
Risk Management Policy of Mornington Peninsula Athletic Club

1.1 Risk Management Statement / Purpose

- Risk is the probability (likelihood) that an interaction with or exposure to a hazard will result in a harmful consequence (severity).
- The intention of risk management is to decrease the likelihood and severity of the risk through immediate action, assessment and monitoring if required.
- This Risk Management Policy is designed to inform the athletes and committee members of Mornington Peninsula Athletics Club about particular risks, and the procedure with regards to mitigating against and responding to incidents.

1.2 Medical History Form

It is important for officials, coaches, and parents/guardians to be aware of any medical conditions that may affect an athlete's participation and risk of injury. This includes, but is not limited to chronic infections, cardiovascular abnormalities, musculoskeletal problems such as arthritis and medical conditions such as asthma, diabetes and epilepsy.

A confidential Athlete Medical History Form ought to be completed by all new athletes at the beginning of each season. Existing members need not fill out the form again unless their medical situation has changed. The form is included in the Member Handbook.

1.3 Police Checks and Working With Children Check

All coaches and committee members will have police checks and Working with Children Checks as per our Member Protection Policy. These checks will be stored on file.

All adult members are required to abide by the code of conduct and all other policies detailed in the Member Protection Policy.

Upon joining, all adult members should be directed towards to the Member Protection Policy available on the club website, which details the code of conduct, rights and responsibilities of members.

1.4 Incident Report Forms

An incident report form should be filled out as soon as practicable, and will be stored on file by the committee. A copy of the form is on the club website.

An 'incident' includes, but is not limited to, instances of personal injury, discrimination, child abuse and theft.

In addition to filling out the form, it is important that members respond appropriately to the incident, and in accordance with the policy and procedure detailed in the Member Protection Policy.

Incidents must also be reported to the Club Secretary as soon as practicable.

1.5 Coach and Officials Accreditation

All committee members, coaches and officials will be encouraged to complete the play by the rules online training, for an understanding of child protection guidelines, non harassment & discrimination principles. www.playbytherules.com

All officials will be accredited to a minimum of Level of C grade official.

All accredited coaches will be encouraged to maintain accreditation, coaches will be to a minimum of introductory certificate

Coaches & officials will conduct themselves as positive role models by following the Code of Conduct

1.6 Emergency Plan

In the case of a medical emergency the designated first aid officer will direct procedures

A mobile telephone where possible will be accessible for emergencies

Emergency telephone numbers will be posted and readily available.

1.7 Asthma Management

Asthma First Aid trained personnel should be on hand at training and events where possible.

Parents or guardians are required to supervise children during coaching and competitions meetings and should have relevant medication if required.

Asthma First Aid Kits should be available to those trained in Asthma First Aid. Personnel should check the asthma first aid kit is complete / working and contains current Ventolin (check the use by date) at the start of each season and replace as needed.

1.8 First Aid

First Aid Officer

- The first aid officer should have a qualification with at least a Senior First Aid certificate.
- The nominated first aid officer will maintain injury records for the club.
- The first aid officer will be expected to, and act within, the limitations of their training.

First Aid facilities

- Disposable gloves are provided for the treatment of bleeding wounds.
- A first aid kit meeting the recommendations of the standard 'Sports First Aid Kit', at the least containing:

<ul style="list-style-type: none"> - First Aid Manual - 1 x 25mm roll of hypo-allergenic tape - 1 metre adhesive dressing strip - Anti-irritant solution for bites and stings - Antiseptic solution swabs (single use) - Assorted roller bandages (50mm and 75mm) - Assorted safety pins - Band-aids - Betadine Swabs (single use) - Cold pack/ice pack - Disposable latex gloves - Eye pads - Kidney dish 	<ul style="list-style-type: none"> - Large and medium sized sterile wound dressings - Normal saline - Pair of blunt / sharp ended scissors - Roll of cotton wool - Splinter remover - Sterile combine dressings - Sterile non-adherent dressings - Sterile packets of tulle gauze dressing - Sterile wipes (single use) - Triangular bandages/sling - Tubular-gauze finger dressing set - Tweezers - Various sized adhesive dressing strips
<ul style="list-style-type: none"> - Note: Children are sometimes allergic to various medical preparations, adhesive plasters and antiseptic solutions. These allergies should be listed on the Medical History Form. 	

1.9 Stretching, Warm Up and Cool Down

- All athletes are to be encouraged to warm up and stretch prior to the commencement of any event.
- All athletes are to be encouraged to cool down and stretch, particularly following strenuous events.
- Provide instruction and information on safe technique & injury prevention specific to the technique/skill of the athletics.
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1.10 Athletics Equipment

Equipment will be maintained and checked every season by the equipment officer

Equipment will be used strictly for the purpose it was designed.

When not in use the equipment will be stored safely and securely.

1.11 Environment and Weather Conditions

- Warm Weather including Sun and Heat Exposure
 - o The club will be responsible for:
 - Timing and re-scheduling of events
 - Adequate fluids for participants
 - Additional or extended breaks for participants
 - Adequate shade
 - Sunscreen will be provided/recommended and participants will be regularly encouraged to apply sunscreen when appropriate.
 - Recommend the wearing of hats and Sunsafe Clothing
 - o Cold weather
 - Try to limit the down-time between activities
 - If there is an extended period of no activity, athletes should warm-up and stretch again
- Bad Weather and Lightening
 - o Athletes should be advised not to train or compete during a thunderstorm
 - o Take shelter in a solid building or hardtop vehicle. Stay away from metal poles, fences, small groups of trees.
 - o In wet and cold conditions
 - Avoid standing exposed for long periods
 - Wet clothing should be changed as soon as practicable
 - Wear appropriate clothing:
 - Dress in layers to trap the heat and prevent heat loss
 - Add or remove layers of clothing as necessary
 - Wear hat and gloves to reduce the amount of heat loss.
- Visibility and Twilight Meets
 - o Schedule events to use optimal lighting conditions.

1.12 Insurance

- Mornington Peninsula Athletics Club is covered by the Athletics Australia National Insurance Program that is covered by the V-Insurance Group

1.13 Transportation

- The driver(s) must have a current driver license relevant to the vehicle being driven (eg. Bus of over 12 seats – driver must have a particular licence)
- Vehicle(s) must have current vehicle registration
- The capacity of the car must not be exceeded
- All occupants must wear a seatbelt

1.14 Financial matters

- The Committee should budget for the expected expenditure and income of the club for the current financial year.
- Budgeted expenditure and income should be itemised, and reviewed during each Committee meeting.
- Banking accounts are to require two signatories whether for cheques or Electronic Transfer.
- Approval to incur expenditure should be linked to approved budget items or specific Committee minutes approving any out-of-budget expenditure.
- Each month the Treasurer shall present a Financial Statement for the month.
- Transactions are to be recorded promptly and accurately, at least on a fortnightly basis.
- Where computerised records are maintained, restrict computer access wherever possible (eg. Through the use of passwords).
- Computerised records should be retained for at least 6 years.
- Paper records of transactions should be retained for at least 2 years, and stored in a secured place.
- Equipment, trading stock and other goods owned by the club are to be stored securely.
- A staff member who suspects that an act of theft, fraud or corrupt conduct may be about to occur, is occurring or has occurred, must report such suspicions to the Treasurer.
- Where a report of suspected theft, fraud or corrupt conduct is made, then the matter will be referred to Victoria Police.

1.15 Specific Event guidelines (eg. Long Jump and Triple Jump, Cross Country, etc.)

- All event areas are to be inspected to ensure they are safe and appropriate.
- Training and competition are to be conducted where possible with qualified officials and coaches in a safe manner following correct competition rules.

1.16 Footwear

- Athletes are to wear appropriate footwear
- Spikes – maximum spike lengths (synthetic surfaces and non-synthetic surfaces)

1.17 Lifting and Manual Handling

- Before beginning, assess whether you are capable of lifting, pushing or pulling the equipment safely.
- If the load is beyond your capabilities, seek assistance, reduce the load; or use an aid such as a trolley.
- When lifting as a team, select a leader who should give the command to lift. If you lose your grip tell the leader, stop and start again.
- High jump mats should be lifted by four or more adults.
- Carry only 1 to 4 hurdles at a time or use a trolley
- When shovelling, place one foot in front of the other, keep your back straight, bend at the hips and knees and use your legs to lift the load. Take small shovel loads, use your feet to turn and use an appropriate size shovel.

1.18 Emergency Information

- **Ring 000,**
- **Additionally – provide other Emergency phone numbers in a table**
 - First aid officer, local police number, local hospital, doctor, dentist