



# **Souths United Football Club Inc.**

## Risk Management Strategy

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# **Section 1**

## **Introduction**

# RISK MANAGEMENT POLICY STATEMENT

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**SOUTHS UNITED FOOTBALL CLUB INC. IS COMMITTED TO THE DEVELOPMENT AND IMPLEMENTATION OF AN EFFECTIVE RISK MANAGEMENT PLAN THAT WILL PROVIDE A SAFE AND ENJOYABLE ENVIRONMENT FOR ALL INVOLVED WITH THE GAME OF FOOTBALL AT ALL LEVELS UNDER ITS CONTROL.**

The objectives, to provide this safe environment, will include the minimisation of the hazards in and around the club facilities and to minimise the occurrence of unsafe incidents which may result in a personal injury or damages being sustained.

Our methodology to effect risk management is to adopt a systematic approach to the management of risk within the environment for which we may have control. A systematic approach to the identification and rectification of hazards will be implemented by Souths United Football Club Inc. All processes from the identification to the rectification of the hazards will be documented and communicated to the members of Souths United Football Club Inc.

Souths United Football Club Inc. will provide adequate resources to manage and maintain the ongoing risk management of the organisation.

In conjunction with this policy, a series of specific policy documents and procedures will be established for the guidance of all members, volunteers, employees and others involved with Souths United Football Club Inc. These documents will provide instructions and detailed procedures to assist the club administrators with the implementation of the risk management process.

The implementation of this Risk Management Plan will be the responsibility of the Management Committee of Souths United Football Club Inc.

Souths United Football Club Inc.'s Risk Management Plan will remain an active document with annual reviews undertaken to ensure its relevance.

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Secretary / President

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Date

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Review Date

# COUNCIL LIAISON

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From a legal viewpoint, it is important that Souths United establish and maintain regular and useful communication with the Brisbane City Council (owner of Wakerley Park). Both parties have a responsibility to ensure facilities are maintained and prepared to a satisfactory standard. Keeping up to date with rectifications and required improvements is vital.

All correspondence between the two parties needs to be well documented and filed in an appropriate place for future reference, if required.

# IMPLEMENTATION

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This manual provides Souths United Football Club Inc with a management system that is broken into individual stages for implementation. The individual process and expected outcomes for each stage can be outlined as follows:

**Stage 1**                    **Establishing policy and procedures.** This process will establish a commitment to risk management and ensure that the existing policies and procedures meet the targeted objectives of the club.

**Stage 2**                    **Planned Inspections and Checklists.** These documents have been developed as a guide to assist with risk related inspections and checklists. These should be used in conjunction with a diary system of planned activities, inspections, incident responses, incident reports and training (eg ground inspections) that occur on a regular basis at the club.

The checklists are to be used on a rotational basis so all elements are checked at least monthly. All checklists and inspections are to be logged in the Monthly Risk Report.

When required, the Safety Defect Job Card from Section 5 is filled out and a copy is to be attached to the Activity Report for the delegated club official to review.

**Stage 3**                    **Incident Response Guides.** These have been developed as a guide for particular incidents that may occur.

**Stage 4**                    **Incident Reporting.** This is to be filled out immediately after an incident has been attended to. It is important to note:

1. the Club members should NEVER admit liability.
2. discretion and formality should be used in obtaining the information for the form.
3. photos taken immediately after any incident are useful in an investigation and should be held with the incident form.

**Stage 5**                    **Safety Defect Job Card.** This card is to be filled out following deficiencies or hazards that are observed during the routine inspection and after an incident.

The Safety Defect Job Card is to be numbered and recorded on the Monthly Activity Report as well as on a copy of the Defect Card.

## Stage 6

**Risk Management Training.** This should be done in a structured training format for instruction and feedback for the support and development of ongoing Risk Management activities.

This involves pre-planned meetings covering:

- Incident Response Guides
- Inspection Programmes
- Specialised Training eg first aid training
- Follow up of incidents
- General issues raised by staff and members.

IT IS IMPORTANT TO PROVIDE STRUCTURED AND FORMALISED (DOCUMENTED) TRAINING AND EDUCATION OF MEMBERS FOR PREVENTION AND MITIGATION OF LOSSES.

## Stage 7

**Management Action and Review.** The final stage in this process is for the Management Committee to develop prioritised risk control recommendations and to ensure their ongoing effective implementation.

The Management Committee must monitor and review current status of risk management initiatives to ensure their completion and signoff. This should include:

1. Monthly Risk Reports to be filled out as a planned monthly routine, based on the inspections and training at the Club
2. Activity Reports. This is a detailed breakdown of the planned activities and incident reports which is to be filled in fully for all planned activities and incidents.

NB The Monthly Risk Report and Activity Report is to be submitted, reviewed and filed by the delegated club official every month.

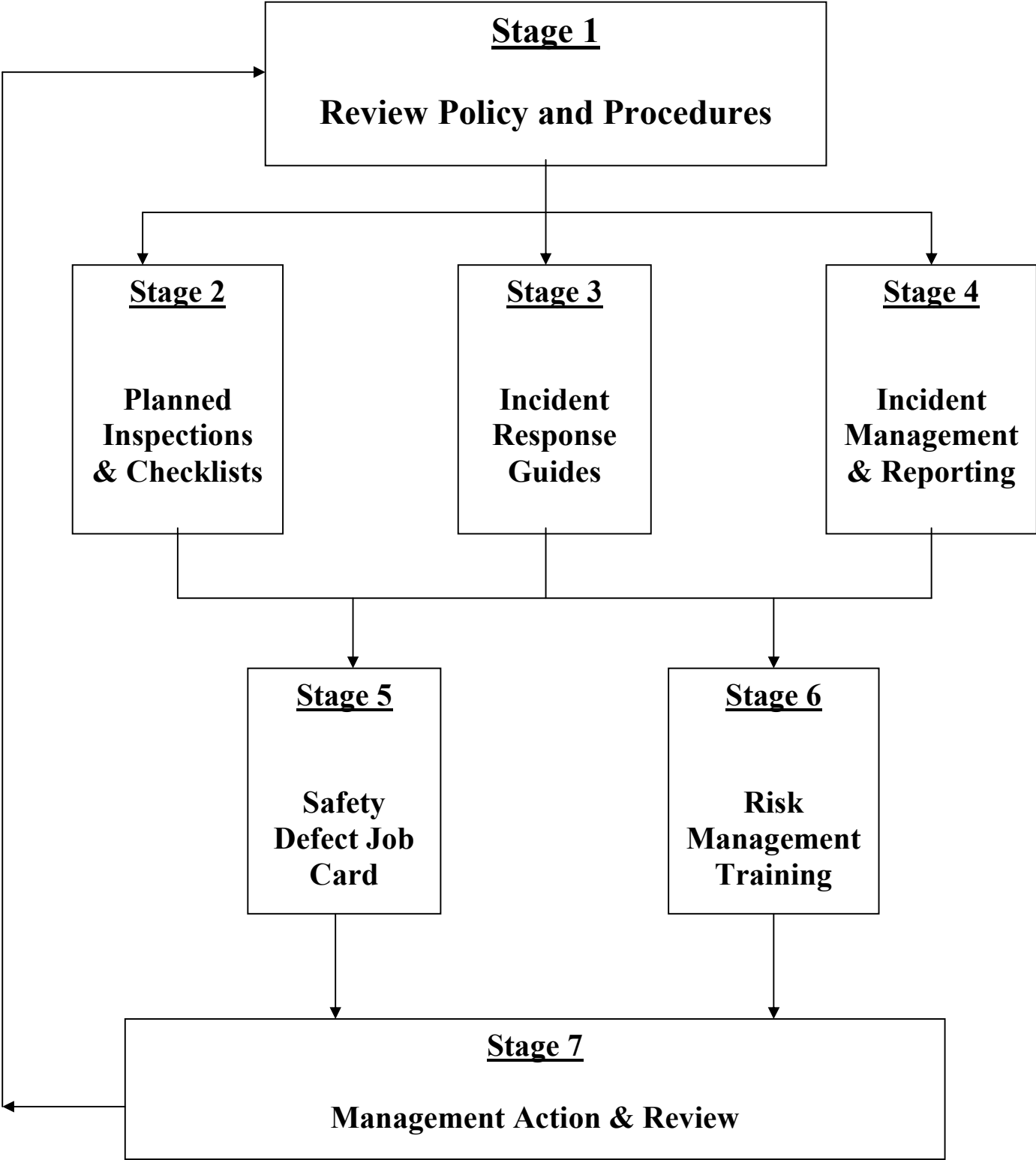
These reports will be audited regularly by the Management Committee.

The following page provides a flow diagram which illustrates the individual stages of implementation and the systematic nature of the programme. It is important to remember that the effective implementation of this programme is an ongoing process that will involve continuous monitoring and review.



# RISK MANAGEMENT PROCESS OUTLINE

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# Emergency

## Telephone Numbers

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**AMBULANCE**

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**HOSPITAL**

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**POLICE**

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**FIRST AIDER /  
TRAINER**

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**FIRE STATION**

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**ELECTRICITY**

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**GAS**

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**WATER**

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**MUNICIPAL EMERGENCY  
OFFICER**

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# MANAGEMENT EMERGENCY NUMBERS

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**CLUB CONTACT (HOME)**

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**CLUB CONTACT (BUSINESS)**

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**CLUB CONTACT (MOBILE)**

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**CARETAKER**

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**MUNICIPAL EMERGENCY  
OFFICER**

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**INSURANCE BROKER**

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# **Section 2**

# **Risk Management Policy and Procedures**

# **Policies**

# ALCOHOL POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees, support staff, spectators and Management Committee members of Souths United Football Club Inc and visiting teams and their supporters.

## Effects

### Effects on Reflexes

Contrary to popular belief, alcohol is a depressant drug that dampens the reflex mechanisms. This results in a steady hand together with the psychological side effect of boosting confidence by, in some cases, depressing fears and masking inhibitions.

### Body Effects

The effect of alcohol on the body varies between each person and circumstances. The following immediate effects of alcohol are registered in all people to a varying extent depending on the volume consumed, the physiology and circumstances at the time.

- Loss of inhibitions
- Flushing and dizziness
- General impairment of brain and nervous system functions
- Loss of co-ordination to varying degrees
- Slower reactions
- Aggression.

## Excess

Souths United Football Club is aware of the potential danger of accidental injury in the sport of football. In extreme circumstances, a football player under the influence of excessive alcohol could place other participating players at risk.

## Comparison

It has been clearly established that reactions and judgment of a driver of a motor vehicle are seriously impaired to the point of being dangerous if driving with a blood alcohol

level in excess of 0.05%. Having considered all the research, players and/or officials, whilst involved in a game of football or a training session, are to have a blood alcohol level of zero.

### Generally

Souths United has a limited liquor license which enables the bar to be open for a few hours throughout the week and for senior mens and womens home games.

The bar will not be opened during junior training sessions, during the playing of junior fixtures and during any club sanctioned junior event, other than in exceptional circumstances at the discretion of the Management Committee.

According to our License, alcohol can only be purchased through the bar and must be consumed in our licensed area ie inside the main clubhouse room, on the verandah and in the grandstand. BYO alcohol is strictly forbidden and contravenes our license conditions.

### Policy

It shall be the policy of Souths United that:

1. Individual Players whilst playing on the field or participating in a training session;
2. Individual coaches and individual officials whilst coaching and attending the players on that field or at that training session

when participating in a match sanctioned by Football Federation Australia or one of its affiliates, if found to have a blood alcohol level in excess of zero, shall be disqualified for a term to be determined by the Club's Disciplinary Committee.

### Penalties

The penalty imposed shall be determined by the Club's Disciplinary Committee.

Should the breach be incurred by a member of a visiting team, a member of a visiting team's support staff, a visiting team's supporter or a spectator not aligned to either club, the penalty will be conveyed in writing to Football Brisbane and the visiting club (if applicable). The penalty may involve, but not be limited to, being suspended from attending any matches or events at Souths United for a defined period of time.

# SMOKING POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees, support staff, spectators and Management Committee members of Souths United Football Club Inc and visiting teams and their supporters.

Souths United recognise that drug intake as the result of smoking is not deemed illegal in the sport of football. However the adverse health aspects and the decreased performance potential associated with the practice of smoking require serious evaluation. The principle factors include:

1. Conflict between a practice that is hazardous to health and the conduct of a sport. The lynch pin to the continued acceptance by Government and special lobby groups of a sport must be seen as being beneficial to individual's health.
2. The impact of smoking upon non-smoking participants.
3. The quality of image of the sport.
4. The potential influencing effect on junior players.

## Health Hazard

### Effect on Nervous System

Nicotine is a stimulant drug that acts upon the central nervous system and is highly toxic. Nicotine is twice as deadly as arsenic and at least four times more lethal than cyanide. If the total nicotine content of one to two days of smoking was consumed in one dose, it would cause death in a matter of minutes,

### Smoke Contents

Inhaled smoke from a cigarette contains carbon monoxide, ammonia, hydrogen cyanide, nicotine, toluene, phenol and benzpyrene.

### Passive Effect

A significant aspect with smoking is that non-smoking participants are subject to side stream smoke, which contains all of the above ingredients plus a number of additional gases and poisons that are not normally inhaled by the smoker due to the cigarette filter. These gases include formaldehyde, acrolein, vinylpyridine, naphthalene and naphthylamine.



### Effect on Blood Stream

The carbon monoxide from a cigarette is rapidly absorbed in the blood stream in preference to oxygen and therefore reduces the amount of oxygen that can be carried by the red corpuscles. The tar in a cigarette reduces that elasticity of the air sacs and so restricts the volume of oxygen that can actually attempt to enter the blood stream.

### Effects on Heart

Smoking also increases the heart rate whilst at the same time reducing the quantity of blood flow by causing the elevation of players' blood pressure.

### Policy Application

1. The banning of smoking by players for the duration of the match in which he or she is participating which is under the control of Football Federation Australia or its affiliates/members.
2. The banning of smoking by players for the duration of all training sessions in which he or she is participating.
3. Smoking is only permitted in our carparks and must be a minimum of 4 metres away from the verandah or grandstand or the fence of the main field. Smoking is not permitted inside the clubhouse, inside the changerooms, inside the referees room or on or around the fields. By law, smoking is prohibited near bars and where food is being prepared and consumed.

# HARASSMENT POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees and members of the Management Committee.

## Aim

Souths United Football Club Inc has a zero tolerance for harassment by or to its players, team officials, members, volunteers, employees and members of the Management Committee. Souths United aims to be a club where everyone is treated as equals and within a friendly and comfortable environment.

## Definition

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or group usually because they are different or perceived to be different from the harasser. The difference may be in gender, race, disability, sexual orientation, age, power (relative to the harasser) or some other feature. It is behaviour which is unwelcome and which would be reasonably expected to be upsetting to the person or group to whom it is directed.

Harassment in sport must not be confused with legitimate comment and advice (including relevant negative comment or feedback) for supervisors or coaches on work or athletic performance or on the work or sport related behaviour of an employee or an athlete. Feedback differs from harassment in that it is intended to assist the athlete to improve performance or the standard of their behaviour.

## Types of Harassment

Sexual - Sexual Harassment is behaviour that has a sexual element that is unwelcome and that can be reasonably expected in the circumstances in which it occurs to offend, humiliate or intimidate the person or group to whom it is directed.

Sexual Harassment may involve physical contact; verbal remarks or non-verbal conduct of a sexual nature and may be explicit or implicit. It can take many different forms including, but not limited to:

- Uninvited touching, kissing, embracing, massaging;
- Smutty jokes and comments;
- Propositions, promises or threats in return for sexual favours;

- The creation of a hostile or sexually permeated environment by constant inappropriate references to sexual matters, persistent or intrusive questions about people's private lives, the display of sexually explicit material (posters, cartoons, graffiti) or by use of offensive email messages;
- Sexually graphic material;
- Staring, leering, ogling;
- Sex based insults, taunts, name-calling;
- Repeated invitations to go out especially after prior refusal.

Behaviour that may be acceptable socially or in private life could well be inappropriate in a sporting context.

Sexual Harassment can also involve indecent exposure, sexual assault, obscene telephone calls or letters. These are criminal offences and should be reported to the police.

- Sex-Based - Unpleasant behaviour directed at a person simply because of his or her sex.
- Racial - Unpleasant treatment directed at those who look different, have an accent or belong to a particular culture or religion.
- Sexual Orientation - unpleasant treatment of homosexual or bisexual people or people assumed to be homosexual or bisexual.

### Intimate Relationships

A particular area of concern with regard to coach/athlete relationships is the issue of consenting sexual relationships between coach/manager (officials) and athlete. Not every intimate relationship between an official and an athlete is based on an abuse of power, however, such relationships are a danger area as it may constitute harassment. This is because there is usually a great disparity between an official and athlete in terms of authority, maturity, status and dependence, even if the athlete has reached the legal age of consent. Intimate relationships between officials and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on the other athletes and officials, coaches and on the sport's public image.

Because there is always a risk that the relative power of the official/coach has been a factor in the development of such relationships, officials/coaches are advised to avoid sexual relationships with athlete's altogether, regardless of their age. Other professionals who have responsibility for the physical and mental well being of their clients, such as doctors and counselors, have adopted and work to similar ethical requirements.

On the question of an official's/coach/s responsibility when a sexual relationship is initiated by an athlete, officials should take personal responsibility to discourage such

relationships, explaining the ethical basis for such action. Officials are responsible for setting and maintaining appropriate boundaries between themselves and their athletes.

### Reporting Procedure

All reports of harassment will be treated confidentially and be taken very seriously. Reports can be made to the Management Committee on the forms attached – formal and informal. The rights of both the complainant and the alleged harasser will be fairly balanced by the Review Committee. A written report is not required.

### Club Commitment

Souths United Football Club Inc is committed to taking appropriate disciplinary action whenever a complaint of harassment is substantiated. Disciplinary action will also be taken against those who bring false, vexatious or frivolous charges of harassment.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially.

Disciplinary action will be taken against anyone who discriminates. Discipline may involve a warning, transfer, counseling, demotion or dismissal depending on the circumstances.

# BULLYING POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees and members of the Management Committee.

## Aim

Souths United Football Club Inc has a zero tolerance for bullying by or to its players, team officials, members, volunteers, employees and members of the Management Committee. Souths United aims to be a club where everyone is treated as equals and within a friendly and comfortable environment.

## Definition

Bullying is the repeated use of power and/or oppression (psychological or physical) by a more powerful individual or group of persons against a less powerful person.

## Types of Bullying

Bullying can include but is not limited to:

- Physical and psychological intimidation or abuse
- Verbal abuse especially name-calling
- Cruel teasing
- Removing and hiding belongings
- Threatening or menacing gestures
- Exclusion that is malicious
- Spreading malicious rumours
- Cyber assault (any of the above can occur with the use of technology including telephones, videophones, computers, mobile phones, internet especially social networking sites such as Facebook and Twitter and forums) and other behaviours.

## Reporting Procedure

The Club encourages the reporting by the victim or any concerned person, of suspected bullying behaviour, to a responsible adult. This adult could be, but is not limited to, a coach or manager, Age Group Co-Ordinator, member of the Management Committee or parent.

### Club Commitment

Victims of bullying will be supported.

All reports will be taken seriously and all bullying incidents will be investigated.

Incidents will be dealt with by members of the Management Committee who are responsible for the discipline and care of the individuals involved.

Action taken will proceed from a conflict resolution approach. Measures may include individual counseling of victims and bullies, group mediation and/or a graded range of sanctions (verbal admonition, suspension from playing or from attending the club, removal of membership).

Parents of juniors players, ie under the age of 18 years, will be informed of allegations of serious and/or ongoing bullying behaviour among players.

If the situation continues to cause conflict, further review will be instigated at the request of any of the parties involved.

### Exercise Caution

Souths United Football Club Inc urges all players and members to exercise caution when participating in social networking sites and using mobile phones. These communication avenues have the propensity to quickly escalate discussions to bullying.

# ANTI-DISCRIMINATION POLICY

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Souths United Football Club Inc does not tolerate any form of discrimination. All employees, officials, volunteers and players have the right to work and play in an environment free of discrimination and harassment.

Souths United is an equal opportunity employer. All employees, officials, volunteers and players are treated on their merits, without regard to race, sex, age, marital status or any other factor not applicable to the position. Employees, officials, volunteers and players are valued according to how well they perform their duties, their ability and enthusiasm to maintain standard of service and performance.

Managers, coaches, officials and administration must ensure that all employees, officials, volunteers and players are treated equitably and are not subject to discrimination. They must also ensure that people, who make complaints, or witnesses, are not victimized in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.

Disciplinary action will be taken against anyone who discriminates. Discipline may involve a warning, transfer, counseling, demotion or dismissal depending on the circumstances.

## What is Discrimination?

Discrimination occurs when someone is treated unfavourably because of one of his or her personal characteristics. Discrimination may involve:

- Offensive 'jokes' or comments about another's racial or ethnic background, sex, sexual preference, age, disability or physical appearance.
- Display of pictures, computer graphics or posters which are offensive or derogatory.
- Expressing negative stereotypes of particular groups eg "married women shouldn't be working".
- Judging someone on their political or religious beliefs rather than their work performance.
- Using stereotypes or assumptions to guide decision-making about a person's career.
- Undermining a person's authority or work performance because you dislike one of their personal characteristics.

# INFECTIOUS DISEASES POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees, support staff, spectators and Management Committee members of Souths United Football Club Inc and visiting teams and their supporters.

## Background

Football is a contact or collision sport.

A number of blood borne infectious diseases can be transmitted during body and collision sports. The more serious include HEPATITIS and HIV (AIDS) infections. These diseases may be spread by contact with:

- Blood
- Saliva (NOT HIV)
- Perspiration (NOT HIV)
- Other bodily fluids.

The following recommendations will reduce the risk of disease transmission.

Open Cuts - All open cuts and abrasions shall be reported and treated immediately to preclude blood contamination of any item.

Players - **Players Hygiene**  
It is the player's responsibility to maintain strict personal hygiene.

**Vaccinations**  
It is strongly recommended that all participants involved in football and playing under adult rules be vaccinated for HEPATITIS B.

**Player Medical Clearances**  
Players with prior evidence of these diseases shall obtain clearances from a doctor prior to participation. This evidence must be presented to the Club the relevant Vice-President prior to participation by the player.

Team Areas - **Responsibilities**  
Souths United will provide clean and tidy dressing rooms.



#### Spitting and Urinating

The practices of spitting and urinating in team areas shall not be permitted.

#### Contaminated Articles

All clothing, equipment and surfaces contaminated by blood shall be treated as potentially infectious and treated accordingly.

#### Shared Articles

Sharing of towels, face washers and drink containers shall not occur.

#### Vaccinations

It is recommended that all personnel working in team areas should be vaccinated against HEPATITIS B.

#### Training

Open cuts and abrasions shall be reported to the coach or other suitable personnel and treated immediately.

#### General

If a player or official, employee or volunteer is found to be suffering from HEPATITIS or HIV then that person shall not resume training or play, not be involved in any team nor match, until cleared by his or her medical practitioner. Such clearance must be presented to the President or any Vice-President before duties are resumed.

# SUN SAFETY POLICY

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The health of participants is of primary concern to Souths United. It is acknowledged that skin cancer is a major public health problem in Australia. It is recognized that skin cancer is preventable and like any other medical condition, is best dealt with by the application of preventative measures.

The ultimate responsibility rests with the individual or, in the case of minors, with the parents or guardians.

Souths United endeavours to provide either natural or man-made shade areas close to all fields.

Souths United encourage officials, players (where practical), supporters and spectators to wear a hat (not baseball caps) that protect the face, ears, neck, shoulders and crown of the head. The wearing of long-sleeved shirts with collars, sun smart material and sunglasses (EPF 10) is also encouraged. It is strongly recommended that players, officials, spectators and supporters wear SPF 30+ broad spectrum sunscreen.

# POLICY ON PREGNANCY

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## Rights

### Individual Rights

Souths United recognise an individual's right to make decisions in respect to their own person.

### Players Rights

However, any individual, as part of a team should recognise and respect the rights of all players to participate in the spirit of fair competition.

Souths United will not make recommendations to condone the continuance in the sports if a player is pregnant. That decision shall be entirely for the player, and based on medical advice. Doctor's opinions shall be sought so as informed decisions can be made.

## Advice

### Medical

Souths United recommends that each individual player who is pregnant should seek medical advice in respect to their own medical position and the medical position of the unborn child.

### Legal Advice

Souths United also encourages the individual player who is pregnant to seek out any relevant advice as to their own position, legal or otherwise, regarding the mothers potential or actual duty of care owed to the unborn child.

Souths United refers to Sports Medicine Australia, which reports that in the first three months of pregnancy the foetus is protected from blows to the abdomen because it is positioned lower in the pelvic girdle, but as pregnancy continues, the foetus moves higher and becomes more susceptible.

## Conflict

### Conflicting Opinions

Souths United recognises that from time to time circumstances will arise where individuals may hold conflicting opinions in this area and Souths United may be requested to resolve a conflict that may relate to the question of the community's right against the right of the individual.

Uniqueness of Circumstances At all times, Souths United recognise that each individual set of circumstances is unique to those said circumstances.

Dispute Resolution Should a set of circumstances arise that requires resolution, Souths United offer these following guidelines to assist in the dispute resolution process:

- Every effort should be made to encourage the conflicting parties to attend a mediation conference.
- This mediation should, where possible, be conducted as follows:
  - An independent mediator holding appropriate qualifications should be appointed to mediate the dispute.
  - A conference should be called to seek to identify the issues that are subject to the conflict and to identify the relevant position of each of the conflicting parties.
  - To seek to resolve the issue in dispute.
  - The Mediation Conference should be a 'Without Prejudice' Conference.

# DOG POLICY

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## Scope

This policy covers all players, team officials, members, volunteers, employees, support staff, spectators and Management Committee members of Souths United Football Club Inc and visiting teams and their supporters.

## General

Souths United recognise the right for people to own dogs and also that research supports to some extent the health benefits to their owners. Souths United also recognise that behaviour of dogs can be unpredictable and is not always able to be controlled by their owners.

## Policy

It shall be the policy of Souths United that no dogs are permitted to be brought onto the premises at any time. The exception are dogs engaged in authorized activities of the Southside Dog Obedience Club.

## Public Awareness

Notification of this policy to Football Brisbane at the beginning of each season for circulation to all their member Clubs.

Signage at the grounds will also serve as general notice.

# **TREATMENT OF BLEEDING PLAYERS (Blood Rule)**

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## **Occurs during a Match**

In the event a player suffers an injury or wound which results in the loss of blood, the match official will request that the injured player receive attention outside the field of play and only when he/she is satisfied that the injury or wound is safely covered and contained, will the player be permitted to rejoin the game.

In the event the player's uniform or attire is splattered with blood, the referee will instruct that player to change his attire before being permitted to rejoin the game. Should the injured player be required to change his uniform, then the appointed match official will show discretion in allowing the player to wear an alternative numbered shirt if necessary.

## **Occurs during Training**

In the event a player suffers an injury or wound which results in the loss of blood, the team official will request that the injured player receive attention away from the activities of the training session and only when he/she is satisfied that the injury or wound is safely covered and contained, will the player be permitted to rejoin the session.

In the event the player's attire is splattered with blood, the team official will instruct that player to change his attire before being permitted to rejoin the session.

# **Section 2**

## **Inspection Plan and Checklists**

# **Ground Conditions**



# GROUNDS AND PLAYING CONDITIONS CHECKLIST

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NOTE: The following checklist should be completed each match day and retained by the Club.

## Playing Surface

YES

NO

Pot holes adequately filled with soil?

Drainage trenches adequately filled with soil?

Covers on playing field to have impact protection ie soil &/or matting?

Surface is sufficiently even for play?

Clear of debris/garbage ie syringes, cans, bottles, rocks etc?

Corner posts made from flexible and non-breakable material?

## Sprinklers

No protruding sprinkler heads?

Sprinkler heads surrounds adequately filled with soil?

## Goal Area

Goal frame is securely fixed to the ground?

## Boundary Area

Sufficient run off area beside playing pitch?  
(ie minimum 3 metres)

Drains are properly covered?

No protruding wires, bolts, pipes, posts etc from fencing?

No protruding edges, wires, bolts, pipes, posts etc from signage?

Appropriate material used to mark ground lines?

### Light Towers

Safe distance from playing area?

Provide adequate lighting for match competition?

Provide adequate lighting for training?

Adequate protection to prevent children from climbing structures?

### Change Rooms

Are separate change rooms available for teams?

Are change rooms available for referees?

Are change rooms clean and tidy?

Is furniture in serviceable condition?  
(ie benches, lockers etc)

Is room free from broken glass?

Do showers work satisfactorily?

Is floor a non slip surface?

Are security arrangements adequate?  
(ie lockers, lockable doors/windows)

Restriction of unauthorized people in change rooms?

Completed by ..... Dated .....

# MATCH DAY CHECKLIST

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Date: .....

## Field of Play

Yes

No

Has the ground surface been prepared correctly for a Football match?

Is the surface free of debris ie syringes, glass, rocks, rubbish etc?

Weather conditions have not made the surface unsafe?

Is the surface in adequate condition ie grass length, no pot holes etc ?

Are sprinkler covers correctly in place?

Is the perimeter area safe ie condition of signs, fencing etc?

Are the weather conditions safe for the game to commence?

There are no other known factors which may be dangerous to the players?

Is a qualified trainer (or equivalent) in attendance for each team?

Does each qualified trainer have an appropriate First Aid Kit?

Is there a stretcher (preferably a Jordan Frame) present at the ground?

Are emergency response personnel appointed and present?

Change Rooms and Toilet Safety

Are the rooms free of debris ie syringes, glass, rubbish etc?

Prior to the commencement of play, we, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.

.....

Home Team Captain/Representative  
Signature

.....

Away Team Captain / Representative  
Signature

.....

Name

.....

Name

A copy of this form must be filed and kept by the HOME team and be kept for six (6) years. The form must be able to be provided to Football Federation Australia on request if required.

# Facility Condition

# FIRE SAFETY CHECKLIST

---

Objective      Review fire protection preparedness in change rooms, club rooms, grand stands etc.

Yes                  No

Signage

Directions in case of fire

Fire Extinguishers

Accessible

Sealed

Emergency Lighting

Unobstructed

Functioning

Completed by ..... Dated .....

Notes: Insert the relevant defect information on Safety Defect Card and Monthly Risk Report

# GENERAL HOUSEKEEPING CHECKLIST

---

1. The checklist is to be completed by the person who is allocated the task.
2. It is not to be a shared task.
3. Completed by: ..... Date: .....

The following table indicates the standard required.

|  |
|--|
| ✓ This indicates that the standard of the Club is achieved in this area.<br>X This indicates that the Club standard has not been achieved. |
|--|

|   | Yes | No | Comments |
|---|-----|----|----------|
| <u>General Access</u>                       |     |    |          |
| Doorways clear                              |     |    | _____    |
| Walkways clear                              |     |    | _____    |
| Steps in satisfactory condition             |     |    | _____    |
| Emergency exits clear & signposted          |     |    | _____    |
| Emergency equipment satisfactory            |     |    | _____    |
| Safety signs in place if hazards identified |     |    | _____    |
| <u>Exit Signs</u>                           |     |    |          |
| Normal - all operating                      |     |    | _____    |
| Emergency battery operates                  |     |    | _____    |
| <u>Doors</u>                                |     |    |          |
| Identified and light operating              |     |    | _____    |
| Latch easy to open                          |     |    | _____    |

Self close operates

---

Stairs

Stairs clean

---

Riser in good condition

---

No under stair storage

---

Non slip tread

---

Handrail

In place

---

Clean

---

Good condition

---

Secure

---

Lighting

All operating

---

Emergency exit lighting

---

Security

Alarm systems: Fitted and Operating

---

External Lights: Fitted and Operating

---

Sensor Lights: Fitted and Operating

---

Security warning stickers fitted

---

Doors/windows clearly visible

---

External door & window deadlocks

---



Perimeter gates & entrances secure \_\_\_\_\_

Following items stored in locked cabinets, out of sight:

Alcohol \_\_\_\_\_

Cash \_\_\_\_\_

Canteen Produce \_\_\_\_\_

Housekeeping

Floors clean and non-slip \_\_\_\_\_

Bench tops clear \_\_\_\_\_

All items stored correctly \_\_\_\_\_

Adequate storage for items \_\_\_\_\_

Freezer Fridge

Doors clean and secure \_\_\_\_\_

Floor clear and dry \_\_\_\_\_

Fans are guarded \_\_\_\_\_

Lighting adequate \_\_\_\_\_

Storage in place and secure \_\_\_\_\_

Racks stable \_\_\_\_\_

Door seals intact and operable \_\_\_\_\_

Electrical

Plugs and sockets satisfactory \_\_\_\_\_

Extension cords satisfactory \_\_\_\_\_

Power boards satisfactory \_\_\_\_\_

Safety switch installed \_\_\_\_\_

Light switches satisfactory \_\_\_\_\_

Freezers satisfactory \_\_\_\_\_

Control panels labeled \_\_\_\_\_

Grounds

Pavers/walkways satisfactory \_\_\_\_\_

Car park signage satisfactory \_\_\_\_\_

Wet areas maintained \_\_\_\_\_

Garden refuse appropriate disposal \_\_\_\_\_

Outdoor furniture satisfactory condition \_\_\_\_\_

Tripping hazards minimised \_\_\_\_\_

Completed by .....

Dated .....

# FIRST AID CHECKLIST

---

Objective                      Maintaining First Aid Boxes/Facilities

First Aiders List

Emergency Equipment Location of First Aid Boxes

Yes                      No

Each First Aid kit is close to a supply of clean running water

Do the contents comply with regulations?

| First Aid Kits   | Contents                    |
|--|-----------------------------|
| Description os Appliance or Requisite                    | First Aid Kit               |
|  | Yes                      No |
| Adhesive plastic dressing strips, sterile, packets of 50 | 2                           |
| Adhesive dressing tape, 2.5cm x 5cm                      | 1                           |
| Bags, plastic, for amputated parts:    Small             | 2                           |
| Medium   | 2                           |
| Large  | 2                           |
| Dressing, non-adherent, sterile, 7.5cm x 7.5cm           | 5                           |
| Eye Pads, sterile  | 5                           |
| Gauze Bandages,    5cm                                   | 3                           |
| 10cm   | 3                           |
| Gloves, disposable, single                               | 10                          |
| Rescue blanket, silver space                             | 1                           |
| Safety pins, packets                                     | 1                           |
| Scissors, blunt/short nosed, minimum length 12.5cm       | 1                           |

|  |    |
|--|----|
| Splinter forceps, stainless steel  | 1  |
| Sterile eyewash solution, 10ml single use ampoules<br>or satchets                              | 12 |
| Swabs, prepacked, antiseptic, packs of 10  | 1  |
| Triangular bandages, minimum 90cm  | 8  |
| Wound dressings, sterile, non-medicated, large   | 10 |
| First aid pamphlet (as issued by the St John Ambulance<br>Or the Australian red Cross Society) | 1  |

First Aid Kits constructed of impervious material

Are the boxes readily available in case of emergency

Kits must be clearly and legibly marked on the outside  
“First Aid”  
and a safety information sign complying

Kits must contain only those items used for the purpose  
of First Aid Treatment

Kits must have a list of appliances and requisites which  
it should contain, and a CPR flow chart

First Aid Kits must be kept clean.

### First Aid Personnel

1. A person or persons must be appointed to be in charge of the First Aid Kit and be readily available to render first aid attention when necessary to injured persons at the facility.
2. A notice must be displayed in a prominent position near the First Aid Kit clearly showing:
  - a. The name and telephone number (if applicable) of the person or persons so appointed
  - b. In respect of each person so appointed, the place where the person is normally located at that place
  - c. The name and telephone number (if applicable) and place of any additional person appointed to render First Aid.

3. A person appointed to be in charge of a First Aid kit at a facility must be the holder of an approved and current First Aid Certificate.

Comments

---

---

---

First Aiders

| NAME | LOCATION |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |

Completed by ..... Dated .....

# EMERGENCY RESPONSE PRE-EVENT CHECKLIST

---

Yes

No

Is there significant animosity between the clubs which may result in a brawl?

If yes, have security arrangements been made?

Water supply okay?

Access gates able to be opened?

Are first aiders present?

Is a PA or mega phone working?

Is mobile phone working?

Are emergency numbers displayed?

Has an assistant emergency co-ordinator been appointed?

Is access for emergency vehicles clear?

Where is the closest hospital that takes emergencies?

Are the location of utility shut off switches known?  
(ie gas, water, electricity)

---

## EXAMPLE: MONTHLY INSPECTION PLAN

Month: **May** Year: **1999**

| Sunday | Monday            | Tuesday         | Wednesday                  | Thursday                          | Friday          | Saturday                        |
|--------|-------------------|-----------------|----------------------------|-----------------------------------|-----------------|---------------------------------|
|        | Fire Safety Check |                 | General Housekeeping Check | Ground & Playing Conditions Check |                 | Match Day Check<br>Umpire Check |
|        |                   | First Aid Check |                            | Ground & Playing Conditions Check | Gymnasium Check | Match Day Check<br>Umpire Check |
|        |                   |                 | General Housekeeping Check | Ground & Playing Conditions Check |                 | Match Day Check<br>Umpire Check |
|        |                   |                 |                            | Ground & Playing Conditions Check | Gymnasium Check | Match Day Check<br>Umpire Check |

# BLANK MONTHLY INSPECTION PLAN

---

Month: \_\_\_\_\_

Year: \_\_\_\_\_

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |
|        |        |         |           |          |        |          |



# **Section 3**

# **Incident Response Guides**

## **SPILL SAFETY GUIDE No 1**

**Objective:** Effective Control of Spillage

**Hazards:** Slips and Falls  
Property Damage

### **Emergency Procedure**

| <b>If this happens</b><br>▼     | <b>Do this</b><br>▼   |
|---------------------------------|---|
| <b>Spill</b>                    | <ul style="list-style-type: none"><li>- Secure area with a staff member</li><li>- Secure area with signage</li><li>- Clean up</li><li>- Grounds Official / Club Official to check clean up</li><li>- Remove signage</li><li>- Fill in Safety Defect Job card for repairs as may be required</li><li>- Note in logbook and Monthly Activity Report</li></ul> |
| <b>Injury to guest/Employee</b> | Refer Injury Response Guide No 12   |

## **THEFT & BREAK IN GUIDE No 2**

**Objective:** Develop planned response for theft and break-in

**Hazards:** Injury to Guest/Staff  
Loss of Property  
Property Damage

### **Emergency Procedure**

| <b>If this happens</b><br>▼     | <b>Do this</b><br>▼  |
|---------------------------------|--|
| <b>Theft / Break In</b>         | <ul style="list-style-type: none"> <li>- Check for injuries</li> <li>- Secure area with a staff member</li> <li>- Do not allow access in or out of incident area</li> <li>- Notify Grounds Official / Club Official</li> <li>- Notify relevant council officer if premises are owned by Council</li> <li>- Check for lost or damaged property</li> <li>- Notify police if needed or requested</li> <li>- Do not clean area until Police Clearance is given</li> <li>- Fill in Safety Defect Job card for repairs as may be required</li> <li>- Fill in Incident Report and note in log book</li> </ul> |
| <b>Injury to Guest/Employee</b> | Refer Injury Response Guide No 12  |

## RESPONSIBLE SERVING OF ALCOHOL GUIDE No 3

**Objective:** Appropriate control of persons under influence of drugs and alcohol

**Hazards:** Persons under the influence of drugs or alcohol

### Emergency Procedure

| <b>If this happens</b><br>▼   | <b>Do this</b><br>▼   |
|---|---|
| <p><b>Intoxication</b></p> <p>It is unlawful to allow drunk or disorderly persons to be on the licenced premises</p> <p>It is an offence for a person who is drunk, violent or quarrelsome to refuse to leave licenced premises if requested to do so by the licensee</p> | <ul style="list-style-type: none"> <li>- Respond early</li> <li>- Ensure Support Staff are available</li> <li>- Avoid confrontation</li> <li>- Keep calm and be courteous</li> <li>- Clarify refusal</li> <li>- Arrange cab or escort to room</li> <li>- Report incident to Grounds Official / Club Official</li> <li>- Note in log book</li> </ul> |
| <p><b>Under Age Patrons</b></p> <p>A licensee must not supply liquor to a person under the</p>  | <ul style="list-style-type: none"> <li>- Establish policy on identification checks</li> <li>- Regular photo identification checks for younger patrons</li> </ul>  |

|                                 |   |
|---------------------------------|---|
| age of 18 years                 |   |
| <b>Injury to Guest/Employee</b> | Refer Assault Guide No 4<br>Injury Response Guide No 12 |

## **ASSAULT GUIDE No 4**

**Objective:** Prevention of Injury and Disturbance

**Hazards:** Assault of Guest / Employee

### **Emergency Procedure**

| <b>If this happens</b><br>▼   | <b>Do this</b><br>▼  |
|---|--|
| <p><b>I see an assault taking place or an assault is reported to me</b></p> | <ul style="list-style-type: none"> <li>- Report via emergency numbers:               <ul style="list-style-type: none"> <li>- Contact Security</li> <li>- Police and Ambulance (as a priority – 000)</li> </ul> </li> <li>- Observe</li> <li>- Record particulars – note <b>actions, descriptions, conversations, vehicles, weapons</b></li> <li>- Description of Offender – Age, Height, Weight, Nationality, Hair, Skin, Clothing, Scars, Tattoos</li> <li>- Do not intervene unless it is <b>safe</b> to do so or unless absolutely necessary</li> <li>- Your safety is a priority – if you are not sure, don't – the information you gather from your observations is more valuable than you becoming a <b>victim</b> <ul style="list-style-type: none"> <li>- Are there injuries involved</li> <li>- Location</li> <li>- Weapons or implements involved</li> <li>- What you see</li> <li>- What you hear (5 senses)</li> <li>- Any property damage should be left for the police to assess (may later become an exhibit)</li> </ul> </li> </ul> |

|  |   |
|--|---|
| <p><b>The Police</b></p>               | <ul style="list-style-type: none"> <li>- Is the offence Drug or Alcohol related</li> <li>- Any cost of damage</li> <li>- Any vehicles involved</li> </ul> <ul style="list-style-type: none"> <li>- Maintain notes – all logs and incidents may later be used in court. Include invoices for cost of repair to property. Any medical reports and costs</li> <li>- Obtain the Name, Rank and Station of the investigation (arresting) police officer</li> </ul> |
| <p><b>Injury to Guest/Employee</b></p> | <p>Refer            Incident Report<br/>                         Injury Response Guide No 12</p>  |

## CAR PARK ACCIDENTS GUIDE No 5

**Objective:** Prevention of Property Loss and Personnel Injury

**Hazards:** Injury to guests/staff  
Damage to property

### Emergency Procedure

| <b>If this happens</b><br>▼              | <b>Do this</b><br>▼   |
|--|---|
| <b>Guest damages their own car</b>       | <ul style="list-style-type: none"><li>- Respond to injuries that may have occurred</li><li>- Secure the area where the accident occurred</li><li>- Calm the guest</li><li>- Call the Grounds Official / Club Official</li><li>- Take statements from the guest and any witnesses</li><li>- Explain Club Policy of non liability</li><li>- Take photographs of the area and the damaged car</li><li>- Advise Delegated Club Official and log</li></ul> |
| <b>Guest damages another guest's car</b> | <ul style="list-style-type: none"><li>- Secure the area etc</li><li>- Calm the guests</li><li>- Call the Grounds Official / Club Official</li><li>- Take statements from any guests and witnesses</li><li>- Take photographs of the area and the damaged cars</li><li>- Liaise between the two parties to ensure situation remains calm</li><li>- Explain Club Policy on non liability</li><li>- Advise Delegated Club Official and log</li></ul>     |

|  |  |
|--|--|
|  |  |
|--|--|

## Emergency Procedure

| <b>If this happens</b><br>▼           | <b>Do this</b><br>▼   |
|---------------------------------------|---|
| <b>Car damaged by unknown persons</b> | <ul style="list-style-type: none"> <li>- Secure the area etc</li> <li>- Advise Grounds Official / Club Official</li> <li>- Calm the guest</li> <li>- Offer assistance</li> <li>- Call police if required</li> <li>- Ensure guest understands club is not liable</li> <li>- Take statements</li> <li>- Take photographs</li> <li>- Advise Delegated Club Official and log</li> </ul> |
| <b>If Accident occurs</b>             | Refer      Injury Response Guide No 12  |



## **TRESPASSERS GUIDE No 6**

**Objective:** Prevention of Club Trespass

**Hazards:** Property Damage  
Loss of Property  
Guest/Staff Safety

### **Emergency Procedure**

| <b>If this happens</b><br>▼                 | <b>Do this</b><br>▼   |
|---|---|
| <b>Trespassing –<br/>Suspicious Persons</b> | <ul style="list-style-type: none"><li>- Do not confront trespasser</li><li>- Notify Grounds Official / Club Official</li><li>- Observe trespassers movements until Grounds Official / Club Official arrives</li><li>- Do not allow access to anyone to the area</li><li>- Call the police if required</li><li>- Log incident in logbook</li><li>- Prepare an incident report and follow up</li><li>- Notify relevant council officer if premises are owned by Council</li></ul> |
| <b>If trespassing occurs</b>                | Refer      Assault Guide No 4<br>Injury Response Guide No 12  |

## NEEDLE – STICK SAFETY GUIDE No 7

**Objective:** Prevention and Control of Syringe Injuries

**Hazards:** Needle – stick injury

### Emergency Procedure

| <b>If this happens</b><br>▼  | <b>Do this</b><br>▼   |
|------------------------------|---|
| <b>Needle – stick Injury</b> | <ul style="list-style-type: none"><li>- Wash away the blood or body fluid with soap and water</li><li>- If the eyes are contaminated, rinse eyes while open with tap water or saline</li><li>- If fluid has entered the mouth, spit it out and rinse repeatedly with water</li><li>- An incident report should be completed</li><li>- Refer employee at risk to Medical Practitioner for Risk Transmission Assessment including options of testing and treatment for HIV. All testing requires full informed consent and appropriate counseling</li><li>- Note in log book and Monthly Activity Report</li><li>- Notify relevant council officer if premises are owned by Council</li></ul> |
| <b>Needle Disposal</b>       | <ul style="list-style-type: none"><li>- Do not recap</li><li>- To be placed in an impervious container eg old coffee tin</li><li>- Rubbish removal, handler to use gloves and to collect rubbish using broom and spade</li></ul>  |

|                         |                                   |
|-------------------------|-----------------------------------|
|                         |                                   |
| <b>If Injury occurs</b> | Refer Injury Response Guide No 12 |

## **SECURITY GUIDE No 8**

**Objective:** Establish acceptable standards of security within premises

**Hazards:** Damage to property  
Loss of property

### **Emergency Procedure**

| <b>If this happens</b><br>▼                   | <b>Do this</b><br>▼  |
|---|--|
| <b>Theft / break-in / vandalism</b>           | <ul style="list-style-type: none"> <li>- Ensure lock up cabinets for items such as alcohol, merchandise etc</li> <li>- Install sensor lights on perimeter of building</li> <li>- Install dead locks on all external doors and windows</li> <li>- Ensure regular property inspection (especially for off season) and security monitoring of property</li> <li>- Notify relevant council officer if premises are owned by Council</li> </ul> |
| <b>If Theft / Break-in / Vandalism Occurs</b> | Refer Theft and Break In Guide No 2  |

# **GAS LEAK / WATER LEAK SAFETY**

## **GUIDE No 9**

**Objective:** Plan response to gas and water leak

**Hazards:** Property damage  
Injury

### **Emergency Procedure**

| <b>If this happens</b><br>▼   | <b>Do this</b><br>▼   |
|---|---|
| <b>Gas / Water leak reported within the building (ie canteen, change rooms etc)</b> | <ul style="list-style-type: none"> <li>- Inform President and caretaker immediately</li> <li>- Notify emergency services</li> <li>- Extinguish all flames, remove potential hazards (ie ignition sources, cigarettes, burners, gas bottles)</li> <li>- Isolate area:               <ul style="list-style-type: none"> <li>- Remove all staff</li> <li>- Remove all patrons</li> <li>- Remove all contractors</li> </ul> </li> <li>- Turn off supply valves in immediate area</li> <li>- Turn off main supply</li> <li>- Ventilate – open windows (gas leak only)</li> <li>- Notify relevant council officer if premises are owned by Council</li> </ul> |
| <b>Reported outside building in surrounding area within Club property</b>           | <ul style="list-style-type: none"> <li>- Call Emergency Services (000 – Fire Brigade) for gas leak</li> <li>- Call Water Board</li> </ul>   |

|                         |                                   |
|-------------------------|-----------------------------------|
|                         | - Follow steps above              |
| <b>If injury occurs</b> | Refer Injury Response Guide No 12 |

## **EMERGENCY EVACUATION PROCEDURE** **GUIDE No 10**

**Hazards:** Evacuation – Crowd panic, flames, smoke, toxic fumes, explosion

### **Emergency Procedure**

| <b>If this happens</b><br>▼ | <b>Do this</b><br>▼   |
|-----------------------------|---|
| <b>Club Evacuation</b>      | <ul style="list-style-type: none"> <li>- All portable equipment, trolleys etc to be secured in nearest vacant area</li> <li>- Make sure all electricity / gas in your area is turned off</li> <li>- Remove roster and any other items required as stated in <b>Club's fire orders</b></li> <li>- Calmly and quietly exit the club from the nearest fire exit</li> <li>- Assemble in an orderly manner</li> <li>- Do not attempt to open any door without first feeling it ... if it's warm, <u>do not</u> open!!!!</li> </ul> |
| <b>If injury occurs</b>     | Refer Injury Response Guide No 12   |

## **FOOD POISONING SAFETY GUIDE No 11**

**Hazards:** Discomfort  
Risk of spreading

### **Emergency Procedure**

| <b>If this happens</b><br>▼                | <b>Do this</b><br>▼   |
|--|---|
| <b>A guest complains of food poisoning</b> | <ul style="list-style-type: none"><li>- Notify hospital / call ambulance</li><li>- Try and locate source and take sample</li><li>- Ask what guest ingested and establish time</li><li>- If item is from club, take out of circulation</li><li>- Notify Grounds Official / Club Official</li><li>- Note events in log book (incident report)</li></ul> |
| <b>Injury to Guest</b>                     | Refer      Injury Response Guide No 12  |

## INJURY RESPONSE GUIDE No 12

**Objective:** Minimise effect of accident

**Hazards:** Injury – Guest  
Injury - Staff

### Emergency Procedure

| <b>If this happens</b><br>▼                              | <b>Do this</b><br>▼  |
|--|--|
| <b>Staff / Guest injures themselves on Club property</b> | <ul style="list-style-type: none"><li>- Assess urgency of treatment, move patient to comfortable surrounding – if possible</li><li>- Notify Grounds Official / Club Official</li><li>- Administer appropriate first aid preferably by most qualified person – call ambulance if required</li><li>- Obtain all details of injury and accident, to ensure incident report form is completed</li><li>- Take steps to ensure injury / accident is prevented in future</li><li>- This also includes cleaning up the injury site</li><li>- Note in log book and monthly activity report</li><li>- Notify relevant council officer if premises are owned by Council</li></ul> |
| <b>Serious Accident</b>                                  | For the management of serious accidents where police, WorkCover etc are present, refer to Solicitor  |

## WILFUL DAMAGE SAFETY GUIDE No 13

**Hazards:** Club Property Damage  
Guest Property Damage

### Emergency Procedure

| <b>If this happens</b><br>▼  | <b>Do this</b><br>▼  |
|------------------------------|--|
| <b>Club Property Damage</b>  | <ul style="list-style-type: none"><li>- Remove any unsafe damaged property and relocate in a safe area and secure damaged area</li><li>- Secure area with signage</li><li>- Make notes of property damaged. Include photographs</li><li>- Notify police</li><li>- Fill in Incident Report with full details etc</li><li>- Witness names and addresses including<ul style="list-style-type: none"><li>- Employee Statements</li><li>- Witness Statements</li></ul></li><li>- Description of property damage</li><li>- Estimated value of damaged property</li><li>- Description of suspect/s</li><li>- Note names of police who attended property</li><li>- Copy Incident Report for appropriate people</li><li>- Remove signage when area is clear</li></ul> |
| <b>Guest Property Damage</b> | <ul style="list-style-type: none"><li>- Remove any unsafe damaged property and relocate in a safe area and secure damaged area</li><li>- Secure area with signage</li><li>- Make notes of property damaged. Include photographs</li><li>- Note names of any witnesses</li><li>- Notify police</li><li>- Fill in Incident Report with full details etc</li></ul>  |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>- Witness names and addresses including<ul style="list-style-type: none"><li>- Employee Statements</li><li>- Witness Statements</li></ul></li><li>- Description of property damaged</li><li>- Estimated value of damaged property</li><li>- Description of suspect/s</li><li>- Note names of police who attended property</li><li>- Copy Incident Report for appropriate people</li><li>- Notify relevant council officer if premises are owned by Council</li><li>- Keep guest updated with information</li><li>- Remove signage when area is clear</li></ul> |
|--|--|

## **ELECTROCUTION GUIDE No 14**

**Objective:** Mitigate injury from Electricution

**Hazards:** Injury to guest or employee from  
Electrocution or Electric Shock

### **Emergency Procedure**

| <b>If this happens</b><br>▼                                       | <b>Do this</b><br>▼  |
|---|--|
| <b>Employee or Guest suspected of receiving an electric shock</b> | <ul style="list-style-type: none"><li>- Think clearly &amp; do not delay</li><li>- Call for help</li><li>- Make sure that the power has been isolated</li><li>- Implement Resuscitation Techniques and procedures as required and if trained</li><li>- Remain with the victim even when appearance suggest they are satisfactory, until specialist medical assistance is available</li><br/><li>- Copy Incident Report for appropriate people</li><li>- Notify relevant council officer if premises are owned by Council</li><li>- Keep guest updated with information</li><li>- Remove signage when area is clear</li></ul> |
| <b>If injury occurs</b>   | Refer Injury Response Guide No 12  |

## CONSTRUCTION CONTROL GUIDE No 15

**Objective:** Prevention personal injuries and property damage in and around construction sites

**Hazards:** Property damage / personal injury

### Emergency Procedure

| <b>If this happens</b><br>▼                             | <b>Do this</b><br>▼  |
|---|--|
| <b>Premises under major maintenance or construction</b> | <ul style="list-style-type: none"><li>- Ensure area is securely fenced to prevent unauthorized access</li><li>- Visitor sign in / out procedures</li><li>- All workers and visitors to wear appropriate personal protective clothing whilst on site</li><li>- Ensure appropriate use of scaffolding and protection netting to prevent debris from exiting site</li><li>- Ensure sufficient vacant area surrounds site to prevent property damage (such as parked cars too close to building site)</li><li>- Notify relevant council officer if premises are owned by Council</li></ul> |
| <b>Injury to guest</b>                                  | Refer Injury Response Guide No 12  |

## MAJOR ACCIDENT CONTROL GUIDE No 16

**Objective:** Ensure crown control and prevent personal injuries following major accident

**Hazards:** Personal injury

### Emergency Procedure

| <b>If this happens</b><br>▼ | <b>Do this</b><br>▼  |
|-----------------------------|--|
| <b>Major Accident</b>       | <ul style="list-style-type: none"><li>- Ring emergency response services</li><li>- Focus attention to preserve life and attend to injured parties</li><li>- Remove people from the hazard or the hazard from the people, whichever is possible</li><li>- Calm and reassure injured people</li><li>- When emergency services arrive, assign a person to direct them straight to the problem</li><li>- Hand over the site to emergency services</li><li>- Develop a method of restricting access ie barriers or tape</li></ul> <p><b>Incident Clean Up / Investigation</b></p> <ul style="list-style-type: none"><li>- Secure area: Ensure people cannot be injured if hazard remains</li><li>- Warn people if hazard exits</li><li>- Begin incident investigation</li></ul> |
| <b>Injury to guest</b>      | Refer Injury Response Guide No 12  |

**Section 4.**

**Incident  
Management and  
Reporting  
Procedures**

# **INCIDENT MANAGEMENT PROCEDURES**

---

## **Initial Procedures**

- **Attend to the person (refer injury response guides)**
- **Do not admit liability**
- **Immediately investigate**
- **Contact a member of the Management Committee**
- **Complete an Incident Report Form**

## **Follow Up Procedures**

- **Telephone parties involved**
- **Provide genuine concern**
- **Follow up outcomes**
- **Provide details to the Management Committee**

- **Liaise with local council for rectification, if applicable**

## **INCIDENT REPORTING and INVESTIGATION PROCEDURES**

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Accident investigation is a systematic approach for removing or at least controlling the unsafe acts and conditions which are the basis of all accidents.

Any accident investigation should set out with the view of getting co-operation and involvement from all people.

It is important that a comprehensive analysis of all accidents including near misses is always undertaken.

Important information is obtained by correctly investigating the accident and completing the Incident Report Form.

### **Do not admit liability**

Photographs help with the analysis.

The form should be filled out after the incident.

## INCIDENT REPORT FORM - Injury

|  |                                  |
|--|----------------------------------|
| Name of organisation:  | Souths United Football Club Inc. |
| Full Name of Player:   |                                  |
| Full Name of Parents:  |                                  |
| Date of incident:  |                                  |
| Time of Incident:  |                                  |
| Date report written:   |                                  |
| Age Division of player:  |                                  |
| Details of Fixture: <ul style="list-style-type: none"> <li>• Opposition</li> <li>• Age Div of Fixture</li> <li>• Where played</li> </ul> |                                  |
| Name/s of person or persons involved in the incident:  |                                  |
| Description of the incident:   |                                  |
| Location where incident occurred:  |                                  |
| Nature of the incident:  |                                  |
| Summary of events:   |                                  |
| Immediate action taken:  |                                  |
| If no action taken (reason)  |                                  |



|                                 |          |
|---------------------------------|----------|
|                                 |          |
| Name of person completing form: |          |
| Contact phone number:           |          |
| Signature:                      | / / 20__ |

## INCIDENT REPORT FORM - Hazard

---

|                                |                                  |
|--------------------------------|----------------------------------|
| Name of organisation:          | Souths United Football Club Inc. |
| Date of incident:              |                                  |
| Time of Incident:              |                                  |
| Date report written:           |                                  |
| Nature of the incident/hazard: |                                  |
| Location of the hazard:        |                                  |
| Immediate action taken:        |                                  |
| If no action taken (reason)    |                                  |

|                                 |          |
|---------------------------------|----------|
|                                 |          |
| Name of person completing form: |          |
| Contact phone number:           |          |
| Signature:                      | / / 20__ |

# Section 5

# Safety Defect Cards

## **SAFETY DEFECT CARD**

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This card is to be filled out following deficiencies or hazards that are observed during the routine inspection and after an incident.

The Safety Defect Job Card is to be numbered and recorded on the monthly activity report as well as copy of defect card.

## EXAMPLE: SAFETY DEFECT JOB CARD

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To: John Citizen  
(for action)  
From: Michael Action  
Date: 20<sup>th</sup> May 1999

Ref No: 1/2000  
Time: 11.30am

### SITE INSPECTION

**Hazard / Risk Identified:**

Slippery floor area around Club room bar

**Suggestion to Repair or Control Defect:**

Install non-slip matting, carpet or treat floor to create a non-slip surface

### MANAGEMENT ACTION

**Details of Action Required:**

Floors surrounding bar area are to be carpeted.

Treasurer to arrange quotations and installation of carpet.

|                       |                                |                            |
|-----------------------|--------------------------------|----------------------------|
| <b>Responsibility</b> | <b>Target Completion Date:</b> | <b>Review Date:</b>        |
| Treasurer             | 30 <sup>th</sup> May 1999      | 15 <sup>th</sup> June 1999 |

Copy of the Safety Defect Job Card to be attached to Monthly Risk Report, for follow up at Monthly Review meetings.

## BLANK SAFETY DEFECT JOB CARD

---

To: \_\_\_\_\_  
 (for action)

From: \_\_\_\_\_

Date: \_\_\_\_\_

Ref No: \_\_\_\_\_

Time: \_\_\_\_\_

### SITE INSPECTION

|  |
|--|
| <b>Hazard / Risk Identified:</b>               |
| <b>Suggestion to Repair or Control Defect:</b> |

### MANAGEMENT ACTION

|                                    |
|------------------------------------|
| <b>Details of Action Required:</b> |
|------------------------------------|

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| <b>Responsibility</b> | <b>Target Completion Date:</b> | <b>Review Date:</b> |
|-----------------------|--------------------------------|---------------------|

Copy of the Safety Defect Job Card to be attached to Monthly Risk Report, for follow up at Monthly Review meetings.

# **Section 6**

# **Risk Management Training**

# IMPORTANCE OF RISK MANAGEMENT

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One of the key elements of a risk management program is the ownership by personnel within Souths United. They must be given the skills and knowledge to fully implement the program. Some of the key components of a risk management training program should incorporate the following issues:

- What is Risk Management?
- Why is Risk Management important?
- Risk identification, evaluation and control
- Management of personnel health and safety
- Management of incidents and injuries

Show all managers and coaches the FBI Risk Management DVD. Participants must sign the attendance register which will be kept in a safe place for future reference.

# PUBLIC LIABILITY INSURANCE

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## Introduction

The business of operating a sporting club continues to increase in complexity over time. As the world and, more specifically, the sporting community increasingly utilizes the courts to settle disputes it has become very important to protect Souths United from the costs of both legal defence and damages.

At the risk of oversimplifying, the following activities form the basis of a sporting club:

- Inviting the community to participate and / or be spectators in our chosen sport
- Inviting the community to assist in the administration of the club
- Providing sporting facilities – grounds and equipment
- Providing social facilities – bar, entertainment etc.

By offering a sporting club to the community, you also become responsible for the safety of the individuals that enter your club, both members and visitors. This responsibility is known as Duty of Care and forms the base form from which legal liability extends from.

## What is Public Liability?

The concept of public liability involves your legal liability to pay compensation for any breach of a general duty of care which results in personal injury or property damage to a third party. In order for a prospective Claimant or Plaintiff to succeed in a public liability claim, it is necessary to establish whether negligence can be proven against the Club and / or its employees or agents.



## What is Negligence?

Negligence has been said to be:

- The neglect of some care which a party is bound to exercise towards another party.

In order for an injured party or party suffering a loss to succeed in a negligence action, they have to establish various components of the concept of negligence.

These components are:

1. There must be a **duty of care owed** to the injured person or party suffering loss;
2. there must be a **breach of the duty of care owed**; and
3. the **breach of duty must have caused the injury / loss.**

## Duty of Care – To Whom is This Owed?

The Courts have consistently held that **you must take reasonable care to avoid acts or omissions you can reasonably foresee would be likely to injure your neighbour**, where your neighbour is persons who are so closely and directly affected when I am directing my mind to the acts or omissions which are called in question that I should have them in contemplation (in mind).

The Court uses an objective test to ascertain whether a duty of care is owed. One of the principle ways it answers this test is to look at the **proximity of the parties** ie to see what the physical or commercial closeness of the parties is.

In the case of a Third Party using club facilities, it is easy to see how, because of the proximity of the Third Party to the Club. Clubs should have them in contemplation ie clubs should ensure the area which they use is safe. In essence, clubs owe this person a duty of care.

## Breach of Duty – Under What Circumstance Does it Occur?

The Courts have held that **the standard of care** required by owners / occupiers of property is that of the reasonable man. This means clubs are required to take reasonable care / steps to protect users etc. Clubs are required to take reasonable steps to protect users against reasonable possibilities; not fantastic possibilities.

In deciding whether a breach has occurred, the courts often place themselves in the shoes of clubs and/or its officer and ask what a reasonably prudent officer would have done, or not done, in similar circumstances. This is often referred to as the **reasonable man test**, ie the court looks at what a reasonable club officer would have done, or not done, in the circumstances that existed at the time.

That the court concludes that the club or its officer did not take reasonable steps to ensure the safety of a user so as to protect them from the reasonable probability that occurred, then a court will conclude there has been a breach of duty of care owed to the user.

### Causation

Put simply, the claimant must establish that their loss and/or injury was caused by the club's negligence. For example, the loss injury cannot be the result of:

- the negligence of someone else ie another person/entity, whom/which in no way is connected to the club
- a pre-existing injury or illness of the claimant; or
- the loss was sustained because of a downturn in the economy; or
- the Third Party's own fault or mistake (this is often referred to as contributory negligence).

### Contributory Negligence

In assessing liability, one of the things a court looks at is by what degree, or in what was, a plaintiff has contributed to their loss or injury. If a court concludes a plaintiff has contributed to their loss or injury, the court will find (decide) there has been contributory negligence.

The court will then assess by what degree, or by what percentage, the plaintiff has contributed to their own demise or loss. For example, if a court concludes the plaintiff contributed to their loss in the order of 50 percent, then the court will discount the plaintiff's award of damages by 50 percent. Needless to say the establishment of contributory negligence is very important in being able to discount a plaintiff's entitlement to damages.

### Why is the Management of Public Liability Important?

As we have seen from the recent trends emanating from the USA, the world is moving to a more litigious society with members of the community more readily utilizing solicitors and the court system as a means of obtaining compensation for an individual or organization's negligent act.

Further to this, the trend is influencing the quantum (amounts) of settlements and we are now regularly seeing excessive costs associated with the settlement of public liability

claims. The ultimate impact of these trends is that we are now seeing significant increases in public liability insurance premiums in order to cover the associated costs of claims.

The most effective method of controlling these costs is to effectively manage the risk exposures and to minimise the likelihood and severity of the incidents that occur. The development of appropriate policies and procedures together with the implementation of a structured approach to the management of public liability exposures will not only help to reduce the frequency of the incidents from occurring but will also provide a documented procedure for minimizing the effects of such an incident.

The existence and verification of these procedures will also assist Clubs in substantiating that they have taken all reasonable steps in controlling the environment to which the public are exposed. These procedures will ensure that the Club has not breached their duty of care to its patrons and public and this will assist in defending any claim brought against the club for negligence.

By establishing structure procedures for the management of public liability, the Club will also help protect the legal liabilities of the Directors and Officers who can be held personally liable in the event of a negligent act performed by the Club.

The objective of this Manual is to assist Clubs with the development of a formalised structure managing public liability issues. As such we have provided an outline of a management system that will assist in formalizing this procedure. Included in this Manual is a suggested system for the response and control o safety related incidents involving the public. The system includes recommendations for planned inspections, checklists, incident response and investigation, and claim handling procedures.

The documentation we have provided should be used as the basis for an auditable risk management programme that is tailored to the specific requirements of the Club. Accordingly, these documents are provided to give management an indication of the correct procedures for the management of public liability issues. It should be emphasized that these documents may require some modification for application within each situation.

## Insurance Cover

### Liability Insurance

|                  |  |
|------------------|--|
| Public Liability | This policy covers the club if they are found to be negligent in their actions that results in either bodily injury or property damage to a third party. The policy does not cover the third party who was injured or had their property damaged, it covers the club if the third party decides to take legal action against it. |
|------------------|--|

Examples include: slipping on a slippery floor, insufficient padding on goal posts, exposed sprinkler heads, unprotected fences, an unsafe kitchen or bar area.

**Products Liability** This policy covers the Club for legal liability arising from the manufacture, distribution and/or sale of products. This includes bar and canteen sales and merchandise. Again, the cover is for the Club, not the third party who has suffered damages.

Examples include: sale of faulty equipment such as protective equipment, padding, helmets etc

**Errors & Omissions** This policy covers the coaches, trainers and umpires of the Club if they are found to be negligent by way of the professional advice they offer. If the advice given results in bodily injury to a third party, the person who has given the advice can be held legally liable and ordered to pay damages. This policy protects them from such an event.

Examples include: actions contrary to the Trade Practices Act or equivalent Fair Trading Act; libel or slander; dishonesty of employees; fidelity; loss of documents.

**Directors & Officers Liability** This policy protects the Directors, Officers and Decision - Makers of the club if they have committed a wrongful act or omission and, as a result of this act or omission, a financial loss is suffered by the claimant.

## Participant Injury Insurance

### Medical Insurance

**Non-Medicare Medical** This policy covers the costs of medical treatment received by the players if they are injured whilst playing / training.

Therefore the policy covers the cost of Physiotherapy, Chiropractic, Private Hospital fees, Ambulance, Masseurs, Osteopaths, Naturopaths and Dentists.

It does not cover any costs for Doctors, Surgeons, X-Rays, Public Hospital fees or Anesthetists. Even if there is a gap between the cost and the amount Medicare refund, insurance cannot pay this, it is illegal.

Check the policy for the level of cover provided.

Loss of Income/  
Named Player

This policy covers the income lost by a player not being able to work due to an injury suffered whilst playing / training. The player must be in permanent full-time, part-time or casual employment at the time of injury.

# Section 7

# Management Action and Review

## **MANAGEMENT ACTION AND REVIEW**

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The final stage in this process is for management to develop prioritized risk control recommendations and to ensure their ongoing effective implementation.

Management must monitor and review current status of risk management initiatives to ensure their completion and signoff. This should include:

1. Monthly Risk Reports to be filled out as a planned monthly routine, based on the inspections and training at our Club.
2. Activity Reports. This is a detailed breakdown of the planned activities and incident reports which is to be filled in fully for all planned activities and incidents.

NB: The Monthly Risk Report and Activity Report is to be sent, reviewed and filed by the Delegated Club Officials every month.

These reports will be audited regularly.



## EXAMPLE: MONTHLY RISK REPORT

---

| Planned Inspection Topic<br>or Incident Report No. | Reference<br>No. | Responsible Person      | Date    | Action / Comments      |
|--|------------------|-------------------------|---------|------------------------|
| General Housekeeping                               | 1/99             | Treasurer (Peter Money) | 30/5/99 | Carpet to be installed |
|  |                  |                         |         |                        |



# BLANK MONTHLY RISK REPORT

---

| Planned Inspection Topic<br>or Incident Report No. | Reference<br>No. | Responsible Person | Date | Action / Comments |
|--|------------------|--------------------|------|-------------------|
|  |                  |                    |      |                   |