

Risk Management Plan

As a sporting club you have a responsibility to ensure that your activities such as training and competition is undertaken in a safe manner and that you minimise wherever possible harm to people or property.

Under Work Health and Safety legislation and other related law, sporting clubs are obliged to ensure that reasonable steps are taken to ensure that activities are conducted in a manner which provides for the safety of everyone that might be present at any time, including the general public, players, coaches, spectators, referees, officials etc.

Liability arises where a person is 'exposed' to the risk of injury to health and safety, it is not necessary for a person to have been actually injured but merely 'exposed to risk'. Therefore, a risk management plan must focus on the risk to health and safety rather than the consequences of an injury or accident.

During your planning process it is essential to develop a Risk Management Plan so potential hazards are identified early and appropriate measures are put in place to reduce the likelihood of an incident occurring.

To develop the Risk Management Plan:

Step One: Establishing the Context

- Identify the specific details of your activity/s
- Identify a list of all your stakeholders and relevant contact details

Step Two: Identify Risks

- Hold a brainstorming session with your stakeholders to identify all potential risks
- Log these risks in your risk assessment matrix

Step Three: Analyse Risks

A risk is the combination of the likelihood (table 1) and consequence (table 2) of an incident occurring. The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon your activity/s under consideration. At the risk analysis stage risks should be evaluated with existing or known controls in place; unlike the identification phase (Step Two) where known treatments are ignored.

Step Four: Evaluate Risks

For risk evaluation it is recommended level of risk (table 3) is used. By comparing the likelihood (table 1) and consequence (table 2) values, level of risk (table 3) identifies a risk rating of either:

- Low
- Moderate
- High
- Extreme

Step Four: Treatment of Risks

Evaluate the level of each identified risk and act accordingly using treatment of risk rating (table 4).

In order to create a thorough Risk Management Plan there are key things that you'll need to consider, this is called the Risk Assessment.

Risk Assessment

Your sporting club Risk Assessment should be developed in conjunction with all parties involved in the undertaking of the activities including paid and volunteer administrators, players, coaches, referees/officials, spectators etc.

The Risk Assessment should identify what hazards or risks are associated with the event, and what measures are in place to reduce/eliminate that hazard/risk occurring.

Risks should also be prioritised based on the most significant risks, and a club member allocated to the management of each risk area to ensure ownership of its management.

Some specific areas of attention your Risk Assessment should consider addressing are:

- **Health and Safety** - Identify any potential hazards that could compromise health and safety of your activity players, spectators, coaches, referees/officials, administrators etc
- **Financial Risks** - From poor membership, cancellations, or unexpected need for extra resources
- **Reputational Risk** - The chance you or your organisation will receive poor publicity as a result of something happening at your event
- **Environmental Risk** - Impacts your activity/s present the local environment

If you are looking to hold your activity on public land, Council will require a copy of your Risk Management Plan including Risk Assessment. It is important therefore that you consider and document all risks relevant to the activity and how you propose to manage those risks.

TABLE ONE: Likelihood of Risk

LEVEL	DESCRIPTION	EXAMPLES
A	Almost certain	Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur, only in exceptional circumstances

TABLE TWO: Consequence of Risk Criteria

	1	2	3	4	5
Description	Negligible	Minor	Moderate	Major	Catastrophic
Reputation	Unsubstantiated, low impact, low profile or no news item	Substantiated, low impact, low news profile	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profiles, third party actions
Operations	Little impact	Inconvenient delays	Significant delays to major deliverables	Non achievement of major deliverables	Non achievement of key deliverables

Health	No injuries	First aid treatment on site	Medical treatment - on or off site	Accidental death, extensive injury or permanent disability	Multiple deaths or severe permanent disablements
Financial Impact	Insignificant Less than \$1,000	\$1,000 - \$10,000	\$10,000 - \$50,000	\$50,000 - \$150,000	More than \$150,000

TABLE THREE: Level of Risk						
		CONSEQUENCE				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
LIKELIHOOD						
Almost certain	A	HIGH	HIGH	EXTREME	EXTREME	EXTREME
Likely	B	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Possible	C	LOW	MODERATE	HIGH	EXTREME	EXTREME
Unlikely	D	LOW	LOW	MODERATE	HIGH	EXTREME
Rare	E	LOW	LOW	MODERATE	HIGH	HIGH

TABLE FOUR: Treatment of Risk Rating	
EXTREME	Discontinue the activity and/or implement immediate corrective action(s)
HIGH	Corrective action needed, to be implemented as soon as possible
MODERATE	Attention indicated
LOW	Implement practical short / medium term control measures



RISK MANAGEMENT PLAN	
Sporting Club – Dubbo Hockey Association	
Activity/s Types – Training and playing Field Hockey	
Season Dates – Winter 2020 – July 2020	Sporting Club Location/s Pioneer Park, Howard Avenue Dubbo
Risk Management Plan prepared by: Dubbo Hockey	Date of Completion 12 June 2020

<<This is an example list of hazards, you will need modify to suit your sporting club including venue, timing and activities.

As the owner of this Risk Management Plan it is important that you carefully consider this template and make all necessary changes.

If staging your activity/s in a Council facility or venue, Council requires receipt of your Risk Management Plan with your Seasonal Sporting Grounds Usage Application. This timing is crucial to enable Council's insurers to review the plan and provide feedback.

If Council does not receive your RMP with your Seasonal Sorting Ground Usage Application, you may risk the not being allocated sporting grounds.

	HAZARD	POSSIBLE OUTCOME	RISK SCORE	RISK RATING	RISK CONTROL
	Unexpected hazards	Injury to public, personal injury	D3	MODERATE	<ul style="list-style-type: none"> An inspection of Surface was undertaken prior to the training/competition to identify any hazards such as trip and fall hazards, urgent maintenance and minor repairs.

Food poisoning	Injury to public	D2	MODERATE	<ul style="list-style-type: none"> • Ensure canteen management and volunteers follow food handling guidelines • <u>All canteen staff to be aware of and comply with temporary food handling guidelines - All canteen staff must be aware of and comply with temporary food handling guidelines - https://www.foodstandards.gov.au/industry/Documents/Recommencing%20operations%20checklist%202020.pdf</u> • <u>Copy of checklist to be available in the canteen</u>
Live electrical wires or faulty equipment	Injury to public, personal injury	D4	HIGH	<ul style="list-style-type: none"> • Ensure all electrical equipment is tested and tagged • In the case of wet weather, no cords run along the ground and are fitted with plug covers • For any Council owned equipment liaise with Sporting Asset Coordinator to ensure compliancy
Leaky or faulty LPG cylinders, heaters, and appliances	Injury to public, personal injury	D3	MODERATE	<ul style="list-style-type: none"> • Ensure all equipment is tested and tagged in accordance with AS 1596 & AS 4332 • For any Council owned equipment liaise with Sporting Asset Coordinator to ensure compliancy • Gas bottles for BBQ are purchased from Swap and Go.
Motor vehicle and pedestrian collisions	Personal Injury	D3	MODERATE	<ul style="list-style-type: none"> • Carpark has one-way traffic flow for in and out.
Participants/volunteers carrying large or awkward objects	Personal Injury	D3	MODERATE	<ul style="list-style-type: none"> • Ensure all members, players, parents and volunteers are aware of safe lifting and relevant OHS practices
Medical Emergency	Injury to public	D4	HIGH	<ul style="list-style-type: none"> • Ensure committee/volunteers have the means to make direct contact with First Aid and/or ambulance services. • First Aid kit and ice taken to dugout for every game. • Defibrillator available and members provided with training • No parking allowed in driveway for emergency vehicle access. Turf as emergency vehicle access if needed.
Missing Person/Lost Child	Trauma to those concerned	E1	LOW	<ul style="list-style-type: none"> • Hockey is an enclosed complex • Only 1 gate is open near the canteen. During COVID restrictions there will be attendance takers at the gate • Use of PA system if a child is unable to find carers.
Heat / Cold distress	Personal Injury	D3	MODERATE	<ul style="list-style-type: none"> • Monitor weather conditions prior to training/competition • Follow Hockey NSW Heat Policy • Ensure appropriate sun protection and water is available for committee/volunteers/players
Extreme weather - wind, lightning, flood, etc.	Injury to public	D4	HIGH	<ul style="list-style-type: none"> • Monitor weather conditions prior to training/competition • Include extreme weather contingencies in the emergency evacuation plan • Follow Hockey NSW Lightning Policy

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Unclean / inadequate waste management facilities	Injury to public	E1	LOW	<ul style="list-style-type: none">• Provide adequate waste bins around the complex.• Duty club to put out for weekly collection as per council schedule	
Unclean / inadequate toilet facilities	Injury to public	E1	LOW	<ul style="list-style-type: none">• Council to clean toilet facilities weekly during competition season• Committee/volunteers to monitor and check toilet facilities at the start of each competition session.• Committee/volunteers to monitor and check toilet regularly during and hockey event• During COVID-19 toilet facilities to be cleaned before every training and competition session	
Trip hazards	Injury to public	D3	MODERATE	<ul style="list-style-type: none">• Serious trip hazards removed or treated to prevent injury• Rubber mats & cable traps over cables• Barriers placed around protruding equipment	
Emergency situation resultant from injury, fire, explosion, bomb threats, chemical releases, etc.	Injury to public, personal injury	E4	HIGH	<ul style="list-style-type: none">• Emergency Evacuation Plan to be displayed with an additional copy at the hockey complex, copy placed on website• Evacuate complex using PA system• Committee member/duty club representative to contact appropriate authority	
Slip hazards due to wet water	Injury to public, personal injury	D3	MODERATE	<ul style="list-style-type: none">• Identify slip areas• Isolate where possible and place warning signage	
Emergency service vehicle cannot access site	Injury to public, personal injury	E4	HIGH	<ul style="list-style-type: none">• Emergency ingress and egress established	
Vehicles and pedestrians unable to access parking or entry to the site	Reputation	E1	LOW	<ul style="list-style-type: none">• Vehicles to park in designated car park with adherence to road rules and emergency access signage.• Complex is wheelchair access friendly• Parking is available in the Howard Avenue if carpark is full	
Fire or burn incidents	Injury to public, personal injury	D3	MODERATE	<ul style="list-style-type: none">• Fire extinguishers available• First Aid Boxes located in duty room and taken to dugout for every competition game• First Aider sought for large competition events	

	Intoxicated person/s	Reputation, financial	D2	LOW	<ul style="list-style-type: none"> Obligations under RSA met Dubbo Hockey is a member of Good Sports and maintains its annual accreditation
	Antisocial behaviour, people safety and security	Injury to public, reputation	D2	LOW	<ul style="list-style-type: none"> Board and Committee members to monitor inappropriate behaviour Committee members and Duty club to contact police if necessary All players, officials, volunteers and spectators are bound by Hockey NSW Code of Conduct
	Welfare of committee and volunteers	Reputation	D2	LOW	<ul style="list-style-type: none"> Committee to manage volunteers MPIO officer appointed and duly trained
	Welfare of children	Injury to public, reputation	D3	MODERATE	<ul style="list-style-type: none"> Working with children checks evidenced in accordance with Hockey NSW requirements,
	Risk to persons handling cash	Injury to public, personal injury	D3	MODERATE	<ul style="list-style-type: none"> Two people in the canteen at all times Two people to count money at the end of the day
	Access by wheelchairs restricted	Reputation	E1	LOW	<ul style="list-style-type: none"> Disability carparking available Complex is wheelchair friendly – ramps available
	COVID-19 case detected in a player, coach, club personnel and/or spectator	Illness to public, personal illness Reputation	C4	EXTREME	<p>Provisions of activity in accordance with 'AIS Rebooting Sport in COVID-19 environment guidelines', NSW Government Public Health Act 2010 and 'Roadmap to a COVID Safe Australia' framework.</p> <ul style="list-style-type: none"> How will you educate players, coaches, club personnel and spectators on restrictions and changes in restrictions with each phase? What strategies will you use to achieve 'Get in, train, get out'? What plan do you have in place to allow for a graded return to play to mitigate the risk of injury? How will you adhere to the player and personnel number restriction, permitted activities (contact/no contact) and maintenance of social distancing (1 person per 4 square metres and if possible social distance of 1.5m) at training in phase B? What strategies will you have in place to ensure high level of hygiene is maintained across all levels in accordance with guidelines? How will you communicate and manage parents and spectators to ensure social distancing? What protocols will you have in place should a COVID-19 case be detected in your club?

					<ul style="list-style-type: none"> - How will you monitor transmissions and health advice and what strategies will you have have in place to be able to restrict activity again in the future if required? - What strategies do you have in place around the sporting facility you utilise tin minimise risk to players and spectators (eg access and cleanliness of communal facilities)? <p>Dubbo Hockey has provided approved plans from Hockey NSW.</p> <p><u>Ensure clubs and officials are consulted and kept informed of any proposed changes.</u></p> <p><u>Board and COVID- coordinator to keep up to date with potential changes to COVID requirements and make necessary changes and inform all members.</u></p>
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Please ensure you complete the following. Council's insurer will need to consider your Emergency Evacuation Procedure when reviewing your Risk Management Plan.

EMERGENCY EVACUATION PROCEDURE
Site Plan including seating, ingress and egress, medical services, food, amenities, stages.
Emergency Evacuation Procedure attached as a separate document

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