



Footscray Hockey Club Policy & Procedures

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Adapted from the UniSA Sport Club Risk Assessment Template

Introduction

The Footscray Hockey Club (FHC) needs to identify, evaluate and manage risks associated with the members and that having an up to date, effective risk management process in place is crucial to this as well as an important step to establishing quality Club governance.

The Club needs to meet its legal responsibility to take reasonable steps to reduce the likelihood of injury to its members and others involved in its activities as a result of any foreseeable risks. By implementing this plan, the Club is committed to establishing a safe environment for its members and has committed to the implementation and ongoing maintenance of this plan.

Purpose

Risk is an inherent component of sport delivery and as a result, quality risk management processes seek to assist Footscray Hockey Club to identify, assess and manage potential risks before they occur.

A risk is defined as anything untoward that can affect Footscray Hockey Club by creating exposure to potential loss or damage. The purpose of the risk management plan is to create a proactive approach to the identification, analysis, assessment, control and avoidance, minimisation or elimination of unacceptable risks rather than a re-active approach, hence creating a safer environment for its members.

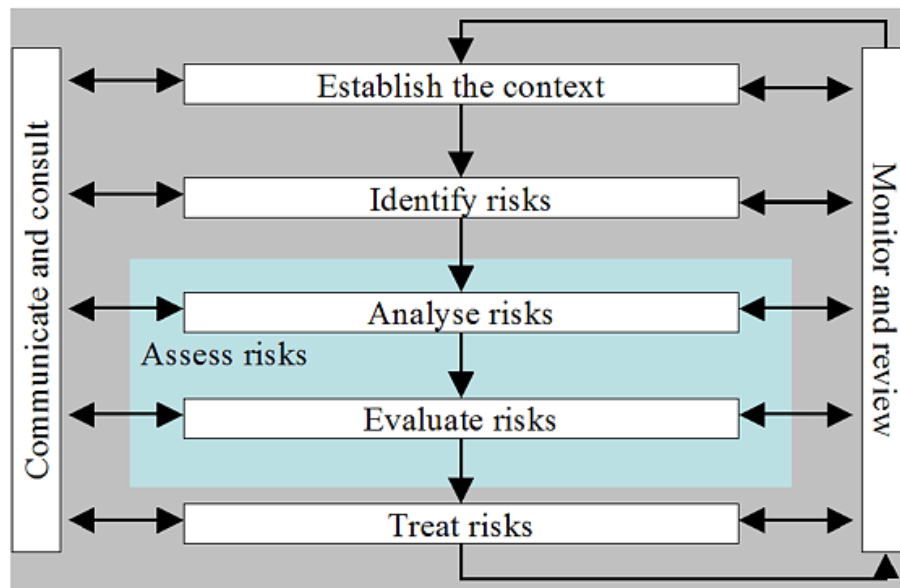
FHC recognises that effective risk management is an ongoing process and must be monitored at all times.

The Six Step Risk Management Process

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Document Owner:	Footscray Hockey Club

Last Modified On:	30 th June, 2019
Original Date:	Select Date

Page:	1
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STEP 1 – Content

There are many areas where a risk can occur that can impact the success of an organisation - A 'risk' is more than just a physical risk and may also include:

- **Financial**
- **Brand**
- **Member services**
- **Sports competition/activities**
- **Social events**

STEP 2 – Identify

FHC encourages all members to assist the Management Committee to identify potential risks. Each member will be involved in different areas of the Club and have different skill sets, experiences, interests, and roles. For example, coaches and players may be in a better position than the Treasurer to identify risk associated with training sessions and equipment. Some useful techniques to help identify risks include:

- **Brainstorming** – Get the committee and a range of club members together and brainstorm the potential risks to your club across a variety of context
- **Incident review** – Reviewing past events will help to generate a very real examples of the risks that remain in the Club's facilities, activities or functions.
- **Research** - Talk to people who run groups similar to FHC to find out what risks they have encountered. Look into to any support resources that may exist to manage risk.



Footscray Hockey Club Policy & Procedures

- **Guidelines** – Review guidelines relevant to hockey, e.g. coach qualifications, equipment standards, club governance requirements etc.
- **Site visits** – Inspect the equipment you use, watch training sessions, games, events etc. and make notes on possible risks.
- **Scenario** – Go through some different scenarios to identify how the Club is positioned to handle these e.g. if there is a serious injury do you have the required first aid equipment and qualifications, do you have relevant emergency contact details etc.

STEP 3 – Analyse

Once a risk has been identified, the next step is to determine what the likelihood and the consequence of the risk is. The following tables/descriptions enable the club to determine both the level of likelihood (A, B, C, D, E) and level of consequence (1, 2, 3, 4, 5) for each risk. These levels then enable the risk to be evaluated in step 4.

Likelihood:

Utilise the descriptor table below to provide an indication of the likelihood an identified risk may occur.

LEVEL	CATEGORY	DESCRIPTION
A	Almost Certain	There is an expectation that an event/incident will occur (pre/during/post event)
B	Likely	There is an expectation that an event/incident could occur but not certain to occur
C	Slight	There is an expectation that an event/incident has equal probability of occurring
D	Unlikely	There is an expectation that an event/incident is doubtful or improbably
E	Rare	There is no expectation that the event/incident will occur

Consequence or Impact: Utilise the descriptor below to describe the consequences of an incident/risk should it occur.

LEVEL	CATEGORY	DESCRIPTION
1	Negligible	<ul style="list-style-type: none">• No injuries – minor first aid (e.g. Band-Aid), short term discomfort (e.g. bruise, headache)• Low financial loss
2	Minor	<ul style="list-style-type: none">• First aid treatment



Footscray Hockey Club Policy & Procedures

		<ul style="list-style-type: none"> • Temporary disruption or halting of part or whole of event • Medium financial loss
3	Moderate	<ul style="list-style-type: none"> • Formal medical treatment required (e.g. ambulance, hospital, doctor) • Temporary delay of event requiring external assistance (e.g. police, fire, maintenance, security etc.) • Medium – High financial loss
4	Major	<ul style="list-style-type: none"> • Extensive injuries, hospitalisation. Could result in a notifiable occurrence • Loss of production capability • Event disrupted and requiring investigation and outside assistance (e.g. Fire, Police) • Major financial loss
5	Severe	<ul style="list-style-type: none"> • Death, permanent incapacity • Event cancelled with investigation and potential prosecution e.g. fire, ambulance • Catastrophic financial loss

STEP 4 - Evaluate

What is the level of the risk and is it acceptable?

The matrix below enables the club to identify the levels of risk by cross-referencing the selected level of likelihood and consequence determined in step 3.

Those risks evaluated as 'Very High' will have a significant impact on the Club and a high likelihood of occurring while those with a 'Low' rating are very unlikely to occur and have minimal consequences to the club. This rating should form a key determinant of how you treat the risk in step 5 e.g. a low rating may see the risk being accepted while a high rating may mean it is avoided completely.

Likelihood	Consequences				
	Negligible 1	Minor 2	Moderate 3	Major 4	Severe 5
A Almost Certain	Medium	High	Very High	Very High	Very High
B Likely	Medium	Medium	High	Very High	Very High
C Slight	Low	Medium	High	High	Very High
D Unlikely	Low	Low	Medium	Medium	High



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E Rare	Low	Low	Low	Medium	Medium
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The following table provides an example of a definition for each risk rating and the actions to be undertaken.

Risk Rating	Required Action
Low	Acceptable: Unlikely to require specific application of resources; manage by routine procedures. Monitor and review.
Medium	Medium Generally not acceptable: Likely to cause some damage, disruption or breach of controls. Board attention needed and officer/management responsibility specified. Treatment plans to be developed and endorsed by the Board.
High	High Generally not acceptable: Likely to cause some damage, disruption or breach of



Footscray Hockey Club Policy & Procedures

	controls. Board attention needed and officer/management responsibility specified. Treatment plans to be developed and endorsed by the board.
Very high	Not acceptable: Likely to threaten the survival or continued effective functioning of the program or the organisation, either financially or politically. Immediate action required; must be managed by a designated officer of the organisation and a detailed treatment plan reported to the board.

STEP 5 - Treat

Risk treatment involves identifying the range of options for treating the risk, evaluating those options, preparing a risk treatment plan and implementing that plan. It is about considering the options for treatment and selecting the most appropriate method to achieve the desired outcome.

What are some ways you can manage/treat a risk?

Standard treatment options include:

- **Accepting the risk** – for example most people would consider minor injuries from participating in the sporting activity as being an inherent/acceptable risk.
- **Avoiding the risk** - Cancel or changing the activity is a way to avoid a risk. For example, a rock climbing club decide to run a come n try day but have since found out their trained and accredited instructors are unavailable that day. The club may decide it is better to avoid this risk by rescheduling or cancelling the event.
- **Reducing the risk** – It may be possible and acceptable to reduce the likelihood or consequence (or both) of a risk through a certain action, policy, equipment etc. For example, the use of mouth guards for players in some contact sports may reduce the likelihood and consequence of a risk to an acceptable level.
- **Transferring the risk** in full or in part, will generally occur through contracts or notices for example via the policies of the association that your team plays within – i.e. insurance coverage, lease agreements, waivers and warning signs.



Footscray Hockey Club Policy & Procedures

• **Retaining the risk** is knowing that you may not be able to eliminate the risk, but instead acknowledging the risk is an important part of the sport activity and some risk must be retained because of the inherent nature of the sport activity. If retaining the risk, it is important to consider the likelihood and consequence of the risk;

- Who is responsible
- What is needed
- What is the timeframe
- How you will know when the risk has been successfully managed
- External advice e.g. insurer, solicitor, affiliated state body etc.

Whichever option you choose to treat a risk, if the risk has rated highly you will need to carefully consider necessary policies, procedures and strategies to treat and/or manage the risk should it occur. These will include:

- Who is responsible
- What is needed
- What is the timeframe
- How you will know when the risk has been successfully managed
- External advice e.g. insurer, solicitor, affiliated state body etc.

STEP 6 – Monitor and Review

Once treatment of a risk has been determined it is crucial that the club continues to monitor the risk to ensure the likelihood or consequence doesn't change and that the identified treatment is correct and effective.

The ongoing review of all possible risks to the club is also crucial to ensure the club pro-actively identifies any changes that may expose the club to additional risks over time. Some areas such as facilities and equipment may need monitoring and review regularly e.g. every event/week/month while some such as governance policies may be every 6 or 12 months.



Footscray Hockey Club Policy & Procedures

Last Modified By: John Mason
Document Owner: Footscray Hockey
Club

Last Modified On: 30th June, 2019
Original Date: Select Date

Page: 8



4. Risk Management Action Plan

HAZARD	SEVERITY	COMMENTS	ACTION	LIKELY -HOOD	RISK
1. Manual handling risk whilst moving hockey goals into position resulting in back injury	Medium	Goals are provided with wheels at the front but still have to lift goal to engage the wheels.	Ensure that goals are moved by at least 4 people.	Quite Possible	Medium
2. Various injuries resulting from hockey play or practice	Medium	Emergency services can be contacted from clubrooms. First aid facilities and first aider at clubrooms. Club to provide local first aid kit.	Ensure that a mobile phone is available pitch side for all events.	Possible	Medium
3. Child protection issues with juniors leaving pitch at night and proceeding through dark car park unsupervised.	High	Coach's/club official to ensure all juniors leave from club fenced area.	Need to ensure that parents collect juniors from club fenced area.	Not Likely	Medium
4. Escalation of Medium severity injury (fracture) into a High severity injury (permanent disability) due to delays in ambulance reaching pitch side	High	Gate to club area locked – key with the club.	Ensure that the club gates are unlocked and open at all times club members are present.	Not Likely	Medium
7. Slip, trip or fall while in club rooms	Medium	Trip hazards, lino floor areas become damp	All Club members encouraged to keep gear off floors Canteen volunteers to regularly check for slip, trip & fall hazards	Quite	Medium



Footscray Hockey Club Policy & Procedures

				Possible	
8. Injury resulting in violence / aggression from players/spectators	Low	Umpires and Captains are responsible for maintaining discipline within the teams.	Enforce HV & Club Codes of Conduct	Quite Possible	Medium
HAZARD	SEVERITY	COMMENTS	ACTION	LIKELY -HOOD	RISK
9. Members Protection	Medium	Keeping our members safe and informed, Discrimination or Harassment	Member Protection Policy	Quite Possible	Medium
10. Child Protection	Medium	Are our junior members safe	MPP, Coach accreditation and Police checks. Refer Child Protection Policy and ensure all member know who CSO is	Quite Possible	Medium
11. Club Mis-Management	High	Financial Security of Club and Funds, Member Privacy	Constitution of Club, HV and By-Laws, regular meetings and reports. Independence relating to decisions and financial matters	Not Likely	Medium
12. Club Future	High	Keeping Club viable going forward	Constitution of Club, Strategic Plan, regular meetings and updates.	Not Likely	Medium
13. Appropriate Equipment	Low	Are we providing the correct equipment for players and it is serviceable	Regular checks of equipment for wear and suitability, rules and coaching updates.	Quite Possible	Medium
14. Volunteer Safety	Low	Are our volunteers safe and trained	Club volunteer induction to be carried out, checklists provided and used for jobs. Refer Volunteer Policy	Possible	Very Low
15. Social Media	Medium	Appropriate use of photos with children, content and language or posts, harassment	Club Code of Conduct	Possible	Medium

Last Modified By: John Mason
Document Owner: Footscray Hockey Club

Last Modified On: 30th June, 2019
Original Date: Select Date

Page: 10



Footscray Hockey Club Policy & Procedures

16. Privacy of Records	Low	Keeping members information confidential	Collect and keep records in accordance with Privacy Act., Club Constitution and Policies	Possible	Very Low
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Footscray Hockey Club Policy & Procedures

Detailed Risk Treatment Plan

For risks identified by the club within the Risk Management Action Plan that require a more detailed review to determine a satisfactory treatment plan or response plan should the risk occur, Clubs are encouraged to use the following template:

Risk Category/Context:	Date:
Potential Risk:	
Level of Risk	
Responsible person(s):	
Pre-Emptive Actions: <i>What actions are to be taken to manage the risk now it has been identified based on whether you chose to avoid, reduce, transfer or accept the risk e.g. new policy, equipment maintenance, weekly inspections, communication etc.</i>	
Proposed Response: <i>What action are to be taken if the risk occurs?</i>	
Resource Requirements – <i>What resources are required to treat the risk whether through the pre-emptive action or response e.g. financial, human resources, equipment etc.)</i>	
Time Frame – <i>Outline the time frame and key dates/milestones for any pre-emptive actions or risk management</i>	
Compiled by:	Date:
Reviewed by:	Date:

Communication

Communication is crucial to a club effectively managing risk. A good communication plan ensures everyone is aware of its importance, that risks are communicated to relevant members, that members are aware of key responsibilities and or relevant policies/processes and a clear process on how to report a risk is understood.



Footscray Hockey Club Policy & Procedures

The Footscray Hockey Club will take all actions necessary to ensure this risk management plan, associated procedures, actions and responsibilities are implemented, monitored, communicated and undertaken by the Club and its members to the best of our ability.

The risk management plan will be reviewed and updated accordingly as per the listed review date listed below and on the front cover.

DATE OF NEXT REVIEW: 12th January 2021

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Last Modified On: 30th June, 2019
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Page: 13