

CROQUET ASSOCIATION QUEENSLAND INC.



Policy: CAQ Risk Management

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6. CAQ RISK MANAGEMENT POLICY

INTRODUCTION

Croquet Association Queensland (CAQ) will endeavor to minimise the risk any particular operation poses to its organisation, its staff, our volunteers, its clients, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

Croquet Association (Queensland) has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organisation. Croquet Association Queensland will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

AUTHORISATION

Croquet Association Queensland x (CAQ)

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RISK MANAGEMENT PROCEDURES

RESPONSIBILITIES

It is the responsibility of the Management Committee, or its nominee, to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the Management Committee or its nominee to ensure that:

- effective risk management procedures are in place which are applicable to all relevant areas;
- risk management procedures that are reviewed regularly;
- that recommendations arising out of the risk management process are evaluated and, if necessary, implemented;
- that employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.
- risk management analyses are carried out for all relevant areas of the organisation;
- risk management checklists are reviewed regularly by relevant staff to ensure that no risks have been overlooked or have ceased to be relevant;
- each risk management checklist is reviewed by every area to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.
- All affiliate clubs are advised regularly that it is the Club's responsibility to provide risk management procedures for all relevant areas as set out in following procedures.

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures applicable to their area;
- they observe those risk management procedures; and
- they inform their supervisor if they become aware of any risk not covered by existing procedures.

WHAT ARE THE MAIN RISKS?

Every not-for-profit organisation faces a certain amount of risk, whether it's ensuring the health and wellbeing of its volunteers or protecting its property or premises.

Risks come in all shapes and sizes but it's useful to group them under topic headings so that they can be assessed and prioritised.

While there are many differing risks the focus is to look at those that could end in some form of civil or criminal court action. A broad view should be taken in identifying and compiling a list of hazards. Some of the ways to identify risks include:

- Undertaking a brainstorming session with all key stakeholders
- Asking for reports, ideas and suggestions from staff, volunteers and clients, members, etc.
- Conducting your own inspections
- Asking your insurer or broker for assistance
- Examining injury or first aid paperwork
- Checking with your equipment suppliers

You can also keep on top of identifying workplace hazards - which are, remember, only part of the risk picture - by regularly checking for updates, bulletins or examples of risk issues from:

- your industry or peak association
- your workers' compensation insurance agent
- state/territory workplace safety organisations which can offer manuals and checklists
- other organisations working in the same field.

You will need to constantly check to see that you comply with ALL relevant legislation, guidelines and regulations - whether they are federal, state or local government.

Below is a list of risks that may affect many not-for-profit organisations. This list isn't intended to be exhaustive - there are an infinite number of risks involved with each different sector and individual organisation - but these are the areas where the largest number of groups have had trouble in the past.

PHYSICAL RISKS

It's your responsibility to make your organisation into a safe environment for anybody (staff, volunteers, members, players, supporters, clients, patients, contractors, visitors) who's likely to come into contact with it (and that doesn't mean just people who have permission to enter).

A key point here is to make sure that you inspect your facilities, equipment and premises regularly.

Events

- Is crowd/traffic controls necessary? If so, have local authorities and permits been obtained?
- Do you have emergency procedures in place - fire, violence, accidents etc?
- Do you need to involve emergency service or other authorities?
- Is any special equipment/material required? Has this been inspected? Does it meet the relevant standards/regulations?

Fire

- Can anything catch fire? Are your alarms in place? Do you have sprinklers and extinguishers in place? How regularly are they checked?
- Do you have an emergency plan? Who is aware of it? Have you practised it? Who is in charge of overseeing and reviewing it?
- If the fire spreads, are your evacuation systems in place?
- If the venue burns down, do you have arrangements for continuity of services?

Food and drink

- Is your food production, storage, and service safe from contamination or deterioration?
- Are your food areas clean?
- Do you meet the regulatory requirements for food handlers set out by local and state governments? Are all food handlers aware of the regulations?
- Do you label your food sufficiently for people with severe allergies to be able to avoid injury?
- Do you serve alcohol? Do you have policies to deal with instances of intoxication?

Machines

- Is your machinery safe? Are all your machines regularly tested?
- Are your work safety procedures adequate?
- Is everyone aware of your work safety procedures?
- Is everyone who uses them properly trained or licensed?
- Is the public able to gain access to your machines?
- Are they registered with the appropriate authorities?
- Do you keep maintenance records?

PROFESSIONAL RISKS

It's your responsibility to see that nobody suffers through relying on your work.

- Do you screen your staff (including your volunteers) to ensure that they're professionally competent, law-abiding, and safe?
- Do you screen staff working with vulnerable groups such as children or those with special care?
- Do you have an orientation process for your staff outlining acceptable and unacceptable behaviour?
- Do your staff (including your volunteers) provide people with goods, or services, or advice?
- Are you sure that your systems can ensure that the goods, or the services, or the advice are reliable and/or accurate?
- Are your volunteers adequately supervised?
- Are your staff likely to have occasion to defame anybody?
- Is your complaints procedure adequate to detect problems?

ENVIRONMENTAL RISKS

It's your responsibility to see that your operations are safe under all foreseeable circumstances. As Worksafe puts it, *what you would warn a child about if they visited you?*

- Can any of your buildings catch fire, fall down, or suffer any other disaster?
- Are your paths, stairs, steps, and public areas non-slippery, free of obstacles, well signposted? How about for people with vision impairment?
- Are there any personal hazards on the premises, either yours (loose goalposts, unstable vending machines, etc.) or brought in by others (syringes, broken glass, etc.)?
- Is anybody smoking on or too close to the premises? Is your air-conditioning tested for diseases such as Legionnaires Disease?
- Is there any standing water on the premises? Could anybody fall in and drown?
- Are there any unshielded drops or falls?
- Are there any potentially hazardous objects or substances, from golf balls to pesticides, left on the premises?
- Do you have any trees? Could they fall down on houses/shed branches on people/undermine neighbouring buildings? Are they regularly pruned or inspected?
- Do your surfaces meet required standards? Is there a danger of slipping or tripping due to surfaces not being properly maintained (sports grounds, dance floors, stages etc.)?
- Are any dangerous substances (acid, blood, boiling water, etc.) kept on the premises? Are they locked away? Are there sufficient warning signs? Barriers?
- Is there a designated first aid area? Is there emergency vehicle access? Are there warning signs? Are there safety barriers? Is there paid security? Are there security cameras?

EMPLOYEE RISKS

You are responsible for protecting your staff and volunteers.

- Are your clients (or anybody else) liable to attack, infect, or insult your staff or volunteers?
- Do you have procedures in place to ensure sudden staff/volunteer absences or departures don't adversely affect your organisation?
- Have you taken precautions against prejudice and harassment at work? Have you set procedures so that everyone is treated equally and fairly?
- Do you have a system in place where you could identify potential problems? Is there a system to deal with complaints/disputes with staff/volunteers?
- If anybody leaves, are you liable to an action for unfair dismissal?

Some laws regulate how you deal with workplace safety - check with the relevant agency (Google "WorkCover" or "workplace standards") in your state.

FINANCIAL RISKS

You are responsible for protecting the assets of your organisation and for paying your liabilities.

- Are your financial procedures sufficient to prevent or expose fraud or unauthorised trading?
- Have you set up limits on spending? Are these known and acknowledged?
- If you were forced to close, have you adequately budgeted for paying all employee entitlements/all outstanding taxes?
- Would your budget reporting systems be good enough to tell you if you were trading while insolvent?
- Does your committee have adequate information to make informed decisions (properly prepared balance sheets, profit and loss statements, cash flow reports, etc.)?
- Have you set up a process of audit?

CRIMES

You are responsible for protecting the organisation and other people against crimes as well as accidents.

- Are you protected against theft (from your organisation or from others on your property or under your control)?
- Do you have adequate fences, alarms, surveillance, and security?
- Have you procedures in place to ensure the safety of staff/volunteers/public etc?
- Is there proper lighting and is there a program for regular replacement?
- Do you have fraud prevention policies and procedures in place?

REGULATIONS

You are responsible for working within the law.

- Have you paid any compulsory insurance?
- Are any of your committee's decisions liable to be overturned because of conflict of interest?
- Are all your organisation's activities within your objectives under your constitution, or are you acting *ultra vires* (outside your authority)?

- Have you filed all returns and reports required by legislation or funding agreements?

In all of these areas you should review your procedures to see whether you have done everything reasonable to avert any foreseeable problem.

PROCEDURES

Managing Risk

The committee will nominate appropriate officers in each area of the organisation to carry out risk assessment exercises; this should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating (see [Our Community's Risk Management Helpsheets](#));
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of deliverable checklists.

The committee or its nominee shall participate in each area's risk management exercise to ensure consistency of approach.

Risk Management Checklists

The Risk Management Officer will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- each risk management checklist is reviewed by every area to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

RISK MANAGEMENT FOR CLUBS

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)

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 votes and committee representation

About risk management

Awareness of your club's legal obligations and commitment to quality and safety are critical in today's sporting environment. If you serve on a committee, risk management is one of your key responsibilities

Risk management is the course of action you take to reduce potential legal liability. It seeks to address potential problems before they occur. Risk management aims to be pro-active rather than reactive - creating a safer environment and legally safer operational procedures. A common mistake clubs make is to view risk management as a program in isolation. It is really an ongoing process that should be applied to all your club's policies and procedures.

Benefits of risk management

Better sporting or recreational outcomes

- Improved safety for participants, officials, spectators and volunteers
- Lower costs and increased budget certainty
- More effective management of assets, events, programs and activities
- Improved compliance with the law, regulations and other formal requirements
- Enhanced image and reputation.

Risks facing sport and recreation organisations

The inherent nature of sport and recreation means that risk areas are broad. Some general risks that could apply to your sports club include:

- Not being incorporated
- Not complying with Child Protection legislation
- Not having a member protection policy
- Not requiring participants to sign a waiver or release form prior to participating
- Providing equipment and facilities that are not safe for intended use.

How to manage risk

All key people, including committee members, management and volunteers should be involved in every step of the risk management process. Managing risk may seem daunting. To make the process easier, break the risk management process into achievable steps by following this checklist.

- Appoint a risk manager - responsible for the risk management process
- Identify 'key' people (ie. head coach, event manager, finance director) who will be involved in managing risk
- Determine the club's risk management context
- Identify risks – what can happen, why and how?
- Analyse risks
- Evaluate risks
- Design a risk elimination and reduction plan
- Implement the plan
- Develop and implement a clear communication strategy on risk management
- Communicate the strategies to all appropriate levels of the club
- Ensure the committee addresses risk management periodically as a meeting agenda item
- Monitor and review strategies at least annually and report to the committee through the risk manager
- Ensure the committee has adopted and implemented a risk management policy.

Risk management approach

The Australian Standard on Risk Management (AS/NZ ISO 3100:2009) and the Guidelines for Managing Risks in Sport and Recreation (HB 246:2010) set out a systematic approach you can use to manage risk

- [Standards Australia – Risk Management Principles and Guidelines](#)
- [Standards Australia – Guidelines for managing risks in sport and recreation organisations.](#)

More information

[Play by the Rules – risk management advice for people in sport](#)

- [Club Help – Risk Management](#)
- [Our Community – Risk Management](#)

RISK MANAGEMENT CHECKLIST

APPENDIX 1

ITEM	RISK	ACTION REQUIRED
1.	Could the club house be broken into with the existing security?	Yes/No
2.	What is the maximum amount of money collected at any fundraising function and is there a procedure to be followed to secure the money before it is banked?	Yes/No
3.	When was the electrical wiring last checked at/in the Club house?	200 __
4.	Are instruction manuals kept in close proximity of machinery?	Yes/No
5.	Who is responsible for making Insurance claims?	_____
6.	Do cheques require dual signature before they are issued?	Yes/No
7.	Is the value of Association/Club assets likely to increase over the next twelve months?	Yes/No
8.	Is the Association/Club likely to borrow plant or equipment for which it will be held responsible in the event of damage?	Yes/No
9..	Does the Association/Club record the names of voluntary workers engaged in Croquet/social activities?	Yes/No
10.	Has Workcover insurance been arranged on Association employees?	Yes/No
11.	Does the Association/Club conform with Occupational Health and Safety Regulations?	Yes/No
12.	Will a responsible adult always be supervising children participating in Croquet activities?	Yes/No
13.	Personal property belonging to volunteers that accompany a volunteer on Club activities is not insured except when the loss occurred as a result of an Club activity?	Yes/No

RISK MANAGEMENT CHECKLIST (page 2)

RISK	ACTION REQUIRED
14. Has the Association/Club entered into any hold harmless agreements with another party that makes it responsible for liabilities that would normally belong to another?	Yes/No
15. Have the references for any proposed employees or Contractors been checked out and have enquiries been made with previous employees?	Yes/No
16. Are regular safety inspections of playing areas and equipment conducted?	Yes/No
17. Do new and existing members complete a pre-participation medical assessment form each year?	Yes/No
18. Are coaches and officials encouraged to attend approved education courses and to seek accreditation?	Yes/No
19. Do your members have access to quality coaching and skill development?	Yes/No
20. Are warm-up, stretching and cool-down sessions promoted for all training and competition?	Yes/No
21. Is water/fluid provided for participants (especially during hot weather)?	Yes/No
22. Are members given the opportunity to receive training in sports injury prevention and treatment?	Yes/No
23. Are appropriately trained and accredited sports injury management personnel present at games and training?	Yes/No
24. Is the sport first aid kit appropriately stocked and maintained?	Yes/No
25. Do all players have immediate access to first aid equipment?	Yes/No
26. Does your club have an emergency action plan for severe injuries?	Yes/No
27. Are injury records kept for your club members?	Yes/No

RISK MANAGEMENT CHECKLIST (Page 3)

RISK	ACTION REQUIRED
28. Is a telephone available for use at clubhouse ?	Yes/No
29. Is the Smoke-free Policy being adhered to?	Yes/No
30. Following the Sunsafe Policy; is suitable clothing and footwear worn?	Yes/No
312. Insurance: Blanket policies: Broadform Liability \$10M, Personal Accident Voluntary Workers & Members and Directors & Officers Liability \$1,000,000	

I/We the undersigned completed this list on/...../.....

_____ (President)

_____ (Secretary/Treasurer/Other)

(This checklist should be considered by the President, treasurer and Secretary of the Association/Club, checked off where appropriate and then filed with the Association/Club's important papers to be handed over to the incoming Executive next year).

Under review

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

AUDIT	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club have a clearly defined risk management plan or actively consider risks?										
Do you have a person/a group of people who are specifically responsible for minimisation of risk at your club?										
Are risks successfully identified and strategies implemented to prevent them?										
Does your club have a nominated point of notification in the event that a risk eventuates?										
Are all potential risks immediately reported to the club committee?										
Are all your stakeholders aware of the club's focus on minimizing risks?										
Does your club analyse and evaluate risks to prioritise risk management?										
Does the club committee regularly address risk management at meetings?										
Are your risk management strategies monitored and reviewed at least once a year?										
Is your risk management plan regularly communicated to and understood by key stakeholders?										
Does your committee regularly review progress towards achieving your risk management plan?										
COMMUNICATION	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor	Action Required	Responsibility
Does your club have a clearly defined communication strategy and policy?										
Does your club have policies defining communication standards and what is and what isn't appropriate?										

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

CULTURE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Are there occurrences of discrimination of any kind at your club? (eg. On the grounds of gender, disability, race or sexuality)										
Are there occurrences of harassment of any kind at your club? (eg. On the grounds of gender, disability, race or sexuality)										
Does everyone at your club understand the role the club wishes to play within the community?										

FACILITIES	Yes / No	Future Action?	Probability of risk occurring			Risk rating			Action Required	Responsibility
			High	Med.	Low	Major	Mod.	Minor		
Does everyone at your club understand how the club wishes to be perceived by the community?										
Does your club have adequate protection on fixed obstacles (eg padding on goal posts or sufficient coverage on cricket pitches)?										
Are all hazardous materials safely and securely stored?										
Can spectators enter and exit car parking in a safe orderly manner?										
Is there enough car parking available?										
Are there safe walk ways from car parks to the venue where spectator walkways are separated from vehicles?										
Are there enough venue entry and exit points and are they clearly identified to spectators?										
Are spectator viewing areas a safe distance from the competition?										
Do spectators have access to adequate amounts of food and water before, during and after the competition?										
Is there adequate lighting of spectator viewing areas, car parks and walk ways?										



Future Action? - Is future action required by the club to minimise risk?

This Risk Audit and Questionnaire is general in nature and does not consider the unique circumstances of your club so is unlikely to identify all risks your club may be exposed to.

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

FACILITIES	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Are your canteen supplies kept in a secure location when they are not in use?										
Are your bar supplies kept in a secure location when they are not in use?										
Are your medical supplies kept in a secure location when they are not in use?										
Is your club's maintenance equipment kept in a secure location?										
Are all your doors and windows fitted with locks?										
Are your change rooms safe for players, coaches and officials and free of any safety hazards?										

FINANCIAL	Yes / No	Future Action?	Probability of risk occurring			Risk rating			Action Required	Responsibility
			High	Med.	Low	Major	Mod.	Minor		
Does your club have clearly defined budgets and cashflow projections?										
Are your budget and cashflow projections regularly communicated to and understood by key stakeholders?										
Does your committee regularly compare its actual financial position to its budget and cashflow projections?										
Does your club manage its operations within its budget?										
Are all funds received by your club receipted?										
Are your received funds directly deposited into the club's bank account?										
Are cash registers used and balanced in your club's bar and canteen?										
Do you use online ticketing services to sell tickets to club events?										

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

FINANCIAL	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Are funds from separate activities counted separately prior to being pooled with other club funds?										
Do you continually clear your cash registers during activities which generate large amounts of cash?										
Is your clubs cash stored in a secure location?										
Is there always at least two people present when cash is counted?										
Does your club keep records of cash amounts collected?										
Does your club complete banking slips after counting club funds?										
Does your club always record the amount of cash that is banked?										
Does your club bank cash as soon as possible after it has been counted and recorded?										
Are all receipts accurately recorded in the club's accounting system?										
Are all club payments supported by evidence to prove their authenticity?										
Do all payments firstly gain the approval of the club committee or nominated representative before being paid?										
Are all your payments approved by a minimum of two people?										
Are all payments accurately recorded in the club's accounting system?										
Is a financial report provided at committee meetings?										

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

GOVERNANCE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club keep a register of all club contracts?										
Are there people at your club who have a detailed understanding of the club's contractual obligations?										
Do you have club rules that clearly define how to deal with conflicts of interest among stakeholders?										
Does your club have a well documented and communicated Member Protection Policy										
Are all club officers fully aware of their responsibilities to ensure discrimination and harassment does not occur at your club?										
Does your club have a Code of Behaviour/Conduct?										
Does your Code of Behaviour/Conduct cover all players, officials and supporters?										
Does your Code of Behaviour/Conduct define and encourage positive behaviour?										
Does your Code of Behaviour/Conduct clearly explain negative behaviour and the possible consequences for breaching the code?										
Do you have a club asset register that records all club assets when they are purchased?										
Are bank statements received and reviewed by the secretary and then passed to the treasurer for reconciliation?										
Does your club require participants to sign a waiver or release form prior to participating?										
Is your club incorporated?										
Does your committee meet regularly?										



Future Action? - Is future action required by the club to minimise risk?

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RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

GOVERNANCE	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your committee record all decisions and actions?										
Does your club collect and maintain appropriate membership information?										
Does your club ensure the security of membership information and comply with privacy registration?										
Does your club conduct and record risk assessments on all activities and events?										
Do you have an emergency plan?										
Does your club meet the standards required for any grants you have applied for?										
Are club policies clearly communicated to all members?										
Does your club set and meet time frames for various projects?										
INSURANCE	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor	Action Required	Responsibility
Does your club have adequate Professional Indemnity Insurance cover for its volunteers and employees?										
Does your club have adequate Public Liability Insurance cover for its volunteers and employees?										
Do your clubs players / competitors have sufficient income protection insurance coverage?										

Future Action? - Is future action required by the club to minimise risk?

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RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

LEGISLATION	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club understand your club's obligation under its incorporation legislation and its own club rules and constitution?										
Does your club understand club liquor licensing requirements?										
Does your club understand its food handling requirements?										
If your club raises funds by any means of gambling, does your club fully understand the gaming and licencing obligations?										
Does your club understand its child protection legislation?										
Are you aware of the legislation or local government by-laws that could apply to your club's activities?										

OPERATIONS	Yes / No	Future Action?	Probability of risk occurring			Risk rating			Action required	Responsibility
			High	Med.	Low	Major	Mod.	Minor		
Does your club have enough people qualified for responsible service of alcohol?										
Do you have adequate food handling procedures in place?										
Have your food handlers all had suitable food handling training?										
Do only designated people have access to the supplies storage areas?										
Does your club conduct regular stock takes on supplies?										
Does your club have an equipment register that records all sports equipment given out to teams and competitors?										
Are regular reviews undertaken to ensure those who have been allocated playing equipment still have the equipment?										
Does your club have a register of the maintenance equipment that it owns?										



Future Action? - Is future action required by the club to minimise risk?

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RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

OPERATIONS	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Do you have authorised people who are the only ones with access to the maintenance equipment?										
Do you perform regular audits of your club's maintenance equipment?										
Do your participants and spectators have adequate access to water (or other suitable fluids) and food before, during and after competition?										
SPORT SAFETY	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Do you have strategies in place to minimise the risk of player and competitor injury?										
Do you have procedures in place to adequately deal with injuries when they inevitably occur?										
Is your club aware of any pre-existing health condition and ailments your participants may have?										
Is your club aware of any medications taken by participants?										
Do all your participants have an adequate understanding of the rules of your particular sport?										
Have your participants been taught safety and injury minimisation?										
Are your participants trained in how to correctly use your sporting equipment?										
Do your participants use suitable protective equipment?										
Do you have weather policies in place in regards to training and competition (eg. Extreme heat, Lightning)?										
Are participants evenly matched physically if contact is a big part of your sport?										

RISK AUDIT & PRIORITY IDENTIFICATION (Appendix II)

SPORT SAFETY	Risk Review		Probability of risk occurring			Risk rating			Action required	Responsibility
	Yes / No	Future Action?	High	Med.	Low	Major	Mod.	Minor		
Does your club have an adequate amount of people with first aid skills present?										
If there is a high probability of injury in your sport, do you have any qualified medical practitioners present?										
Can injured players be located, accessed and removed from competition in a safe and efficient manner?										
Is there suitable Ambulance access to your playing court/oval/field/facilities?										
Does your club have stretchers ready and easily accessible?										
Does your club have access to fully stocked first aid kits and medical supplies?										
Does your club have a readily available telephone with contact numbers of doctors, hospitals and ambulance?										
Is your competition venue reviewed for safety before each training session and competition?										
Is your playing area a safe distance from fixed objects such as fences and permanent seating?										
Is your competition venue clear of any dangerous material (eg. Dust in indoor venues or rubbish on outdoor courts/fields)?										
Do you have adequate lighting for competitor and spectator safety?										
Do your coaches have the right experience, knowledge, accreditations and qualifications required?										
Do you provide separate water bottles for participants or water bottles that don't make participants share the same mouthpiece?										
Are your players required to pass fitness tests before returning to training and competition?										



Future Action? - Is future action required by the club to minimise risk?

This Risk Audit and Questionnaire is general in nature and does not consider the unique circumstances of your club so is unlikely to identify all risks your club may be exposed to.