



# BOX HILL ATHLETIC CLUB

## Risk Management Policy and Procedure

### 1. Purpose of this policy

To identify the risks faced by the club.

To categorise the risks from extreme to low.

To implement an action plan to communicate, monitor, mitigate and/or remove risks.

### 2. Types of risks

Risks can be divided into the following categories

- a. Physical risks
- b. Financial risks
- c. Ethical or moral risks
- d. Legal risks

In particular, the following should be considered when identifying potential risks;

Coaches  
Committee members  
Discrimination  
Drugs and alcohol  
Education  
Emergency procedures  
Environmental conditions  
Equipment  
Facilities  
First aid procedures  
Hydration  
Officials  
Pregnancy  
Sun safety  
Child protection  
Harassment  
Contracts  
Copyright  
Racial and religious tolerance  
Member protection  
Privacy

### 3. Risk Officer

The committee will appoint a Risk Officer. In the absence of an appointment, the President will be responsible.

#### **4. Risk Register**

The Risk Officer will be responsible for keeping an up to date Risk Register in the club Social Room including an updated Risk Management Plan.

#### **5. Risk Identification**

All committee members will be responsible for identifying risks. These should be advised to the Risk Officer who will record the risks in the Risk Management Action Plan.

The Risk Officer will work with the committee to categorise risks and develop strategies and timelines for risk treatment.

#### **6. Risk Analysis**

After risks are identified, they should be categorized into the following:

##### Extreme Risk

- frequent accidents with severe consequences
- strategy for management is to avoid such risks

##### High Risk

- infrequent accidents with high loss
- strategy for management may be to take out insurance

##### Moderate Risk

- frequent accidents with minor loss
- strategy for management may be to manage risk

##### Low Risk

- infrequent accidents with minor loss
- strategy for management may be to accept the risk

The risks should be managed in priority order.

#### **7. Risk Treatment**

Strategies should be set out to treat each risk.

The six major treatment options are accept the risk, avoid the risk, reduce the risk, transfer the risk, retain the risk or finance the risk. Whenever it is feasible, avoidance of risk or reduction of risk will be the preferred options.