

HUNTINGDALE JUNIOR FOOTBALL CLUB

RISK MANAGEMENT POLICY

CONTEXT STATEMENT

Risks are inherent in all aspects of Australian Rules Football and the Huntingdale Junior Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Huntingdale Junior Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

This Standard requires that the Huntingdale Junior Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyze, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

PURPOSE:

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Huntingdale Junior Football Club's activities.

SCOPE:

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of A/NZ Standard 4360:1999 risk Management as well as the Club's established ethical standards and values.

OBJECTIVES:

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation

The risk management system will be reviewed annually at the Annual General Meeting of the Football Club to ensure the actions remain appropriate and effective.

Huntingdale Junior Football Club Risk Management Checklist

The checklist is to be completed by the person who is allocated the task.

It is not to be a shared task.

Completed By:

Date:

The following table indicates the standard required

- ✓ This indicates that the standard of the Club is achieved in this area.
✗ This indicates that the Club standard has not been achieved.

		YES	NO	COMMENTS
General Access	Doorways	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Walkways	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Steps	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Emergency Equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Safety Signs	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Hazards identified	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exit Signs	Normal all operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Emergency battery operates	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doors	Identified and light operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Latch easy to open	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Self close operates	<input type="checkbox"/>	<input type="checkbox"/>	_____
Access	Stairs clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
	NO under stair storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Non slip Tread	<input type="checkbox"/>	<input type="checkbox"/>	_____

		YES	NO	COMMENTS
Handrail	In place	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Clean	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Good hand rail	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Secure	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lighting	All operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Emergency Exit lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Security	Alarm systems: Fitted & Operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	External lights: Fitted & Operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Sensor lights: Fitted & Operating	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Security warning stickers fitted	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Doors / windows clearly visible	<input type="checkbox"/>	<input type="checkbox"/>	_____
	External door & window deadlocks	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Perimeter gates & entrances secure	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Following items stored in locked cabinets, out of sight :			
	Alcohol	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Cash	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Canteen produce	<input type="checkbox"/>	<input type="checkbox"/>	_____
Housekeeping	Floors clean & non slip	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Bench tops clear	<input type="checkbox"/>	<input type="checkbox"/>	_____
	All items stored correctly	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adequate storage for items	<input type="checkbox"/>	<input type="checkbox"/>	_____

		YES	NO	COMMENTS
Freezer Fridge	Doors clean and secure	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Floor clear and dry	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Fans operating and Guarded	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Lighting Adequate	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Storage in place and secure	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Racks stable	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Door Seals intact and operable	<input type="checkbox"/>	<input type="checkbox"/>	_____
Canteen/Kiosk	Floor Storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Lighting Adequate	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Shelving secure and correct	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Floors clean and clear	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical	Plugs & Sockets	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Extension Cords	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Power Boards	<input type="checkbox"/>	<input type="checkbox"/>	_____
	RCD's	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Light Switches	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Freezers	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Controls labelled	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grounds	Gardens	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Pavers	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Car park Signage	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Wet Areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Garden Refuse	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Furniture	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Tripping Hazards	<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by

Dated.....

[illegible]