

# ALDINGA BAY HOCKEY CLUB INC.

P.O. Box 1192 Aldinga Beach SA 5173

Adopted June 2016



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## Risk Management Procedure

### **Statement of Purpose:**

The Aldinga Bay Hockey Club Inc. is committed to providing a safe environment for players, spectators, committee members and umpires. Risk management is a planned process of taking control of the risks that confront participants, spectators, committee members and the organisation. Managing exposure to risks can prevent them from occurring and/or minimises the loss and severity should they occur. It involves identifying and assessing the risk, controlling the risk by implementing the plan, and ongoing monitoring, review and modification of the process.

### **Aim:**

The Aldinga Bay Hockey Club Inc. is determined to establish the correct culture and practices to prevent and/or minimise risk and the potential for loss.

### **Objectives:**

- To prevent/minimise risk and maximise opportunity across the organisation;
- To establish a risk exposure profile acceptable to the organisation;
- To identify the potential for loss or injury;
- To assess the identified risks against the risk exposure profile;
- To determine the most effective and practical way to control the risks identified;
- To monitor the effectiveness of the action implemented to manage the risks; and
- To evaluate and/or modify the risk management plan in line with changing exposure to risk.

**Process:**

The Executive Committee is responsible for taking whatever action is necessary to design and implement integrated organisation wide risk management plans that includes, but not limited to the following:

- Policy setting/implementation;
- Strategic planning, Business Development Plan and Viability Analysis;
- Financial Management;
- Asset Management;
- Internal and External Audit;
- Fraud;
- Contractual/ Sponsorship liabilities;
- Insurance program including public liability;
- Product liability/Events/Membership/Corporate identity; and
- Information Technology and information management including data integrity.

**Human Resource Risk Assessment**

- Recruitment/appointment policy including job descriptions, performance review and exit interviews;
- Equal Opportunity and Anti-discrimination;
- Training and development including orientation, continuing education/ skill maintenance/new skills;
- Member Protection Policy; and
- Employee complaints/grievance management.

**Events/Activities/Product Risk Assessment**

- Organisation's Rights and Responsibilities;
- Committee's Rights and Responsibilities;
- Privacy Act/Confidentiality/Release of Information Policy;
- Risk Assessment Plan;
- Food Handling;
- Venue Specific Contact Plan;
- Incident/Accident Reporting/Audit Policy; and
- Evaluation and Review/Analysis/Quality Management.

**Outcomes:**

This Risk Management Policy shall be reviewed annually to ensure that it remains current and relevant to South Coast Hockey Association's Standards of Practice.

HAZARD	SEVERITY	COMMENTS	ACTION	LIKELY-HOOD	RISK
1. Manual handling risk whilst moving hockey goals into position resulting in back injury	Medium	Goals are provided with wheels at the front but still have to lift goal to engage the wheels.	Ensure that goals are moved by at least 4 people. WHS manual lifting techniques adopted – refer WHS Guidelines (MPP)	<b>Quite Possible</b>	Medium
2. Puncture wound due to sharp parts of the fencing	Low	Areas of the fencing have been distorted and sharp edges protrude onto playing surface. None project far enough to interfere with normal play.	Monitor the fence status for deterioration.	<b>Not Likely</b>	Very Low
3. Cuts associated with sharp edges on hockey goals	Low	Hockey goals are to be inspected for state of repair with loose back boards and sharp edges checked.	Repair, or remove old goals.	<b>Possible</b>	Very Low
4. Various injuries resulting from hockey play or practice	Medium	Emergency services can be contacted from clubrooms. First aid facilities and first aider at clubrooms. Club to provide local first aid kit. See also 13	Ensure that a mobile phone is available pitch side for all events.	<b>Possible</b>	Medium
5. Child protection issues with juniors leaving pitch at night and proceeding through dark car park unsupervised.	High	Coach's/club official to ensure all juniors leave from club fenced area.	Need to ensure that parents collect juniors from club fenced area.	<b>Not Likely</b>	Medium
6. Escalation of Medium severity injury (fracture) into a High severity injury (permanent disability) due to delays in ambulance reaching pitch side	High	Gate to club area locked – key with the club.	Ensure that the club gates are unlocked and open at all times club members are present.	<b>Not Likely</b>	Medium
7. Slip, trip or fall resulting in crossing connecting road between car parks and club.	Medium	Light poor. Water pools on gravel road, often muddy	Approach council to consider defined pathways. Cars to keep to 10kmph Pedestrians to maintain walking pace only.	<b>Quite Possible</b>	Medium
8. Injury resulting in violence / aggression from players/spectators	Low	Umpires and Captains are responsible for maintaining discipline within the teams.	Consult SCHA by-laws for appropriate measures, enforce club Code of Conduct	<b>Quite Possible</b>	Medium

HAZARD	SEVERITY	COMMENTS	ACTION	LIKELY -HOOD	RISK
9. Members Protection	Medium	Keeping our members safe and informed, Discrimination or Harassment	MPP and Code of Conduct	<b>Quite Possible</b>	Medium
10. Child Protection	Medium	Are our junior members safe, see also 16	MPP, Coach accreditation and Police checks. Refer Child Protection Policy and ensure all member know who CSO is	<b>Quite Possible</b>	Medium
11. Club Mis-Management	High	Financial Security of Club and Funds, Member Privacy	Constitution of Club, SCHA and By-Laws, regular meetings and reports. Independence relating to decisions and financial matters	<b>Not Likely</b>	Medium
12. Club Future	High	Keeping Club viable going forward	Constitution of Club, Strategic Plan, regular meetings and updates.	<b>Not Likely</b>	Medium
13. Appropriate Equipment	Low	Are we providing the correct equipment for players and it is serviceable	Regular checks of equipment for wear and suitability, rules and coaching updates.	<b>Quite Possible</b>	Medium
14. Volunteer Safety	Low	Are our volunteers safe and trained	Club volunteer induction to be carried out, checklists provided and used for jobs. Refer Volunteer Policy	<b>Possible</b>	Very Low
15. Social Media	Medium	Appropriate use of photos with children, content and language or posts, harassment	Club Code of Conduct, Administered by Club Media Co-Coordinator	<b>Possible</b>	Medium
16. Privacy of Records	Low	Keeping members information confidential	Collect and keep records in accordance with Privacy Act., Club Constitution and Policies	<b>Possible</b>	Very Low

## RISK MANAGEMENT MATRIX

Likelihood (of hazard causing injury)  Hazard Severity (i.e. Injury)	Not Likely  Only in exceptional circumstances	Possible  Several factors needed for an incident	Quite Possible  Normal conditions no incident, an abnormality necessary to cause incident	Likely  Under present conditions incident difficult to avoid	Very Likely  Accident almost certain to occur
VERY LOW - Minor cut/bruise requires first aid treatment	VERY LOW	VERY LOW	LOW	MEDIUM	MEDIUM
LOW - Severe cut/minor burn a medical treatment injury	VERY LOW	VERY LOW	MEDIUM	MEDIUM	HIGH
MEDIUM - Back injuries/ fractures reportable LTA	LOW	MEDIUM	MEDIUM	HIGH	HIGH
HIGH - Permanent disability serious amputation reportable LTA	MEDIUM	MEDIUM	HIGH	VERY HIGH	VERY HIGH
VERY HIGH - Fatality	MEDIUM	HIGH	HIGH	VERY HIGH	VERY HIGH