

# Happy Valley Bowling Club Incorporated

## RISK MANAGEMENT POLICY

### 1. PURPOSE, SCOPE, POLICY STATEMENT

#### **Purpose**

This Risk Management Policy is designed to ensure best practice management of risk within the Happy Valley Bowling Club Inc (“The Club”). The club aims to provide a safe and welcoming environment for its activities while minimising any risk of adverse events occurring. This Policy aims to clearly define the relationship between the Club and its members and volunteers by setting out the expectations of the Club and outlining the rights and responsibilities of members and volunteers.

#### **Scope**

The Policy applies to all members and volunteers involved in activities and events organised by the Club.

#### **Policy Statement**

The Club recognises the added value that volunteers bring to the organisation and management of the Club and we benefit from their contribution. Further it is acknowledged that diversity of ages, gender, backgrounds and ethnicity of members and non-members contributes to the cultural value of the club.

### 2. GLOSSARY OF TERMS AND DEFINITIONS

CSO	Child Safety Officer
FAO	First Aid Officer
Club	Happy Valley Bowling Club Inc
PA	Public Address (broadcasting system)
WHS	Work Health Safety

The following words shall hereinafter have these meanings ascribed to them:

Board	The elected Board of Management of the Club.
Children	Young people under the age of 18 years
Delegated Officer	A person who is assigned the responsibility of a designated position during the appointed person’s absence
Event	Any function held at the club or using the grounds whether involving club members and volunteers or members of the public
Event Manager	The club member who undertakes the overall responsibility of running and managing any particular event
Facilities Manager	The person appointed by the Board to oversee the cleanliness and maintenance of the clubrooms
Grounds Manager	The person appointed by the Board to oversee the care, maintenance and cleanliness of the playing greens and outside area
Member	A person who is a subscribed and financial member of the Club in any category
Notice Board	Daily activities and other important notices will be displayed on this board located in the eastern end of the clubrooms
Volunteer	An individual who agrees to undertake activities to benefit the Club, offering their time of their own free will for no financial reward
Vulnerable people	People who may be at risk of abuse or exploitation due to their dependency on others. This may include children; people with a disability; people living with illness or who are frail; aged people; and people from non-English speaking backgrounds

### **3. GENERAL**

- a) The Club operates under the auspices of Bowls SA and follows its policies relating to extreme weather events. The Club also operates within its own Constitution Bylaws and Policies (as currently available on the Club website). This document is intended to inform members and competitors about the management of requirements in relation to safety and risk management.
  - b) The club shall review its Risk Management Policy every year as part of its scheduled review of all policies and by-laws.
  - c) The Club shall appoint a Board Member as the Risk Management Officer who shall be responsible for all safety and risk management issues for the club.
  - d) The Risk Management Officer has the power to appoint designated persons as Safety Officers for any event.
  - e) The Club shall liaise with the City of Onkaparinga as the property owner to ensure the currency and working ability of all required alarms and smoke detectors for the premises. The Club's House Manager will be the designated liaison person for this task and will report the outcomes to the Risk Management Officer.
  - f) At all events, the designated EVENT MANAGER has the authority to make any decision necessary in relation to any matter relating to safety. All persons present at any event organised by the Club must comply with the decision of the Event Manager.
  - g) The Event Manager must address any issues requiring urgent attention prior to the running of any event. Any areas that may be deemed as a potential long-term safety risk must be advised as soon as possible to the Risk Management Officer and the Board for appropriate remedial action.
  - h) WHS requires all Board members, club members and volunteers to be vigilant in identifying anything that is likely to cause injury or harm to any person using the club rooms and grounds. If anything is identified as a potential risk, it shall be brought immediately to the attention of the designated Safety Officer. The club shall also encourage visitors to report anything that they consider a potential safety hazard.
  - i) A First Aid Kit, including a defibrillator, shall be easily accessible and located in a clearly marked area at each event. The Risk Management Officer shall ensure it is regularly checked and maintained in good working order.
- a) Volunteers shall have training for the function they are performing or have prior experience in the area before commencing duties. The Event Manager must keep a written list of volunteers for their event to ensure coverage within the Club's Insurance policy.
  - b) Event Managers shall have emergency contact numbers and incident report forms to use if needed.
  - c) All incidents require an "incident form" to be completed by the Event Manager. The completed form must be provided to the Club's Risk Management Officer initially, who shall then forward it to the Secretary for action by the Board if required, and secure archiving.

### **4. RISK MANAGEMENT FOR EVENTS**

- a) Where they involve playing lawn bowls, events shall follow the rules of the Club in conjunction with the Bowls SA rules of the sport.
- b) Name-tags shall be used to identify Club Members at an event as well as the use of club shirts or club uniform where necessary at public events or open days.
- c) Dogs entering the grounds must be on a leash and are not permitted into the clubrooms, except assistance dogs. Any dog must be removed by their owner/handler when the Safety Officer directs.

- d) In the event of severe weather (e.g. bushfire, flooding, thunderstorms, hail) impacting on any outdoor event, a decision shall be made by the Event Manager, in conjunction with the Board where feasible, on the best practical management of the risk. The aim will be to avoid personal injury and property damage. Any decision to modify or cancel the event shall be notified to all members by any combination of text messaging, phone calls, or email. A notice may also be put on the club noticeboard if appropriate.

**5. CHILD SAFETY**

- a. The Board will appoint an accredited Child Safety Officer who has overall responsibility for the club's aim to provide a safe environment for children that minimises the risk of discrimination, harassment and abuse as required under the Children's Protection Act 1993 as amended.
- b. The Club operates under the Bowls SA Member Protection Policy which stipulates all conditions and conduct relating to child safety.
- c. The Club also complies with the requirement for members involved in providing services for people under 18 to have completed mandatory Working With Children checks required under SA law and to provide confirmation of their satisfactory completion to the Club Secretary and the Risk Management Officer.

**6. EMERGENCY CONTACT LIST**

The club shall have a clearly visible laminated list of emergency contacts on the noticeboard. This will include Ambulance, Fire and Police Emergency - 000, Police attendance 131 444, and mobile phone numbers for the Club President and Secretary (to be updated annually within 3 months of the AGM).

**7. EMERGENCY MANAGEMENT PLANS FOR INCIDENTS**

The Delegated Officer or Event Manager shall convene immediately at the site and secure the immediate area. The following guidelines are to be used according to the type of incident.

**A. Injury**

- a. The FAO shall attend the incident, if available.
- b. Use the PA system to ask if any medical personnel are available to assist.
- c. Administer first aid if appropriate.
- d. Assess need for emergency services. Call Ambulance if required on 000.
- e. Place a Board member or responsible person at the Sports Park entrance to direct paramedics to the driveway.
- f. Once Emergency Services are on site, follow their instructions.
- g. Contact the injured person's emergency contact numbers, if available.
- h. If only first aid is administered without any further action, ensure the person can be safely transported back to their home.
- i. Complete an Incident Report.

**B. Fire – buildings (including sheds and adjoining properties) and cars**

- a. Identify the risks (including toxic fumes).
- b. Secure the area and be prepared to evacuate if needed.
- c. If appropriate, and a responsible person is on hand who is confident and/or trained in its use, use a fire blanket, the correct fire extinguisher, or the fire hose to put out the fire.
- d. If needed call the Fire Brigade on 000.

- e. Place a Board member or responsible person at the Sports Park entrance to direct Fire Brigade to the driveway.
- f. Once Emergency Services are on site, follow their instructions.
- g. If the fire cannot easily be put out or contained prior to the Fire Brigade arriving, evacuate all present as promptly as possible following the Evacuation Procedure displayed in the clubrooms. Ensure that bathrooms and storerooms are empty.
- h. Appoint responsible persons as traffic marshals to direct traffic in the car park during evacuation.
- i. If the carpark driveway is compromised, evacuate all present to Happy Valley Oval using the footbridge adjacent to the clubrooms.
- j. Do not allow any person to return to the premises until the area is declared safe.
- k. When the fire is over, complete an Incident Report.

**C. Bushfire**

- a. On days that have been designated by the South Australian Country Fire Service (CFS) or Metropolitan Fire Service (MFS) as **Catastrophic Fire Danger** for the Mount Lofty Ranges fire district, all scheduled events must be re-located or deferred.
- b. On days that have been designated by the South Australian CFS (Country Fire Service) or Metropolitan Fire Service as Extreme Fire Danger for the Mount Lofty Ranges fire district, the Board shall determine whether any scheduled event shall proceed and notify attendees.
- c. In the event of a bushfire being noticed in the area, notify the CFS or MFS on 000.
- d. Secure the area and be prepared to evacuate if needed. Be aware that smoke from a bushfire may induce asthma attacks.
- e. Place a Board member or responsible person at the Sports Park entrance to direct emergency services to the driveway.
- f. Once Emergency Services are on site, follow their instructions.
- g. If the fire is nearby, evacuate all present as promptly as possible following the Evacuation Procedure displayed in the clubrooms. Ensure that bathrooms and storerooms are empty.
- h. Appoint responsible persons as traffic marshals to direct traffic in the car park during evacuation.
- i. If the carpark driveway is compromised, evacuate all present to Happy Valley Oval using the footbridge adjacent to the clubrooms.
- j. Do not allow any person to return to the premises until the area is declared safe.
- k. When the fire is over, complete an Incident Report.

**D. Storms and Flooding**

- a. Identify the risks.
- b. If heavy rainfall is experienced, greens may become water-logged and playing bowls at an event will not be feasible. Any scheduled events involving play must be deferred or cancelled. The Grounds Manager will make the decision on whether greens are usable.
- c. In the event of heavy rainfall any persons attending an event must be advised to take care in leaving the premises.

**E. Assault**

- a. All members of the club are bound by the Member Code of Conduct. Verbal and physical abuse is not tolerated at any time by any person including any visitors.
- b. Event Managers are responsible for identifying potential bad behaviour on the part of any person at the club rooms; and if required, asking them to moderate their behaviour. Event Managers must be prepared to ask the person to leave if necessary.
- c. If the incident is serious, call for Police attendance on 131 444 - or 000 if urgent and very serious.

This policy was adopted by the Board of Management in accordance with the Constitution of the Club at the meeting on .....

*Mary Baum*

President

*Ian James*

Secretary