
AUDIT TOOLS, RISK MANAGEMENT ACTION PLAN TEMPLATE AND POLICY DEVELOPMENT

A variety of documents and tools you
can use to help you make the risk
management process easier



Audit tools

In this section you will find examples or links to safety audit tools or checklists that may assist you in identifying potential risks. These are basic checklists you may wish to read and/or complete. They are not definitive lists - just a starting point. Use the processes described in Steps 3, 4, 5, 6 and 7 of the Risk Management section to analyse and treat the risk(s) you identify.

If you have an insurance provider, they may have an audit checklist that you can use in your club.

Planning for sports safety

Sports Medicine Australia has developed the following two resources as 'tools' to assist you to begin the process of planning for sports safety.

1) How to Become a SMARTPLAY Club

This resource provides a basic sports safety audit approach, a step-by-step process to begin your sports safety planning, and a simple case study example.

2) SMARTPLAY Guidelines for Clubs, Associations and Facilities

This resource serves dual purposes. It can be used as a basic sport safety audit tool and it provides a generic sports safety plan framework that your organisation can use and adapt to your sport, recreation, physical activity and/or facility.

It includes ten existing preventative medicine and safety policies that supplement different section of the plan. These documents are included in Examples and Resources Section. As these documents are likely to be updated, it is recommended that you visit the website, http://www.smasa.asn.au/smartplay/plann_sportssafe/plann_sportsafe.html to ensure that you have the most recent version.

Smartplay Guidelines - 10 generic information sheets

- Medical History Form
- Infectious Disease
- Injury Record Form
- Drugs & Substances
- Drink up Brochure
- Roles & Responsibilities
- First Aid Kit
- Hot Weather Guide
- Gear Up
- Warm Up Brochure

ACTIVITY LEADERS CHECKLIST

This document is included in the Audit Tools and Templates section for you to download and print or customize for your club.

Another safety audit tool is this activity leaders checklist, which is designed for an activity leader or supervisor as a reminder of what needs to be considered when conducting sport and recreation activities. This checklist is **only a starting point** for organisations or leaders to develop their own checklist as part of their risk management action plan.

PRIOR

- Do I understand the aim of the activity?
- Do I have suitable experience and accreditation to conduct the activity?
- Do I plan my activity according to the industry standards or national guidelines for conduct of the activity?
- Have I considered potential dangerous circumstances such as weather and other hazards?
- Do I know the organisation's policy on cancellation or postponement?
- Do I know what to do in an emergency?
- Are all staff familiar with the emergency procedures?
- Have the participants been adequately informed about the activity and its inherent risks?
- Have waivers/consent forms been explained and agreed to?
- Have the participants been screened for injuries and capacity before starting the activity?
- Do any participants have special requirements?
- Have I nominated an appropriate meeting place?
- Have I conducted a risk analysis of the activity (including transport if relevant)?

DURING

- Do I have all resources required for the activity?
- Have I inspected the activity area for visible damage or hazards?
- Have I checked the activity and participant equipment?
- How many participants do I have - are they all present?
- Have I checked their medical forms?
- Do I know what to do if an accident happens?
- Is the first aid kit accessible?
- Do I have means of summoning assistance if required (e.g. mobile phone)?
- Do I have copies of the enrolment/medical forms with me?
- Are the participants properly equipped?
- Are rules and guidelines for the activity clearly explained to all participants?
- Are appropriate safety measures being taken during the activity?
- Is the activity meeting its aims?
- Am I enforcing the rules and guidelines for the activity?
- Are the participants enjoying themselves?
- Are we minimising our impact on the environment?

AFTER

- Do I have all my participants?
- Is all the equipment returned and checked for damage/wear?
- Have I checked the activity area for damage and reported any damage to the appropriate person?
- Did I debrief/conclude the activity appropriately?
- Did I review how the activity went?
- What could I do to improve the activity?
- Did I identify any hazards/risks that need to be reported or considered for future similar activities?
- Did I complete an incident report form for any accidents that occurred?

If you have addressed these issues, the following risk management protocols should be in place:

- Adequate supervision and adhering to recommended participant/instructor ratios
- Accredited training for all staff
- Comprehensive knowledge of local conditions (including facilities and weather)
- Insistence on participants complying with skill and physical capacity requirements
- Equipment that meets national standards or industry best practice guidelines
- Pre-activity check of the area if off-site
- Obtaining knowledge and advice from more experienced leaders
- Waivers/consent forms clearly explained and signed by all participants
- Warnings and safety signs prominently displayed
- Enforcing the rules and safety guidelines for the activity.

Adventure Activity Standards

The South Australian Adventure Activity Standards (AAS) have been developed to assist organisations, guides and leaders to plan and undertake outdoor adventure activities with dependent participants. Standards have been prepared for:

- bushwalking
- horse trail riding
- mountain biking
- rock climbing and abseiling on natural structures
- surfing
- trail bike riding.

They can be accessed from the Recreation SA web site: **LINK:** <http://www.recreationsa.org/downloads.php> - aas

This section provides a Risk Management Action Plan template that can be used when planning an activity, program, event or project to help you manage the risk. It enables you to document the risks you have identified, your reasons for determining the level of risk, and noting the treatment you have decided upon. A blank copy of this template is also located in the Audit Tools and Templates section to enable you to keep a copy of any completed sheets for your records. These may assist you in demonstrating to any current or potential insurers that you have a risk management strategy in place.

Risk Management Action Plan Template

NAME OF ORGANISATION _____

DATE DEVELOPED _____

Potential Risk and Date identified (See Step 2, Chapter 2)	Level of Risk (rating risk as low, moderate, high) (See Step 3, Chapter 2)	Reason for risk rating	Action (what is to be done) (See Step 7, Chapter 2)	Resources required	Responsibility	Timeline (when should it be done by)	Communication (strategy to inform relevant parties eg committee personnel, sponsors, members) (See Step 8, Chapter 2)	Risk Treated (Yes/No) and Date Treated	Review date (when should it be reviewed by) (See Step 9, Chapter 2)