

Torrens Rowing Club Inc
RISK MANAGEMENT POLICY



	Print Name	Date
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1. PURPOSE, SCOPE, POLICY STATEMENT

The Risk Management Policy is designed to ensure best practice management of risk within the Torrens Rowing 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 that 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.

Related policies

Boat Use Policy

Volunteer Management Policy

Junior Athlete Policy

2. ABBREVIATIONS AND DEFINITIONS

CSO	Child Safety Officer
FAO	First Aid Officer
The Club	Torrens Rowing Club
PA	Public Address (broadcasting system)
WHS	Work Health and Safety
Member	A person who is a subscribed and financial member of the Club.
Volunteer	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	Those who 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	People under the age of 18 years.
Delegated Officer	A person who is assigned the responsibility of a designated position in another person's absence.
Committee	Management committee of the Club.

Risk Management Policy

Safety Officer	Person delegated to sign-off on all safety aspects for an “event”. Any risk issues shall be reported by members or volunteers to this person.
Communication	Activities and other important notices will be communicated via online <i>News@TRC</i> , website and facebook

3. GENERAL

1. The Club shall appoint a Member who shall be responsible for the safety and risk management for the club. Details of the designated ‘Safety Officer’ shall be advised via notices at both the West Lakes shed and the city Clubhouse.
2. At all events, the designated Safety 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 an event organised by the Club must comply with the decision of the Safety Officer.
3. The designated Safety Officer shall inspect all areas likely to be used for the event, shall complete the Risk Management Checklist where appropriate and shall address any issues required prior to the running of the event.
4. Inspections of areas considered by the Committee to be higher risk, as determined before the event commences, shall be undertaken.
5. Where appropriate, events shall follow the rules of the Club in conjunction with Rowing South Australia (RSA).
6. Volunteers will be provided with an induction and orientation to any relevant rules and regulations, including safety requirements. They shall be provided with training for the function they are required to perform or have prior experience before commencing duties. A record of induction and training of volunteers for each event will be retained by the Committee (to ensure coverage within Club Insurance policy). Refer to Volunteer Management Policy.
7. WHS requires all management committee and volunteers to be vigilant in identifying anything that has the potential to cause injury or harm to any delegate, Club Member or member of the public. Anything identified shall be brought to the attention of the Safety Officer immediately.
8. A First Aid Kit shall be easily accessible and located in a clearly marked area at each event.
9. 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.
10. All incidents must be documented on an Incident Report Form (Appendix 11.2) which shall be provided to the Safety Officer initially who shall then forward it to the President.

4. RISK MANAGEMENT INFORMATION

The Club operates within the guidelines of the Rowing South Australia and Club Regulations (available on Club website) and this document is intended to inform members and competitors of the Club’s approach to safety and risk management.

The club shall review its Risk Management Policy every year and encourages members and competitors to report anything that they consider a potential safety hazard, to the Safety Officer or Committee.

- ✓ Dogs creating a nuisance shall be removed if so directed by the Safety Officer.
- ✓ In the event of severe weather (flooding, thunderstorms, hail and the like) for any outdoor event a decision shall be made by the Safety Officer in conjunction with the Committee to avoid damage to vehicles and personal injury. This shall either be notified through Facebook, website, delegate briefings or *News@TRC*. Refer to specific wet weather risks below.

5. CHILD SAFETY

The Club has a responsibility to provide a safe environment for children that minimises the risk of discrimination, harassment and abuse as required under the Children's Protection Act 1993 as amended.

- ✓ Members under the age of 18 must be supervised at all times by their parents. If a delegate (relative or other supervising adult approved by parent) or member of the public finds a Member under the age of 18 who is unsupervised, they shall immediately locate a Committee Member who shall take responsibility for the child's safety until the parent/guardian or an approved CSO can be found.
- ✓ Parents/guardians are responsible for transporting their children to and from all activities.
- ✓ The club acknowledges that in South Australia under the Summary Offences Act 1953, a person must not engage in indecent filming. Images of children and adults shall not be used inappropriately or illegally.
- ✓ The club requires that Members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent/guardian knows the way the image shall be used. The Club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- ✓ If the Club uses an image of a child, it shall avoid naming or identifying the child or it shall, wherever possible, avoid using both the given and surname. Club and management shall not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. Club and management shall not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. Club and management shall only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.
- ✓ The designated CSO for the Club is recorded on the list of Committee Members (section 8).

6. 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

7. EMERGENCY MANAGEMENT PLAN

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

1. Injury

- a. The FAO shall attend the incident, if available.
- b. Use the PA system to ask if any medical personnel are available.
- c. Administer first aid if appropriate.
- d. Assess need for emergency services.
 - i. For example call ambulance (see emergency contact list).
 - ii. Placement of management committee member at entrance to direct emergency services.
- e. Contact delegate emergency contact numbers
- f. If first aid only administered ensure the delegate can be transported back to their accommodation or home.
- g. Complete an incident report form (Appendix 11.2) and hand to the Safety Officer or management committee.

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.
- e. Complete an Incident Report Form (Appendix 11.2) and hand to the Safety Officer or Committee member

8. COMMITTEE MEMBERS

2019/2020

Committee Member	Go To Positions	Email address	Preferred contact No.	Alternative contact No.
Carmine Barone	President	president@torrensrowingclub.com.au	0428 543 148	
Secretary acts as VP in absence of President	Vice President			
Janet Barelli	Secretary	secretary@torrensrowingclub.com.au	0433 514 688	
Breda Quinn	Treasurer	treasurer@torrensrowingclub.com.au	0402016666	
vacant	Captain	captain@torrensrowingclub.com.au		
vacant	Vice-Captain	vicecaptain@torrensrowingclub.com.au		
Christopher Roper	General member	christopherroper67@gmail.com	0411520636	
Peter Shea	General member	peter2019rowing@gmail.com	0408814843	
Gina Bell	General member	gina.bell@rockfordwines.com.au	0409120634	
Angie Francou	General member	texy02@gmail.com	0418778813	
Stacey Walker	General member	digbystacey@gmail.com	0403774705	
Heni Shepherd	General member	henriettas3@optusnet.com.au	0407640536	
Paul Greer	General member	paulgreer007@gmail.com	0438669887	
Other Officers				
Digby Walker	Safety Officer	digbywalker@gmail.com	0487317133	
Suzie Maguire	First Aid Officer	suziemaguire0@gmail.com	0400242169	
Helene Wipf-Grant	Child Safety Officer	helene.wipf@gmail.com	0487317133	

9. GENERIC RISKS

Risk	Risk Level - consequence	Controls	Effective-ness	Notes
Lack of members	moderate	Community programs	effective	
Low Club attendance	moderate	Publicity	low	
Medical emergency including injury	Low	Phone ambulance, first aid kit, defibrillator, Contact Safety Officer. Complete Incident Report	effective	Public liability insurance
Vehicle knocking over person	Low	Identify driveways, have traffic marshals in high visibility vests to control parking areas	effective	Marshalls to be trained Minimise vehicle movement Clear directions Pedestrian marshals
Vehicle collision	Low	Owners risk for insurance, have traffic marshals to control	effective	Promote care
Vehicle damaged/ vandalised	Low	Owners monitor security of their own vehicles, marshals monitor security	effective	Insurance
Traffic jams when travelling to venues	Low	Have traffic marshals to control at start and end, follow road rules, courtesy to other road users, alert police if needed	effective	Critical times at arrival & departure
Wet weather <i>(Refer separate safety management plan)</i>	Low	Have alternative plans where wet weather is an issue	effective	Need to communicate with members
Sunburn	Low	Wear hats and other clothing, apply sunscreen, provide adequate shade	effective	Monitor the weather
Food contamination to <u>members</u> and public	Low	Catering to manage their own risks	effective	
Signs/ banners fall	Low	Use light weight banners or A frame signs where permitted, no signs on trees etc, monitor wind for safety	effective	Safety check
Fire – buildings/caterers	Low	Invoke emergency management plan, clear area, call fire brigade as needed biannual inspection of extinguishers etc	effective	
Fire - Vehicle	Low	Have fire extinguishers available, clear area, call fire brigade as needed	effective	
Fire - Marquee	Low	Invoke safety management plan Call fire brigade	effective	
Privacy	Low	Legal compliance	effective	Regulations Code of Conduct

Risk Management Policy

Risk	Risk Level - consequence	Controls	Effective-ness	Notes
		Registration information held by executive only. Limited information passed to other management committee		Federal Legislation
Discrimination/ Harassment	Low	Promote codes of conduct	effective	
Club Reputation	Low	management Committee review process	effective	
Use of Social Media	Low	All official communication through Publicity Officer	effective	
Volunteer Safety	Low	Volunteer Policy to be provided to volunteers. Available on web site	effective	Volunteer Management Policy. Member Protection Policy
Visitor Safety	Low	Ensure that pedestrian traffic is stopped whilst vehicles moving around & parking	effective	

10. EVENT DAYS: RISKS

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

Risk	Risk Level - consequence	Controls	Effective-ness	Notes

11. APPENDICES TO SAFETY MANAGEMENT PLAN

11.1 EVENT RISK MANAGEMENT LIST

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

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

11.2 INCIDENT REPORT FORM

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

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

Reporting of the incident to Club

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
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11.3 ADDITION RESOURCES – RISK ACTION PLAN

RISK CATEGORY:	DATE:
IDENTIFIED HAZARD:	
RISK PRIORITY:	
LIKELIHOOD OF RISK:	
CONSEQUENCE OF RISK:	
Responsible Agencies:	
<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>	
Pre-Emptive Actions:	
<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>	
Proposed Response:	
<p>Actions taken if the event occurs</p>	
Resource Requirements	

Risk Management Policy

What resources (financial, equipment, people, communication capabilities) shall be needed for pre-emptive and response?

Time Frame:

Compiled by:

Date:

Reviewed by:

Date: