

Adelaide University
Scuba Diving Club

Risk Management Plan

Revision 2

Updated 1 July 2017



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Document control

Revision (Date)	Person	Comments
0 (1/03/2015)	Author: David Warren / Connie Rowe Reviewed: Committee (via Meeting) Approved: David Warren	Approved by 2014/2015 committee; and distributed to AU Sport.
1 (27/07/2016)	Author: David Warren / Tore Nielson Reviewed: Committee (via Meeting 26/07/2016) Approved: David Warren	Updated based on AU Sport feedback, and underwater rugby club incorporation within AUSC. Checklist moved to Appendix. Revamped audit in line with updated AU Sport template.
2 (4/07/2017)	Author: Modra Paulson Reviewed: Committee (via Meeting 04/07/2017) Approved: Modra Paulson	Updated for 2017 and reviewed by new Committee. <ul style="list-style-type: none">• Removed SDFSA as AUSC are no longer financial members;• UWR details updated to Adelaide Aquatic Centre from Thebarton; and• Added Need for financial members to tow equipment not social members.

Acronyms and Definitions

Acronym	Description
AU	The University of Adelaide
AU Sport	Adelaide University Sport
AUSC	Adelaide University Scuba Diving Club, Inc.
Club	Adelaide University Scuba Diving Club, Inc.
DAN	Divers Alert Network

Chapter 1 Introduction

The committee of Adelaide University Scuba Diving Club (AUSC) recognises that it is vital to have good Risk Management practices in place to ensure the safety of its members, the club itself and those organisations with which the club is affiliated, such as AU Sport.

It is vital that all actions, processes and policies are adhered to by all club members. It is in line with AU Sport Risk Management and AUSC policies and governance issues.

1.1 Risk management

A risk is defined as anything untoward that can affect your organisation by creating exposure to potential loss or damage.

Risk management can be simplified into four questions:

1. What untoward things could happen?
2. What would be the impact?
3. What can we do about it?
4. How do we tell everyone about it?

There are many areas where a risk can occur that can affect the success of an organisation - A 'risk' is more than just a physical risk. Areas where risks can occur include:

- Governance;
- Financial;
- Brand;
- Member services;
- Sports competition / activities;
- Social events; and
- Facilities.

1.2 Scope

There are three main phases to risk management:

- Identification;
- Analysis / evaluation; and
- Treatment.

These different stages can be seen in action in Figure 1-1. These stages will be discussed separately in each chapter of this document.

Club risks will be managed within an overall risk management framework, which is based on the process as outlined from the Australian Risk Management Standard (Standard AS/NZS ISO 31000:2009).

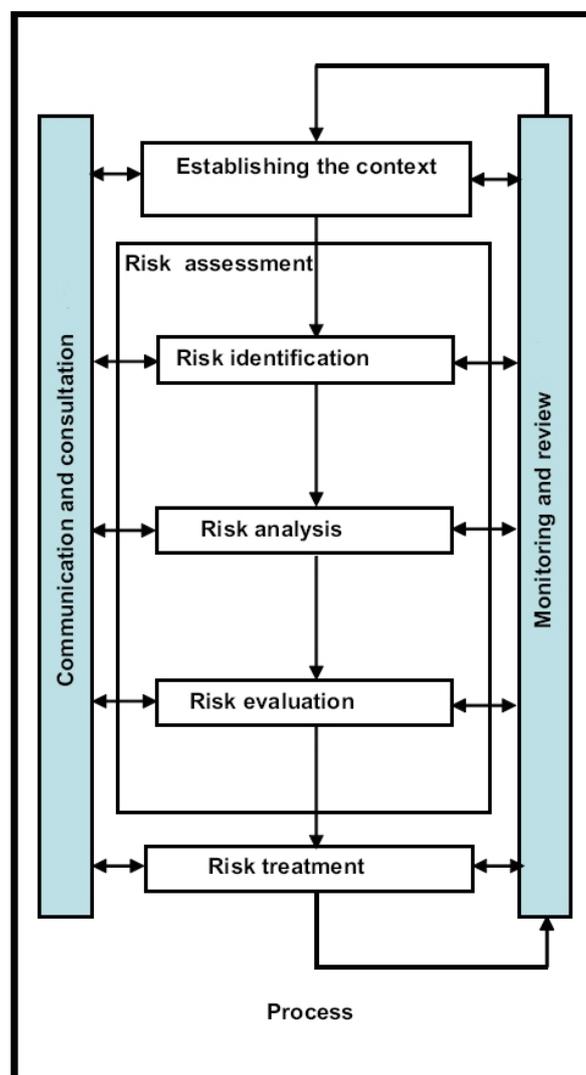


Figure 1-1 Risk management phases (from AU Sport 2016)

Key stages of risk identification and management include identification, assessment, analysis, evaluation and treatment. This means:

- Identifying 'what' is the risk;
- Determining 'how' it is best treated, which can involve:
 - avoiding the risk (i.e. deciding not to commence or continue with the activity that results in the risk);
 - removing the source of the risk;
 - changing the likelihood of the risk occurring;
 - changing the consequence of the risk on your organisation's goals;
 - sharing the risk with another party or parties;
 - retaining the risk by informed decision;
- Determining when it is best treated; and
- Deciding who will manage the risk.

1.3 Authors

This risk assessment and plan has been completed by Modra Paulson, AUSC President 2017-2018.

The 2017-2018 committee endorses this document for submission to AU Sport as of 11/08/2017.

Chapter 2 Identification

2.1 General risk area identification

It has been identified that all the risks, which may arise from the conduct of our club activities and members, can be classified into a number of general risk areas:

- Activities and events;
- Brand;
- Facilities and equipment;
- Finance;
- Governance;
- Member services;
- Social events; and
- Volunteer and staff.

The Club has also considered the following factors, as each can impact on the likelihood and severity of the risk:

- Age and capacity of participants (children require extra care)
- Type of activities
- Past history of accidents, injuries and losses
- Standard of equipment
- Use of equipment
- Existing problems with operating procedures or practices
- The facilities and equipment to be utilised
- The environment in which your activity is taking place.

Potential risks to the club have been identified using the 'AU Sport Risk Management Audit Check List'.

2.2 Specific risk identification

AUSC identifies as a high risk club due to the specialised nature of skills and equipment required to ensure safe diving practices.

2.3 Checklist audit

AUSC conducted an audit of risks using AU Sport's checklist, attached in Appendix A.

Chapter 3 Assessment

The risk evaluation process gives each identified risk a priority rating based on the likelihood of the risk occurring and the consequence to AU Sport if it did occur. This has been done using a Risk Priority Matrix. High priority risks will be those having a high impact on AU Sport and/or a high probability of occurring, while low priority risks are those having little chance of occurring and/or little impact on AU Sport if they did occur.

3.1 Risk rating definition

A risk priority matrix has been defined that gives each identified risk a priority rating, from extreme to minor, by combining the factors of the likelihood of occurrence (Table 3-1) with the consequences should the risk arise (Table 3-2).

Table 3-1 Likelihood of identified risk occurring

Rating	Likelihood	Comment
A	Almost Certain	Will probably occur, could occur several times per year
B	Likely	High probability, likely to arise once per year
C	Possible	Reasonable likelihood that it may arise over a five-year period
D	Unlikely	Plausible, could occur over a five to ten year period
E	Rare	Very unlikely but not impossible, unlikely over a ten year period

Table 3-2 Consequence of Identified Risk Occurring

Rating	Impact	Comment
A	Extreme	Many objectives will not be achieved, or several severely affected, extensive injuries, hospitalisation, event requiring investigation and outside assistance (e.g. Fire Service, Police)
B	Major	Most objectives threatened or one severely affected
C	Moderate	Some objectives affected, considerable efforts to rectify
D	Minor	Easily remedied, with some effort the objectives can be achieved
E	Negligible	Very small impact, rectified by normal processes

Once each risk has an A-B-C-D-E rating for **both** likelihood and consequence, the level of risk has been identified on the 'Risk priority matrix' (Figure 3-1) by correlating the likelihood of occurrence with the consequences of occurrence.

		Consequence				
		A	B	C	D	E
Likelihood	A	Extreme	Extreme	High	High	Moderate
	B	Extreme	High	High	Moderate	Moderate
	C	High	High	Moderate	Moderate	Low
	D	High	Moderate	Moderate	Low	Low
	E	Moderate	Moderate	Low	Low	Low

Figure 3-1 Risk matrix

3.2 Risk evaluation

Based on the risk management audit checklist, each risk has been given a corresponding likelihood, consequence, and therefore risk priority, based on the risk priority matrix. This thereby allows the Club to determine the level of risk for each particular incident that has been identified.

Risk Rating	Action	Comment
Low	Acceptable	Unlikely to require specific application of resources; manage by routine procedures. Monitor and review.
Medium	Generally not acceptable	Likely to cause some damage, disruption or breach of controls. Board attention needed and officer/management responsibility specified.
High		Treatment plans to be developed and endorsed by the Board.
Extreme	Not acceptable	Likely to threaten the survival or continued effective functioning of the program or the organisation, either financially or politically. Immediate action required; must be managed by a designated officer of the organisation and a detailed treatment plan reported to the Board.

Refer to Appendix B for this spread sheet.

Chapter 4 Risk treatment

All risks which were identified in the 'Audit Check List' have been identified and prioritised. Refer attachment in Appendix.

Some risks have been identified as being acceptable, simply because the level of risk is so low it doesn't justify any specific further action, however most risks have been identified as needing review.

Some of the more common ways to manage risks (listed below) have been/will be considered when the risk has been addressed.

Table 4-1 Risk management types

Type	Comment
Avoid	Cancelling or postponing an activity considered to be high risk e.g. dive activity in poor weather, or a UWR competition in extreme heat.
Reduce	Taking proactive measures to reduce the likelihood of a risk occurring or the consequences should an event occur. Modifying or changing the rules of a game, using protective equipment or backing up electronic data are examples of risk reduction.
Transfer	Examples of transfer include taking out insurance or using waiver or indemnity releases to transfer the whole or part of the responsibility for the risk to another party. It is important to note that taking out insurance or using waivers or indemnity releases does not limit the risk of the incident itself. It simply helps to protect the organisation if an incident does occur. AU Sport and its clubs still have a responsibility to limit, in every way possible, the chances of an incident occurring. Insurance is not an excuse for negligence.
Accept	Club can choose to accept the risk of an incident occurring and to carry the consequences should such an incident arise.

When planning to manage a risk, AUSC has determined:

- How will the risk be managed before and after an incident?
- What resources will be required?
- Who will be responsible for managing the risk?
- When will the task be completed?
- When will the risk and the management plan be reviewed?

Additional responsibilities for high risk are discussed below.

4.1 Safety management

As per AU Sport document *Additional Risk Management Information*, further requirements outlined with AUSC.

- An experienced Safety Officer must be appointed to supervise the maintenance, issue and use of all equipment.

In general, AUSC appoints Vice-President to take on the portfolio of club safety, although all committee members and general members have a responsibility towards safety. However, it is important to recognise that the club cannot fully conform to this requirement, and will be discussed under the following items:

- Equipment maintenance:
 - All scuba diving equipment is serviced as per standards and requirements, by professionals. Club members with the assistance of Committee members may be able to do basic maintenance to Club equipment (BCD inflators replacement, regulator mouth pieces, boat fittings), but any serious/significant maintenance and servicing (regulator internals, boat engine, etc.) are to be done by qualified personnel.
 - The compressors are also serviced, and both scuba equipment and compressors are covered under the portfolio of the Equipment Officer.
 - Similarly, the boats are also serviced annually, and this is a responsibility of the Boating Officer.
- Equipment issue – Committee members or boat handlers acknowledge the sign in/out of equipment through registers, and follow up should there be any issues, or equipment not returned on time.
- Equipment use – Scuba equipment can be borrowed to be used by members doing non-club dives, or use during club dives.
 - In non-club dives, the club does not have the provision to supervise use of scuba equipment.
 - For club dives on boats, event safety coordination is handled by the boat handler for boat events, or trip organiser for shore dives. While the club promotes safe use of equipment through briefings, and buddy checks prior to dives, ultimately it is the user through training certification that ensures safe use of equipment.
 - For UWR, the coach is appointed for underwater training/events.
- All club activities must be conducted under the supervision of a qualified Safety Officer. For example, this may be the Boat Handler for scuba diving boat events, Underwater Rugby Coach for underwater rugby training/tournaments, or Dive Trip Coordinator for shore dives, trip dives etc.

4.2 Training and certification

As per AU Sport document *Additional Risk Management Information*, further requirements outlined with AUSC.

- All training and grading must be undertaken through recognised professional training schools. Only club members holding certificates of competence from such schools/professional instructors may participate in club activities where such training is necessary (e.g. Scuba Diving, Gliding, Water Ski etc). Training fee subsidies may be paid through AU Sport club recurrent budgets.

It is a requirement that all members who would like to participate in scuba diving, or hire of scuba diving equipment must hold an appropriate scuba diving certification. Furthermore, any freedivers who participate in this event from one of the club's boats must also hold a freediving certification (refer *AUSC Freediving Policy*).

4.3 Motor vehicle towing

As per AU Sport document *Additional Risk Management Information*, further requirements outlined with AUSC.

- Clubs needing to tow equipment (e.g. boats, gliders) must ensure that:
 - Fully licensed, experienced drivers are used whenever possible;
 - The towing vehicle is adequate for the trailer and equipment being towed; and
 - Clubs should draw up a set of instructions to be observed while towing and all drivers must be conversant with these BEFORE towing club equipment.

- The RAA will assist with information on towing techniques.
 - Note: The majority of insurance claims for damage to equipment have occurred as a result of towing accidents.

Refer *AUSC Towing Policy*, which satisfies these requirements.

Furthermore, AUSC requires persons towing Club equipment must be financial Club members, who are not AU Sport Social Members (to ensure coverage of insurance).

4.4 Boat driving

As per AU Sport document *Additional Risk Management Information*, further requirements outlined with AUSC.

- It is South Australian law that you must hold a current boat operator's licence to operate a recreational vessel fitted with an engine, regardless of the size of the vessel or its engine, or whether the engine is being used at the time. Any damage caused with an unqualified driver is likely to void AU Sport's insurance cover including public liability and render the driver personally liable. Clubs should keep a register of qualified drivers and only these drivers are to be permitted to take charge of and drive the boats.

Refer *AUSC Boat Handler Requirements Policy*, and *AUSC Boat Handler Register*.

Chapter 5 Conclusion

In AUSC's risk management plan Rev0, the club saw the following initiatives as priorities:

- Policies document update;
- Strategy/vision 2020 document;
- Annual reports formalised for 2014; and
- Financial reports and updated budget.

During the first half of 2015, the club has addressed some of these key issues, with release and distribution of 2014's annual report, which included key financial records. The club will include the activity of underwater rugby and all necessary documentation to develop this sport. The committee will focus on strategic planning and policy development in the second half of 2015, prior to Summer and generally the club's busy season.

5.1 Communication

The Club is committed to ensuring that our risk management plan, any policies resulting from the plan and specific responsibilities, are fully communicated, implemented and adhered to by the club and our members.

We will communicate this plan via the following means:

- Including it and other relevant documentation in a policies manual and handing it to new committee members;
- Ensure Risk Management is an agenda point for committee meetings;
- Ensure that all club policies are accessible by the members via the club website; and
- Include risk management information in the club e-mails.

The Club has also forwarded this documentation to AU Sport to ensure that it is in line with their policy.

5.2 Review

The club will next review its risk management by 1/07/2018.

Appendix A Audit checklist

A.1 Governance

Category	No.	Item	Status	Comment
Incorporation	1	Is your organisation incorporated?	✓	Refer <i>AUSC Club Definition Policy</i> .
	2	Is the person listed with Consumer and Business Services as your public officer up to date (as required under the Associations Incorporation Act 1985 SA)?	✓	Changed 25/11/2015 to David Warren (AUSC President). Refer <i>AUSC Public Officer Register</i> .
Constitution	3	Does your club have an up-to-date constitution?	✓	Updated at 5/05/2016 SGM (Revision 12)
	4	Have you reviewed your constitution within the last 12 months?	✓	Yes, refer item above.
	5	Have you registered your current constitution with Consumer and Business Services (as required under the Associations Incorporation Act 1985 (A))?	✓	Yes, Revision 12 lodged 25/05/2016.
AGM	6	Is an AGM held in accordance with the constitution?	✓	Last held 17/03/2017 Next one scheduled 03/2018
Annual Report	7	Is the Annual Report circulated to all members?	✓	2016 reports circulated prior to the 2017 AGM.
Affiliation	8	Is your organisation affiliated with relevant bodies (i.e. State Sporting Body, AU Sport) <ul style="list-style-type: none"> • AU Sport (overall club); • Scuba diving; and • Underwater rugby. 	<ul style="list-style-type: none"> ✓ ✓ 👉 	<ul style="list-style-type: none"> • AU Sport • Sea Rescue • Affiliation with Australian Underwater Federation required Body is just developing in national level, and AUSC is helping to support them, so probably sufficient at this current time.
	9	Do you adhere to all policies and processes that are imposed on the club by organisations that you are affiliated with?	✓	
Policies and Procedures	10	Are your rules, by-laws and practices non-discriminatory?	✓	
	11	Are these policies communicated to all affected?	✓	Blog, website

Category	No.	Item	Status	Comment
	12	Does your organisation have any policies or procedures to guide its decision making? (Code of conduct for the Board / Committee, Conflict of interest policy, etc.)	✓	Developed in 2015.
Data Management	13	Are club files and documents kept in a central location (either physically or electronically)?	✓	Yes, as per policies. Physical files: AUSC Club Room; Electronic files: Website.
Committee	14	Do you have position descriptions for all office bearers/staff?	✓	These are reviewed by incoming committee each year. The 2016/2017 committee reviewed these at first committee meeting.
	15	Does your board/committee meet regularly and document all decisions and actions?	✓	Committee and UWR Management Subcommittee meet monthly
Strategy	16	Do you have a clear plan for the future that describes what you want to do and how you are going to do it? (i.e. a current strategic plan which is supported with yearly operational plans)	✗	Strategic plan drafted in mid 2015 Currently under construction
Leadership	17	Are people encouraged to take up leadership roles?	✓	
	19	Do you have a succession plan?	✗	Currently under construction
Insurance	20	Does the Committee/Board understand its insurance cover (Directors and Officers, public liability, members cover)?	✓	
Scope	21	Has a new element/activity been added to the scope of your organisation and has AU Sport approved this for insurance purposes?	✓	Underwater rugby was inducted in late 2015, with AU Sport's approval

A.2 Legal

Category	No.	Item	Status	Comment
Contracts	1	When your organisation is entering into a major contract, does it seek legal advice?	✓	Anything complicated/complex has consultation with AU Sport for advice, or further support from legal

A.3 Finance

Category	No.	Item	Status	Comment
Policy	1	Do you have good financial policies and practices documented?	✓	
	2	Is all expenditure authorised through an identified process?	✓	
Management	3	Are all financial transactions accurately recorded (receipted / banking)?	✓	Cash flow spread sheet
	4	Are signatories to the bank account updated/removed as required?	✓	2017-2018 signatory change documentation completed and lodged with Bank SA
Budget	5	Do you have a (realistic) budget?	✓	Conducted 2015 and 2015-2020 plan
Reconciliation	6	Do you present regular financial reports that identify how you are travelling against your budget?	👉	Financial reports reconciled monthly. Not identified against budget.
Audit	7	Is an annual audit conducted of your financial records?	✗	Review conducted internally
Grants	8	Do you apply for internal and external grants?	✓	AU Sport, ORS 2015, Suez Environment
Fundraising	9	Do you seek other sources of funding?	✓	Merchandise, chocolate selling, entertainment books, Raffle, Pub crawl
Volunteer Honoraria	10	If honoraria are paid to volunteers, do you complete the Australian Tax Office Statement of Supplier form?	N/A	

A.4 Brand

Category	No.	Item	Status	Comment
Policy	1	Are marketing / brand plans and guidelines in place and followed?	👉	Currently developing
	2	Are these plans in line with AU Sport requirements?	✓	AUSC policy based off AU Sport policy
	3	Are approvals given for use of AU Sport and UofA logos?	✓	AU Sport Give Guidance and permission
Marketing	4	Are technology tools maintained and secure? (website / Facebook / online databases etc.)	✓	All secure and maintained. Facebook AUSC group page
	5	Are media activities / reports monitored and appropriately addressed?	✓	Monitored, press release.
	6	Are social media outlets (Facebook, Twitter, LinkedIn) monitored and guidelines in place?	✓	Facebook monitored. Social media policy and advertising policy in place.
Website	7	Is the website updated regularly?	👉	Club blog news is updated regularly. Consideration/liason still required with AU Sport for their plans.

A.5 Member services

Category	No.	Item	Status	Comment
Policy	1	Do you have a member protection policy?	✓	
	2	Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct?	✓	Code of conduct in place
	3	Do you have a volunteer / staff management policy in place?	✗	
	4	Do you have a Child Safe Environments policy and officer?	✓	Policy approved. AU Sport support when applicable. Current President is a child safe officer
	5	Do you have (and communicate) policies in place to support your members? (such policies should include Code of Conduct, Member Protection Policy etc.)	✓	Policies in place.
Management	6	Are procedures in place to ensure the security of membership information and compliance with privacy legislation? (i.e. police checks, regular updating of who has access to the backend of the AU Sport online system)	✓	Policy Child Safe policy for police checks and UWR coaching
	7	Does your organisation communicate regularly and effectively with its members? (newsletter, Facebook, website, team app, club meetings)	✓	E-mail (Announce), Facebook, Club Website,
	8	Do you have a procedure for dealing with complaints?	✓	
	9	Do you provide volunteers / staff with inductions information?	✓	SOPs could improve with A4 sheet
Duty of Care	10	Do members understand the extent of their 'duty of care'?	✓	All members have access to relevant information
	11	Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct?	✓	Membership form
	12	Do you require participants to sign a waiver or release form prior to participating?	✓	Membership form
	13	Are all applications for membership vetted and approved by the Board?	✗	Do not believe there is a need to. Exceptions raised to Committee, and handled separately.

Category	No.	Item	Status	Comment
	14	Do all coaches/instructors/leaders have appropriate and current accreditation?	✘	To be developed / formalised in UWR policy
Risk Assessments	15	Do you conduct risk assessments on all programs, activities and events?	✓	Generally 'base business' covered. Projects / new events are reviewed, e.g. trail marking had risk assessment conducted by Tim Brown, and UWR RA conducted by Tore Nielson and UWR Subcommittee
	16	Are risk assessments documented?	✓	
	17	Are medical details / emergency contacts accessible to those who may need to access them?	✓	Boat handlers now have access to AU Sport club member details.
Development	18	Do you promote education and training opportunities for members?	✓	Training and development courses, with support from AU Sport grants; Education nights conducted.

A.6 Activities and events

Category	No.	Item	Status	Comment
Policy	1	Is there a general event management policy / guideline?	✓	Dive management policy. Dives need to be publicly announced via E-Mail and Facebook with declared dive organiser to be covered by club insurance.
	2	Are there policies and guidelines for individual events?	✓	Policies
	3	Do you have an OHW&S policy and procedures in place? (Weather policy, alcohol and drugs, Asthma, Infectious disease, Pregnancy)	✓	Policies have been developed
Events	4	Are events promoted via different means?	✓	Website, Facebook, Announce (e-mail)
	5	Are there guidelines on what is an official club / association event and involvement?	✓	Advertised via Facebook / e-mail, known to AUSC Committee, logged in cash flow sheet (for scuba/snorkel events)
Competition	6	Are you competing in a well-managed competition?	✓	UWR are helping to develop UWR in Australia with holding events in Adelaide 2017 and Nationals in 2018
	7	Do you ensure the recommended rules of play and protocols are followed for your activity?	✓	Ensuring all activities organised by knowledgeable members Training members in policies and procedures for club activities Safety reporting through the committee monthly
	8	Are contingency plans in place?	✓	Contingency dive sites if poor weather, diver can't dive due to issue etc.
	9	Are details / policies of the activity communicated to those involved?	✓	All Members have access to Policies and procedures?
	10	Are equipment guidelines on use / replacement / storage in place?	✗	Update equipment SOPs?
Duty of Care	11	Are you insured for all activities?	✓	AU Sport insure club activities, UWR Australia also have insurance
	12	Do you conduct risk assessments on all programs, activities and events? (especially for high risk activities)	✓	Standing within policies
	13	Are events appropriately staffed?	✓	
	14	Is there a Risk Management assessment or checklist completed for each event?	✓	Boating checklist rolled-out, and dive site plans prepared.
	15	Are risk assessments documented?	✓	
	16	Is there a clear procedure for reporting accidents/injuries?	✓	Policies – all
	17	Are regular safety inspections made of buildings, grounds and equipment?	✓	Club Equipment is inspected and serviced as required

Category	No.	Item	Status	Comment
	18	Do you have an adequate first aid at all activities? (sports trainer / first aid officers / first aid kit)	✘	Oxygen provider, shore dives
	19	Are those involved (players / coaches / officials) aware of their roles / responsibilities / duty of care?	✓	
	20	Do all coaches/instructors/leaders have appropriate, current accreditation? (police checks / accredited training etc.)	✓	Seamanship
	21	Do you promote education and training opportunities?	✓	Encourage all members to partake in available training
	22	Do those undertaking high risk activities have the skills / experience / knowledge to do so or are they supported by someone who is?	✓	Seamanship, advanced OW, first aid, oxygen provider
Alcohol	23	Do you promote a positive drug and alcohol responsibility (Good Sports/University policy)?	✓	Alcohol policy, drugs policy
	24	Are there guidelines on use and sale of Alcohol?	✓	Do not currently sell alcohol.
Food	25	If you sell or provided food, are your procedures for preparation, storing and cleaning; in line with the 'Food Act 2001' and the 'Food Standards Code'?	✘	Conduct BBQs, need to review.
	26	If you sell food, are you registered as a 'food business' with the local Council?	N/A	

A.7 Facilities and equipment

Category	No.	Item	Status	Comment
Duty of Care	1	Are guidelines of use in place?	✓	Equipment
Management	2	Are booking process in place?	✓	
	3	Are facilities regularly cleaned and maintained?	✓	Working bees on a regular basis
	4	Are damages and potential hazards appropriately reported?	✓	Near misses and Incidents are reported
	5	Are adequate storages in place for the safe keeping of equipment and other goods?	✓	Security ok. Will require update once new clubrooms are built
	6	Are medical Emergency and evacuation plans visible and up to date?	✘ ✓	Absent in club rooms. Visible in Adelaide Aquatic Centre for UWR activities
Equipment	7	Have you provided AU Sport with an updated list of equipment (valued over \$250)?	✘	Provided previously, but equipment audit Currently being updated, and reviewed.

A.8 Volunteers and staff

Category	No.	Item	Status	Comment
Policy	1	Are procedures in place to ensure the security of staff and volunteers' information and compliance with privacy legislation if applicable?	✓	Member protection policy
	2	Do you have a set of standard volunteer and staff resource policies and procedures in place to help guide behaviour and decision making to manage the risk associated with the paid staff and volunteers within your organisation?	✓	Several policies available for committee, boat handling and underwater rugby policy.
	3	Do you have a volunteer management plan?	✗	
	4	Do you have written and signed agreements/contracts in place for each paid staff member?	N/A	No current paid staff members.
Induction	5	Do you have proper induction processes for all new paid staff and volunteers who have a specific role and responsibility?	✗	Not specific induction plan for volunteers
Position Descriptions	6	Do you have position descriptions and action plans/timelines for all key paid and volunteer positions in your organisation?	✗	

A.9 Compliance

Category	No.	Item	Status	Comment
Incorporated Club	1	Do you have a mechanism in place to periodically review and assess whether your organisation meets the definition of a 'prescribed organisation' as per section 35 of the <i>Association Incorporation Act 1985 (SA)</i> ? (A 'prescribed organisation' is defined as an organisation is incorporated and gross receipts (income) are over \$200,000)	✘	Negligible risk, as do not foresee the club having a gross income in excess of \$200,000
EHS	2	Have you considered the health and safety of everyone in the organisation and do you meet work health and safety regulations? (e.g. Weather policy, alcohol and drugs, Asthma, Infectious disease, Pregnancy)	✓	Policies are available to protect members and minimise risk. Communication of policies through website, and notification when joining club.
Child Safe	3	Are you aware of the organisation's requirements under the Children's Protection Act 1993 (SA) and as shared via AU Sport Child Safe Environment Policy?	✓	Refer AUSC Child Safe Policy.
Laws	4	Are you aware of the legislation or local government by-laws that could apply to your activities?	✓	
	5	Are you aware of the industry standards (State sporting requirements) that apply to your operations?	✓	
AU Sport	6	Do you meet the AU Sport requirements: <ul style="list-style-type: none"> Your membership consists of 50% AU Student (Associate membership is no more than 25% of your membership base); Club is represented at all AU Sports Council and AGM meetings; Provide annual and financial reports on time to AU Sport; Contact details are up to date; Committee is elected at AGM; Website is up to date; and Participate at O Week and other AU Sport events. 	 ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> Need to continue to monitor membership numbers and constraints. Support all AU Sport meetings; Yes, provide timely, or support for revised date; Yes; Yes; Yes; and Yes.

A.10 Specific Risks

Category	No.	Item	Status	Comment
Scuba Diving	1	Decompression illness	✓	Oxygen provider training and oxygen kits; Dive site risk management plans.
	2	Diving related injuries	✓	Oxygen provider training and oxygen kits; Dive site risk management plans.
	3	Boat trouble	✓	Radio logging with Sea Rescue; Boating review checklists; Annual planned maintenance.
	4	Shark / dangerous animals	✓	Shark shields
Freediving	5	Freediver becoming unconscious from holding their breath (black out)	✓	Required training/competency, boat first aid, radios
Underwater Rugby	6	Player becoming unconscious from holding their breath (black out)	✓	Trained first aider on duty (Provided by Aquatic Centre); Comprehensive medical form completed with known medical conditions and likely medical issues associated with underwater rugby; Two players to wear a whistle on their snorkel at all times to summon life guard if required; and New player induction to outline risk of physical injury associated with participating in sport.
	7	Player to sustain an impact injury whilst participating in sport (e.g. broken/dislocation of fingers, broken ribs, split lips or damage to teeth)	✓	Trained first aider on duty (Provided by Aquatic Centre); Comprehensive medical form completed with known medical conditions and likely medical issues associated with underwater rugby; Two players to wear a whistle on their snorkel at all times to summon life guard if required; Players to wear snorkels protecting teeth; Players to hats with ear caps; Encourage male players to wear a 'box' during training and completions; and New player induction to outline risk of physical injury associated with participating in sport.

Category	No.	Item	Status	Comment
	8	Chlorine Gas release	✓	Emergency evacuation procedure to include in new player induction; and Aquatic Centre fire warden to be on duty.

Appendix B Risk assessment

Refer next page.