



## ***Risk Management Policy***

**Club Name:** Blackwood Community Recreation Association Inc.

**Address:** 1 Northcote Road

**CITY:** Eden Hills                      **Postcode:** 5050

**Approved by BCRA Inc.:** MARGOT STRACHAN

**Position held:** PRESIDENT

**Signed:** 

**Date of Approval:** 15 / 2 / 2018

**Last Date of Review:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Next Date of Review:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **1. POLICY**

The Blackwood Community Recreation Association Inc (the Association) is committed to providing a sporting and working environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management.

The Association accepts risk management as one of its prime responsibilities, representing as it does the joint interests of affiliated clubs and other bodies, and approximately 3,000 participants each week. Risk occurs not only within the activities, but also within the more general environment in which the Association operates. In formulating this policy, the Association is mindful of the full range of risks which may impact on the viability of the Association, and in turn on the current and future participation of the participants themselves.

Risks may include:

- the essential nature of the activities, in which very young children are participants;
- the nature of a recreational facility, and its potential hazards;
- trends in the sport and recreation industry which affects the number of participants in our competitions
- the potential exposure to litigation resulting from accidents;
- the lack of external funding available to the Association
- Violence, robbery, threatening behaviour, bomb threat, bushfire, theft & vandalism.

It is the responsibility of everyone within the centre to ensure that risk is appropriately managed, be it as an individual participant (e.g. proper warm-up), management (conducting regular safety audits), or the Association itself (ensuring that proper financial and administrative records are maintained).

Proper risk management will also allow the Association to identify opportunities as well as avoid loss, as the process is integrated into the organisation's philosophy and practices.

This policy expresses the Association's intentions in relation to risk management in the Blackwood Community Recreation Centre.

## **2. POLICY APPLICATION**

In the first instance, this policy applies specifically to the Association – the staff, the Board of Management, coaches and instructors, referees and umpires.

## **3. POLICY COVERAGE**

This Risk Management Plan covers the day-to-day operations of the Association and the conduct of its recreation centre programs.

#### **4. RESPONSIBILITY FOR MANAGEMENT OF RISK**

All employees, volunteers, officials and participants are responsible for ensuring that risks to themselves, and more particularly to others and to the Association, are minimised. The Management Committee, however, has the ultimate responsibility for successful risk management in the Association, with the Manager taking day-to-day responsibility for the process.

##### **4.1 The Board of Management will:**

- Ensure that appropriate training is provided, so that risk is eliminated wherever possible and minimised in all other cases.
- Provide appropriate resources to ensure that risk is minimised throughout the centre.
- Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy.
- Report annually, at the Annual General Meeting, on the year's achievements in this field, and on any future risks which may threaten any aspect of the Association's business.

##### **4.2 The Manager will:**

- Ensure that this policy is distributed and implemented at all levels within the centre.
- Ensure that all stakeholders have the opportunity to engage in risk assessment and treatment processes.
- Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk
- Take day-to-day responsibility for risk management within the Centre.
- Provide advice and support to staff, officials and individuals on risk assessment and management.
- Ensure appropriate and up-to-date documentation of risk identification and treatment.
- Provide appropriate induction on this and all other Association policies to all new staff members.
- Alert the Board of Management to any new high-impact risks, or any other matters requiring attention outside the usual process.

##### **4.3 The staff will:**

- Advise management of any identified risks or hazards.
- Read and understand the policy and take part in any training provided.
- Distribute information on risk management, as required.
- Model appropriate risk management behaviour in all aspects of their work.

##### **4.4 Everyone**

Successful risk management also relies on the personal knowledge, perception and behaviour of all participants.

## **5. RESOURCES AVAILABLE**

A Risk Management Plan will be developed, using data on risk identification, (attachment A), assessment and treatment, gathered from all sections of the Association, as outlined above. This plan will be widely promoted throughout the centre.

The Association will allocate appropriate funds towards this process if required, and for the training, development and review processes associated with the plan.

## **6. DOCUMENTATION REQUIRED**

The Risk Management Plan will include the following documentation:

- A Risk Register, compiled by each of the groups within the centre.
- An assessment of the impact of each risk (determined by plotting the likelihood of the occurrence against the consequences of the occurrence)
- A ranked list of priorities for a particular period (i.e. quarters, six-month periods)
- A 'treatment plan' for each identified risk, with details of person/s responsible, and the time allowed.
- A brief report on any resolved risks.
- A list of all resolved risks, continually updated, and archived after a set period.

## **7. REVIEW PROCESS**

The Risk Register acts as an agenda item for meetings of the Management Committee, and for any committee or group responsible for managing specific risks.

In addition, the Manager will regularly review the Risk Register, and meet regularly with those responsible for managing specific risks.

At the February meeting of the Management Committee, an annual review will take place, for preparation of the Annual Report.

## **8. REFERENCE**

AS4360 – Risk Management