



RISK MANAGEMENT PLAN

PURPOSE

Altona City Soccer Club ('the Club') has implemented this plan to ensure it maintains its duty of care responsibilities to the football community and the general public including to:

- provide a safe place for recreation/football;
- provide a safe system of rules; and
- provide safe and adequate equipment.

Minors (persons aged under 18) remain the responsibility of parents/guardians at all times whether participating on the field, meetings, events or spectating.

AIMS

The Club has a responsibility to identify the risks that exist within their sport and to provide guidance to participants in order to reduce any incident occurring which may compromise person or persons.

The Club will provide an environment for senior and junior football (soccer) to take place as per the constitution of the club.

The Club recognises that the home ground of Kim Reserve is used predominately for the purpose of football (soccer) but also by spectators and those engaging in other activities such as meeting or events. The Club acknowledges that Kim Reserve is an openly accessible venue and cannot mitigate all risks. The Club acknowledges they are lease holders from Hobsons Bay City Council and will maintain facilities and be a good neighbour in accordance with lease arrangements.

All stakeholders acknowledge the risks and seek to manage these to be controlled within acceptable levels.

Soccer and exercise have health benefits, there is also a risk that participants will sustain injuries and/or ill health from these activities.

In the event the Club is provided information regarding health restrictions of a player, the Club will ensure to provide any documented guidance from health professionals to the Club Coaches and/or to other appropriate people.

ESTABLISH THE CONTEXT

Before risk can be clearly understood and dealt with, it is important to understand the context in which it exists. The relationship between the Club and the environment is defined to be within the boundaries of Kim Reserve, although the Club acknowledges that we are leased caretakers of the ground and ultimate responsibility of the facilities remains with Hobsons Bay City Council. We acknowledge that other facilities used for the purpose of play and training remain the responsibility of the lease holder.

PROCEDURES

The facilities at Kim Reserve will be inspected weekly by the Facilities Manager (or a person appointed by them in lieu of them) in order to ensure minimum standards are reached. Any standards not met will be documented and reported to the executive committee immediately via email. All efforts should be made to ensure repair and remedy is met.

Risk management weekly check forms will be completed and stored electronically by the Facilities Manager.

PERSONAL PROPERTY

The responsibility of personal equipment and possessions remains the responsibility of the individual at all times. The Club is not responsible for any personal equipment and possessions that may be lost, stolen or otherwise.

CARS

Cars are parked at the owner's risk and remain their responsibility at all times. The Club does not accept any responsibility to any damage caused within the grounds on Kim Reserve at any time.

A vehicle speed limit of 5km/hr or brisk walking pace should be adhered to throughout Kim Reserve. Appropriate and visible signage is in situ.

HEALTH AND SAFETY

All players are advised to complete a period of warm up and warm down in order to reduce risk of injury.

Coaching teams will have access to emergency contact information for players at all times, including any important medical information. Junior player information is supplied from parents using CareMonkey. Senior player information is supplied to the DOC/Assistant secretary during registration.

All visiting teams retain responsibility for their players.

A defibrillator is available in the club rooms, this will always be clearly identified as to its location.

FIRST AID ROOM

The first aid room is available to all persons at Kim Reserve. The Club will ensure that this is open and available on match and training days. The Club will ensure the first aid room is appropriately stocked at all times. Each squad should identify a person to be responsible for first aid. This person should hold an appropriate qualification. If an ambulance is called to Kim Reserve for any reason the Club President and Secretary is to be informed immediately. They will notify other applicable committee members as soon as practicable.

WORK AT CLUBHOUSE

Any persons undertaking work on the club rooms are expected to adhere to the highest quality and safety standards. The Club requires all persons undertaking any activity must undertake an induction to the club and ensure that they have their own Safe Working Systems in place prior to commencing any work and which must be specific on the work to be undertake.

IDENTIFY AND REPORTING

The Facilities Manager should identify any hazards existing within the clubrooms and grounds. A written action plan for these risks will be available to the Executive Committee. Any broken equipment throughout the grounds and clubrooms including within the canteen should be identified and fixed. Approval from the Club President is required for all expenditures. Repairs should be recorded electronically in an Excel document and provided to the Executive Committee each month.

In the event of a fatality occurring during or within 6 hours of games should be reported to the Executive Committee immediately. The Executive Committee will proceed as appropriate.

Any injury incurred by a member of bar staff, canteen staff, volunteer or spectator should be reported to the Club Manager as soon as possible and adequately recorded. The Club Manager will inform the Club President and Secretary as soon as practicable.

Every injury which occurs playing football for the Club or to a player participating in organised squad training should be documented. The Club Secretary will maintain adequate records. It is a requirement that Junior squads are to use CareMonkey for recoding injuries.

If applicable Senior players should be reviewed by the club physiotherapist. The club physiotherapist will maintain an electronic injury log, to be made available to any executive member at any time.

If any individual who sustains an injury which results in their being admitted to hospital (this does not include those taken to an Accident or Emergency Department and allowed home from there) the Club President and Secretary should be informed Immediately.

Football Victoria recommends the inspection of facilities prior to game play. The recommended form (PAGES 5 & 6) will be completed by the Facilities Manager (or their assistant) weekly with records retained electronically by them for the period of the soccer season. These should be available to the DOC or any club team coach or away teams upon their request. All risks are acknowledged on a basis of likelihood to occur.

RISK CATEGORIES

| | | | |
|--|--|---|------------------|
| extreme | major | medium | minor |
| 4 | 3 | 2 | 1 |
| Facilities or specific area sealed. Executive Committee response required. | Facilities or area deemed to hold a significant safety risk. | High risk of injury occurring to persons. Management plan to be put in place. | Routine process. |

RISK ASSESSMENT FORM KIM RESERVE

INSPECTION DATE:

To be completed weekly

COMPLETED BY:

| Risk Number | Definition/Description | Category | Anticipated Category | Strategy Refer below for action plan | Tick when checked |
|-------------|---|----------|----------------------|--------------------------------------|---------------------------------|
| 1 | Slip/rip hazards | | 3 | | |
| 2 | Goal nets in place and correctly fitted | | 1 | | |
| 3 | Pitch condition adequate | | 2 | | |
| 4 | Player change rooms available. | | 1 | | |
| 5 | Gender specific toilet facilities are available, clean and all taps, drains and flushes are working | | 1 | | Male Female CR 1 2 3 4 |
| 6 | Weather conditions appropriate for play | | 2 | | |
| 7 | No cars parked on hills. Cones in place surrounding hills | | 1 | | |
| 8 | All lighting working | | 1 | | Pitches Clubhouse Carpark |
| 9 | Door to equipment shed is appropriately closed, ensure no persons remain inside | | 2 | | |
| 10 | Gates surrounding pitches all closed | | 1 | | |
| 11 | First Aid room available | | 1 | | |
| 12 | Defib working | | 1 | | |
| 13 | Canteen areas doors accessible to only authorised persons | | 1 | | |
| 14 | Car park signage in place | | 1 | | |
| 15 | Car park has no excessive adverse conditions | | 2 | | |
| 16 | All pitch and spectator areas are clear of animal waste | | 2 | | |
| 17 | Rubbish bins available to each pitch area | | 1 | | |
| 18 | Cash is safely stored | | 1 | | |
| 19 | Food safety | | 1 | | |
| 20 | Club house clean and tidy | | 2 | | |
| 21 | Referees | | 1 | | |

- 1: Kim Reserve has a ledge in the spectator area. It is acknowledged this presents a risk all. HBCC council is aware of this. The water fountains can create additional water to the surface surrounding.
- 2: All goals and nets must be in good condition. All nets must be secured with pegs. Pegs should be placed using the provided equipment and by an appointed person.
- 3: All pitches should be well trimmed and goal mouths not excessively waterlogged or dusty. All pitches should be marked in accordance with FIFA guidelines. Any divots should be filled prior to training and areas of risk contained and coned off.
- 4: All player changing rooms should be free from hazards. Changing rooms should be available and private for specific gender and individual teams. Shower facilities are available, working and free from debris or equipment.
- 5: All toilet blocks must be unlocked and locked. All toilets and basins must be in working order. If any drains are blocked the council must be immediately informed. If appropriate facilities are not available an alternative venue should be considered.
- 6: Refer to the club Weather Policy.
- 7: At no time should cars be parked on the hill as the vehicle could roll towards spectators and players. Adequate parking is available throughout the reserve.
- 8: Bulbs require replacing in all areas of the reserve. Large lighting should be done by the council. The Facilities Manager should ensure adequate lighting in all other areas at all times. A supply of spare bulbs should be stored for this person at the reserve.
- 9: The shed should be accessed by coaches, assistant coaches and TMs only. It is acknowledged that the role of setting up areas is taken by volunteer parents and therefore the door should only be closed when it is satisfied no person remains within. At the end of session, a key holder should ensure this is safely locked.
- 10: All gates surrounding pitches must be closed to ensure no children or persons not part of play are on the grounds. Gates should not be padlocked on match days to ensure Emergency vehicle access as required.
- 11: The First Aid room should be unlocked whenever there are persons on the premises. Ice for injury is available from the canteen. Signage should reflect this.
- 12: The defibrillator should be working and available at ALL times persons are at Kim Reserve. This is clearly visible by signage.
- 13: The doors to the bar and canteen should only be accessible to those authorised. These persons are acknowledged by the wearing of an apron and other PPE as required.
- 14: Due to the uneven surface a speed limit of 5km/h is enforced. The signs displaying this are around the reserve and clearly visible and free from debris. Members are frequently reminded via email and local announcements of the speed in the area.
- 15: The car park is an uneven surface.
- 16: Dog faeces and other animal waste should be removed and disposed of. All pitches should be inspected prior to use by the coach to ensure they are free from this.
- 17: All rubbish bins should be located throughout the grounds and across the grounds to reduce litter during training and matches and stored against the club rooms. Bins are to be moved on bin collection day to the agreed place.
- 18: It is reasonable for the Club Manager to assume this responsibility. However, the Facilities Manager must ensure a working safe is available and keys are appropriately stored.
- 19: All fridges containing food should be working and have an accurate fridge temperature register.
- 20: The clubhouse is cleaned after each use. Studs should NOT be worn in the clubhouse at any time. Signage should reflect this.
- 21: Match day delegates should ensure the safety of all referees at all times. Team Managers should appoint match day delegates in advance. The referees' room should be kept clean of debris and rubbish.