

VICTORIAN MASTERS ATHLETICS INC.

VENUE RISK MANAGEMENT POLICY

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RISK MANAGEMENT POLICY

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VICTORIAN MASTERS ATHLETICS INC.

1. RISK MANAGEMENT

WHAT IS IT AND WHY DO WE NEED IT?

In recognition of current statutory and OH&S requirements, the inherent hazardous nature of the Venues' activities and the desire to enhance the wellbeing of their members and visitors, the Victorian Masters Athletics Inc. has implemented the following Risk Management Policy. This policy should be kept in the Venues as a ready reference for incident response as well as an essential planning tool for Venues' activities.

2. GENERAL STATEMENT OF POLICY

This policy was adopted by the Committee of the Victorian Masters Athletics Inc. at a meeting held on

VMA Inc. recognizes the need to ensure the minimization of the potential risk to members and visitors which may occur as a result of their participation in the activities of the Venues.

It is important to the overall enjoyment of the Venues that the potential areas of risk be identified and controls put into place to reduce the possibility of injury.

This policy is also designed to provide confidence for Venue Managers and other Officials in their administrative roles within the Venues- Nothing in this Policy is designed to restrict the enjoyment of members or visitors participation in the activities of the Venues.

The purpose of this Policy is to:-

- Reduce the risk of injury.
- Protect the venue and visitors in the event of action being taken against the Venue Manager, other Officials or individual members.

3. DISCLAIMER

Victorian Masters Athletics Inc. Has produced this document to assist in the identification and management of Risk, but recognizes that it is an evolving document which will to be regularly reviewed.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for members and visitors who attend a Venue.

While every effort has been made to ensure that the issues related to the risk management within Venues have been addressed, it is recognized that "Risk" will be, in most cases, dictated by the capabilities and personal choices of each member or visitor, and as such each member or visitor will be in the best position to establish their own personal risk profile for various activities.

The Venue Management Committee will attempt to provide a safe environment for locations where venue activities are held, but this does not negate the responsibility of members or visitors for their own safety, and a duty of care for others.

4. RISK IDENTIFICATION REGISTER

Likelihood of occurrence is evaluated in terms of:-

- A-almost likely to occur

- B-A better than even chance of occurring
 - C- An even chance of occurring
 - D- A less than even chance of occurring
 - E- Unlikely to occur.
-

A] Athletic Activity

Activity	Risk	Likelihood
Competition Preparation	Lifting heavy weights	B
Competition in general	Inadequate preparation	C
	Congestion on the track	C
	Lack of first aid officers	C
Competition in cold/wet weather	Hypothermia	D
Competition in hot/sunny weather	Hypothermia /sunburn	D
Competition in stormy weather	Exposure to hail and lightning	D
Preparation for suppers etc.	Gas explosion	D
	Exposure to flame	D
	Scalding	D
	Electrocution	D
Crossing the track	Collision with other competitors	D
Crossing throwing areas	Being struck by an implement	D
Throwing events	Slipping/falling	D
	Failure of hammer or weight wire	E
Road running/walking / Cross country	Strike by vehicle	E
	Slipping on wet surfaces or debris	D
	Encounters with dogs	E

Collision with people _____ D

Treatment of Blood injuries Contact with contaminated blood _____ E

B] Venue Management and Property

Activity	Risk	Likelihood
<u>Vandalism</u>	<u>Graffiti, Broken windows etc</u>	<u>C</u>
<u>Property at Clubroom</u>	<u>Theft</u>	<u>D</u>
<u>Property temporarily</u>		
<u>stored at members' homes</u>	<u>Theft</u>	<u>D</u>
<u>Storage of Office equipment</u>	<u>Theft</u>	<u>D</u>
<u>Use of equipment</u>	<u>Damage or Theft</u>	<u>D</u>
<u>Natural Events</u>	<u>Damage by fire, flood etc.</u>	<u>E</u>
<u>Document control</u>	<u>Failure to obtain a signed waiver form</u>	
	<u>from members</u>	<u>D</u>
	<u>Failure to obtain a temporary waiver form</u>	
	<u>Newcomers</u>	<u>D</u>
	<u>Failure to provide attendance book</u>	<u>D</u>

C] Social Activities

Picnics, weekends, meals at hotels, Property damage, noise, Falls, collisions , _____ E

Get togethers at members' houses, possible food contamination

Suppers, lunches etc.

5. Risk Management Action Plan

Risk	Objective	Responsibility	Timeframe	Resources
Failure to obtain a temporary waiver for newcomers	Waiver forms to be completed before competition	Registrar	Continuous	Waiver forms
Ill health injury at winter competition	Pre-race check of the course for hazards	Run and walk coordinators	Each competition	Vehicle, bike, broom, flags
	Notification to other users that competition is taking place, by placing signage at all entrances to the course	Run and walk coordinators	Day of competition	Signage
	Assess medical needs and where appropriate administer first aid and or get help	Venue manager or coordinator	Day of competition	Mobile phone, first aid kit Members medical information
	Take precautions to prevent transmission of blood borne diseases	Manager, first aid helper	At the time of all injuries	Supply of disposable gloves
	Cancel competition in conditions of potentially serious hail or lightning	Run or walk coordinators	When required	N/A
	Regularly check extension cords	Run or walk coordinators	When required	N/A
Food provided at functions could be contaminated	Accept the risk	N/A	N/A	N/A
Lifting heavy equipment in competition preparation	Always have trolleys available to move equipment and or sufficient helpers	Venue manager	Continuous	Well maintained trolleys

Being struck by a throwing implement	Avoid people crossing the throwing area	Venue committee	Continuous	Club rules
Falls / collisions at social gatherings	Encourage people to be sensible	Venue manager/ host	At all gatherings	N/A
Assessment of new risks	Maintain a current risk register and action plan	Venue manager	Continuous	N/A