



Adelaide University  
Scuba Diving Club

# Risk Management Plan

**Revision 4**

Updated 30 November 2019



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## Document control

Revision (Date)	Person	Comments
0 (1/03/2015)	<b>Author:</b> David Warren / Connie Rowe <b>Reviewed:</b> Committee (via Meeting) <b>Approved:</b> David Warren	Approved by 2014/2015 committee; and distributed to AU Sport.
1 (27/07/2016)	<b>Author:</b> David Warren / Tore Nielson <b>Reviewed:</b> Committee (via Meeting 26/07/2016) <b>Approved:</b> 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)	<b>Author:</b> Modra Paulson <b>Reviewed:</b> Committee (via Meeting 04/07/2017) <b>Approved:</b> Modra Paulson	Updated for 2017 and reviewed by new Committee. <ul style="list-style-type: none"> <li>• Removed SDFSAs as AUSC are no longer financial members;</li> <li>• UWR details updated to Adelaide Aquatic Centre from Thebarton; and</li> <li>• Added Need for financial members to tow equipment not social members.</li> </ul>
3 (23/07/2018)	<b>Author:</b> Tim Brown <b>Reviewed:</b> Committee (via Meeting 23/07/2018) <b>Approved:</b> David Warren	Updated for 2018 and reviewed by new Committee.
4 (30/11/2019)	<b>Author:</b> Jack Morelli <b>Reviewed:</b> Committee <b>Approved:</b> Emily Ahern	Updated for 2019 and reviewed by new committee. Removed Underwater Rugby from the club.

## 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).

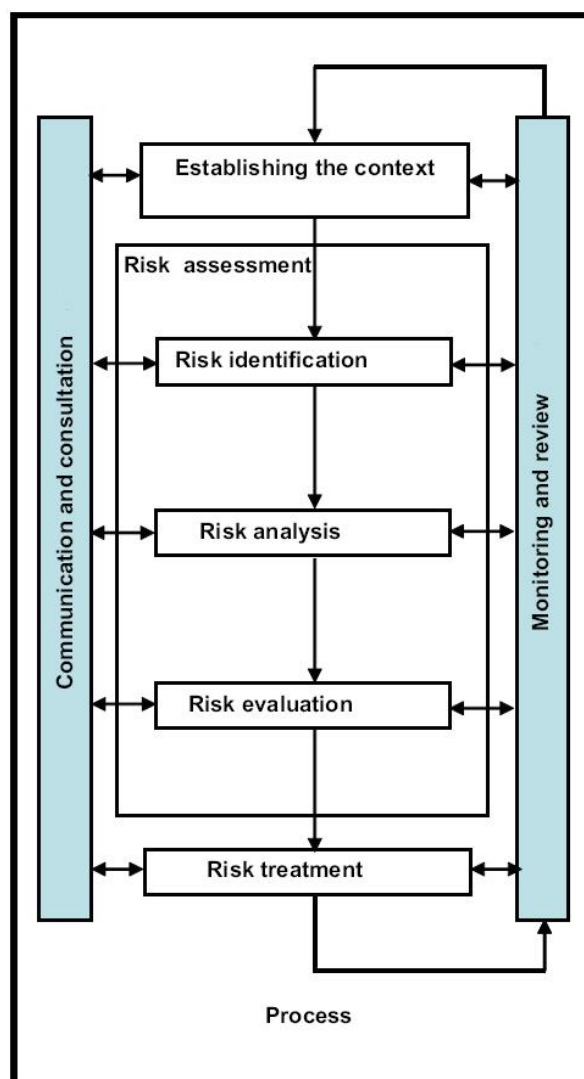


Figure 1-1 Risk management phases (from AU Sport 2016)

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:

- Jack Morelli, AUSC Vice President 2019-2020;

The 2019-2020 committee endorses this document for submission to AU Sport as of 30/07/2019.

## 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; and
- 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.

<b>Risk Rating</b>	<b>Action</b>	<b>Comment</b>
<b>Low</b>	Acceptable	Unlikely to require specific application of resources; manage by routine procedures. Monitor and review.
<b>Medium</b>	Generally not acceptable	Likely to cause some damage, disruption or breach of controls. Board attention needed and officer/management responsibility specified.
<b>High</b>		Treatment plans to be developed and endorsed by the Board.
<b>Extreme</b>	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. Club equipment is only issued to members with appropriate formal training and certifications.
- 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 and Trip Organiser 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 or Trip Organiser 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*).

In addition, the club recognises that some dive sites require more than entry-level scuba skills. The club requires that members hold more advanced scuba diving certifications for these sites. This is covered under the AUSC Experienced Dive Site 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);
- Boat procedure checklists posted on noticeboard and on each boat include items to be checked prior to towing a boat; and
- Assessment and certification by the club of new boat operators include review of boat towing.

#### 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*.

Prospective boat operators:

- Have their boat operator licenses sighted;
- Are assessed using a comprehensive checklist covering towing, launching, operation and recovery;
- Undergo a practical familiarisation with the club boats;
- Are supervised until deemed proficient in the use of the club boats; and
- Are formally approved at a club committee meeting to independently operate club boats.

## Chapter 5 Conclusion

In AUSC's risk management plan Rev2, the club saw the following initiatives as priorities:

- Full integration into the club of the underwater rugby element;
- Strategic planning and policy development; and
- Promoting information mitigating risks.

During 2018, the club has addressed some of these key issues:

- Improved representation of the underwater rugby element on the club committee;
- Introduction of a formal assessment checklist for prospective boat towers/operators;
- Development and promulgation of detailed checklists for boat towing and operating;
- Development and promulgation of detailed checklists for main compressor operation;
- Contributed detailed design proposals to the new West Beach clubhouse development as a key contributor to the long-term health of the club; and
- Allocation of training grants (e.g. First Aid, O2 Administration, marine radio operation and seamanship) to improve key skills, mitigate risk and ensure a succession of suitably qualified volunteers.

During 2019 and ongoing, the club is addressing the following key issues.

- Continue to support the new West Beach clubhouse development project; and
- Promote the development of future club leaders by mentoring new boat towers/operators and activity leaders.
- Allocation of training grants (e.g. First Aid, O2 Administration, marine radio operation and seamanship) to improve key skills, mitigate risk and ensure a succession of suitably qualified volunteers.
- Creation of the (separate) Underwater Rugby Club and removal of Underwater Rugby as an activity of AUSC.

### 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 1/07/2020.

## Appendix A      Audit checklist

### A.1              Governance

Category	No.	Item	Status	Comment
<b>Incorporation</b>	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> .
<b>Constitution</b>	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, no update required.
	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.
<b>AGM</b>	6	Is an AGM held in accordance with the constitution?	✓	Last held 08/03/2018 Next one scheduled 03/2019
<b>Annual Report</b>	7	Is the Annual Report circulated to all members?	✓	2018 reports made available at the 2019 AGM.
<b>Affiliation</b>	8	Is your organisation affiliated with relevant bodies (i.e. State Sporting Body, AU Sport) <ul style="list-style-type: none"> <li>• AU Sport (overall club);</li> <li>• Scuba diving; and</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>• AU Sport</li> <li>• SA Sea Rescue Squadron</li> </ul>
	9	Do you adhere to all policies and processes that are imposed on the club by organisations that you are affiliated with?	✓	
<b>Policies and Procedures</b>	10	Are your rules, by-laws and practices non-discriminatory?	✓	
	11	Are these policies communicated to all affected?	✓	Blog, website, Facebook group
	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.

Category	No.	Item	Status	Comment
<b>Data Management</b>	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 and Dropbox.
<b>Committee</b>	14	Do you have position descriptions for all office bearers/staff?	✓	These are reviewed by incoming committee each year. The 2019/20 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; although, some matters are dealt with by e-mail discussion and ratified at the next meeting.
<b>Strategy</b>	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
<b>Leadership</b>	17	Are people encouraged to take up leadership roles?	✓	Formal training is offered to prospective leaders. Volunteers in new roles are mentored.
	19	Do you have a succession plan?	✗	Succession is managed by identifying potential future leaders and encouraging them to participate in the organisation of club activities.
<b>Insurance</b>	20	Does the Committee/Board understand its insurance cover (Directors and Officers, public liability, members cover)?	✓	
<b>Scope</b>	21	Has a new element/activity been added to the scope of your organisation and has AU Sport approved this for insurance purposes?	✓	Not since underwater rugby was inducted in late 2015, with AU Sport's approval.

## A.2 Legal

Category	No.	Item	Status	Comment
<b>Contracts</b>	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?	✓	2019/2020 signatory change documentation completed and lodged with Bank SA
Budget	5	Do you have a (realistic) budget?	✓	Conducted 2018 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 on 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.

Category	No.	Item	Status	Comment
Website	7	Is the website updated regularly?		Social media and email are used for routine matters, which means that website does not need frequent updating. 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.
	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?	✓	Prospective boat towers/operators receive a checklist. Key procedural documents are posted and readily available.
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

Category	No.	Item	Status	Comment
	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.
	14	Do all coaches/instructors/leaders have appropriate and current accreditation?	✗	To be developed / formalised in UWR policy
<b>Risk Assessments</b>	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,
	16	Are risk assessments documented?	✓	
	17	Are medical details / emergency contacts accessible to those who may need to access them?	✓	Committee Members now have access to AU Sport club member details.
<b>Development</b>	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 compete nationally and conducted Nationals in May 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?	✗	Procedures for use of key equipment (boats and compressors) were updated in 2018 and promulgated. Basic dive course includes care and storage of dive equipment.
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)	✘	Boat Activities – Yes – O2 and First Aid kits Shore Dives conducted by the club - Yes – O2 and First Aid kits Shore Dives conducted by individual members - No
	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.)	✓	The club employs no coaches or instructors. Seamanship Marine radio operator
	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 All divers have at least basic dive certification.
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?	✓	
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'?	N/A	
	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.

Category	No.	Item	Status	Comment
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?	✘	The only volunteers are the committee and members.
	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; although, new members receive a 'walkaround' tour.
Position Descriptions	6	Do you have position descriptions and action plans/timelines for all key paid and volunteer positions in your organisation?	✘	Position descriptions exist for all committee positions.

## A.9 Compliance

Category	No.	Item	Status	Comment
<b>Incorporated Club</b>	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
<b>EHS</b>	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.
<b>Child Safe</b>	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.
<b>Laws</b>	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?	✓	
<b>AU Sport</b>	6	Do you meet the AU Sport requirements: <ul style="list-style-type: none"> <li>Your membership consists of 50% AU Student (Associate membership is no more than 25% of your membership base);</li> <li>Club is represented at all AU Sports Council and AGM meetings;</li> <li>Provide annual and financial reports on time to AU Sport;</li> <li>Contact details are up to date;</li> <li>Committee is elected at AGM;</li> <li>Website is up to date; and</li> <li>Participate at O Week and other AU Sport events.</li> </ul>	 ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>Need to continue to monitor membership numbers and constraints.</li> <li>Support all AU Sport meetings;</li> <li>Yes, provide timely, or support for revised date;</li> <li>Yes;</li> <li>Yes;</li> <li>Yes; and</li> <li>Yes.</li> </ul>

## 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. Boat issue reporting and promulgation.
	4	Shark / dangerous animals	👉	Club Sharkshields are currently unserviceable. Augmented by privately owned Sharkshields.
Freediving	5	Freediver becoming unconscious from holding their breath (black out)	✓	Required training/competency, boat first aid, radios



## Appendix B Risk action register

Refer next page.