



CARLISLE CRICKET CLUB INC.

# CARLISLE CRICKET CLUB

# RISK MANAGEMENT PLAN

# RISK MANAGEMENT

## Rationale

Risk management is a logical and systematic process of eliminating or minimising the adverse impact of activities which may give rise to injurious or dangerous situations. This requires the development of a framework within which risks can be identified, evaluated, treated and monitored.

Risks associated with any activity, function or process should be communicated in a manner that will enable organisations to minimise losses and maximise opportunities.

Risk management should lead to:

- Reduction in the number of injuries.
- Formalised administration practises.
- Improved financial management.
- Compliance with relevant legal obligations.

Risk management is an ongoing process with a need to continually monitor and review an organisation's risks and strategies to reduce risks.

## **RISK MANAGEMENT PLAN**

Carlisle Cricket Club Inc recognised a need to prepare a Risk Management Plan. The process of formulating this plan involved four main steps.

### **Step 1: Risk Identification**

To identify the risks facing the club, Carlisle Cricket Club Inc used Risk Management Checklists (Appendix 1). These checklists contain a series of questions designed to determine areas of risk. The risk management areas addressed include:

- Administration,
- Finance & Insurance,
- Facilities & Equipment,
- Education,
- Health & First Aid, and
- Events.

Based on the answers to these questions, Carlisle Cricket Club Inc was able to determine the risks facing the organisation.

The risks identified in this plan fall within one of four categories:

1. Physical Risk: which involves the risk of injury or damage to property. Concerns the safety of members, participants, spectators and the physical assets of an organisation (property, equipment)

2. Financial Risk: which involves the loss of assets of the organisation. Includes fraud, theft, and insurance costs.
3. Moral /Ethical Risks: which involves the risk of potential harm to an individual's or an organisation's image, reputation or beliefs.
4. Legal Risks which involves costs arising from legal actions for breach of a law, standard or guideline or breach of statutory duty of care. Organisations must comply with their legal responsibilities.

### **Step 2: Risk Evaluation:**

To determine the severity of the identified risks, each risk was evaluated using the following method:

Each identified risk was assigned a frequency rating between 1 and 5,

Where 1 would be very rare and 5 would be almost certain. The risk was then assigned a severity rating between 1 and 5, where 1 would be very minor and 5 would be catastrophic.

The overall rating for the risk was then calculated using the Risk Rating Matrix to determine if the risk was extreme, major, moderate or low. (Appendix 3)

### **Step 3: Risk treatment:**

Actions for treating each of the identified risks were determined based on the risk rating. In developing actions for treating each of the risks, Carlisle Cricket Club Inc focused on one of five risk treatment strategies:

1. Risk Avoidance: involves an organisation avoiding a risk altogether, either by not engaging in a particular activity or by enforcing policies that ensure participants behave in a particular way.
2. Training: involves an organisation providing specific training or education so that members may be able to better avoid risks.
3. Risk Control: involves an organisation taking measures to control risks in instances where the risks cannot be avoided.
4. Risk Financing: involves an organisation estimating the potential costs associated with a particular risk and including those costs in its annual budget.
5. Risk Transfer: involves an organisation transferring risks to a third party.

By addressing one of these risk treatment strategies for each of the identified risks facing the club, it was possible to establish a series of Risk Management Action Plans. (Appendix 2)

These action plans detail the risk facing Carlisle Cricket Club Inc, the risk rating, the action required to treat the risk, the cost/resources required to implement the required actions, the responsibility for ensuring that each of the actions are implemented and a timeframe for completing the actions.

#### **Step 4: Review the Risk strategy:**

The final step in the risk management planning process is the ongoing review and monitoring of the risks facing Carlisle Cricket Club Inc. This step is the most important part of ensuring that the Risk Management Plan will be properly implemented. Each action plan contains details of the review mechanism to be implemented and a new Risk rating once the strategies have been implemented.

This Risk Management Plan will be addressed regularly at meetings.

Carlisle Cricket Club Inc will conduct annual reviews of the Risk Management Plan to ensure that each risk is being appropriately addressed.

**RISK MANAGEMENT CHECKLIST****ADMINISTRATION**

1.1 Is your organisation incorporated, with an up-to-date constitution and has each committee member read the constitution?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.2 Does your organisation have written role descriptions for all club positions (including committee members and voluntary positions)?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.3 Does your organisation have written Codes of Behaviour for members?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.4 Does your organisation meet regularly according to your constitution and are meetings of all minutes accurately recorded and made available to members?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.5 Does your organisation have policies in place that govern the administration and management of your organisation, including policies for anti-discrimination, harassment, working with children, codes of behaviour, sunsafe policy etc.?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.6 Does your organisation operate under a longer-term strategic plan with more specific operational plans and if so, are your members aware of your organisation's plan?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.7 Does your organisation have communication strategies in place that inform your members about the activities of the organisation?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

1.8 Is your organisation and its members aware of their obligations under the "Working with Children" legislation.?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

## RISK MANAGEMENT CHECKLIST

### FINANCE & INSURANCE

2.1 Does your organisation operate to an established budget?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.2 Does your organisation keep accurate financial records, are the financial records managed safely and reconciled regularly and are all financial records kept safely and securely for at least five years?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.3 Does your organisation keep financial records of all commercial operations (canteen, clothing and equipment sales)?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.4 Does your organisation undertake annual stock takes?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.5 Does your organisation comply with appropriate income tax and GST legislation?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.6 Do the members, who are responsible for the management of your organisation's finances and assets, have the skills commensurate with their responsibilities? If not are they offered training and education?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.7 Is your organisation aware of fundraising, sponsorship and grant opportunities available to your organisation?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.8 Does your organisation operate a long-term financial plan?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.9 Does your organisation have the following insurances; public liability, building & contents, personal accident & injury, directors & officers' liability?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.10 Does your organisation's insurance policy cover all of your activities?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

2.11 Are your organisation's insurance policies reviewed each time they are renewed?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:



## RISK MANAGEMENT CHECKLIST

### FACILITIES & EQUIPMENT

3.1 Do you have a formal lease to use your facilities and are the conditions of this agreement met?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.2 Do your facilities comply with relevant standards of your peak body for the activities you run?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.3 Do you have a long-term facility development plan addressing the long, medium and short-term facility requirements of your organisation?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.4 Do you have a maintenance plan for your facility?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.5 Are the facilities maintained (including grounds, fencing, signage, buildings, storage areas, nets)?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.6 Are the facilities, grounds, playing surfaces, car parks etc inspected regularly for uneven surfaces, damage, dangerous items and obstructions?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.7 Does your organisation regularly inspect all fixed and non fixed equipment to ensure that it is in proper working order?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.8 Is all your equipment stored safely and is protected from vandalism and/or theft?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.9 Are members made aware of their responsibilities regarding equipment and are members trained /skilled to use the equipment?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.10 Is unobstructed emergency vehicle access available to all areas of your facility?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.11 Is there sufficient lighting in and around your facility to ensure the safe conduct of activities and safe access?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.12 Does your facility have emergency exit/evacuation points, and are these points appropriately signed and are your members and visitors made aware of emergency evacuation procedures?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.13 Are power points inspected regularly by qualified personnel to ensure they are in proper working order?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.14 Does your organisation's premises have adequate fire management systems (e.g. smoke detectors, fire extinguishers etc.) and are these systems inspected regularly by qualified personnel to ensure they are in proper working order?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.15 Is all your cricket/coaching equipment regularly checked and maintained?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

3.16 Is all your cricket/coaching equipment stored safely and is protected from vandalism and/or theft?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

## RISK MANAGEMENT CHECKLIST

### EDUCATION

4.1 Has your organisation identified the education requirements for each position, including committee members, coaches, managers, selectors, scorers, administrators etc.?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

4.2 Does your organisation provide education and training and offer update and refresher courses as required?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

4.3 Do members of your organisation undertake education in the following areas when available?

Risk management, child protection legislation, codes of behaviour, policy development, events management, volunteer management, financial management, fundraising, sponsorship & grants, first aid, coaching, umpiring, scoring,

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

## RISK MANAGEMENT CHECKLIST

### HEALTH & FIRST AID

5.1 Does your organisation comply with national health and hygiene standards with regards to your building, ventilation, lighting, fittings?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.2 Does your organisation comply with national health and hygiene standards with regards to fridges, freezers, food preparation and serving areas, cooking utensils etc?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.3 Does your organisation have established procedures for waste disposal?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.4 Are food preparation areas and food and beverage areas cleaned and checked regularly?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.5 Do your organisation's toilet facilities (including disabled access toilets) meet national standards?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.6 Are toilet facilities cleaned and checked regularly?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.7 Are volunteers fully aware of their responsibilities with regard health & hygiene?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.8 Does your organisation have the following health policies?

Sun protection, smoking, alcohol, hydration, harassment, anti discrimination, wearing of protective equipment.

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.9 Does your organisation have a nominated person responsible for first aid?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.10 Are first aid supplies and equipment checked regularly and stored appropriately?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

5.11 Are written injury and incident reports completed for all injuries and incidents, submitted to the relevant individuals and organisations (e.g. peak bodies, insurance companies) and kept on file by the organisation?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

## RISK MANAGEMENT CHECKLIST

### EVENTS

6.1 Have details of the event been fully planned (in writing) including the appointment of an event manager and/or event organising committee and are they fully aware of their responsibilities?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.2 Have adequate plans for advertising, marketing and promotion been made?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.3 Has a safe appropriate venue/location been organised?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.4 Are there sufficient facilities available e.g. chair, tables, bins, drinking water, shade areas etc.?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.5 Has the organisation secured all appropriate insurances for the event?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.6 Have the necessary permits and licenses been obtained and have all the conditions been met?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.7 Are there sufficient volunteers, personnel to run the event and have they received appropriate training?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.8 Has an emergency exit/evacuation plan been prepared?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.9 Have alternative plans been made for bad weather and/or other unforeseen circumstances?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

6.10 Has a Child Protection Risk Management Strategy been prepared?

Yes	No	Action Arising	No Action Arising	Risk Rating

Risk details:

Checklist completed by:

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



## RISK MANAGEMENT ACTION PLAN

**Risk Details:**

**Risk Rating: with reference to Risk Rating Matrix (Appendix 3)**

**Actions:**

**Costs/Resources:**

**Responsibility:**

**Time Frame:**

**Monitoring & Review:**

**New Risk Rating: with reference to Risk Rating Matrix (Appendix 3)**

LIKELIHOOD	RISK RANKING MATRIX				
ALMOST CERTAIN	5	10	15	20	25
LIKELY	4	8	12	16	20
POSSIBLE	3	6	6	12	15
UNLIKELY	2	4	6	8	10
RARE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

### Qualitative Measure of Consequences of Likelihood

Level	Descriptor	Description
A (5)	Almost certain	Is expected to occur in most circumstances.
B (4)	Likely	Will probably occur in most circumstances.
C (3)	Possible	Might occur at some time.
D (2)	Unlikely	Could occur at some time.
E (1)	Rare	May occur in exceptional circumstances.

### Qualitative Measure of Consequences of Impact

Level	Description	Example detail description
1	Negligible	No injuries, low financial loss, no risk to reputation.
2	Low	Minor First aid treatment, on-site release immediately contained, medium financial loss, some customer dissatisfaction.
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss and public visibility.
4	Major	Major Extensive injuries, loss of production capability, invocation of disaster recovery with no detrimental effects, major financial loss.
5	Catastrophic	Death, off-site with detrimental effect, huge financial loss.