



BEECROFT BOWLING & RECREATION CLUB LTD

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RISK MANAGEMENT POLICY

The following risk management details have been prepared by the Board of Directors to establish a policy for the Beecroft Bowling & Recreation Club Ltd (the Club) to identify and manage potential risks to members, employees, hirers, contractors and invitees on the Club's premises.

The Club in no way claims this policy to be a comprehensive document covering all aspects of Risk Management which are likely to affect the operations of the Club.

Whilst every effort has been made to ensure issues related to Risk Management within the Club are appropriately covered, the Club's Board of Directors does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document.

HAZARDS:

- 1. Access to Premises :** Ramps are in place, either replacing or adjacent to stairs, and handrails are fitted. Flood Lighting is on a timer system and sensor lights are installed in certain areas to try to reduce illegal access and/or vandalism.
- 2. Greens:** There are potential hazards for users of the greens in stepping onto the greens and when playing bowls e.g tripping over the ditches or stepping onto bowls. These hazards are pointed out to all new bowling members at the time of their coaching and by a safety notice provided to all new members with their Information Packs. Also members' health and safety as regards bowling conditions such as extreme temperatures and rain is assessed regularly on all bowling days by the Controlling Body on that day.
A copy of the safety notice will be brought to the attention of hirers of the Club planning to include bowling in their function.
- 3. Chemicals:** Other than domestic size supplies, the only commercial containers of chemicals are to be located in the Greenkeeper's shed and are under the control of the Greenkeeper. The Greenkeeper has the appropriate risk management in place for chemicals and fertiliser he is in control of.
- 4. Asbestos:** An Asbestos Report has been carried out and is available in the Selectors' Office for any workers to inspect before carrying out any work on or to the Club Premises. Recommendations for treating the likely asbestos on the site have been and are being carried out including the systematic replacement of the fibro strips around the perimeter of the bowling greens. All other likely asbestos areas are to be kept painted and monitored periodically.

SAFETY:

- 1. Signage:** Evacuation Diagrams have been installed to show the location of emergency exits, fire fighting equipment, first aid equipment and the emergency Assembly Area.
- 2. Fire extinguishers/blankets:** Fire extinguishers are located around the Premises and fire blankets are in place in the kitchen. These are to be inspected regularly as required.
- 3. First aid:** A first aid kit (located in the Selectors' Office) and a defibrillator (AED) (located outside the Selectors' Office) are available. A person should be nominated each year to be responsible for keeping the first aid kit up to date and fully stocked.
- 4. Emergency phone numbers:** A list of emergency phone numbers is located in the Selectors Office, printed on the front cover of the Incident Register.
- 5. Incident Register:** An Incident Register has been set up and is located in the Selectors' Office. The Register is to be completed by the person in charge of any event being carried on at the Club at the time of the incident. The Register is to record the time and date of the incident; the facts of the incident; the names addresses and phone numbers of people involved and witnesses; details of injuries suffered and what action taken as regards those injuries; details of any damage to property; and a section to record follow up action taken as regards personal injuries and damaged property.

A notice will be given to all hirers and new members of the existing fire and safety procedures indicating that on bowling days the Controlling Body will be responsible for emergency procedures, at functions a person must be selected to be responsible for emergency procedures and a hirer is the responsible person.

WORKERS:

The only direct employees of the Club are bar-staff who are employed as casuals. The Licensee will be responsible for the employees being advised of the Club's work conditions and safety including completing the Incident Register should any incident occur.

The Greenkeeper is an independent contractor who has an agreement in place whereby he is responsible for his own insurance, equipment and employees.

The Club still has a responsibility to the Greenkeeper to provide a safe workplace and he must be notified of the existence and contents of the Asbestos Report. The same applies when engaging independent contractors such as tradesmen, caterers etc.

INSURANCES:

INSURANCE BROKER – Domina General Insurance Brokers P/L

COVER –

A CLUB BUSINESS PACKAGE

Business Property;
Buildings, Contents & stock and Removal of debris;
Business Interruption (2 years);
Theft: Contents and money;
Glass.

B EQUIPMENT BREAKDOWN INSURANCE

C COMBINED LIABILITY INSURANCE (PUBLIC LIABILITY)

Claims by public for negligence causing costs, loss or damage;
Claims for loss etc resulting from provision or supply of products and/or services

D MANAGEMENT LIABILITY INSURANCE

Cover – staff numbers up to 5 people (staff, directors, volunteers etc) for wrongful acts.

E GROUP PERSONAL INJURY INSURANCE

Cover – up to 200 voluntary workers and/or registered members;

All hirers and users of the Club Premises who are not members are to be advised that the Club has **P**ublic Liability Insurance in place but each Hirer is responsible for the Hirer's own accident insurance for the period they hire the Club Premises.

It is recommended that this Risk Management Policy is revisited and revised each year by the Board of Directors of the Club.

This Risk Management Policy was approved and adopted by the Board of Directors on 12 September 2018.