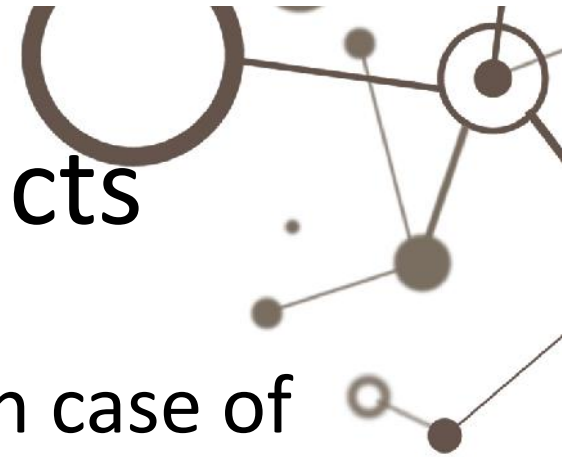
Table 41. The surface evenness dimension of the Good Practice Sports Ground Inspection process

OBSERVATIONS	Are bare areas at such different levels to the grass surrounds to cause stability or tripping hazards?	Yes / No
	Are there holes, undulations, worn areas and sprinkler areas that might cause players to trip, or fall?	Yes / No
	Are there variations between the cricket wicket area and the surrounds	Yes / No
ANALYSIS	Any YES response to the above observations means problems exist. Review your responses and indicate how significant this aspect of the ground safety is. Remember that aspects of ground safety can be less than ideal, but still safe for play.	Not significant
		Very significant
DECISION	In terms of overall ground surface safety the evenness of the field is such that conditions for players and officials is	Safe
		Unsafe

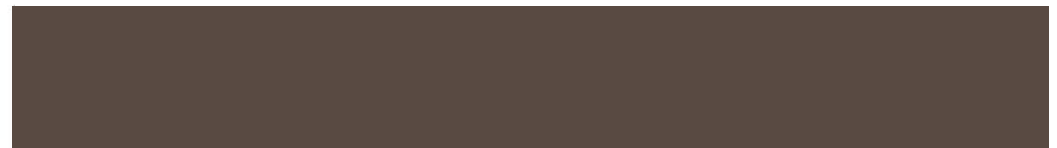




Risk On Contracts



- Ensure clauses to protect in case of cancellation
- Share indemnity with contractors
- Site contractors insurance policies and their risk management plans.





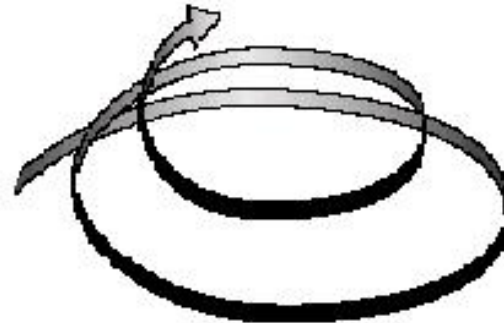
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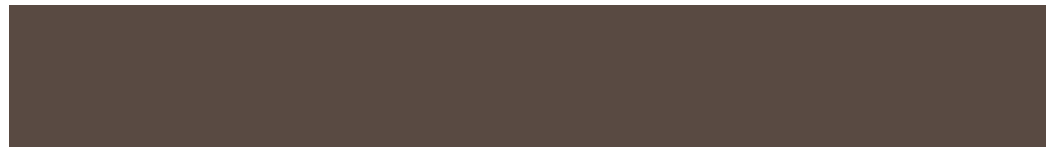
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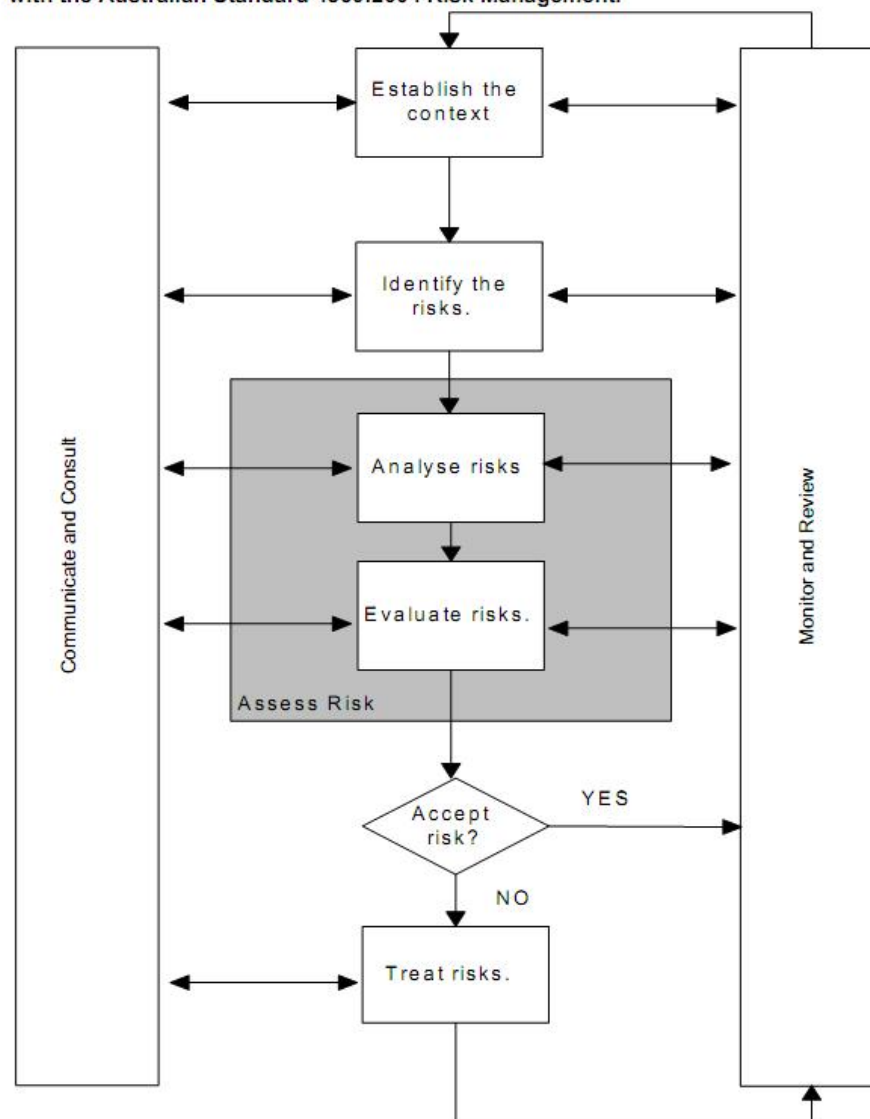
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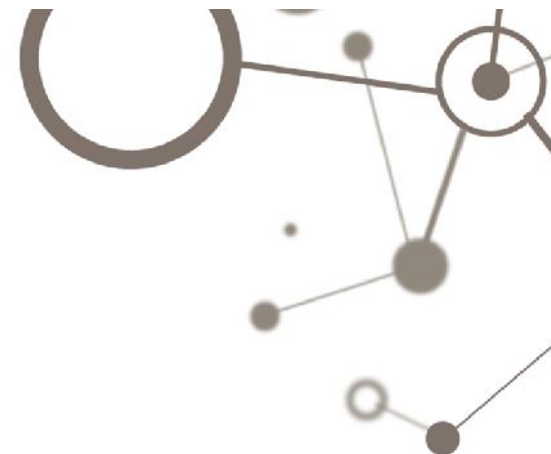
Appendix F: Risk Assessment Plan Template

Event organisers should develop their event Risk Management Plan in accordance with the Australian Standard 4360:2004 Risk Management.



Source: Risk Management Guidelines Companion to AS/NZS 4360:2004

Succession Committee - Training Group



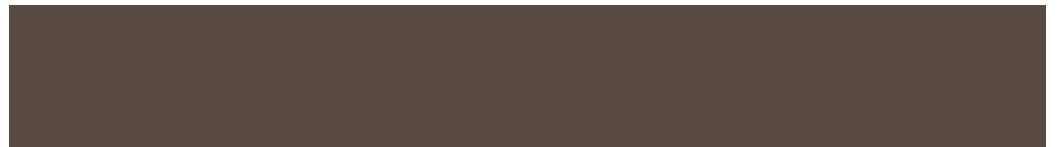
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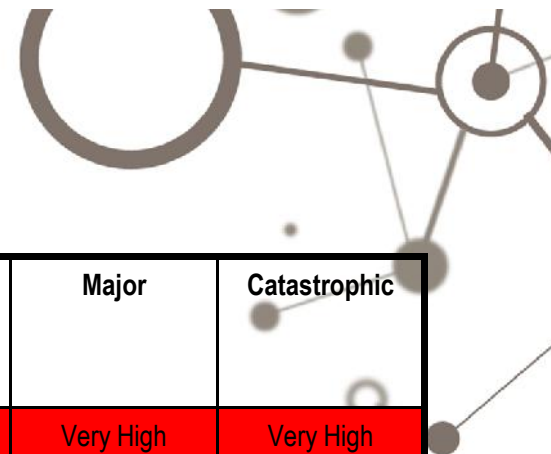


Assess



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Consequences

Likelihood

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	High	High	Very High	Very High	Very High
Likely	Moderate	Moderate	High	Very High	Very High
Possible	Low	Moderate	High	High	Very High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

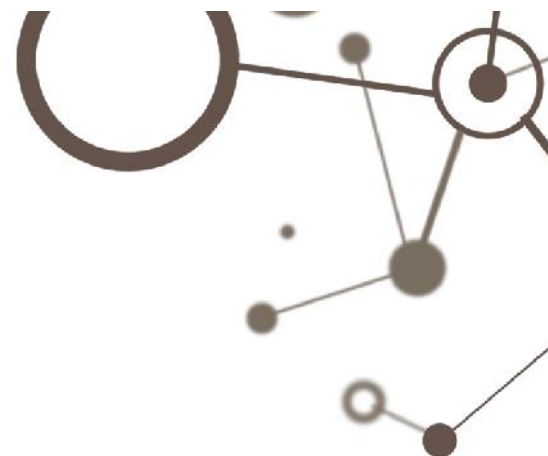


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Treatment



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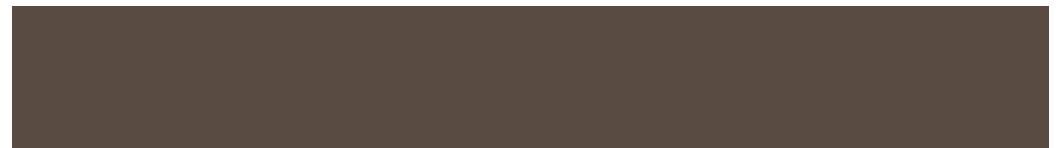


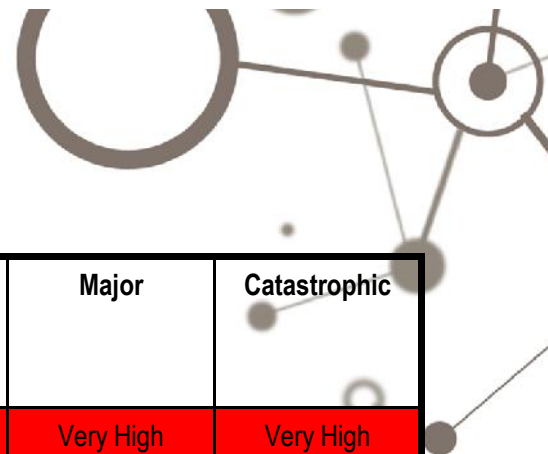


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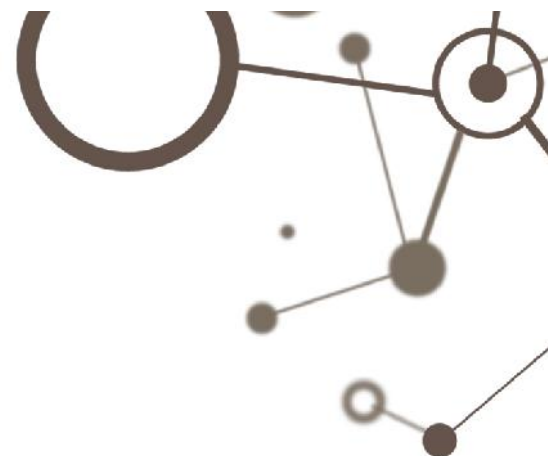


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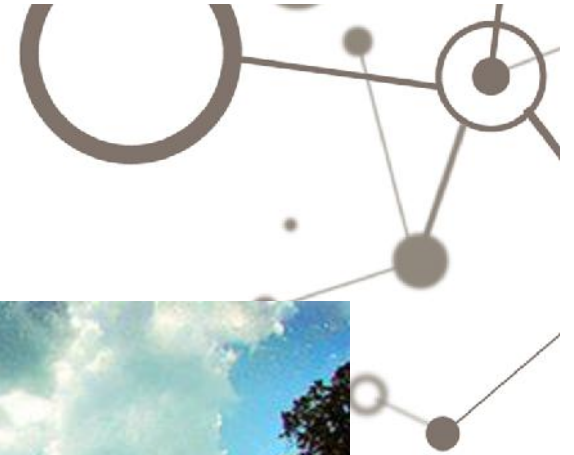


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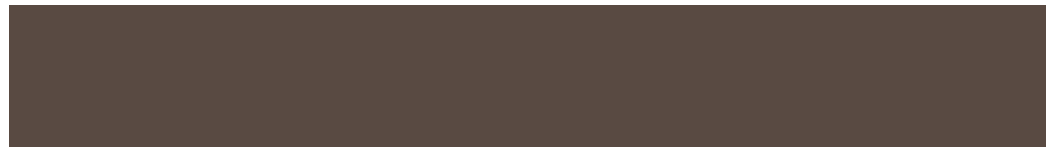


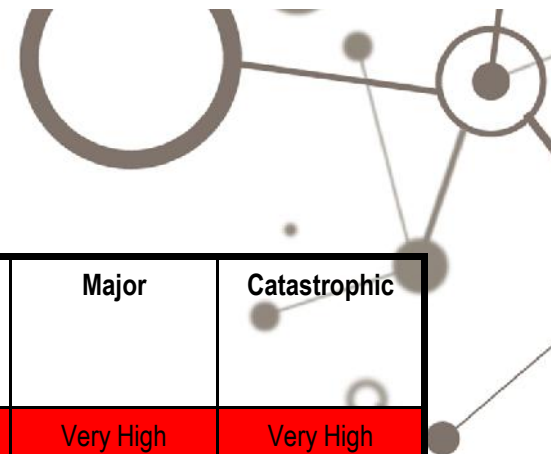


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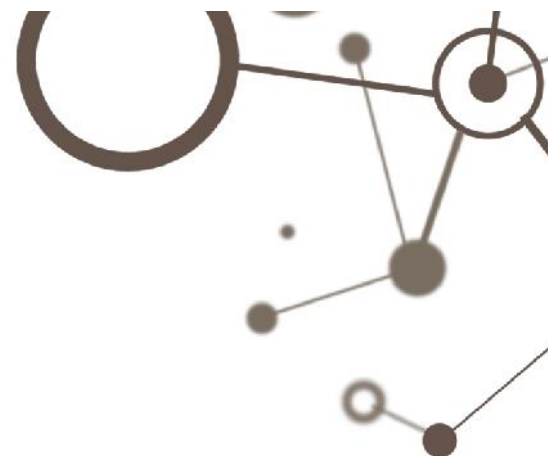


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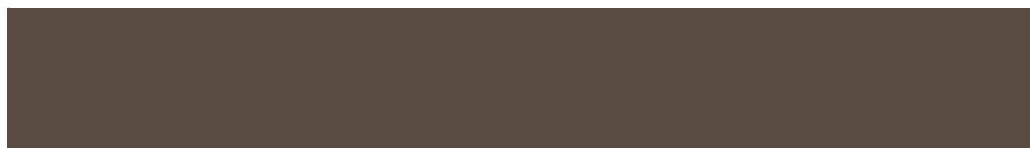




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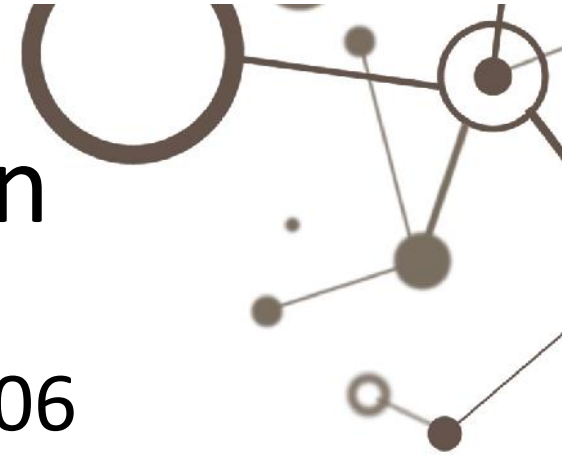


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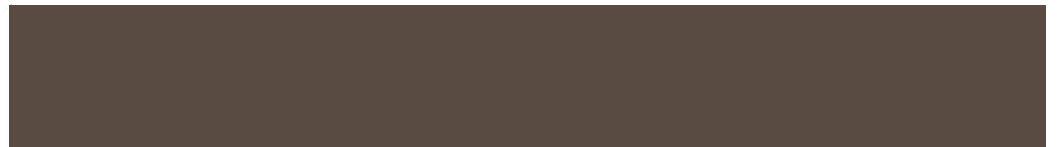


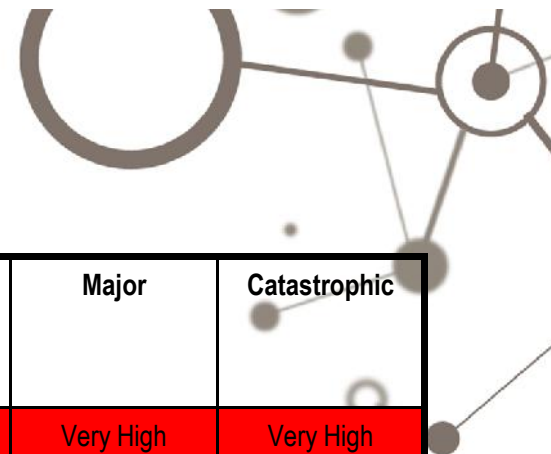


Incorporation



- Constitution older than 2006
- Poor governance
- OFT paperwork not provided
- Audits not completed since 2004





Consequences

Likelihood

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Likely	Moderate	Moderate	High	Very High	Very High
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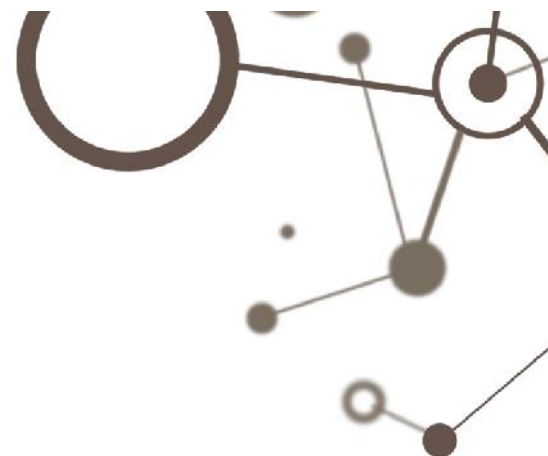


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