

POLICY 17 - RISK MANAGEMENT

Links: Committee, Starclub

Introduction

This Risk Management Plan has been prepared by the Administrative Committee in order to reduce the risks and maximise the enjoyment of members of the club at bowling and social events organized by the club.

The Administrative Committee will need to monitor the implementation of the identified actions to minimize these risks, to monitor incidents if they occur, with a view to improving any actions, and to review this plan on an annual basis.

The Risk Management Plan sets out (1) the risks identified, (2) the level of the risk occurring, and (3) the actions to be taken to minimize the identified risk.

Goals

The Glenelg Bowling Club intends to use its best endeavours to:

- Promote a safe place for members and guests to practice and bowl;
- Promote a safe and comfortable place within which to socialize at events organized by the club;
- Promote a safe working place for contractors and tradesmen when working on club property;
- Promote a safe working place for volunteers working on club property on behalf of the club;
- Promote procedures whereby club volunteers satisfy statutory requirements when undertaking their roles;
- Promote procedures to ensure the smooth administrative operation and financial success of the club; and
- Promote procedures to protect and maintain the capital value of the club's assets and property.

A Safe Bowling Environment

Risk 1: Bowlers becoming ill as a result of playing in extreme weather conditions (See also GBC11).

Level: Low

Actions:

- 1.1 The Site manager is to ensure hot weather protection shelter is provided at both ends of the East and West Greens.
- 1.2 Side Managers are to make members and guest aware that water dispensers are available at two locations outside of the clubhouse. Drinking containers / water bottles are to be provided by people using the water dispensers.

Risk 2: Bowlers becoming ill while on the club grounds or in the clubhouse.

Level: Medium

Actions:

- 2.1 The designated First Aid volunteers are to ensure that the first aid kits located in 2 locations are restocked on a regular basis.
- 2.2 The designated safety volunteers are to ensure that Side Managers are aware of the location of the first aid kits and have a list of names of people with first aid experience.
- 2.3 The designated First Aid volunteers are to establish a list of people with first aid qualifications or experience and provide a copy to Side Managers and place a copy on notice boards.
- 2.4 The club is to pay for the training fees for first aid courses for club members who have agreed to be first aid volunteers.
- 2.5 The designated First Aid volunteers are to ensure that emergency numbers are clearly displayed on notice boards.

Clubhouse Security

Risk 3: Break-ins to the clubhouse resulting in loss of property, property damage or fire damage.

Level: Medium

Actions:

- 3.1 Designated volunteers are to ensure that the alarm system is turned on when closing the clubhouse by following the procedures in the Volunteers' Induction Manual.3.2. The Secretary is to ensure that the procedures for closing the clubhouse are included in the Volunteers' Induction Manual.

Clubhouse Fire Safety

Risk 4: Risk of public safety due to fire.

Level: Medium

Actions:

- 4.1 The Secretary is to ensure that the Building Fire Evacuation Plan is on clear public display.
- 4.2 The Secretary is to make volunteers aware of the written evacuation procedures, including checking of toilets.
- 4.3 The Secretary is to make sure that appropriate firefighting facilities are available.
- 4.4 The designated First Aid volunteers are to check that fire evacuation points are not blocked.

Responsible Bar Management

Risk 5: Loss or restriction of Liquor Licence as a result of failing the Liquor Licence requirements.

Level: Medium

Actions:

- 5.1 The Bar Manager is to ensure that only RSA certified bar volunteers serve and operate behind the bar.
- 5.2 The Bar Manager is to ensure that designated bar volunteers are aware of the written bar procedures.

- 5.3 The Bar Manager is to ensure that the Bar Incident Book is up to date and implemented by bar staff.

Safe Kitchen Procedures

Risk 6: Bowlers and guests becoming ill as a result of food preparation not meeting food safety standards.

Level: Low

Actions:

- 6.1 The House Manager is to ensure that the kitchen hygiene and food preparation charts are on clear display in the kitchen.
- 6.2 The House Manager is to ensure that volunteers are aware of the kitchen hygiene and food preparation requirements.
- 6.3 The Venue Hire Manager is to inform the people who hire the venue of the kitchen hygiene and food preparation requirements posted on the wall.

Safe Working Environment & Practices

Risk 7: Contractors having accidents whilst undertaking work on club grounds and property.

Level: Medium

Actions:

- 7.1 The Club Manager, or responsible committee member, is to enquire whether contractors have any necessary licences, insurance and WH&S policy before being engaged to undertake work on the club's grounds and property.
- 7.2 The designated safety volunteers are to ensure that the first aid kit in the maintenance shed and the two in the clubhouse are restocked from time to time.
- 7.3 The convener of the Buildings & Grounds Working Party is to make volunteers aware of the need for safe working practices when undertaking work on the club's grounds or property.

Responsible Financial Management

Risk 8: Loss of money through theft or pilfering.

Level: Medium

Actions:

- 8.1 The Treasurer is to restrict those people handling money to designated volunteers and for specific areas of club activity.
- 8.2 The Treasurer is to oversee and check the detailed income and expenditure forms completed by designated volunteers for each club activity.
- 8.3 The Treasurer is to oversee and check the procedures used in the payment of invoices.
- 8.4 Independent Auditors are to be appointed at the AGM.

Secure Storage of Administration Information

Risk 9: Loss of financial records due to computer failure, fire or theft.

Level: Low

Actions:

- 9.1 The Treasurer is to ensure that backup computer records are downloaded onto a portable hard drive on a monthly basis and that the portable hard drive is stored off site.