

Beaumont Bowling Club

Risk Management Policy

Adopted: 14 August 2017 by the Management Committee

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1. INTRODUCTION

The committee of the Beaumont Bowling Club recognises that it is vital to have good Risk Management practices in place to ensure the safety of its members, the club itself and those organisations with which the club is affiliated, Bowls SA.

This risk assessment and plan has been completed by Board of the Beaumont Bowling Club and it is vital that all actions, processes and policies are adhered to by all club members.

What is Risk Management?

A risk is defined as anything untoward that can affect your organisation by creating exposure to potential loss or damage.

Risk management can be simplified into four questions:

1. What untoward things could happen?
2. What would be the impact?
3. What can we do about it?
4. How do we tell everyone about it?

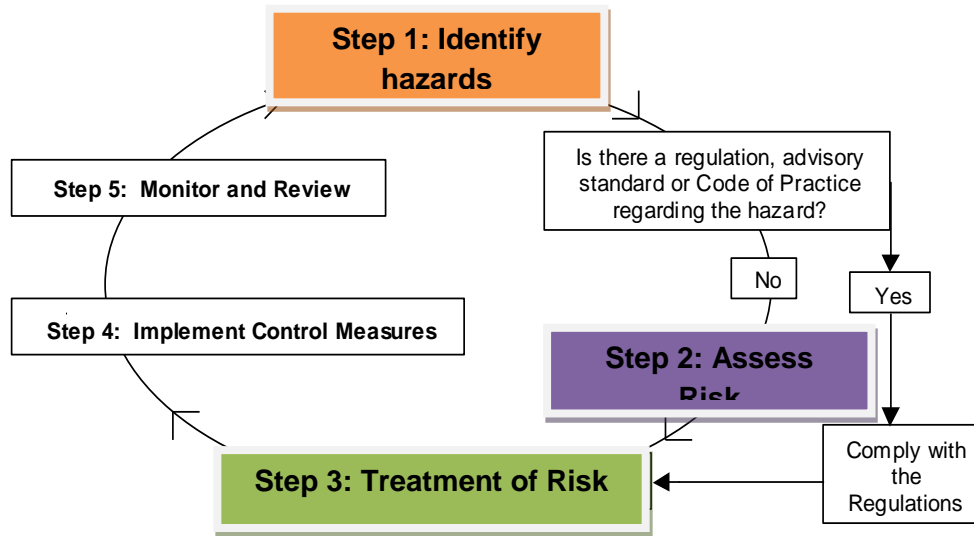
There are many areas where a risk can occur that can affect the success of an organisation

- A 'risk' is more than just a physical risk. Areas where risks can occur include:

- Governance
- Financial
- Brand
- Member services
- Sports competition / activities
- Social events
- Facilities

There are three main stages to risk management: identification, assessment and treatment. 'Treatment' also involves implementation and ongoing review.

The different stages can be seen in action below:



IDENTIFICATION

Step 1: Identify general risks areas

It has been identified that all the risks, which may arise from the conduct of our club activities and members, can be classified into a number of general risk areas:

Governance

Finance

Brand

Member Services

Sports Competition/Activities

Social Events

Facilities

Potential risks to the club have been identified using the 'Risk Management Audit Check List'.

Step 2: Identify specific risks

Beaumont Bowling Club recognises that higher risk activities within the club will need to be looked at closely at that their activities may need to add more details to the 'Audit Check List'.

Step 3: AUDIT CHECK LISTS (Deleted June 2017 as being not applicable)

Step 4: Evaluate the risks

The risk evaluation process gives each identified risk a priority rating based on the likelihood of the risk occurring and the consequence to Beaumont Bowling club if it did occur. This has been done using a **Risk Priority Matrix**. High priority risks will be those having a high impact on the club and/or a high probability of occurring, while low priority risks are those having little chance of occurring and/or little impact on the club if they did occur.

Risk Priority Matrix

The Risk Priority Matrix allows Beaumont Bowling Club to determine the level of risk for each particular incident. The Risk Priority Matrix gives each identified risk a priority rating, from extreme to minor; by combining the factors of the likelihood of occurrence with the consequences should the risk arise.

Table 1: Likelihood of Identified Risk Occurring

Rating	Likelihood of identified risk occurring in the course of a year
A	ALMOST CERTAIN: will probably occur, could occur several times per year
B	LIKELY: high probability, likely to arise once per year
C	POSSIBLE: reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: plausible, could occur over a five to ten year period
E	RARE: very unlikely but not impossible, unlikely over a ten year period

Table 2: Consequence of Identified Risk Occurring

Rating	Potential Impact – In terms of the objectives of the organisation
5	EXTREME: many objectives will not be achieved, or several severely affected, extensive injuries, hospitalisation, event requiring investigation and outside assistance (eg, Fire Service, Police)
4	MAJOR: most objectives threatened or one severely affected

3	MODERATE: some objectives affected, considerable efforts to rectify
2	MINOR: easily remedied, with some effort the objectives can be achieved
1	NEGLIGIBLE: very small impact, rectified by normal processes

Once each risk has a rating for **both** likelihood and consequence, the level of risk has been identified on the 'Risk priority matrix' (below) by correlating the likelihood of occurrence with the consequences of occurrence.

Consequence

		5	4	3	2	1
Likely hood	A	Extreme	Extreme	Major	Major	Medium
	B	Extreme	Extreme	Major	Medium	Minor
	C	Extreme	Major	Major	Medium	Minor
	D	Major	Major	Medium	Minor	Minor
	E	Medium	Medium	Minor	Minor	Minor

5. TREATING THE RISK

It is up to the BBC Management Committee to determine the risks which are relevant to BBC

Some risks have been identified as being acceptable, simply because the level of risk is so low it doesn't justify any specific further action; however most risks have been identified as needing review or mitigation.

Some of the more common ways to manage risks (listed below) have been/will be considered when the risk has been addressed.

Avoid – cancelling or postponing an activity considered to be high risk, in dangerous weather or in extreme heat.

Reduce – taking proactive measures to reduce the likelihood of a risk occurring or the consequences should an event occur. Modifying or changing the rules of a game, using protective equipment or backing up electronic data are examples of risk reduction.

Transfer – examples of transfer include taking out insurance or using waiver or indemnity releases to transfer the whole or part of the responsibility for the risk to another party. It is important to note that taking out insurance or using waivers or indemnity releases does not limit the risk of the incident itself. It simply helps to protect the organisation if an incident does occur.

Accept – the club can choose to accept the risk of an incident occurring and to carry the consequences should such an incident arise.

When planning to manage a risk, the club must determine:

- How will the risk be managed before and after an incident?
- What resources will be required?
- Who will be responsible for managing the risk?
- When will the task be completed?
- When will the risk and the management plan be reviewed?

Competitive Environment	Competition leading to loss of players	D	4	High	Active recruitment	Mode rate	✓	Part of 2018 Business Plan
Operations Failure	Food safety incident	E	5	High	Maintain food hygiene procedures in kitchen, bar and BBQ including training of volunteers	Minor	✓	Additional signage required
Weather	Extreme weather	C	3	Moderate	Follow plans for extreme rainfall and extreme heat events	Minor	✓	Set down by Bowls SA and strictly adhered to by BBC
Financial	Poor Governance	E	2	Low	Regular review by Board	Minor	✓	
Financial	Poor Compliance	E	2	Low	Regular review by Board	Minor	✓	
Property	Poor Project Management	B	2	Moderate	Regular reporting to Board	Minor	✓	
Property	Unsafe facilities	B	3	Major	Identify and make safe, Public Liability insurance	Minor	✓	Steps, ramps,
Property	Unsafe services	E	3	Minor	Regular checking	Minor	✓	Gas, electricity
Materials handling	Chemicals	C	3	Major	Adhere to Material Safety Data Sheets requirements	Minor	✓	
	Machinery refuelling	B	3	Medium	Refuel in the open	Minor	✓	
	Garden chemicals	B	3	Medium	Follow Material Safety Data Sheets	Minor	✓	
Personnel	Training of volunteers	C	3	Major	Insurance for volunteers, Training for each task	Minor	✓	

	Mandatory reporting of abuse to children	D	3	Medium	Not directly applicable to BBC activities	Minor	✓	Responsibility is with groups using BBC facilities
	Injury to volunteers	C	2	Medium	Public Liability Insurance	Minor	✓	
Property	Presence of asbestos	C	5	Extreme	Maintain asbestos register Alert all contractors to register	Moderate	✓	

Consequence

	5	4	3	2	1
Likelihood	A Extreme	Extreme	Major	Major	Medium
B	Extreme	Extreme	Major	Medium	Minor
C	Extreme	Major	Major	Medium	Minor
D	Major	Major	Medium	Minor	Minor
E	Medium	Medium	Minor	Minor	Minor

7. COMMUNICATION

The Club is committed to ensuring that our risk management plan, any policies resulting from the plan and specific responsibilities, are fully communicated, implemented and adhered to by the club and our members.

We will communicate this plan via the following means:

- Including it and other relevant documentation in a committee member manual and handing it to new committee members.
- Ensure Risk Management is an agenda point for committee meetings
- Ensure that all club policies are accessible by the members via the club website
- Include risk management information in the club newsletter or in regular Facebook updates.

8. REVIEW

The club will next review its risk management by **June 2018**

Signed



President, Beaumont Bowling Club

August 14 2017