



ONKAPARING SWIMMING CLUB INC.

RISK MANAGEMENT POLICY & PROCEDURES

1. INTRODUCTION

The Onkaparinga Swimming Club is committed to the providing a safe club environments and systems by adopting a risk management approach.

2. DEFINITIONS

Hazard: Something that has the potential to cause an injury, illness, incident to people and/or damage to machinery and equipment.

Risk: The probability (likelihood) of harm or damage occurring from exposure to a hazard, and the likely consequences of that harm or damage.

Control Measures: Are actions taken to remove or reduce the likelihood and consequences of injury or illness.

Hierarchy of Control: A list of prioritised controls that must be considered when determining risk controls.

3. POLICY OBJECTIVE

The objective of this policy is to ensure a safe club environment through the implementation of risk management systems for the inspection and control of hazards at swimming venues and activities conducted by the club and by ensuring that risk controls are in place to ensure all members are safe.

4. RESPONSIBILITIES

The Club Committee is responsible for ensuring that:

- All work is suitably planned to ensure that all foreseeable risks are controlled. This includes hazard identification, risk assessment and implementation of controls.
- Hazardous situations and accidents are investigated so essential factors are identified and actions taken to prevent future occurrences.
- The effectiveness of control measures is monitored by the coach and committee
- Regular safety inspections are conducted.

Coaches and Volunteers are responsible for:

- Reporting any hazards associated with the swimming environment or activities
- Participating in risk assessments and assisting with developing effective risk control measures
- Using appropriate control measures

5. PROCEDURE

5.1 Identifying Hazards at Swimming Carnivals and Meets

Hazards will be identified and assessed for all Swimming Carnivals and Meets and risk controls implemented. Conducting swimming venue audits using audit tools provided by Swimming Australia and Swimming SA may be necessary.

5.2 Swimming Training Venues Safety Inspections

Safety inspections of training venues must be carried out each 3 months.

This does not preclude conducting more frequent inspections.

Safety inspections should be conducted with the assistance of a Committee representative or a Coach.

5.2 Identifying General Risks

An annual process to identify and assess general risks will be undertaken by the club Committee prior to the AGM each year. This process will include those potential risks as outlined in the Club's "Child Safe Environments Policy and Procedures".

Some examples of hazards to consider are identified in Table 1:

Table 1

Physical	Tripping over objects Noise Objects that could fall Lighting Electrical hazards UV radiation Temperature – Hot/Cold Air quality Fall from height Violence/abuse
Chemicals	Cleaning chemicals Reactivity Laboratory chemicals Flammability Pesticides, Herbicides Incorrect storage Vapours/fumes Corrosiveness
Biological	Unhygienic food preparation and areas Unhygienic toilets/showers
Ergonomic	Height of equipment, chairs Excessive reaching or twisting Lifting/manual handling

Psychological	Stress Fatigue Bullying/harassment Violence/abuse
---------------	--

5.3 Assessment of Risk

An assessment of risk must consider:

- the nature of hazard or risk;
- the likelihood that harm/damage will occur;
- the severity or significance of the harm/damage should it occur.

A risk rating is determined following the risk assessment.

The following chart will guide the determination of the risk rating.

		Severity/significance				
		Insignificant No treatment/ in-house first aid	Minor Medical Treatment	Moderate Significant nonpermanent injury	Major Extensive permanent injury	Catastrophic Death permanent disabling injury
Likelihood	Almost certain to occur in most Circumstances	High	High	Extreme	Extreme	Extreme
	Likely to occur frequently	Low	High	High	Extreme	Extreme
	Likely to occur at some time	Low	Medium	High	Extreme	Extreme
	Unlikely to occur, but could happen	Low	Low	Medium	High	Extreme
	May occur, but probably never will	Low	Low	Medium	High	High

5.4 Categories of Risk

Table 3 provides additional information on the four categories for risk, low, medium, high or extreme. Those hazards that are very likely to cause harm and could cause a fatality or major injuries or illness must be given urgent priority.

Table 3

Low risk	Take reasonable steps to minimize the risk, should be dealt with but not urgent (within 3 months).
----------	--

Medium risk	Take reasonable steps to minimize the risk as soon as possible (within 1 month)
High risk	Act as soon as possible to minimize the risk (within 24 hours).
Extreme risk	Act immediately to manage risk and prevent re-occurrence (immediately)

5.5 Controlling the Risk

The control measures to protect a person from injury and illness must be in place before a carnival or meet commences. The hierarchy of controls detailed in Table 4 below must be used when considering risk control measures. In some circumstances more than one control measure may be needed. It may also be necessary to put temporary controls into place until such time as appropriate controls can be implemented.

**Table 4
Hierarchy of Control**

Eliminate	remove the hazard from the process or tasks to be performed.
Substitution	Substitute a substance or process with a less hazardous one.
Isolate	Isolate the hazard from a person at risk e.g. use a guard or barrier.
Engineering	Redesign a process or task to make it less hazardous.
Administration	Develop safe work procedures. Provide appropriate training, instruction or information.
Personal Protective Equipment	Provide personal protective equipment this should only be used as a final effort to reduce the hazard.

5.6 Hazard Reporting

It is the responsibility of all coaches, committee members, volunteers and members of the Onkaparinga Swimming Club to report any hazards that they are aware of. This can be done by sending an email to the club secretary.

Where possible, immediate action should be taken to correct the problem in consultation with the Coach or committee member.

6. RISK REGISTER

The Club will maintain a risk register. The annual process to identify and assess general risks undertaken by the club Committee will result in an updated risk register.

The Risk Register will be maintained by the club secretary.

7. POLICY REVIEW

The Risk Management Policy and Procedures will be reviewed and updated by the Club Committee every three years.