



Cranebrook United Soccer Club Risk Management Policy

INTRODUCTION

Cranebrook United Soccer Club will endeavor to minimise the risk any particular operation poses to our Club, our volunteers, our club members, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our Club, our volunteers, our club members, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

POLICY

Cranebrook United Soccer Club has a duty to provide a safe workplace for our volunteers, our club members, and the general public, and a reliable development path for the Club. Cranebrook United Soccer Club will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

RESPONSIBILITIES

It is the responsibility of the Management Committee to carry out risk management analyses of the Club, and to take appropriate measures.

It is the responsibility of the Executive Committee to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented;
- volunteers are aware of all applicable risks and familiar with the Club’s risk management procedures.
- risk management analyses are carried out for all relevant sectors of the Club;
- risk management checklists are prepared for each relevant section;
- risk management checklists are reviewed regularly to ensure that no risks have been overlooked;
- each risk management checklist is reviewed to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central place.

It is the responsibility of all volunteers to ensure that:

- they are familiar with the Club’s risk management procedures;
- they observe those risk management procedures; and
- they inform the Club Executive Committee if they become aware of any risk not covered by existing procedures.

PROCEDURES

Managing Risk

The Club Management Committee shall carry out risk assessment exercises. This should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in checklists.

Risk Management Checklists

The Club Executive Committee will ensure that

- all relevant risk management checklists are easily available;
- each risk management checklist is reviewed to ensure that no risks have been overlooked;
- each risk management checklist is reviewed to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of the risk management plan is held centrally.

Physical hazards

The Club Management Committee will ensure that

- the grounds inspection is carried out and the checklist completed on each operational day,
- all equipment is in good repair and in safe working order,
- field signage relating to safety is displayed prominently on each operational day,
- field safety aspects are adhered to by participants,
- the injury record book is completed as necessary,
- volunteers for canteen, BBQ and field work sign-in,
- food safety policies are adhered to, including use of food handling equipment,
- children under the age of 16 are restricted from hot food and hot drink areas,
- the first-aid kit is regularly maintained and readily available on each operational day,
- ice is readily available on each operational day,
- the Club Emergency plan is clearly displayed and that the MC are aware of the procedures, and that
- a person with first aid qualifications is available on each operational day where possible.

Financial hazards

The Club Executive Committee will ensure that

- the canteen and banking book is completed each operational day according to the policy,
- the canteen stock-take book is completed weekly when the canteen is operating,
- any reimbursements for purchases made on the Club's behalf are confirmed by receipts,
- debts to the Club are collected upon and minimized as per the Club By-Laws,
- banking is carried out as per the Club Constitution,
- the Club's book-keeping is current and reported on a monthly basis,
- the Club's financial records are public record for interested parties, as per the Club Constitution, and that
- the Club's financial records are audited by an independent auditor annually.

Reputational hazards

The Club Executive Committee will ensure that Club members and spectators are aware of and adhere to the Club's

- Code of Conduct with Consequences,
- Youth Football policy,
- Communications policy,
- Drug Free and Alcohol policy, and
- By-Laws and Constitution.

Legal hazards

The Club Executive Committee will ensure that

- Appropriate documentation is submitted, and permission granted from our governing bodies before conducting any activity or event in the Club's name,
- Appropriate documentation is submitted as required to the Club's higher governing bodies and government departments,
- Each participant in organized activities is registered as required by the governing bodies and by the Club,

- FNSW, hence CUSC, Privacy Policy is adhered to,
- FNSW, hence CUSC, Photography Policy is adhered to,
- NSW, hence PCC, CUSC, food handling policy is adhered to,
- D & O insurance premium is current,
- Certificate of Currency is correct and available,
- Certificate of Currency is submitted as requested for any Club organized activity,
- Current policies relating to and governing the Club and its activities are available for interested parties to view,
- Equipment complies with Australian Safety Standards,
- Reasonable steps are taken to prevent discrimination or sexual harassment,
- All people working with junior sport participants are screened and registered through 'Working With Children',
- The health and safety of everybody is considered and acted upon,
- Risk management procedures are employed to prevent exposure to health and safety risks, and
- Young people are able to feel safe and enjoy their participation in sport.

RELATED DOCUMENTS

- Field Signs
- Ground Inspection Checklist, <http://www.fnswinsurance.com.au/wp-content/uploads/FNSW-Ground-Inspection-Checklist.pdf>
- Injury Record book
- Insurance Forms http://www.fnswinsurance.com.au/wp-content/uploads/FNSW_NNSWF-Claim-form_Sports-Injury-2013-20130422.pdf
- NDSFA Serious Injury Report form
- Safe Club Folder
- CUSC Money Handling Procedures
- Field and Spectator Safety Signs http://cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/7-policies
- Canteen & BBQ sign-in records
- CUSC Code of Conduct with Consequences, http://cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/3-governance
- CUSC Youth Football policy, , http://www.cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/7-policies
- CUSC Communications policy, http://www.cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/7-policies
- CUSC Drug Free and Alcohol policy, http://www.cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/7-policies and
- CUSC By-Laws and Constitution, http://cranebrooksoccer.asn.au/new/index.php/2012-11-07-12-07-28/documents/cat_view/3-governance
- NDSFA OHS Policy
- FNSW WHS Policy
- FNSW Photography Policy
- FNSW Privacy Policy
- NSW Food Handlers Policy

Signage to be in a prominent position each operational day.

Welcome to Andromeda Oval

FOR THE SAFETY AND COMFORT OF EVERYONE

- * **GLASS BOTTLES PROHIBITED**
- * **SMOKING WITHIN OVAL BOUNDARIES PROHIBITED**
- * **ALCOHOL FREE VENUE ON SATURDAY**
- * **SPECTATOR AREA RESTRICTIONS APPLY**
- * **ALCOHOL ON SUNDAY IN DESIGNATED AREAS**



YOUR CO-OPERATION IN THESE MATTERS IS GREATLY APPRECIATED
~ CRANEBROOK UNITED SOCCER CLUB~

To be completed each operational day.

Ground Inspection Checklist



Club: _____ Ground: _____ Date: _____

AREA	NO	YES →	Detail of problem detected (if any)	Risk level (Low, med, High or extreme)	Action taken to remove or reduce the risk?	Further checking or work required?	Date work completed																																
CAR PARK Are there any visible hazards in the car park?																																							
FACILITIES – are there any visible hazards in the: Public areas around the facilities?																																							
Grandstand or seating areas?																																							
Canteen area?																																							
BBQ area?																																							
Change rooms?																																							
Toilets?																																							
Referee room?																																							
Player race (if available)?																																							
Ticket office (if available)?																																							
Fencing or perimeter fencing?																																							
Lighting (if required)?																																							
FIELDS & WARM UP AREAS Obvious hazards which may affect player safety?																																							
Visible debris on the field surface?																																							
Holes or field surface damage?																																							
Sprinkler heads broken or exposed?																																							
Portable goalposts not secured?																																							
WEATHER Could the weather conditions affect player safety?																																							
OTHER FACTORS TO CONSIDER	<table border="1"> <thead> <tr> <th colspan="5">RISK CHART</th> </tr> <tr> <th></th> <th>LIKELIHOOD</th> <th>Very Unlikely <small>(rarely or never)</small></th> <th>Unlikely <small>(not so often)</small></th> <th>Likely <small>(not usually expected)</small></th> <th>Very Likely <small>(will be likely to happen)</small></th> </tr> </thead> <tbody> <tr> <th rowspan="4">IMPACT</th> <td>Insignificant (No injury)</td> <td>Low</td> <td>Low</td> <td>Medium</td> <td>Medium</td> </tr> <tr> <td>Minor (first aid injury)</td> <td>Low</td> <td>Medium</td> <td>Medium</td> <td>High</td> </tr> <tr> <td>Serious (Medical assistance)</td> <td>Medium</td> <td>Medium</td> <td>High</td> <td>High</td> </tr> <tr> <td>Major (Death or disability)</td> <td>Medium</td> <td>High</td> <td>High</td> <td>Extreme</td> </tr> </tbody> </table>							RISK CHART						LIKELIHOOD	Very Unlikely <small>(rarely or never)</small>	Unlikely <small>(not so often)</small>	Likely <small>(not usually expected)</small>	Very Likely <small>(will be likely to happen)</small>	IMPACT	Insignificant (No injury)	Low	Low	Medium	Medium	Minor (first aid injury)	Low	Medium	Medium	High	Serious (Medical assistance)	Medium	Medium	High	High	Major (Death or disability)	Medium	High	High	Extreme
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	Serious (Medical assistance)	Medium	Medium	High	High																																		
	Major (Death or disability)	Medium	High	High	Extreme																																		
Availability of water and shaded areas?																																							
Availability of first aid/first aid supplies?																																							
Emergency phone numbers displayed?																																							
Other																																							

This ground inspection was conducted on behalf of the club by: Name: _____ Signed: _____



QBE Insurance (Australia) Limited
ABN 78 003 191 036

Football Sporting Accident Claim

Claiming Notes:

- The issue of this form does not constitute an admission of liability on the part of the insurer.
- Do not wait for your accounts before sending claim.
- Continue your treatment and forward ORIGINAL itemised accounts and receipts.
- Claims without referral from a medical practitioner or dentist following injury will be denied.
- Government legislation does not allow us to refund any part of an account which can be claimed in part through Medicare.
DO NOT SEND ANY MEDICARE ACCOUNTS

Please complete this claim and forward to the address shown below within **90** days of injury.

Send fully completed form to:

QBE Insurance (Australia) Limited
GPO Box 4108
Sydney NSW 2001

Contact Phone Numbers: (02) 8862 8407
(02) 8862 8457

Fax Number: (02) 8275 9650

Player Details

Name	Surname	Given Name(s)	
Are you registered for GST?	No <input type="checkbox"/> Yes <input type="checkbox"/>	What is your ABN?	
1. Have you claimed or intend to claim an input tax credit on the GST component of the premium applicable to the Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", go to question 3		
2. Will you be claiming an amount less than 100%?	No <input type="checkbox"/> Yes <input type="checkbox"/> - Specify amount claimed		%
3. Are you entitled to claim an input tax credit for repairs or replacement of the item that has been lost or damaged?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", go to Address		
4. Will you be claiming an amount less than 100%?	No <input type="checkbox"/> Yes <input type="checkbox"/> If "Yes", specify amount claimed		%
Address		State	Postcode
Contact numbers	Home ()	Work ()	
	Mobile	Email	
Occupation		Sex M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth / /
Sport		Club/Team	
Association/League		Registration No. (if applicable)	
Name of claimant parent/guardian (if claimant under 18)			

Injury Details

Date of Injury	/ /	Time of Injury	am/pm
Were you:	Playing <input type="checkbox"/>	Training <input type="checkbox"/>	Travelling <input type="checkbox"/> Winter Comp <input type="checkbox"/> Summer Comp <input type="checkbox"/>
Type of Injury			
How did injury occur:	Collision <input type="checkbox"/>	Tripped <input type="checkbox"/>	Fell <input type="checkbox"/> Other give details
Have you suffered this injury or similar injury in the past	No <input type="checkbox"/> Yes <input type="checkbox"/>	If "Yes" give details	
Are you entitled to claim under any other personal accident policy or social security for this injury?	No <input type="checkbox"/> Yes <input type="checkbox"/>		

Health Fund Membership

If you are a member of a Private Fund, you **MUST** claim on your fund first. Please forward fund statements with this claim.

Are you a member of a Private Health fund?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Membership Number	
Name of Fund			
Have you elected Extra Cover i.e. Physio/Chiro/Dental?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
Have you elected Hospital and Ambulance Cover?	No <input type="checkbox"/> Yes <input type="checkbox"/>		

Privacy

QBE includes information about how we manage your personal information in our Product Disclosure Statements and Policy booklets. You can obtain a copy of the **QBE Privacy Policy Statement** from our website www.qbe.com.au or contact the Compliance Manager on 02 9375 4656 or email compliance.manager@qbe.com for further information.

Submitted to NDSFA within 48 hrs of incident

**NEPEAN DISTRICT SOCCER
INJURY / ACCIDENT REPORT**

Club Name		Name Of Injured Person
Association Registration ID Number.		Telephone No
Date Of Incident		Location of Incident
DETAILS OF INCIDENT		
Please circle appropriate box where incident occurred		Was An Ambulance Required (Please circle)
TRAINING	MATCH	Y N
DESCRIPTION OF INCIDENT		
Details Of Treatment (if known)		
Witnesses	Name	Contact Telephone
Witness 1		
Witness 2		
Witness 3		
INCIDENT REPORTED BY		
Name	Phone	
Position within club		
In your opinion, was the incident an accident? Please Circle	Y N	If you answered no, please provide reasons On the statement sheet provided

EXTRA DETAILS OF INCIDENT

Club Name		Name Of Injured Person
Reg. No.		Telephone No
Date Of Incident		Location of Incident

STATEMENT/EXTRA DETAILS OF INCIDENT

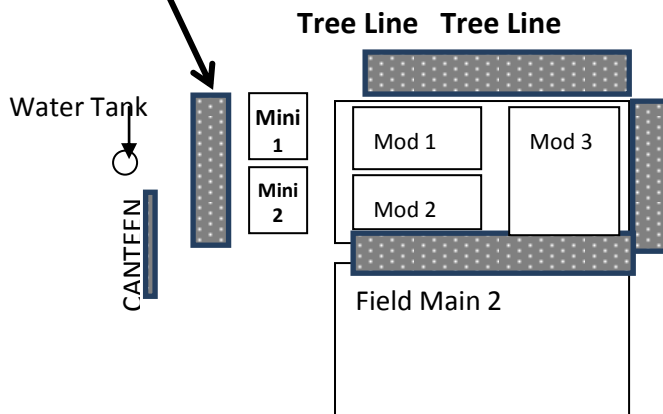
Signage to be in a prominent position each operational day.

ALL COACHES, MANAGERS, PARENTS AND VISITORS TO ANDROMEDA.

PLEASE NOTE THAT AS PART OF THE SAFETY AND GROUND MANAGEMENT MEASURES IN PLACE AT OUR FIELDS THE FOLLOWING SPECTATOR RESTRICTIONS APPLY.

UNDER 5 – UNDER 7 SPECTATORS

Please sit outside the crowd lines on the southern edge of the Mini Fields.



Saturday:

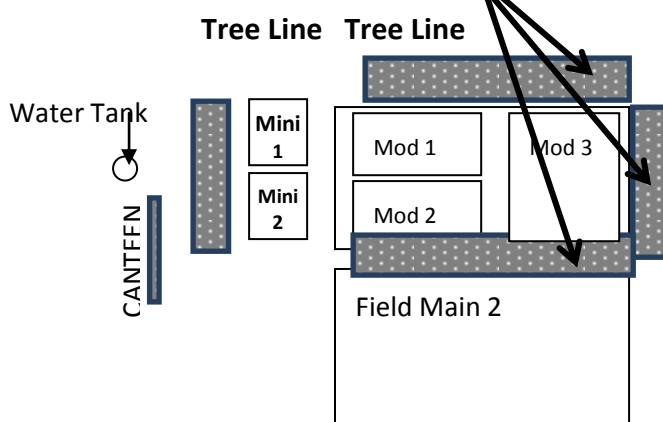
- ✗ No alcohol at fields.
- ✗ No glass bottles.
- ✗ No smoking within oval boundaries.

UNDER 8 – UNDER 9 SPECTATORS

Please sit on the Eastern or Western sides of the Mod Fields.
There should be nobody seated on the main field.

UNDER 10 – Under 11 SPECTATORS

Please sit on the Eastern or Western ends, or behind the Northern goalposts.
There should be nobody seated on the main field.

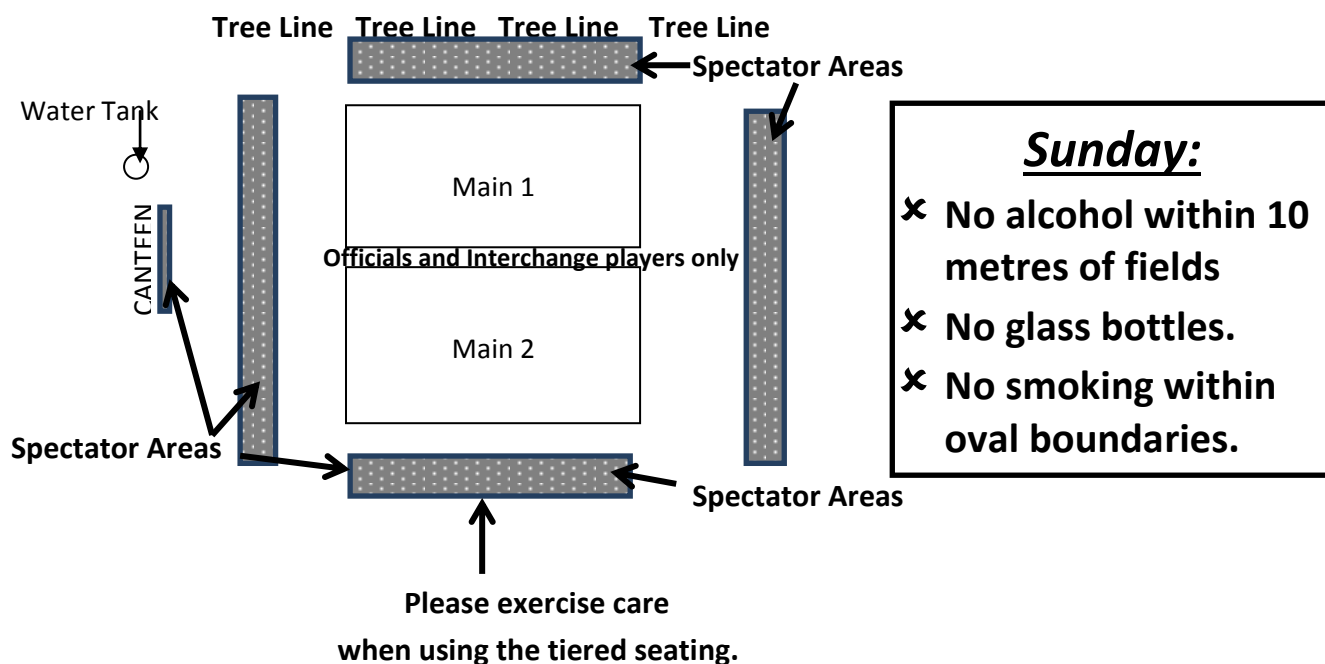


Please exercise care when using the tiered seating.

MAIN FIELD – SUNDAYS

There should be nobody between the fields.

This is for Interchange Players and Officials ONLY.



Your co-operation in these matters is greatly appreciated as the Club strives to make Andromeda a safer environment for everyone.



6. OTHER

- Sufficient ground officials are in place and are wearing visible vests? Yes No
- Field lighting is compliant with FNSW Lighting Policy (if a night event)? Yes No
- Amenities and change rooms lighting is working? Yes No
- Fencing around the venue and adjacent to fields is free of hazards? Yes No
- Any other factors to consider? Yes No

7. ACTION REQUIRED

List below any hazards identified during inspection and action taken to remove or minimise the risks identified.

Hazard Identified	Risk Level	Action Taken

RISK CHART					
LIKELIHOOD		Very Unlikely <small>(rarely happen)</small>	Unlikely <small>(could happen)</small>	Likely <small>(will probably happen)</small>	Very Likely <small>(will certainly happen)</small>
IMPACT	Insignificant (No injury)	Low	Low	Medium	Medium
	Minor (first aid injury)	Low	Medium	Medium	High
	Serious (Medical assistance)	Medium	Medium	High	High
	Major (Death and disability)	Medium	High	High	Extreme

8. INSPECTION NOTES

List below any additional notes or actions in relation to this inspection:

9. CLUB OFFICIAL

This checklist has been completed in line with the Checklist Guidelines and all reasonable action has been taken to remove or minimise any hazards identified. If further hazards are identified during the event appropriate action will be taken.

Name of Official	Signature
<input style="width: 350px;" type="text"/>	<input style="width: 350px;" type="text"/>

Record of Checklist: This checklist should be retained by the club for a minimum of seven (7) years.

Money Handling Procedures:

Canteen Money:

1. A minimal canteen float is to be held in the cash register. Excess money must be placed in the safe.
2. Canteen income to be counted by **TWO** people* at the end of each day's trading.
3. Float is \$350.00
4. Expenses to be paid after count up and noted. Receipts must accompany reimbursement.
5. Two people who counted the money must sign off the money book after each day's takings.

Merchandise:

1. Bulk receipted for shorts, socks, hats, beanies and drink bottles.
2. Other items to be itemised in note section and signed.

Match Fees:

1. Team receipted on receipting computer through Excel. Receipts may be requested by the team manager.
2. Talled and counted by two people*.
3. Two people* to sign off.

Registration.

1. Individual receipted through receipting computer.
2. Talled and counted by two people*.
3. Two people to sign off.

Other:

1. Reason noted and entered.

It is realised that it is not always possible to count and verify each dissection before it leaves the premises. However, canteen money **MUST** always be treated as above.

All money is to be removed from Andromeda or Sherringham when no one is there. It should be handed over to the treasurer, or appointed person, at the end of each day's trading.

* The two people who signoff the money **SHOULD NOT** be related or live in the same household.

Canteen Taking and Banking Summary Book to be completed weekly during playing season and monthly during non playing season.



NSW Food Authority

safer food, clearer choices

Health and hygiene requirements of food handlers

A food handler is anyone who works in a food business and handles food, or surfaces that are likely to come into contact with food (eg cutlery, plates). A food handler may be involved in food preparation, production, cooking, display, packing, storage or service.

Responsibilities of food handlers

Under the Food Standards Code, a food handler must take all reasonable measures not to handle food or food surfaces in a way that is likely to compromise the safety and suitability of food.

Food handlers also have specific responsibilities relating to health and hygiene.

Health requirements

Any food handler with symptoms or a diagnosis of an illness (such as vomiting, diarrhoea or fever) must:

- report that they are ill to their employer or supervisor
- not handle food if there is a reasonable likelihood of food contamination as a result of the illness
- if continuing to engage in other work on the food premises, take all practicable measures to prevent food from being contaminated
- notify a supervisor if they know or suspect they may have contaminated food

Hygiene requirements

Food handlers must:

- wash their hands whenever they are likely to be a source of contamination (after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body)
- wash their hands before handling ready-to-eat food and after handling raw food
- not eat, sneeze, blow, cough, spit or smoke around food or food surfaces
- take all practicable measures to prevent unnecessary contact with ready-to-eat food
- take all practicable measures to ensure the body, anything from the body or any clothing does not contaminate food or food surfaces
- ensure clothing is clean
- cover bandages and dressings on exposed parts of the body with a waterproof covering

Effective hand washing

Wash hands using hot, soapy water and dry them thoroughly with single-use paper towels.

Use of gloves

The Food Standards Code does not require food handlers to use gloves.

Even when wearing gloves, in many situations it may be preferable to use utensils such as tongs or spoons.

Gloves must be removed, discarded and replaced with a new pair in the below circumstances:

- before handling food
- before handling ready-to-eat food and after handling raw food
- after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body

Employer responsibilities

A food business must:

- ensure food handlers do not handle food if there is a possibility of contamination
- maintain easily accessible handwashing facilities and supplies of hot running water, soap and single-use paper towels
- ensure all food handlers have appropriate skills and knowledge in food safety and food hygiene. This can be done either on-the-job or via formal training.

About the NSW Food Authority

The NSW Food Authority is the government organisation that helps ensure NSW food is safe and correctly labelled.

It works with consumers, industry and other government organisations to minimise food poisoning by providing information about and regulating the safe production, storage, transport, promotion and preparation of food.