

RISK MANAGEMENT AND SAFETY POLICY AND PROCEDURE

Policy Title:	Risk Safety & Management
Policy Type:	Management/ Administration

BENEFITS

With the implementation of good risk management practices, your organisation will be better prepared to achieve outcomes, protect your assets, reduce the risk of undesirable and costly litigation, improve the viability of the organisation and have a more confident and willing base of administrators, technical personnel, officials, paid and voluntary.

POLICY

The organisation recognises that risk management is an essential management and administration function which is the responsibility of all directors, committee members, employed staff, volunteer and committee members at all levels of the organisation. Those responsible are required to support this policy and to manage risk within their individual area/s of responsibility.

This level of responsibility will be managed through:

EDUCATION & TRAINING

Appropriate and continued education and training will be conducted for all personnel responsible for implementing and delivering products and services at all levels of the organisation. The most appropriate educational methods and documentation will be provided to athletes, parents and spectators regarding risk elimination and/or minimisation.

GOVERNANCE

Members of the organisation's governance structure will provide the human and physical resources required to identify, evaluate, treat and review risks by developing management practises that incorporate modern simplistic solutions to reducing the organisations' and its clients' exposure to risk on a day to day basis.

These processes will be supported by well developed policies, procedures and practices that are well documented and clearly communicated, ensuring that such procedures reflect the organisations' and community's expectations and needs. Policies, procedures and practises are developed to treat all identified and rated risks in order of priority as determined by an audit.

IDENTIFICATION

To treat a potential risk we must have at least genuinely attempted to identify its potential to harm our organisation or our members therefore identification will be ongoing within the organisation. We regard identification as the key to reducing risk within our organisation. Each member paid or voluntary will be continually encouraged to assist the governing members to identify potential risk.

TREATMENT

The most responsible solutions will be determined to eradicate, reduce and/or minimise the risk as soon as is practically possible utilising the most effective and efficient solutions within the organisations capabilities, physically and financially.

RESOURCES

The organisation will actively provide human and physical resources required for managing and reducing risk to the organisation, its members and its assets. The organisation will actively develop processes and management procedures that will resource the organisations' education, training, identification, treatment and monitoring processes required.

PROCEDURE

RISK DEFINITION

“Risk” is the chance of something happening which will have a negative impact upon the organisations' values and/or objectives. Our objectives will be defined as ‘freedom from loss, harm or liability’. The freedom from loss, harm or liability will be measured in terms of what untoward things can happen, what is the likelihood of them occurring and what will be the consequences if they do occur.

RISK MANAGEMENT

“Risk management” is the process of managing the organisations' potential exposure to liabilities by avoiding and preventing their occurrence and/or reducing or transferring risk/s.

TRAINING

The organisation will provide for ongoing training of all personnel who have, a legal obligation to the organisation and all providers of the organisations products, services and activities, paid or voluntary through its induction program, task sheets and by encouraging its key personnel to attend community risk education programs offered by local governments and Sport and Recreation Queensland.

AUDIT

The organisation will conduct mini audits on known risk areas to ensure that risk reduction procedures are being implemented appropriately. The organisation will endeavour to have a minimum of three people assess the organisation's exposure to risk or employ an appropriate industry professional expert/contractor capable of identifying potential risk.

AUDIT REPORTING

All audit findings whether determined internally or by an external professional, will be reported in written form and duly dated and signed. All recommendations will be required to be managed by a recordable process to ensure that all risks are avoided, treated or transferred in a timely and effective manner.

SIX- STEP MANAGEMENT PROCESS

1. Identification

When identifying risks, the organisation will consider the physical, financial, moral/ethical and legal ramifications posed to the organisation, individual members and the community.

2. Rating

The organisation will utilise a rating system that will enable the organisation to prioritise the likelihood and consequences of the risk occurring.

3. Evaluation

The evaluation process will enable all identified ratings to be categorised into high, medium and low response required.

4. Treatment

The organisation will endeavour to find the most common sense solution to reducing and/or transferring the identified risks. The organisation will develop methods that are not contrary to its governing body. All methods will be considered and determined by the capacity of the organisation to deliver the outcome/s required.

5. Implementation

A planning mechanism will be utilised to assist the implementation of all treatments short and long term. The governing body manages the management and administration planning mechanism and delivery process.

6. Review

The organisation will constantly review 'identified risk' as a requirement of the day-to-day management and administration process. These processes will be monitored as determined by the organisations' operational objectives and/or plan. Regular reviews will be conducted on all policies and procedures of the organisation as determined by each policy and/or procedure statement requirement.

WPC Cricket Risk Management Considerations

What is Risk Management?

Risk Management is a process that our club carries out on continuous basis.

It can be broken down into 3 simple steps:

1. Identifying the risk (what things can go wrong)
2. Analysing the risk (how dangerous and/or likely are these risks)
3. Treating the risk (what should our Club do about them)

The key areas to be considered are:

- Grounds
- Child Protection
- Equipment – cricket balls are dangerous. Consider Bowling Machine and net training in particular
- Injury

Duty of care

When undertaking any activity associated with our club we need to consider the following questions:

1. Do I owe a duty of care to the participant and if so, is the risk of any injury reasonably foreseeable?

A duty of care depends on establishing some relationship between the parties. If an injury occurs, the courts will ask whether the relationship between the parties was such that the defendant should have foreseen that his or her negligent act would lead to the damage suffered by the participant.

2. What is the standard of care that must be achieved?

The test for the required standard of care is how a reasonably prudent person would have behaved in the same situation. The law has developed this reasonable person test but what is reasonable will depend on the particular circumstances existing at the time. For example, the standard may vary depending upon:

- Type of activity. Generally the more hazardous or risky the activity is deemed to be, the greater the duty of care that is owed to the participants (e.g. abseiling).
- Age of the participant. Generally the younger the participant, the greater the duty of care that is owed. Similarly, frail or aged adults may place greater demands on supervision. For example, taking a school-aged group abseiling compared to a group of young adults.
- Ability of the participant. Age should not be considered in isolation but considered along with the ability of the participant. 'Beginners' in any program need greater supervision than more experienced and skilled participants (e.g. first time Have a Go players compared to those with several years training and experience).
- Coach's, instructor's, administrator's level of training and experience. The more highly trained and experienced a person is, the greater the standard of care that is expected. For example, a higher standard of care would be expected from a trained and highly skilled instructor than from someone who is volunteering and who may have undertaken only a little training.

3. What steps can I take to avoid the foreseeable risk of harm or injury?

Administrators may not be able to take all possible steps to avoid causing injury but the law requires them to take all reasonable steps. To help establish those reasonable steps the administrator should develop a risk management plan for the organisation and the programs or activities it conducts.

Risk Management is to be a standing item at all club meetings to ensure we:

- Maintain a focus on risk management
- Monitor risk management activities
- Review selected checklists, decide who completes them and when
- Document risk management activities using checklists and planners and that they are being appropriately stored
- Follow up risk management activities calendar
- Ensure action taken for any defects