



<b>Policy:</b>	<b>AMSC Risk Management Policy</b>
<b>Date Implemented:</b>	20 <sup>th</sup> September 2011
<b>Last Amended:</b>	17 <sup>th</sup> November 2014

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### ATTACHMENTS

QBE Accident/Illness Claim (6 Pages)
Marsh Incident Report Form (1 Page)
Masters Swimming Australia Injury Report Form (1 Page)
By-Law 10 (Coogee Beach Open Water Swim Training (2 pages)



# **BY-LAW 13 RISK MANAGEMENT POLICY**

## **INTRODUCTION**

Armadale Masters Swimming Club caters for swimmers aged 18 years and over.

All swimmers are required to become members of Masters Swimming WA and Armadale Masters Swimming Club.

All swimmers are required to complete a medical/health form when joining the Club and renewed annually.

Training will primarily be conducted during the summer months at the Armadale Aquatic Centre and during the winter months at Cannington Leisureplex plus Open Water Swims at Coogee Beach.

Activities conducted by the Club include, but are not restricted to:

- ▶ Squad Training
- ▶ Aerobic Swims
- ▶ Club Championships
- ▶ Open Water Swims
- ▶ Skills Sessions and Workshops
- ▶ Club Meetings
- ▶ Social Events

Club members also participate in other activities as a Club or individual, which include but are not restricted to:

- ▶ Be Active Club Challenges
- ▶ Open Water Swimming Events
- ▶ Postal Swims
- ▶ State, National and International events
- ▶ State and National Branch functions

Training sessions at Armadale and Cannington Leisureplex pools are supervised by a qualified Club Coach/s or a suitable person appointed by the club committee. (Must hold a current Senior First Aid and CPR qualification).

All training sessions at Coogee Beach are to be carried out in accordance with By-Law 10 attached and supervised by the Coogee Beach Surf Life Saving Club

A risk analysis has been conducted addressing likelihood and consequences of activities and scenarios. These risks have been rated and risk action plans formulated to address the risks rated “ High “ and “ Extreme “

Action plans have now been assigned to the appropriate club members for implementation and monitoring.

**BY-LAW 13 RISK MANAGEMENT POLICY**

**Risk Management Analysis Form**

**Club:** Armadale Masters Swimming Club  
**Location:** Armadale Aquatic Centre, Cannington Leisureplex & Coogee Beach

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
Identify a list of potential risks	Likelihood Rating	Consequence Rating	Overall Risk Rating	Controllable	Acceptable	Action Plan
Five areas to consider:  1. Natural Hazards 2. Technological 3. Health 4. Civil/Political 5. Social/Personal	Rate the risk of something happening  1. Rare 2. Unlikely 3. Possible 4. Likely 5. Most Likely	Rate the consequences if something does happen  1. Very Minor 2. Minor 3. Moderate 4. Major 5. Disastrous	Likelihood x Consequence  1 – 5 Low 6 – 10 Moderate 11 – 15 High 16 – 25 Extreme	Is there or are you able to put in place measures to control the risks?  Yes or No	Is the degree of RISK acceptable given your planning and control measures?  Yes or No	Risks rated Extreme or High must have an Action Plan.  A NO response in the controllable/acceptable columns means the activity must be reviewed.  Low and Moderate risks are generally addressed by the good management of the event.
<b>Disorderly Conduct</b>  <b>Alcohol/Drug Affected Persons:</b>  Club Members  Public	2  3	2  3	4 L  9 M	Yes  Yes	Yes  Yes	<b>Prevention / Preparedness</b> No drugs (other than prescribed medication) permitted. Alcohol consumption at Club social functions to be monitored and responsible. Club members and public monitored. Club member/s not permitted to participate if required.  <b>Response / Action</b> Club President and Club Committee notified for Club Members.  Pool Supervisor notified regarding members of the public.  <b>Monitoring:</b> Squad Supervisor / Club Committee

## BY-LAW 13 RISK MANAGEMENT POLICY

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
<b>Criminal Activity and/or Asset Damage:</b>  Club Members  Public	2  3	2  3	4 L  9 M	Yes  Yes	Yes  Yes	<p><b>Prevention / Preparedness</b>                      Appropriate code of conduct by members.                      Members asked not to bring valuable items to the venues.                      Personal belongings are the responsibility of the individual member.</p> <p><b>Response / Recovery</b>                      Any criminal activity to be reported through Club Committee and/or Pool Supervisors.                      Asset damage to be reported to Club Committee.</p> <p><b>Monitoring:</b> Club Committee</p>
<b>Incident / Extreme Weather:</b>  Armadale  Cannington Leisureplex Coogee Beach	3  3  3	2  1  4	6 M  3 L  9M	Yes  Yes  Yes	Yes  Yes  Yes	<p><b>Prevention / Preparedness</b>                      Weather monitored prior to and during activities.                      Safety brief to include evacuation procedure, water consumption and attire.                      Members asked to bring a full water bottle to training.                      Alternate arrangements prepared and implemented if required.</p> <p><b>Response / Recovery</b>                      Remove swimmer from the water as required.                      Electrical Storm – Swimmers must be removed from the water.                      Activity cancelled if required.                      Do not enter the water until centre staff has given clearance (Armadale/ Cannington Leisureplex).                      First aid provided as required.                      Complete attached QBE, Marsh and MSA forms.</p> <p><b>Monitoring:</b> Squad Supervisor / Safety Officer</p>

## BY-LAW 13 RISK MANAGEMENT POLICY

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
<b>Fire Building / Temporary Structure</b>	2	3	6 M	Yes	Yes	<p><b>Prevention / Preparedness</b> Train at suitable aquatic venues. Swimmers supervised at all times. Discuss evacuation plan / emergency flow chart with swimmers.</p> <p><b>Response / Recovery</b> Signal emergency. Evacuate swimmers as per centre procedures and emergency flow chart. Head count. First aid treatment as required. Follow centre procedures. Complete attached QBE, Marsh and MSA forms</p> <p><b>Monitoring:</b> Squad Supervisor / Club Members / Safety Officer</p>
<b>Drowning</b>	1	5	5 M	Yes	Yes	<p><b>Drowning: Refer to Action Plan</b> Complete attached QBE, Marsh and MSA forms Request and complete Personal Accident Form (This is kept with MSA and issued when requested) <b>Monitoring at pool:</b> Squad Supervisor / Club Members <b>Monitoring at Coogee Beach:</b> Coogee Beach Surf Life Saving Club / Club Members</p>
<b>Technical</b>  Power Failure	3	2	6 M	Yes	Yes	<p><b>Prevention / Preparedness</b> Train at suitable aquatic venues. Discuss evacuation plan with swimmers.</p> <p><b>Response / Recovery</b> Stop the activity. Evacuate swimmers from the water. Arrange alternative activities if required.</p> <p><b>Monitoring:</b> Squad Supervisor / Club Members</p>

## BY-LAW 13 RISK MANAGEMENT POLICY

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
<b>Technical</b>  Chlorine/Gas Leak  Structural Collapse	2	3	6 M	Yes	Yes	<b>Prevention / Preparedness</b> Train at suitable aquatic venues. Swimmers supervised at all times. Discuss evacuation plan / emergency flow chart with swimmers.  <b>Response / Recovery</b> Signal emergency. Evacuate swimmers as per centre procedures and emergency flow chart. Head count. First aid treatment as required. Follow centre procedures. Complete attached QBE, Marsh and MSA forms  <b>Monitoring:</b> Squad Supervisor / Club Members
	1	4	4 L	Yes	Yes	
<b>Litigation Against Club</b>	2	4	8 M	Yes	Yes	<b>Litigation Against Club:</b> <b>Refer to Action Plan</b>  <b>Monitoring:</b> Club Committee
<b>Club:</b>  Lack of Funds	3	3	9 M	Yes	Yes	<b>Prevention / Preparedness</b> Treasurer appointed to Club Committee. Funds monitored and reviewed by Club Committee.  <b>Response / Recovery</b> Advice sought from Masters Swimming WA.  <b>Monitoring:</b> Club Treasurer and Club Committee

**BY-LAW 13 RISK MANAGEMENT POLICY**

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
<b>Club:</b>  Significant Decline in Membership	3	3	9 M	Yes	Yes	<b>Significant Decline in Membership: Refer to Action Plan</b>  <b>Monitoring:</b> Club Committee
<b>Health / First Aid:</b>  Minor Injury / Illness  Dehydration  Exposure Related  Burns  Stings (Jelly fish)  Shark attack	3	2	6 M	Yes	Yes	<b>Prevention / Preparedness</b> Risk management plans prepared and implemented. Medical/Health Form completed for all members. Safety brief to include first aid points and procedures. First aid officer and facilities on site. Swimmers monitored during activities. Sunscreen provided. Swimmers aware of sun protection, hydration and appropriate clothing for different weather conditions. Swimmers aware of marine life. Local surf life saving club aware of activity.  <b>Response / Recovery</b> Member to stop activity. Provide first aid as required. All first aid to be reported to Safety Officer and Complete attached QBE, Marsh and MSA forms  <b>Monitoring:</b> Squad Supervisor and Safety Officer

**BY-LAW 13 RISK MANAGEMENT POLICY**

Step 1 Identify Risks	Step 2 Analysing Risks		Step 3 Assess and Prioritise Risks			Step 4 Treat Risks
<b>Health / First Aid:</b>  Major Emergency  Cardiac Emergency  Reparatory Distress / Emergency  Coronial	2  3  3  2	4  4  3  5	8 M  12 H  9 M  10 H	Yes  Yes  Yes  Yes	Yes  Yes  Yes  Yes	<p><b>Major Emergency: Refer to Action Plan</b></p> <p><b>Cardiac Emergency: Refer to Action Plan</b></p> <p><b>Respiratory Emergency: Refer to Action Plan</b></p> <p><b>Complete attached QBE, Marsh and MSA forms</b></p> <p><b>Coronial: Refer to Action Plan</b></p> <p><b>Monitoring:</b> Squad Supervisor and Safety Officer</p>
<b>Key Personnel No Show</b>	3	2	6 M	Yes	Yes	<p><b>Prevention / Preparedness</b>                      All key personnel briefed and aware of timings, roles and responsibilities.                      Flexibility in program of activities to provide for alternative activities.                      Contact list of key personnel maintained.                      Assistant coach/supervisor prepared.</p> <p><b>Response / Recovery</b>                      Alternative activities implemented.                      Key personnel immediately located and alternatives arranged.</p> <p><b>Monitoring:</b> Squad Supervisor and Club Committee</p>



**BY-LAW 13 RISK MANAGEMENT POLICY**

**ACTION PLANS TO ADDRESS RISKS**

**RISK ACTION PLAN**

ITEM:	<b><i>DROWNING</i></b>		
<b>Initial assessment</b>	Likelihood - 1	Consequence - 5	Result - Low
<b>Final assessment</b>	Likelihood - 1	Consequence - 4	Result - Low

<p>PREVENTATIVE &amp; PREPERATION ACTIONS</p> <ul style="list-style-type: none"> <li>• <b>Swimmers supervised at all times.</b></li> <li>• <b>Swimmer competency assessed prior to joining.</b></li> <li>• <b>Safety briefs conducted as appropriate.</b></li> </ul>
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<p>RESPONSE &amp; RECOVERY ACTIONS</p> <ul style="list-style-type: none"> <li>• <b>Signal emergency.</b></li> <li>• <b>Effect the rescue and provide first aid as required.</b></li> <li>• <b>Ensure the safety of other swimmers.</b></li> <li>• <b>Follow Life Guard system as per centre procedures.</b></li> <li>• <b>Complete attached QBE, Marsh and MSA forms</b></li> <li>• <b>Request and complete Personal Accident Form (This is kept with MSA and issued when requested</b></li> </ul>
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Resource requirements:	<ul style="list-style-type: none"> <li>• Rescue Aid</li> <li>• First Aid equipment</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Coach/Supervisor and Centre Staff</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Immediate response process implemented</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through the Coach / Supervisor to Pool Supervisor</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Squad Supervisor and Club Members</li> </ul>
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**BY-LAW 13 RISK MANAGEMENT POLICY**

**RISK ACTION PLAN**

ITEM:	<b>LITIGATION AGAINST THE CLUB</b>		
<b>Initial assessment</b>	Likelihood - 2	Consequence - 4	Result - Moderate
<b>Final assessment</b>	Likelihood - 1	Consequence - 3	Result - Low

<p><b>PREVENTATIVE &amp; PREPERATION ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>All members are to be registered with Masters Swimming WA and Armadale Masters Swimming Club.</b></li> <li>• <b>Risk management plans prepared and implemented.</b></li> <li>• <b>All activities undertaken are authorised by Masters Swimming or Armadale Masters Swimming Club.</b></li> <li>• <b>All coaches or supervisors are holders of appropriate and recognised qualifications (minimum is Senior First Aid).</b></li> </ul>
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<p><b>RESPONSE &amp; RECOVERY ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>No correspondence or admissions of liability to be made.</b></li> <li>• <b>Club Committee informed.</b></li> <li>• <b>Legal advice sought through Masters Swimming WA.</b></li> <li>• <b>Complete reports as required.</b></li> </ul>
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Resource requirements:	<ul style="list-style-type: none"> <li>• Forms as required</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Club Committee</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Immediate response process implemented</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through Club Committee to Masters Swimming WA</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Club Committee</li> </ul>
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**BY-LAW 13 RISK MANAGEMENT POLICY**

**RISK ACTION PLAN**

ITEM:	<b>MAJOR EMERGENCY</b>		
<b>Initial assessment</b>	Likelihood - 2	Consequence - 4	Result - Moderate
<b>Final assessment</b>	Likelihood - 2	Consequence - 3	Result - Moderate

<p><b>PREVENTATIVE &amp; PREPERATION ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Management Plans prepared and implemented.</b></li> <li>• <b>Medical/Health Form completed for all members.</b></li> <li>• <b>All activities undertaken under supervision.</b></li> <li>• <b>Supervisor to hold a minimum of a Senior First Aid Certificate.</b></li> <li>• <b>First aid equipment on site.</b></li> <li>• <b>Maintenance of contact numbers for emergency services in area of operation.</b></li> </ul>
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<p><b>RESPONSE &amp; RECOVERY ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Stop activity.</b></li> <li>• <b>Signal emergency.</b></li> <li>• <b>Clear swimmers from the water.</b></li> <li>• <b>Follow centre procedures, safety plans and emergency flow chart.</b></li> <li>• <b>First aid provided.</b></li> <li>• <b>Emergency personnel called as per centre procedures.</b></li> <li>• <b>Complete attached QBE, Marsh and MSA forms.</b></li> </ul>
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Resource requirements:	<ul style="list-style-type: none"> <li>• First aid equipment</li> <li>• Medical/Health Forms</li> <li>• Accident/Incident Forms</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Centre staff, Coach/Supervisor, Safety Officer</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Immediate response process implemented</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through the Coach / Supervisor to Pool Supervisor</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Centre staff, Coach/Supervisor and Safety Officer</li> </ul>
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## **RISK ACTION PLAN**

ITEM:	<b><i>CARDIAC EMERGENCY</i></b>		
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<b>Initial assessment</b>	Likelihood - 3	Consequence - 4	Result - High
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<b>Final assessment</b>	Likelihood - 2	Consequence - 3	Result - Moderate
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ITEM:	<b><i>RESPIRATORY DISTRESS / EMERGENCY</i></b>		
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<b>Initial assessment</b>	Likelihood - 3	Consequence - 3	Result - Moderate
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<b>Final assessment</b>	Likelihood - 2	Consequence - 2	Result - Low
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<b>PREVENTATIVE &amp; PREPERATION ACTIONS</b>			
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- **Medical/Health forms completed for all swimmers.**
- **Swimmers informed to take medication to training sessions.**
- **Squad Supervisor to hold minimum of Senior First Aid.**
- **Supervise swimmers.**

<b>RESPONSE &amp; RECOVERY ACTIONS</b>			
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- **Stop activity or ensure adequate supervision of remaining members is maintained.**
- **Assist the person to take their prescribed medication.**
- **Notify Pool Supervisor.**
- **Follow established first aid procedures and emergency flow chart.**
- **Complete attached QBE, Marsh and MSA forms.**

Resource requirements:	<ul style="list-style-type: none"> <li>• First aid equipment</li> <li>• Medical/Health Forms</li> <li>• Complete attached QBE, Marsh and MSA forms</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Coach/Supervisor, Safety Officer, Centre Staff</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Immediate response process implemented</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through the Coach / Supervisor to Pool Supervisor</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Coach/Supervisor , Safety Officer, Captain</li> </ul>
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**BY-LAW 13 RISK MANAGEMENT POLICY**

**RISK ACTION PLAN**

ITEM:	<b>CORONIAL</b>		
<b>Initial assessment</b>	Likelihood - 2	Consequence - 5	Result - Moderate
<b>Final assessment</b>	Likelihood - 1	Consequence - 4	Result - Low

<p>PREVENTATIVE &amp; PREPERATION ACTIONS</p> <ul style="list-style-type: none"> <li>• <b>Risk management plans prepared and implemented.</b></li> <li>• <b>All activities undertaken under supervision.</b></li> <li>• <b>All equipment utilised well maintained and regularly inspected.</b></li> <li>• <b>Health/Medical forms completed for all swimmers.</b></li> <li>• <b>Maintenance of emergency contact numbers.</b></li> </ul>
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<p>RESPONSE &amp; RECOVERY ACTIONS</p> <ul style="list-style-type: none"> <li>• <b>Follow centre procedures, safety plans and emergency flow chart.</b></li> <li>• <b>Ensure the safety of others Club members.</b></li> <li>• <b>Emergency contact person notified.</b></li> <li>• <b>Complete attached QBE, Marsh and MSA forms.</b></li> <li>• <b>Masters Swimming WA notified.</b></li> </ul>
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Resource requirements:	<ul style="list-style-type: none"> <li>• First aid equipment</li> <li>• Medical/Health Forms</li> <li>• Accident/Incident Forms</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Coach/Supervisor, Safety Officer, Captain and Centre Staff</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Immediate response process implemented</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through the Coach / Supervisor to Masters Swimming WA</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Coach/Supervisor, swimmers, Captain, Safety Officer</li> </ul>
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## **RISK ACTION PLAN**

ITEM:	<b><i>SIGNIFICANT DECLINE IN MEMBERSHIP</i></b>		
<b>Initial assessment</b>	Likelihood - 3	Consequence - 3	Result - Moderate
<b>Final assessment</b>	Likelihood - 2	Consequence - 2	Result - Low

<p><b>PREVENTATIVE &amp; PREPERATION ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Effective club planning and goal setting.</b></li> <li>• <b>Regular promotion of the club and Masters Swimming at training venues and local community.</b></li> <li>• <b>Have a coach/supervisor on deck during training sessions.</b></li> <li>• <b>Provide quality training and services to existing members.</b></li> <li>• <b>Regular club social events.</b></li> <li>• <b>Keep members informed and involve them in all aspects of the Club and Masters Swimming WA.</b></li> <li>• <b>Monitor membership numbers and seek early intervention should numbers start to decrease.</b></li> </ul>
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<p><b>RESPONSE &amp; RECOVERY ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Intervene early.</b></li> <li>• <b>Increase promotion and publicity efforts.</b></li> <li>• <b>Actively engage all members to assist with the process of obtaining new members.</b></li> <li>• <b>Seek assistance from Masters Swimming WA if required.</b></li> </ul>
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Resource requirements:	<ul style="list-style-type: none"> <li>• Risk management Plan</li> </ul>
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Responsibilities:	<ul style="list-style-type: none"> <li>• Club Committee</li> </ul>
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Timing:	<ul style="list-style-type: none"> <li>• Early Identification required</li> </ul>
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Reporting:	<ul style="list-style-type: none"> <li>• Through Club Committee</li> </ul>
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Monitoring:	<ul style="list-style-type: none"> <li>• Club Committee</li> </ul>
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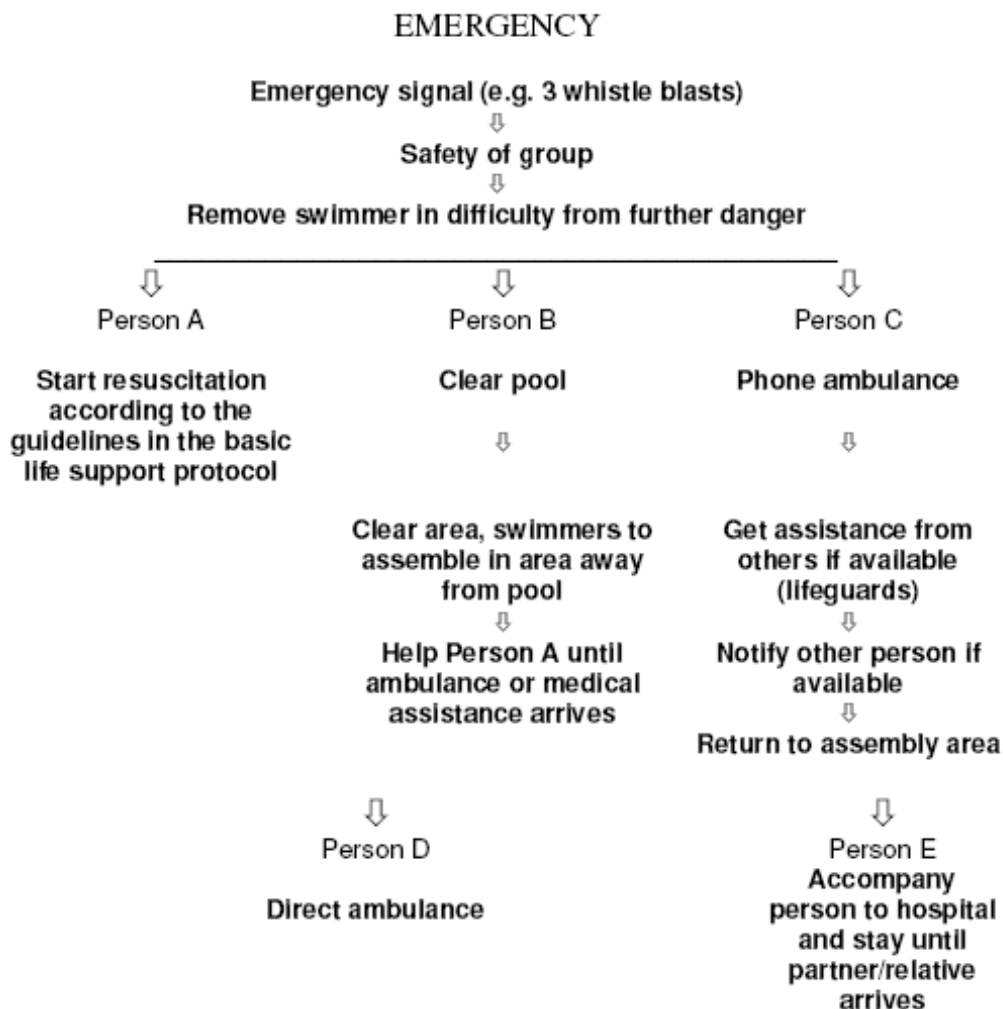
## BY-LAW 13 RISK MANAGEMENT POLICY



### 11 Emergency Flow Chart

In an emergency dial 000 (Ambulance, Fire, Police) \*free call\*

The following chart shows the actions that might be taken by 3-4 people in an emergency.



Action after emergency:

- Club Official to phone and advise partner/relative;
- Complete report, including report from witnesses;
- Notify Club Safety Officer.

Club Safety Officer to notify Club President and

- complete report form (include a report from witnesses);
- Forward report to Branch Safety Co-Ordinator and copy to file.