

# Gisborne and District Bowling Club Inc.

## RISK MANAGEMENT PLAN

1.(Green) Satisfactory 2. (Amber) Needs attention 3. (Red) Urgent follow-up N/A. Not Applicable

<b>Emergency</b>	<b>RISK:</b> Inadequate response to major incidents and emergencies resulting in severe health outcomes and/or property damage. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Member identified as Club Safety Coordinator.	
	2. Emergency procedures checklist in place.	
	3. Procedures include fire, flood, evacuation, emergency and hold up/robbery.	
	4. Evacuation assembly areas clearly identified.	
	5. Members trained for evacuation.	
	6. Procedures and emergency telephone numbers displayed in prominent places.	
	7. Clear access for emergency vehicles.	
	8. Maintain incident register, which details learnings.	
<b>Actions Required:</b>		

<b>First Aid</b>	<b>RISK:</b> Inadequate first aid treatment response resulting in adverse health outcomes. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Member identified as First Aid Coordinator.	
	2. Effective defibrillator available at club	
	3. First aid kit and contents appropriate for each area.	
	4. Easy access to each first aid kit.	
	5. Kits regularly maintained.	
	6. Clearly labelled first aid stations.	
	7. Emergency contact numbers displayed.	
	8. Room identified as the first aid room.	
9. Maintain incident register, which details learnings.		
<b>Actions Required:</b>		

<b>Hazardous Areas</b>	<b>RISK:</b> Slips, trips, and falls resulting in adverse health outcomes <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Site checked regularly (6 monthly) and hazardous areas identified and restricted.	

	2. Where elimination of hazards not possible warning signs and high vis tape used to alert players, members, and visitors to possible hazards.	
<b>Actions Required:</b>		

<b>Security</b>	<b>RISK:</b> Theft and damage to club assets <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. CCTV system installed.	
	2. Signage to inform patrons that CCTV is in operation.	
	3. 14-day retention for recordings from the CCTV system.	
	4. Monitored alarm system installed.	
	5. Spare keys held in safe.	
	6. Written key register maintained.	
	7. Safe is a two key or key/combination operation.	
	8. External access points such as entry to bowling greens and entry to club rooms addressed by security procedures.	
9. Visitors and tradespersons are recorded in a register upon entering.		
<b>Actions Required:</b>		

<b>Fire Safety</b>	<b>RISK:</b> Damage and injury caused by fire <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Extinguishers: a. Clearly marked b. Appropriately located c. Regularly serviced and tagged.	
	2. Members trained in extinguisher use (documented).	
	3. Exits to be used in the case of an emergency clearly marked as such (checked regularly).	
	4. When building occupied exits are not locked.	
	5. Adequate pointers to fire exits.	
	6. Lit Exit signs-all in working order.	
	7. Smoke detectors/sprinklers in place.	
	8. Emergency evacuation procedures, including regular fire drills.	
9. Fire blankets in place near all cooking devices.		
<b>Actions Required:</b>		

<b>Gas Safety</b>	<b>RISK:</b> Damage and injury caused by faulty gas cylinders and appliances <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Club gas facilities – bi-monthly checks that appliances are in good order, and hoses and regulators are in good condition	
	2. LP Gas – bi-monthly checks that gas cylinders are the correct size, are in date and are stable (cannot be knocked over/not sitting on the ground)	
	3. Bi-monthly checks that fire protection equipment (fire extinguishers and fire blankets) are in place and fire extinguishers are checked by CFA annually.	
<b>Actions Required:</b>		

<b>Electrical Accessories</b>	<b>RISK:</b> Damage and injury caused by faulty electrical accessories <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Bi-monthly checks to identify any broken plugs, sockets, or switches.	
	2. Bi-monthly checks to identify any frayed or damaged leads.	
	3. Extension leads and power boards checked/tagged.	
	4. Circuit breakers installed.	
	5. Bi-monthly checks to identify any unsafe wiring or overload of double adaptors.	
<b>Actions Required:</b>		

<b>General Lighting</b>	<b>RISK:</b> Injury due to unsafe environment as a result of inadequate lighting <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Adequate illumination for each area.	
	2. Good natural lighting.	
	3. No loose ceiling tiles around lights.	
	4. Light fittings clean and in good shape (inside and outside).	
	5. No blown globes or unsafe wiring (inside and outside).	
	6. Emergency lighting in place.	
	7. Entire area inspected annually to identify where there is inadequate lighting and action plan put in place to rectify any shortcomings.	
<b>Actions Required:</b>		

<b>Cleaning &amp; Rubbish Collection</b>	<b>RISK:</b> Negative health, safety, and reputation outcomes and loss of functions and licenses due to unclean facilities and unacceptable levels of rubbish <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Cleaning program in place.	
	2. Adequate storage and shelving for cleaning products and equipment.	
	3. Procedures for manual handling of cleaning equipment and appliances.	
	4. "If you are injured" poster displayed.	
	5. Electrical cleaning appliances and equipment checked.	
	6. Appropriate storage and labelling of cleaning chemicals.	
	7. Appropriate handling of chemicals.	
	8. MSDS for all chemicals.	
	9. Register for hazardous chemicals maintained.	
	10. Washing facilities available in cleaning storage area.	
	11. Adequate number of bins for recycling and disposal of waste.	
	12. Bins around club are emptied as necessary.	
13. Gloves are worn when handling waste collection and disposal.		
<b>Actions Required:</b>		

<b>Weather</b>	<b>RISK:</b> Adverse health outcomes due to severe weather conditions <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Adverse playing conditions policy in place and complied with.	
	2. Monitor health warnings issued by the Chief Health Officer of Victoria and weather conditions with the Bureau of Meteorology in days leading up to bowling events/pennant matches.	
	3. Consider cancellation or postponement of events/matches if severe weather is forecast (total fire bans/high wind/storm/lightening/high smoke levels/extreme cold weather) .	
	4. Ensure adequate water supplies and shade if hot weather conditions are forecast.	
	5. Individual players are not required to play if they deem the conditions will have an adverse effect on their health.	
<b>Actions Required:</b>		

<b>INFECTION PREVENTION</b>	<b>RISK:</b> Adverse health outcome due to inadequate infection prevention	<b>STATUS</b>
	<b>MITIGATION STRATEGIES:</b>	
	1. Adverse health conditions policy, covering infection prevention, is in place and complied with.	
	2. Conditions of Entry and Play due to infection prevention aims to mitigate the risk to members and the Club.	
	3. Conditions of Entry and Play and any updates thereto are issued to all members and displayed at all entrances to the Club.	
	4. Conditions of Entry and Play requires members in a high-risk category to strongly consider whether they should or should not be playing as per their own circumstances and/or medical advice.	
<b>Actions Required:</b>		

<b>Bowlers, Members, Volunteers and Visitors</b>	<b>RISK:</b> Inadequate protection of bowlers, members, volunteers, and visitors	<b>STATUS</b>
	<b>MITIGATION STRATEGIES:</b>	
	1. Governance, policy documents, and procedures in place and on club website and complied with, including: <ul style="list-style-type: none"> <li>• Up to date Constitution and Board &amp; Committee Charters</li> <li>• Board and Committee Members Codes of Conduct</li> <li>• Player and Spectator Codes of Conduct</li> <li>• Fair Play Policy</li> <li>• Pennant Bowls Policy</li> <li>• Member Protection Policy</li> <li>• Whistleblower Policy</li> <li>• Occupational Health &amp; Safety Policy</li> <li>• Child Safety Policy</li> <li>• Sun Smart Policy</li> <li>• Smoke-Free Policy</li> <li>• Evacuation Plan and Procedures</li> <li>• Responsible Service of Alcohol Policy</li> </ul>	
	2. Documented procedures require members/volunteers to be appropriately trained to perform roles.	
	3. Documented procedures require feedback to be provided to members/volunteers on roles performed.	
<b>Actions Required:</b>		

<b>Financial Sustainability</b>	<b>RISK:</b> Not being financially sustainable and lack of accountability <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Constitution and Board Charters provide for adequate accountability to members.	
	2. Annual Report, including financial statements, annually provided to members.	
	3. Strategic Plan in place and updated annually.	
	4. Delegation of Authority reviewed and updated annually.	
	5. Annual operating and capital budgets in place, taking into account all sources of revenue, all outgoings and the depreciation of assets	
	6. Appropriate financial records maintained and at least monthly monitoring of actual performance with that forecast.	
	7. Payment of accounts adequately supported and authorised within approved limits	
	8. Cash collected regularly and two people present for cash handling, counting, and banking.	
	9. Bank reconciliations undertaken at least monthly.	
	10. Maintain a register of club's assets and liabilities and ensure that assets are effectively maintained, and liabilities are effectively managed.	
	11. Funds are set aside for the replacement of assets and the enhancement of club assets.	
	12. Asset enhancements are supported by cost-benefit analysis and follow effective procurement practices.	
	13. Up to date Risk Management Plan with key risks identified and action taken or planned to be taken to mitigate those risks.	
14. Appropriate levels of insurance cover in place with copies of all insurance policies on file with certificates of currency.		
<b>Actions Required:</b>		

<b>Clubrooms</b>	<b>RISK:</b> Negative safety and reputation outcomes and loss of functions due to the poor condition of the clubrooms. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Chairs and tables in good condition.	
	2. Equipment available for moving tables and chairs.	
	3. Air-conditioning maintained regularly.	
	4. Restrooms, bowls, cisterns, hand basins, paper holders, dryers, and showers all in working order and cleaned regularly.	
	5. Sharps container, protective gloves, and procedures in place to dispose of syringes.	
	6. Floors regularly cleaned.	
	7. Bins regularly emptied.	
	8. Old/non-used items regularly disposed of.	
<b>Actions Required:</b>		

<b>Functions</b>	<b>RISK:</b> Negative reputation outcome and loss of functions and licenses due to the poor deliver of functions.	<b>STATUS</b>
	<b>MITIGATION STRATEGIES:</b>	
	1. Effective advertising of various forms of functions that can be held at the Club.	
	2. Designated members responsible for liaising with intended users of club facilities.	
	3. Detailed plan in place for each function.	
	4. Rosters in place for those to work at individual functions.	
	5. All visitors sign in to comply with liquor licensing requirements.	
	6. Surrounding residents notified of functions/activities/time frames.	
	7. Time limits stipulated for loud noise/music etc.	
	8. Number of patrons comply with established clubhouse limitations.	
	9. Security firms engaged for functions when required.	
	10. Procedure in place for moving tables and chairs.	
<b>Actions Required:</b>		

<b>Bowls Events</b>	<b>RISK:</b> Negative reputation outcome due to poor delivery of bowls events.	<b>STATUS</b>
	<b>MITIGATION STRATEGIES:</b>	
	1. Detailed plan developed and implemented covering: <ul style="list-style-type: none"> <li>• communicate event details with members</li> <li>• advertise event</li> <li>• attract participants</li> <li>• appropriate prizes for event</li> <li>• game format and rules of play</li> <li>• officials to run bowls event</li> <li>• greens suitable standard</li> <li>• registration of players and collection of fees</li> <li>• meals – supply, preparation, serving and rosters</li> <li>• drinks – supply, serving and rosters</li> <li>• raffles – prizes and roster of raffle sellers</li> <li>• inside and outside club rooms appropriately presented</li> </ul>	
	2. Undertake post event appraisal and identify enhancements for future events	
<b>Actions Required:</b>		

<b>Catering</b>	<b>RISK:</b> Negative health and reputation outcomes and loss of functions and licenses due to poor catering practices. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. If undertaken by an external food provider, confirmation to be obtained of their registration and their certificate of currency of public liability insurance.	
	2. If undertaken internally, rosters in place for those members/volunteers undertaking the catering.	
	3. Ensure members/volunteers briefed on procedures for appropriate safe food and manual handling.	
	4. Adequate storage for equipment, appliances, supplies, and materials.	
	5. Clear instructions and training in the use of appliances and equipment.	
	6. Members/volunteers trained (written documentation).	
	7. Appropriate Food Program and logbook in place.	
	8. Required hygiene procedures in place.	
	9. Procedure for handling sharp/hot objects.	
	10. Cleaning procedures for spills, etc.	
	11. Eye protection and gloves when cleaning ovens.	
	12. Rubbish bins located at suitable points and emptied regularly.	
	13. Floor coverings appropriate and not damaged.	
	14. "If you are Injured" posters displayed.	
15. First aid kit and emergency response procedures in catering area or in close proximity.		
<b>Actions Required:</b>		



	<b>RISK:</b> Negative reputation outcome and loss of functions and licenses due to poor liquor serving practices. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
<b>Bars</b>	1. Current liquor licences in place.	
	2. Responsible Service of Alcohol policy complied with.	
	3. Rosters in place for those to work behind the bars.	
	4. Appropriate manual handling training and procedures.	
	5. "If you are Injured" posters displayed.	
	6. Equipment available to unload beer/wine/soft drink cartons.	
	7. Procedures in place for handling hot items such as coffee machines.	
	8. Bar shelves/glasses and registers at safe heights.	
	9. Glasses and equipment comply with liquor licensing requirements.	
	10. Glasses cleaned appropriately.	
	11. Old glasses and equipment disposed of.	
	12. Procedures for cleaning beer/water spills.	
	13. Rubbish bins emptied regularly.	
	14. Floor coverings appropriate (non-slip) and not damaged.	
	15. Customer service training and procedures in place for handling quarrelsome and abusive customers (responsible service of alcohol).	
	16. Procedures and equipment for glass breakages.	
	17. Electronic till systems used which record itemised sales.	
	18. Cash skimmed from registers regularly.	
	19. Stock records updated to take account of purchases and itemised sales.	
	20. Cash independently reconciled with till receipts.	
	21. Stocktakes undertaken regularly by two people.	
<b>Actions Required:</b>		

<b>Office</b>	<b>RISK:</b> Injuries incurred due to the poor quality of office equipment. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Chairs are adjustable in height and back rest position.	
	2. Desks suited to tasks and users with sufficient space.	
	3. Computers and printers suitably positioned.	
	4. Computer cables and leads secured safely.	
	5. Glare from windows minimised.	
	6. Adequate lighting, cooling, and heating.	
	7. Members able to rotate high-volume tasks in order to minimise occupational overuse syndrome.	
	8. Non-slip floors, clear of obstructions.	
	9. Noise levels controlled.	
	10. Shelving and cupboards at safe heights.	
11. Filing cabinets have locking devices to prevent tilting.		
<b>Actions Required:</b>		

<b>Balcony, Ramps, and Stairs</b>	<b>RISK:</b> Injuries incurred due to an unsafe balcony, ramp and/or stairs. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Balcony/terrace area kept clean and free from rubbish.	
	2. Tables and chairs on balcony/terrace are clear of walkways.	
	3. Stairways/ramps effectively maintained, and handrails secured.	
<b>Actions Required:</b>		

<b>Storage</b>	<b>RISK:</b> Injuries incurred due to an unsafe storage area. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Storage layout designed to minimise lifting problems (between knee and shoulder height).	
	2. Easy access for people and stored items.	
	3. Area around racking and/or shelves clear of rubbish.	
	4. Storage boxes clearly labelled in easy-to-handle boxes, not heavy.	
	5. Safe and adequate stepladders or extension ladders available.	
	6. Old, non-used items and broken items regularly disposed of.	
<b>Actions Required:</b>		

<b>Carpark</b>	<b>RISK:</b> Injuries and/or damage to vehicles caused by an unsafe and poorly maintained carpark area. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Walkways and carpark kept clean and free from rubbish.	
	2. Paths are level and in good condition.	
	3. Carpark surface maintained to a reasonable standard.	
	4. Carpark adequately lit.	
	5. Speed limits in carpark.	
	6. Give Way signs where required.	
<b>Actions Required:</b>		

<b>Machinery Shed and Working Outdoors</b>	<b>RISK:</b> Injuries incurred due to improper outdoor work practices and an unsafe machinery shed. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
	1. Shed kept clean and free from rubbish.	
	2. Tools and sharp implements safely stored.	
	3. Appropriate manual handling training and procedures.	
	4. "If you are Injured" posters displayed and first aid kit in place.	
	5. "Don't Work Alone" procedure adhered to.	
	6. Procedures in place to reduce work in sun and heat.	
	7. Procedures in place to deal with stray object.	
	8. Adequate shade, rest, and water.	
	9. Adequate personal protective clothing and equipment.	
	10. Greens maintained in accordance with established guidelines.	
	11. Safety shoes and eye and ear protection worn when undertaking maintenance works.	
	12. Shower facilities in case of an emergency are available, together with toilet facilities and suitable area for lunch breaks, etc.	
	13. Safety procedures for working at heights such as ladders and roof.	
	14. Register of injuries/incidents, with learnings in place.	
<b>Actions Required:</b>		

	<b>RISK:</b> Injuries caused by improper use of machinery for maintenance purpose. <b>MITIGATION STRATEGIES:</b>	<b>STATUS</b>
<b>Machinery</b>	1. Identify the types of machinery owned and used on club grounds. List items: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
	2. Make sure all machinery is: <ul style="list-style-type: none"> <li>• Adequately guarded</li> <li>• Kept clean</li> <li>• Used by trained operators, and a logbook of usage is maintained</li> <li>• Used in accordance with safe operating procedures</li> <li>• Start/stop switches are clearly marked and in easy reach of operator</li> </ul>	
	3. Noise levels are controlled, and operators use ear plugs	
	4. Fumes and exhaust controlled.	
	5. Lighting satisfactory if machinery used at night.	
	6. No bending, stooping, or twisting required to lift machinery.	
	7. Adequate lockout, tag-out, and isolation available and used.	
	8. Operators briefed on safe manual handling.	
	9. Member-owned machinery and vehicles only operated with the written consent of the owner.	
<b>Actions Required:</b>		

<b>Hazardous Substances/Chemicals</b>	<b>RISK:</b> Injuries sustained from improper handling and storage of hazardous substances/chemicals.	<b>STATUS</b>
	<b>MITIGATION STRATEGIES:</b>	
	1. Material Safety Data Sheets (MSDS) maintained for all chemicals.	
	2. Containers clearly labelled.	
	3. Chemical register in place and up to date.	
	4. Special storage conditions complied with for poisons, chemicals, fertilisers, and fuel.	
	5. Stored in spill trays.	
	6. Correct chemical waste disposal procedures.	
	7. All users, including volunteers, trained in safe handling (written confirmation).	
	8. Protective equipment and clothing used.	
	9. Adequate ventilation and extraction.	
	10. Exposure monitoring (documented).	
	11. Log of spraying maintained.	
	12. Spraying performed when members and visitors are not present.	
	13. Signs in place so members and visitors can identify the areas that have recently been sprayed.	
14. First aid and emergency written procedures in place.		
<b>Actions Required:</b>		

## INCIDENT REPORT

(To be recorded in Incident Register)

**To be completed by Club Member, volunteer or other, with assistance if required**

### PERSONAL DETAILS

Title:	Family Name:	First Name:	Designation:
Email:		Phone (w):	Phone (h):
Mobile:			
Project/Function:			
<input type="checkbox"/> Club Member	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Employee
			<input type="checkbox"/> Visitor
Position:		Gender:	<input type="checkbox"/> Male
			<input type="checkbox"/> Female
			<input type="checkbox"/> Other
Residential address:			

### INCIDENT DETAILS

Tick one box only	<input type="checkbox"/> Incident with no injury or illness	<input type="checkbox"/> Incident with illness	<input type="checkbox"/> Incident with injury
Date incident occurred:	/ /	Time of incident:	am/pm
Date of onset of symptoms (if applicable):		/ /	
Date incident reported:		/ /	
To whom was the incident first reported:			
Incident location:	<input type="checkbox"/> At Club	<input type="checkbox"/> Away from Club	<input type="checkbox"/> While travelling to or from Club
Describe location of incident:			
Names and contact details of any witnesses:			
Describe how the incident occurred and any contributing factors:			

Attach additional pages if space insufficient including sketches and photographs

## INJURY DETAILS

Complete sections A, B and C if injury/illness occurred

### A. PART OF BODY INJURED:

### B. NATURE OF INJURY:

### C. TYPE OF INCIDENT:

## DETAILS OF TREATMENT AND WORK STATUS

Did you receive First Aid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name of First Aid Coordinator:			
Did you see a doctor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Yet	Did the doctor issue a medical certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you go to hospital?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, state which hospital:			

## ACTION

Club member, Volunteer, Employee or Contractor to complete Part A and send to Club Safety Coordinator within 1 working day.

Club Safety Coordinator to complete Part B and distribute copies of form within 2 working days of notification of incident, to Board Chairman who must notify the Board.

## SIGNATURE

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations and Bowling Club insurance.

Signature:

Date:

## PRIVACY STATEMENT

The personal information you provide on this form is protected by the Privacy and Personal Information Protection Legislation

## LEARNINGS

### CORRECTIVE ACTION PLAN

To complete the following Corrective Action Plan, use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.

1. Eliminate	2. Substitute	3. Engineering control	4. Administrative control	5. Personal Protective Equipment
Actions recommended to be taken			By whom	By when
A.				
B.				
C.				

### SIGNATURE

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations and Bowling Club insurance.

Club Safety Coordinator's name:	Signature:	Date:
Contact phone number:	Email address:	