



# Singleton Rugby Club Ltd

## RISK MANAGEMENT PLAN

<b>Applicability</b>
Singleton Rugby Club Ltd
<b>Publication Requirement</b>
Internal Use - Risk Management Policy – RMP 001
<b>Primary Source</b>
Singleton Rugby Club Board & Committees
<b>Document Status</b>
Version # <b>V1.0</b> – May 2021
<b>Amendment Record Amendment</b>
Version # V1.0
<b>Board Approved Date:</b> Approved <b>May 2021</b>

## Definitions

The following terms and acronyms are used within this document:

<b>Code</b> - Refers to the Singleton Rugby Club Code of Conduct
<b>SRC Board</b> - Refers to the Singleton Rugby Club Elected Board of Directors
<b>Manager</b> – Refers to the Club's Bar Manager
<b>Club</b> – Refers to Singleton Rugby Club and Grounds (bounded by land at 73 Howe St Singleton)
<b>Workers</b> – Refers to Employees, Directors, Contractors, Club Members, Players and Consultants
<b>Policy</b> – Refers to the SRC Risk Management - RMP 001
<b>Procurement</b> – Refers to a Purchase for or on behalf of SRC & Committees
<b>P/O</b> – Refers to an SRC Purchase Order

### Disclaimer

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.



## Contents

Policy Purpose .....	3
Policy Statement.....	3
SRC Risk Categories .....	4
Primary Risk Category's .....	5
Risk Analysis .....	5

### Disclaimer

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.

This document is uncontrolled when printed.



## Policy Purpose

Singleton Rugby Club Ltd (SRC) recognises that risk management is important to achieving its vision, mission and goals. Risk management maximises the ability to deliver on objectives, promotes sound decision making, works to safeguard Players, patrons and employee welfare and contributes to meeting the community and Government expectations.

Risk is defined as the effect of uncertainty on objectives. Risk management is defined as coordinated activities to direct and control an organisation with regard to risk. By managing risks and opportunities we can improve education outcomes for all Club users.

The purpose of this document is to set out a Risk Management framework for the operation of the SRC.

## Policy Statement

SRC coordinates and conducts a broad range of sporting, function, meeting events at the Club. SRC is committed to providing an environment that is safe for all users; including:

- Participants of all sports;
- Referees, umpires and game officials;
- Organisational and operational staff; other Facility users; and
- The wider local community and Club users.

Additionally, a sporting environment that is free of any form of harassment or discrimination, and in which risks to persons or property are minimised through identification and proactive management.

In general terms this will be achieved by:

- Providing service which meet SRC, NHRU, NSW and Australian Rugby member body needs including the management of a broad range of sporting and function activities.
- Meeting SRC's Code of Conduct and other approved policies while promoting a positive image for SRC.
- Providing sporting activities, grounds and Club venue in a viable and safe manner.
- Enhancing sporting accessibility for the diverse needs of the broader local community.
- Ensuring staff employed are suitably qualified and experienced to carry out their duties in a safe manner and environment.

### Disclaimer

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.



- Managing the risk associated with and specific to each event.

## **SRC Risk Categories**

Risks to SRC can be grouped under five primary headings:

- Competition - risk associated with organisational considerations for competition such as field, field protection pads, venue inaccessible.
- Environment - include risk factors such as DFAT assessments, climatic (weather conditions e.g. thunder and lightning)
- Finance/Legal – risk associated with financial loss for hosting events/games and Club revenue or damage.
- Medical - risk associated with pre-existing medical conditions and disease transmission, injury or damage to persons involved.
- Participants – risk associated with the wellbeing (including fear, trauma or psychological injury) of, Players and their coaches / team managers / trainers, Referees, umpires and officials, patron, guests.

Examples of risk exposure to SRC could include but are not limited to:

- Bulling or harassment,
- Injury or illness to players / patrons / volunteers / staff / officials / spectators,
- Club or Field equipment failure,
- Loss of property / equipment, including financial loss,
- Negative publicity of the Club,
- Potential exposure to litigation,

The strategic context within which risks must be managed includes:

- Recognition that risk management is an integral function of effective service delivery and not an isolated activity,
- The risk profile in the wider community, (e.g. how might the sport / SRC / organisational personnel be seen in the community as the result of an unsafe practice)
- Legislative framework that defines the SRC's obligations and through which powers to manage risks are derived,
- Recognition that managing risks requires cooperation with the Club, community and other government agencies as required,
- The need to foster Club and local management of risks,

**Disclaimer**

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.



- The recognition that risk management is a dynamic process with new risks constantly identified and current risks changing due to altering circumstances.

## Primary Risk Category's

The primary risks are the most immediate or likely risks. Risks may technically fall under several categories e.g. A Player, Patron competing may suffer a physical injury by encountering players or structures. A cut head or concussion could result (Primary risk Category - Medical), however there may be legal action at some point in the future (Secondary risk – Finance/legal).

Competition - Risk associated with organisational considerations for competition such as; Holes in grounds, field equipment damaged or lost, Damaged fencing, structures, Venue inaccessible.

Participants - Risk associated with legal obligations and welfare (including Bullying or harassment) of; Players, patrons, team support person, Referees, umpires and officials.

Environment - Risk factors such as; DFAT assessment and rating, Climatic (weather conditions e.g. thunder and lightning), The physical environment (e.g. Playing or event surface), Damage to property and equipment.

Medical - Risk associated with, Injury to persons involved, Pre-existing medical conditions, Disease transmission.

Legal / Finance - Risk associated with, Financial loss of Club income, Legal action and/or litigation Breach of legal obligations, Illegal activity.

## Risk Analysis

Having identified/described the risk this stage involves utilising the accompanying tables to categorizing risks, assess the level of risk, risk likelihood, impact/consequence analysis and establish a risk priority.

**Likelihood Matrix** - Frequently of risk or event;

	More Details
Almost Certain	Is likely to occur frequently or on a regular basis
Likely	The event will probably occur more than once
Possible	The event might occur at some time
Unlikely	The event is not expected to occur
Rare	The event may occur only in highly exceptional circumstances

### Disclaimer

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.



**Consequence Matrix** - The most probable / likely outcome;

- *Extreme* = Intolerable (without Executive Oversight) Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high-level review.
- *High* = Tolerable (with continual Management review) Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on analysis to generate a risk treatment plan and be the subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
- *Medium* = Tolerable (with frequent risk owner review) Exposure to the risk may continue provided it is reasonably assessed, has been mitigated to As Low as Reasonably Practical (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent / long term actions to reduce the risk should be considered.
- *Low* = Acceptable Exposure to this risk is acceptable but subject to periodic (with periodic review) review to ensure the risk does not increase and evolving treatments or accepted standards do not vary.

**Level Priority** - Consideration of both likelihood and consequence prior to the implementation of risk management control measures and strategies;

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

**Disclaimer**

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.



**Risk Priority** - An indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

<b>Rating</b>	<b>Description</b>
<b>Low Priority</b>	Risk impact may be minimal. Monitor and review risk management strategies as required. (minimum-annually)
<b>Medium Priority</b>	Risk impact may be moderate. Closely monitor and review risk management strategies as required. (minimum-annually)
<b>High Priority</b>	Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.

### **Risk Plan Implementation**

All Board members, operational staff, Team managers should receive training and development as to the recommendations and management strategies in place as part of the Risk Register. It is most important that new or temporary staff are also made aware and review these documents as part of an overall SRC Induction Program.

Incidents that do occur should be recorded in the SRC "Incident Book" or on the required NHRU report form, to enable frequency and circumstances to be monitored and a review conducted. It is important that each incident be aligned with an existing Risk Description to enable an identification of a new or changing risk.

### **Risk Tracking, Review, Monitoring & Control**

The risk management process should be dynamic. As circumstances change Risk Plans and Risk Registers should be revisited and evaluated each year by the Board, even if there have been no incidents recorded. A regular planned review is an essential part of any effective risk management plan.

**Disclaimer**

This document has been prepared by Singleton Rugby Club for internal use and may not be relied on by any other party without the Club's Board prior written consent. Use of this document shall be subject to the terms of the relevant contract with Singleton Rugby Club. Singleton Rugby Club and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.