



# RAMBLER NETBALL CLUB

## RISK MANAGEMENT POLICY

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## **A. Purpose, Scope, Policy Statement**

The Risk Management Policy is designed to ensure best practice management of risk within the Rambler Netball Club ("The Club"). The Policy aims to clearly define the relationship between the Club and members/volunteers by setting out expectations of the Club and outlining the rights and responsibilities of members/volunteers.

### **Scope**

The Policy applies to all members and volunteers involved in activities and events organised by the Club.

### **Policy Statement**

The Club recognises the added value that volunteers bring to the organisation and management of the Club and we benefit their contribution.

Further it is acknowledged that diversity of ages, gender, backgrounds, ethnicity, members and non-members contributes to the cultural value and broader input into the club.

## **B. GLOSSARY OF TERMS AND DEFINITIONS**

MPO	Member Protection Officer
FAO	First Aid Officer
Club	Rambler Netball Club
PA	Public Address (broadcasting system)
WHS	Work Health Safety

The following words shall have the meanings hereinafter ascribed to them:

Member	A person who is a subscribed and financial member of the Club.
Volunteer	is an individual who agrees to undertake activities to benefit the Club. Volunteers offer their time of their own free will for no financial reward.
Vulnerable people	may be at risk of abuse or exploitation due to their dependency on others. This may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds.
Children	Are young people under the age of 18 years.
Delegated Officer	A person who is assigned the responsibility of a designated position in that person's absence.
Committee	Management committee of the Club.
Member Protection Officer	Person delegated to sign-off on all safety aspects for an "event". They will be the go to person for reporting of any risk issues by members or volunteers.
Daily Notice Board	Daily activities and other important notices will be displayed on this board in the netball shed on the white board or communicated via email to members.

## **C. GENERAL**

1. The Club shall appoint a Committee Member who shall be responsible for the safety and risk management for the club. Details of the designated "Member Protection Officer" on any particular day shall be advised on the day via Facebook, website and on a daily notice board in the clubroom.
2. Nametags shall be used to identify Committee Members at an event.
3. At all events, the designated Member Protection Officer or the delegated officer of the day has the authority to make any decision necessary in relation to any matter relating to safety. All persons present at any event organised by Club must comply with the decision of the Member Protection Officer.
4. The designated Member Protection Officer shall inspect all areas of the event likely to be used, shall complete the Risk Management Checklist where appropriate and shall address any issues required prior to the running of the event.
5. Inspections of areas considered by the Committee to be of a higher risk, as determined before the event commences, shall be undertaken.
6. Events where appropriate, shall follow the rules of the Club in conjunction with Netball SA.
7. Volunteers shall have training for the function they are performing or have prior experience before commencing duties and should be minuted as Volunteers at a management committee Meeting (to ensure coverage within Club Insurance policy).
8. WHS requires all management committee and volunteers to be vigilant in identifying anything that may or is likely to cause injury or harm to any delegate, Club Member or member of the public. If anything is identified it shall be brought to the attention of the Member Protection Officer immediately.
9. A First Aid Kit shall be easily accessible and located in a clearly marked area at each event, a small first aid kit is in the team bag, in the netball club shed and canteen at trainings and home games.
10. Committee Members supervising events shall have access to emergency numbers, club membership lists and a first aid kit and shall complete incident report forms if required.
11. All incidents shall require an "incident form" (refer appendix) to be completed and provided to the Member Protection Officer initially who shall then forward it to the Treasurer. These forms are then filed in the clubhouse.

## **D. RISK MANAGEMENT INFORMATION**

The Club operates within the guidelines of Netball SA and Club policies (available on Club website and in the clubhouse) and this document is intended to inform members and competitors at the management of requirements in relation to safety and risk management. The club has specific policies in relation to different areas.

The club shall review its Risk Management Policy every year at the Annual General Meeting and encourages members and competitors to report anything that they consider a potential safety hazard, to the Member Protection Officer or management committee.

- ✓ Dogs are not permitted at the venue on game day, if causing a nuisance on training nights they may be removed by the Member Protection Officer if deemed appropriate.
- ✓ In the event of severe weather (flooding, thunderstorms, hail and the like) for any outdoor event a decision shall be made by the Member Protection Officer in conjunction with the Management Committee to avoid damage to vehicles and personal injury. This shall either be

notified through Facebook, management website, email, delegate briefings and daily notice board. Refer to specific weather policies.

### E. Member Protection

The Rambler Netball Club have adapted the River Murray Netball Association Member Protection Policy that outlines commitment to child safety and safety of all members. This member Protection Policy is available in the clubhouse and on our website.

- ✓ This Member Protection Policy applies to behaviour occurring both within and outside the course of Rambler Netball Club, business activities, events and includes social networks (i.e. Twitter, Face book etc.), when the behaviour involves individuals associated with RNC and negatively affects relationships within the sport environment.
- ✓ This Policy informs all RNC members and prospective members, responsible for netball activities, and particularly those involving members under 18 years of age, about minimizing risk exposure of all members. Coaches, officials, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members,
- ✓ RNC aims to promote a safe environment to children and to assist members and service providers to recognize, report and prevent child abuse RNC is committed to the education & sharing of information to those involved with junior netball on matters of Child abuse & child protection.
- ✓ The designated Member Protection Officer will be communicated to members via email following the AGM.

### F. Emergency Contact List

These numbers shall be stored on all management Committee Member’s mobile telephones

- Ambulance .....000**
- Fire Brigade .....000**
- Police attendance .....131 444**
- Police emergency.....000**

## **G. Emergency Management Plan**

The Member Protection Officer (or Delegated Officer) shall convene immediately at the accident site and secure the immediate area.

### **1. Injury**

- a. In the case of an injury on court the PCP of the team shall firstly attend the player
- b. The FAO shall attend the incident, if available.
- c. Know which first aid responders are available and send someone to get them.
- d. Administer first aid if appropriate.
- e. Assess need for emergency services.
  - i. Call an ambulance (if required). There is generally the Football Club Doctor available for injuries whilst awaiting emergency services
  - ii. Placement of management committee member at entrance to direct emergency services.
- f. Contact delegate emergency contact numbers – List is with the coach or Team manager.
- g. If first aid only administered ensure the delegate can be transported back to their accommodation or home.

### **2. Fire – buildings & cars**

- a. Identify the risks.
- b. If needed call the Fire Brigade.
- c. Secure and possibly evacuate the area.
- d. If appropriate, use the correct fire extinguisher to put out the fire.

### **3. Bushfire**

- a. Identify the risks.
- b. If needed call the Fire Brigade.
- c. Secure and possibly evacuate the area in accordance with the specific locations bushfire plan.
- d. If appropriate, use the correct fire extinguisher to put out the fire.
- e. Have traffic marshals direct the evacuation in accordance with bushfire plan

4. Fill in incident report form and hand to the Member Protection Officer or management committee.

## H. Committee Members

Contact via Email: [ramblernetballclub@live.com.au](mailto:ramblernetballclub@live.com.au)

Each year members will be informed of the new committee members following the annual general meeting

	<b>Position</b>	<b>Email</b>	<b>Contact No</b>
Leanne Hurford	President	ramblernetballclub@live.com.au	0414 721 128
Kylie Bormann	Vice President	jkbormann@bigpond.com	0400 953 246
Megan Johns	Secretary	ramblernetballclub@live.com.au	0430 967 332
Tracey Lehmann	Treasurer	tlehmann@dodo.com.au	0417 899 270
Jessica Crocker	Member Protection Officer	jessicahein_10@hotmail.com	0424 391 268
Mark Dougall	Senior Club Coordinator	doogsmad1@outlook.com	0418 890 705
Trish Markham	Junior Club Coordinator	admin@matetooling.com.au	0414 880 775
Nikki Dougall	Committee Member		0417 064 939
Emily Hurford	Committee Member		0438 089 642
Maegan Hurford	Committee Member		0458 728 659
Graeme Lehmann	Committee Member		0418 477 715
Ashley Rogers	Committee Member		0448 878 741
Shylie Vowles	Committee Member		0411 050 291
Nicole Whiting	Committee Member		0431 488 354

## I. Generic Risks

Risk	Risk Level - consequence	Controls	Effectiveness	Notes
Financial – club goes broke	moderate	Budget prepared, treasurer monitors costs, support from JA and sponsors, Have booking form for participants to select activities, collect monies in advance	Effective	
Lack of registrations	low	Publicise registrations on Facebook, email, club website and schools. Encourage members to talk to people they know	Effective	
Low Club attendance	low	Discuss with committee ways to get more members involved	Effective/ Low	
Medical emergency including injury	Moderate	Phone ambulance, first aid kit, defibrillator (in the football change rooms and club rooms) Contact Member Protection Officer. Complete Incident report	Effective/ Low	Public liability insurance . Current certificated FAO – list in club house & with secretary
Vehicle knocking over person	Moderate	Identify driveways, remind members to go slowly. Encourage parents to watch their children	Effective/ Low	Minimise vehicle movement Clear directions Pedestrian walkaways
Vehicle collision	Low	owners risk for insurance, have traffic marshals to control	Effective/ Low	Promote care
Vehicle damaged/vandalised	Low	Owners monitor security of their own vehicles, The public car park is quite separate	Effective/ Low	Individual Insurance
Wet weather <i>(Refer separate Policies)</i>	Low	Have alternative plans for each game where wet weather is an issue	Effective/ Low	Need to communicate with members
Sunburn	Low – discomfort, dehydration	Wear sunscreen, provide adequate shade	Very Effective/ Low	Monitor the weather
Oil spills/drips	Low	Owners to use cardboard/drip trays as needed to protect driveway/grass	Effective/ Low	Check with owners as they arrive Provide cardboard “trays”
Food contamination to delegates and public	Low	Catering to manage their own risks. Do visual inspection to review their safety plan. Encourage members to attend trainings	Effective/ Low	Email out information when available

Signs/ banners fall	Low	Use light weight banners or A frame signs where permitted, no signs on trees etc. monitor wind for safety	Effective/ Low	Safety check
Fire – Buildings/caterers	Moderate	Invoke emergency management plan clear area, call fire brigade as needed, caterers have own fire extinguishers	Effective/ Low	
Fire - Vehicle	Low	Have fire extinguishers available, clear area, Call fire brigade	Effective	Purchase fire extinguishers
Fire - Marquee	Low	Invoke safety management plan Call fire brigade	Effective	
Fire – Scrub/bushfire	Moderate	Call fire brigade	Effective	
Child Safety	Moderate	Ensure Member Protection Officers appointed Ensure Member Protection policy is identified on registration form	Effective	Email members list of officer bearers
Privacy	Low	Legal compliance Registration information held by one person. Limited information passed to the management committee	Effective	Regulations Code of Conduct Federal Legislation
Discrimination/ Harassment	Low	Promote codes of conduct in registration pack	Effective	
Club Reputation	Low	management Committee weekly review process	Effective	
Use of Social Media	Medium	All official communication through Publicity Officer/committee member	Effective	
Volunteer Safety	Low	Volunteer Policy to be provided to volunteers. Available on web site and in clubhouse	Effective	



## J. Event Days: Risks

In addition to the generic risks listed above (Point 9) this particular site has the following additional perceived risks

<b>Risk</b>	<b>Risk Level - consequence</b>	<b>Controls</b>	<b>Effectiveness</b>	<b>Notes</b>
Vehicle knocking over person	Moderate	Ensure parents watch their children. Encourage slow vehicle movement whilst in the venue	Effective/ Low	
Vehicle damaged/ vandalised	Low	Owners monitor security of their own vehicles, The public car park is quite separate	Effective/ Low	Individual Insurance
Wet weather	Low	In the event of wet weather see separate policies	Effective/ Low	Need to communicate with delegates
Use of external power points	Moderate	All power points must be connected through an earth leakage cut-off switches keep children & public away	Effective/ Low	
Fire – Scrub/bushfire	Moderate	Call fire brigade If bushfire predicted then event shall be cancelled Alternative venue required	Effective	Need to communicate with delegates

**K. Appendices to Safety Management Plan**

**K.1 EVENT RISK MANAGEMENT LIST**

This form shall be completed by the Member Protection Officer present at the Event prior to commencement of any activity. Please initial each item.

Member Protection Officer Name :		
Event:		
Date:		
	<b>Action</b>	<b>Completed</b>
<b>Grounds Inspection</b>  Toilets Arena / Ground Surface Check for Debris Warm up area clearly marked & adequate size		
<b>Records and Documentation</b>  Emergency Contact List Emergency Management Plan Incident Report Forms on hand		
<b>Signage</b>  General Signage in place and secure		
<b>First Aid Kit and Fire Extinguisher</b>  First Aid Officers identified		
<b>Identification of committee members on site</b>		
<b>Volunteers</b>  Briefed and names noted		

**K.2. INCIDENT REPORT TEMPLATE**

<b>Name and role of person completing this form:</b>
<b>Signature of person completing this form:</b>
<b>Date:</b>

**Incident**

<b>Date and time of incident:</b>
<b>Name/s of person/s involved in the incident:</b>
<b>Description of incident:</b>
<b>Witnesses (include contact details):</b>

**Reporting of the incident to Club**

<b>Incident Reported to:</b>	<b>Date:</b>
<b>How (this form, in person, email, phone):</b>	

**Follow Up Action**

<b>Description of actions to be taken:</b>
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**K.3. ADDITION RESOURCES – RISK ACTION PLAN**

<b>RISK CATEGORY:</b>	<b>DATE:</b>
<b>IDENTIFIED HAZARD:</b>	
<b>RISK PRIORITY:</b>	
<b>LIKELIHOOD OF RISK:</b>	
<b>CONSEQUENCE OF RISK:</b>	
<b>Responsible Agencies:</b>	
<p>Pre-emptive: Who shall address the risk to reduce the likelihood of the incident occurring?</p> <p>Response: If the incident occurs, who shall address the risk during/after the incident?</p>	
<b>Pre-Emptive Actions:</b>	
<p>Actions taken to avoid/reduce/transfer/accept the risk</p> <p>For example:</p> <p>Inspections and ongoing reviews</p> <p>Backup plans</p> <p>Policy and guidelines developed and communicated to members</p>	
<b>Proposed Response:</b>	
<p>Actions taken if the event occurs</p>	

<b>Resource Requirements</b>	
<p>What resources (financial, equipment, people, communication capabilities) shall be needed for pre-emptive and response?</p>	
<b>Time Frame:</b>	
<b>Compiled by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>