RISK MANAGEMENT GUIDE

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www.indoorsportsvictoria.com.au

ACKNOWLEDGEMENTS

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INTRODUCTION

As centre owners, managers & staff, you have an obligation to provide a safe environment for players, spectators and staff members. Whilst eliminating all possible risks is not possible, it is imperative that you take pro-active action to minimise or prevent risks that are within your control. Failure to do this may result in anything from a minor injury/accident through to a major incident where one or more people are seriously affected. Aside from the obvious trauma that would result from a serious or fatal incident at your centre, there is a likelihood that the organisation may be found negligent because of its actions or inactions resulting in potentially irreparable reputational, financial &/or emotional damage. This document is designed to provide you with some user-friendly ways you could consider to reduce risks; reduce the likelihood and/or severity of any injuries that could occur and also minimise the chance of the organisation being held liable for incidents.

DISCLAIMER

This document is a guide only. It is not comprehensive in addressing all possible risks and each organisation should take in to account your own situation when addressing possible risks and risk mitigation strategies. Professional legal and risk management advice is recommended.

GUIDE TO RISK MANAGEMENT PLANNING

PURPOSE

If you're at all concerned about the potential liability the centre could face if someone is injured while using your facility, it is up to you to see things in a more realistic light. Viewing your facility critically is the first step in Risk Management. The overall purpose of this document is to educate and inform all operators of their responsibilities in this area and encourage you to design your own Risk Management Plan for your centre, by using some or all of this entire document.

As the owner or operator of an Indoor Sports facility, you hope that when patrons open the front door and move from the front counter to the playing court, they see the best that your facility has to offer.

Since the percentage of the people using your centre are minors, you want to make sure that your facility is properly supervised, and when you're running junior programs instructors must have a valid Working with Children Check.

When identifying all potential risks, you must get out from behind your desk and walk around your facility.

There are four steps that you should follow:

1. Identify the risks.

2. Evaluate the severity of the risks.

3. Select methods of treatment for the risks.

4. Monitor and review – keep checking to ensure that hazards have been adequately addressed, and that new hazards have not been introduced.

SCOPE

This Risk Management plan is designed for Indoor Sports Victoria member centres, their teams and spectators. Indoor Sports Victoria is mindful of the risks associated with conducting Indoor Sporting activities at centre level. In an effort to assist centre owners/managers to minimise these risks, Indoor Sports Victoria has developed a basic risk management tool which can be implemented by centres with a view to providing a safer sporting environment.

AN INSURER WILL ASK SOME IMPORTANT QUESTIONS:

- Do you have regular meetings with your staff to keep them updated on policies?
- Do you encourage them to further their training and education?
- Do you have a manager on duty at all times? Do you have guidelines in place provided to staff – in writing?
- Do you have a standardised system for logging incidents?
- Responsible Service of Alcohol
- First Aid
- Blood spillage
- Maintenance of premises and equipment
- Inspection of playing surfaces
- Emergency procedures in event of serious injury
- Discrimination policies and Codes of Conduct
- Playing sports whilst pregnant.

TOILET/CHANGEROOM

The first stop on your tour is the male and female toilets and change rooms. The accumulation of water or soap, could be a potentially dangerous condition. Anytime there is water on the floor, there will be the risk of people slipping and falling. However, it is the additional presence of soap that could elevate the toilet area floor to an unreasonably dangerous condition. In order to mitigate the danger, you must make a note to check the condition of your toilets every shift change and twice during busy times. Here are a few examples:

- Check toilets and change room floor areas for water or soap.
- Clean and dry ensuring non-slippery, place Slippery When Wet signs around affected area.
- Check toilets for cleanliness and clean where necessary.
- Check change rooms for cleanliness and obstacles (bags, clothes etc.) That maybe blocking walkways and place on chairs or benches or in lockers.
- Check hand basins have adequate soap and toilets have a suitable amount of paper.

BAR AND KIOSK AREA

Managers/owners can reduce the risks by following suggestions. Here are a few examples:

- Prepare written policies governing alcohol service.
- Distribute and publicise all policies to avoid any misunderstanding about your expectations.
- Have employees sign written polices to confirm they have reviewed and understood them.
- Don't combine alcohol with sporting activities have; sport first, alcohol second.
- Have a plan to ensure that intoxicated guests can be taken home safely (for example, by hiring a driver service or having a direct line to cab company or his friends).
- Ensure that servers have experience and training; they all should have their RSA.
- Don't serve alcohol to people who are intoxicated.
- Servers have the authority to refuse service to intoxicated guests. Management should support servers' decisions.
- Prepare to have a friendly word with anyone becoming intoxicated and ask the intoxicated persons friends to look after him if he becomes unruly (take him home).
- Ask if the person has a designated driver or alternate means of transportation. Ask the person to surrender car keys and, if necessary, call the police.
- Place rubber mats behind serving area to prevent staff from slipping.
- Ensure power points are not overloaded and are used correctly. Have an electrician do a safety inspection once a year.
- Ensure tables are cleaned regularly through the shift and any spilt drinks are cleaned quickly and effectively.
- If serving food, staffs need to be trained in food handling. Check local government and council website.
- https://www2.health.vic.gov.au/public-health/food-safety for your legal obligations.

SPECTATOR AREA

The spectator and walkway areas should be free of obstacles. Here are a few examples:

- Bins should be placed in positions where people will not run into or trip over them (alongside chairs).
- Chairs should be in lines behind court at a safe distance from playing net to prevent players from running into chairs or spectators. (Minimum 1.5 metres).
- Bags placed under chairs.
- Cans, bottles and general rubbish should be cleaned from tables and around spectator area, so as not to end up on the flood and be a hazard to patrons.
- During down times staff should do an inspection in spectator area for lifting carpet, worn or slippery tiled or concrete areas. Damaged areas should be zoned off and/or fixed by gluing loose carpet or painting surface with non-slip paint.
- Any fluid spillage in spectator areas should be cleaned and dried and/or have Slippery When Wet signs placed around wet areas.
- No running signs should be placed through spectator area.

COURT NETS

The nets are what keep the balls in the playing area; they need constant maintenance to ensure no balls or equipment leaves the playing area. A ball flying out through a hole or through the court entry point can be dangerous. Here are a few examples of what you can do to prevent this happening:

- Check nets for holes on a daily basis. Pay special attention to the back net, as that's where the spectators sit.
- Check entry points, as they suffer the most wear and tear and the constant entry and exit of players creates strain on the netting, which will create holes.
- All holes should be fixed as soon as noticed with net twine to stop ball exiting the playing area, and as soon as practical, call your qualified net repair specialist.
- Ensure there are no broken clips along bottom of nets they are a hazard and can cause serious injury. Remove before games start and replace when possible.
- Check nets for tension as the springs wear. The net loosens and obstacles that players were once protected from, are now able to be hit by a player jumping into the net.
- Replace springs and pad areas close to nets.
- Check around playing area for items that have been placed in areas where players may make contact with then if bouncing into nets.
- Depending on net tension and the weight and speed of the player, players can run into the nets and make contact with obstacles up 1.5 meters outside the netted area.

COURT CARPET

Court carpet should be checked weekly when new and after 1 year should be checked daily here are a few examples:

- Lifting carpet lines, bowing crease lines are usually the first to lift, lines or court carpet that move under foot can be a hazard for all players.
- Inspect all courts by walking around playing area. Carpet or lines can be hard to spot if they are sitting in the correct position; it pays to drag your foot over suspect areas to see if carpet lifts.
- If carpet or lines lift during a game the umpire should halt the game and hazardous area taped down with a heavy duty contact tape.
- During checks take a contact adhesive on court to glue down any lifting carpet or lines.

- Worn carpet can become slippery so ensure affected areas are replaced; contact your maintenance contractor for replacement advice.
- Any blood that is spilt on the carpet should be sprayed with a non-slip sterilising spray, keep a bottle in the umpire stand and educate the umpire in its use.

CENTRE EQUIPMENT

Sports equipment should be in good working order, checked and maintained regularly. Here are a few examples:

- Bat grips have a tendency to slide up the handle and not give suitable coverage, this can result in the bat slipping out of the batters hands and causing injury to nearby fielders.
- Check and replace any worn batting grips.
- Umpires should be aware that all batters must have a bat grip on their bat whether it is a centre provided bat or their own.
- Batting gloves should be worn at all times; this is to stop the bat from slipping out of batters hands.
- Batting gloves and netball bibs should be fresh for every game, and cleaned and washed regularly.
- Any blood stained equipment should be removed from use immediately. Washed and sterilised or discarded in the correct manner.
- Check bails are tied to stumps. This is a safety precaution to stop the bails from flying about and hitting the keeper or other players on court.

CARPARKS

Most drivers have either seen or been involved in a collision in a parking area, according to an article published by the Victorian Injury Surveillance System and Monash University in Hazard magazine. These accidents are perceived as minor and part of day-to-day life, yet Work Safe Australia has identified that managing traffic in car parks is essential to minimise the risk of serious accidents and injuries. Is your carpark child safe? Here are a few examples of what you can do to make your carpark a safer environment:

- Adequate carpark lighting. Good lighting makes all customers feel safer.
- Staff should do a walk around the carpark once or twice a night.
- Install speed humps to stop cars speeding in your carpark driveway and clearly mark with white or yellow road paint.
- Beware of children signs clearly visible to vehicles.
- Speed restriction signs displayed.
- Place cones and tape around potholes or obstacles in carpark to prevent pedestrians tripping or cars being damaged.

UMPIRE STANDS

Umpire stands can be a hazard if not kept tidy. Being a working platform the umpire stand needs to have the floor clean and room for the umpire to navigate around the chair to get to the keyboard. The umpire ladder should conform to OH&S standards. Here are a few examples:

- Check and/or clean umpire stand daily of empty bottles or any items that may be hazardous to persons when gaining access to umpire stand.
- Do not allow overcrowding in stand, most stands accommodate only one person.

Check websites for more information on access ladders and safety requirements.

https://www.worksafe.vic.gov.au/__data/assets/pdf_file/0018/9162/WSV958_02_08.10.pdf

FIRE EVACUATION PLAN

The risk of fire should be considered and appropriate risk controls put in place as part of the general process of planning for emergencies. The centre owner/manager must ensure that an emergency plan is prepared for that workplace. The emergency plan must provide for emergency procedures, including:

- An effective response to an emergency.
- Evacuation procedures.
- Notifying emergency service organisations at the earliest opportunity.
- Medical treatment and assistance, and
- Effective communication between management, staff, customers and to coordinate the emergency response/evacuation of all persons from the centre.

The fire protection and fire fighting equipment must be such that it will be capable of meeting the first of these requirements, namely providing an effective response to an emergency involving a fire. To this end, it must be suitable for the types of fire risks present at the workplace and staff educated in their use and location.

As each building, court setup, carpark and internal buildings are all different you will need to follow the link to personalize your own fire evacuation plan:
http://www.worksafe.vic.gov.au/safety-and-prevention/small-business/12-ways-to-make-small-businesses-safer/fire-and-evacuation

CODE OF CONDUCT

A common Code of Conduct is written for Players/employees of a sporting organisation or centre which protects the business and informs the players/employees of the centres expectations. It is a document containing important information on expectations for players/employees. The document is the basis of what the centre expects from each player, team and employee:

- Indoor Sports Victoria has a Code of Conduct that it expects all centres/players to follow.
- Display Code of Conduct around the centre by posting A4 or A3 printed sheets.
- Hand out to captains at the start of each new season and explain to each your expectations.
- Make all umpires aware of the Code of Conduct and report any incidents or breaches that may occur.
- If a breach has occurred follow up with the player/side, make them aware this attitude will not be tolerated, educate, penalise or combination of both.

Below is a link to the ISV Code of Conduct:
http://www.indoorsportsvictoria.com.au/rules-and-regulations/sport-rules.php

INCIDENT RESPONSE; AMBULANCE

In the event of a serious medical incident that requires an ambulance at the venue, the following procedure should be followed:

- Request for Ambulance is made by centre staff after assessing injured player/s and following First Aid protocols.
- The manager contacts Ambulance and **Information logged** on incident report sheet.
- Patient condition and injuries.
- Estimated time of arrival of ambulance.
- Arrival point of the ambulance.
- Organise court access for Ambulance staff and equipment.

Manager is informed of Ambulance arrival times and clears the arrival area. The use of staff is required to escort the ambulance to its destination point and ensure a clear path and access on court area for Ambulance staff and equipment.

Ambulance Arrival Point

Please note:

- Any requests for an ambulance are to be made to the manager.
- Patient to be moved to the ambulance meeting point wherever possible. If not possible, the ambulance crew will be met and taken to the patient.

Hospital and Ambulance (Example of wall poster for the office)

	Hospital	Phone	Centre Distance	Centre Name & Address
Public Hospital	Monash Hospital 00 Drive Mulgrave	(03)1111 2222	10 Minutes 7.4km	Full Name, Address & Phone Number
Police	00 Ross Crt Mulgrave	1111 2222		

The Emergency Phone Number for Police, Fire and Ambulance is 000.

FIRST AID KIT

A good First Aid kit is a must have in case of an emergency. Your First Aid kit should be easily accessible and portable. You want a First Aid kit that's big enough to carry all of the basics to all parts of the centre.

Where to Keep Your First Aid Kit

First Aid Kits have a habit of ending up under the counter behind junk or hidden in a cupboard – basically, anywhere except where you need them in an emergency. Your centres First Aid Kit should be kept in a central location ensuring that it will be accessible during large or small emergencies. Your First Aid Kit needs to be maintained; all too often they are left half empty and not checked regularly. Staff need to make a note of products used and get them replaced weekly.

All Centres Should Also Have a Defibrillator (with staff trained in its use)

The health and wellbeing of all participants should be a priority for all centre owners/managers. Centres/clubs that are more capable and better equipped to respond to medical emergencies are better positioned to deal with a life and death situation. When someone suffers a cardiac arrest, calling 000 (triple zero) and performing cardiopulmonary resuscitation (CPR) immediately will help increase their chance of survival. Defibrillators are an important piece of equipment that can significantly improve survival rates from a sudden cardiac arrest. A defibrillator will best help save lives when combined with early recognition of the emergency, activation of the local emergency response plan and early CPR.

First Aid Kit example for centre use. (Search online for a First Aid Kit that suits you).

ITEM	QTY
Hygiene & PPE	
Anti-bacterial Hand Gel	1
Biological Hazard Waste Bags	5
CPR Pocket Mask in Rigid Case	1
Safety Glasses	1
Wet Wipes (Packet)	1
Tissues (Small Packet)	1
Sanitary Pads	2
Tampons	3
Paper Towel	5
Nitrile Gloves (box)	1
Antiseptic & Swabs	
Saline Ampule	15
Chlorhexidine Wipe	8
Alcohol Swab	10
Iodine Swab	4
Gauze Swabs Sterile 7.5cm	4
Gauze Swabs Non-Sterile (Block)	1
Plastic Strip Dressings	
Standard Flesh Colour	50
Blue Catering Dressings	20
Stationary	
Pens	2
Freezer Bags (Packet)	1
Safety Pins	6
Zip Seal Bags Medium	1
Zip Seal Bags Large	1
Woven Disposable Cloth	4
Guedal Airways	
70mm - Size 1 (White)	1
80mm - Size 2 (Green)	1
90mm - Size 3 (Yellow)	1
100mm - Size 4 (Red)	1
110mm - Size 5 (Orange)	1

ITEM	QTY
Bandages	
Cotton Crepe 2.5cm	2
Cotton Crepe 5cm	4
Cotton Crepe 7.5cm	4
Cotton Crepe 15cm	2
Heavy Compression 7.5cm	6
Triangular 110cm	2
Hand Tearable Stretch Bandage	1
Gels and Creams	
Bite/String/Antiseptic Cream	1
Trauma	
Steri Strips (Card)	2
Formable Splint	1
Dressings	
Low/Non Adherent Large	4
Low/Non Adherent Small	4
Island Dressing Large	6
Island Dressing Small	6
Island Plastic Patch Dressing	6
Eye Pad (Sterile)	2
Combine Dressing 10cm	4
Burnaid Dressing	1
Finger Tip Dressing	6
Tape	
Micro Perforated Tape	1
Diabetic	
Muesli Bar	2
Jelly Beans (Small Bag)	1
Medication	
Salbutamol Inhaler	1
Spacer	1
Paracetamol 500mg x 10	2
Chewable Aspirin x 8	1

ITEM	QTY	ITEM	QTY
Misc Instruments		**Diagnostic**	
Splinter Probes	5	Pupil Pen Torch	1
Universal Shears	1	BSL Meter	1
Adult Collar	1	BSL Strips	10
Plastic Cups	5	BSL Lancets	10
Small Sharps Container	1	Fingertip Pulse Oximeter	1
Vomit Bags	4		
Thermal Blanket	3		
Instant Chemical Ice Packs	4		
Ear Plugs (Pair)	2		

BLOOD RULE

Blood Related Injuries

- A player suffering a blood related injury must leave the court for further treatment unless any minor bleeding can be contained/stopped.
- The injured player and any medical or centre staff in attendance should ensure that no blood contaminates the court, or its fittings or fixtures.
- The injured player must remove and replace any blood-contaminated clothing and wash off any blood on their body before re-joining the game.
- Players and umpires must follow the ISV Blood Rule.
- Any blood that is spilt on the carpet or equipment should be sprayed and wiped with a non-slip sterilising spray, keep a bottle in the umpire stand and educate the umpire in its use.

PREGNANCY AND PARTICIPATION

Women are increasingly seeking to continue participation in sports, throughout the course of their pregnancy. There are many positive outcomes from continuing physical activity during and after pregnancy, however as maternal and foetal responses to exercise can vary with pre-gestational maternal fitness levels, co-existing medical conditions and/or pregnancy complications, all women are encouraged to seek individual medical advice before participating.

Further information on Pregnancy and Sport may be gained from:

- Australian Sports Commission 'Pregnancy in Sport – Guidelines for the Australian Sport Industry', 2002. https://www.clearinghouseforsport.gov.au/__data/assets/pdf_file/0010/596197/Pregnancy_in_sport.pdf
- Sports Medicine Australia's 'Active Women in Sport' fact sheets and guidelines. www.sma.org.au/resources-advice/policies-guidelines/active-women/
- Play by the Rules 'Pregnancy and Participation' interactive scenario. http://www.playbytherules.net.au/got-an-issue/safety/pregnancy-and-participation

In Australia, Commonwealth, State and Territory legislation exists in relation to discrimination. This Anti-Discrimination legislation makes it unlawful to discriminate against a person on the basis of pregnancy, subject to specific exemptions. There are a number of legal issues to be considered in relation to pregnant players, these include;

- Providing reasonably safe playing environments;
- Privacy of the pregnant participant; and
- Responsibility of the pregnant player and obvious risks.

Your centre should be committed to providing a safe and enjoyable environment for all of its customers, including pregnant participants. You should encourage all pregnant players to discuss their decision to continue playing during their pregnancy with their medical practitioner.

The following guidelines may assist centres/Clubs when a pregnant player is involved.

A centre operator should:

- Evaluate the precautions they can take to avoid harm to all players, including pregnant players.
- Develop protocols and procedures to communicate with players regarding participation in sport during pregnancy.
- Providing players with the opportunity to advise of their pregnancy.
- Adding pregnancy advice and risk information to registration forms and prominent places where participants may view it (Note: legal advice about the form and wording of documents should be obtained).

  Example:

  Check with your health care provider first always checks with your health care provider before starting, continuing, or changing an exercise routine. If you exercised regularly before getting pregnant and your pregnancy is uncomplicated, you can probably continue working out as before, with a few modifications (noted below). However, in some cases **it's not okay to exercise during pregnancy**, so talk to your provider about your fitness routine to make sure your activities don't put you or your baby at risk.
- If you didn't work out much before conceiving, see our **pregnancy exercise guide for beginners,** and talk to your health care provider about starting an exercise routine.
- Being aware of the Commonwealth, State and Territory anti-discrimination legislation and its application in sport and review the rules, regulations and constitution of their centre/association/club with respect to the relevant anti-discrimination legislation.
- Ensuring that your centres insurance (including Public Liability and Player Injury Insurance) is up to date and that it provides appropriate cover.

The following guidelines may assist centres/Clubs when a pregnant player is involved. A pregnant player should:

- Be aware that their own health, and the wellbeing of their unborn child, is of utmost importance in their decision about whether to continue playing sport.
- Obtain expert medical advice as to the risks associated with playing sport when pregnant. Individuals should understand that they understand advice provided to them and where necessary question the advice until they are sure that they understand the risks taken in participating in sport.
- Have regular antenatal reviews with their doctor, including ongoing review of their exercise participation.

EXTREME HEAT GUIDELINES

All captains, officials, team managers, coaches, umpires and centre managers owe a duty of care to players and officials, and should take all reasonable steps to minimise foreseeable risks which may result in injury due to heat.

High intensity exercise in a hot environment can lead to: dehydration, heat exhaustion and heat stroke. Heat stroke is a potentially fatal condition and must be treated immediately by a medical professional. It is important to be aware and react quickly.

Below is a link to ISV Heat policy.
http://www.indoorsportsvictoria.com.au/docs/rules/isv-heat-policy.pdf

INFLATABLE WORLD OR CENTRE INFLATABLES

For those centres that have INFLATABLE WORLD please refer to the link below for INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT or your Sherm software account.

Inflatables have the potential to have more injuries, if not adequately supervised and staffed. We strongly recommend you have the correct safety procedures in place, and your insurance is up to date. If you are in any doubt contact your insurance provider.

http://www.inflatableworldoz.com.au/stadiums/tullamarine/wp-content/uploads/sites/15/2016/02/Operational-Risk-Assessment.pdf

MONITORING AND CONTINUOUS IMPROVEMENT

Simply walking around the facility periodically and conducting an extensive risk evaluation will help you spot potential danger areas and diminish your exposure to liability. Establishing a system of inspection, including documenting the dates of inspection, any potential problem areas and all necessary corrective measures, also can help dramatically cut down on a facility's potential liability. This Risk Management Document is for all ISV Indoor Sports centres, However it is recommended you add your individual items or checks as necessary and for your centre competitions and programs or other. The benefits of embedding risk management in all levels of the centre are effective management of adverse events and conditions, to have/gain the knowledge to see potential problem areas and have the ability to rectify these areas before they become real issues. Remember the health and wellbeing of your patrons is in your hands and in extra ordinary situations their life may depend on how quickly and professionally you or your staff act. As your business evolves so should your Risk Management plan. It is a good idea to check the relevance of your plan yearly and update if necessary.

ASSESSING POTENTIAL RISK

Once risks are identified, they are evaluated on a two (2) dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

Level	Descriptor	Description
A	Almost certain	Almost certain Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

CONSEQUENCE

Level	Descriptor	Description
1	Insignificant	No Injuries
2	Minor	First Aid treatment
3	Moderate	Medical treatment required
4	Major	Extensive injuries
5	Catastrophic	Death

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:
High Risk: Detailed research and management planning required at senior levels
Significant Risk: Senior management attention needed
Moderate Risk: Management responsibility must be specified
Low Risk: Manage by routine procedures

EVALUATING AND TREATING POTENTIAL RISKS

Risk Treatment Schedule and Plan

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function/Activity: _____

Risk	Possible Treatments	Preferred Treatment	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/ Benefit Analysis A - Accept B - Reject	Person Responsible for Implementation	Time Table	How will it be monitored?
Bat Grips Worn or no grips on bats could slip from hands and hit other players	**1.** New bat grips. **2.** Have worn bat grips replaced with new grips **3.** Ensure new bat grips are installed onto bat properly with tape around the base of the handle to stop grip from slipping. **4.** Signs are to be placed on the nets entry points.	2, 4	3 + C = S (Significant)	3 + E = L (Low)	A	Name & Position	Immediate and ongoing as required	• Staff to check centre bats daily. • Umpires to be educated in the importance in checking batters bat grips when they bat. • Batters are to make sure they have adequate grips on their bats.

RISK REGISTER

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function/Activity: _____

Category	Consequence	Existing Controls
Faulty Equipment	Legal action (Financial loss) Injury to people (Economic loss)	Stock/Sale of bat grips. Monitoring of centre bats.

Likelihood	Level of Risk	Risk Priority	Consequence Rating	Likelihood Rating
Unlikely	Medium	3	3	D

RISK ACTION PLAN

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

Risk Action Plan Table (Example of Risk Action relating to worn or no bat grips)

Item	1
Risk	Worn/No Bat Grips
Summary (recommended response & impact)	• Bat Grips to be checked daily on centre bats. • Batters cannot take the court without adequate bat grips.
Proposed Actions	• All teams captains educated in the need to have proper bat grips on personal bats. • Signs on court entry points • Umpire education
Resource Requirements	• Bat grip supplier recommended and adequate stock kept on premises. • Umpires meeting to educate umpires. • Printed information sheet for captains.
Responsibilities	Responsibility of daily checking in the first instance is the duty manager, overall responsibility is the centre managers.
Timing	• Daily equipment checks. • Umpire meeting 2 times a season
Reporting/Monitoring	• Daily equipment check list to be fill out. • Centre manager to tick off check lists weekly.

APPENDIX 1 TEMPLATE OF RISK TREATMENT SCHEDULE

Risk Treatment Schedule and Plan

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function/Activity: _____

Risk	Possible Treatments	Preferred Treatment	Risk Rating BEFORE Treatment	Risk Rating AFTER Treatment	Cost/ Benefit Analysis A - Accept B - Reject	Person Responsible for Implementation	Time Table	How will it be monitored?

APPENDIX 2 RISK REGISTER

Compiled by: _____ Date: _____

Reviewed by: _____ Date: _____

Function/Activity: _____

Category	Consequence	Existing Controls

Likelihood	Level of Risk	Risk Priority	Consequence Rating	Likelihood Rating

APPENDIX 3 RISK ACTION PLAN

Item	
Risk	
Summary (recommended response & impact)	
Proposed Actions	
Resource Requirements	
Responsibilities	
Timing	
Reporting/Monitoring	

AJRecruitment

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