



Kotara South Football Club  
Coaches and Managers  
**Season 2015 Risk Management Approach**

Categories of Risk	Potential Risk Events	Risk Controls	Action(s) Required on Occurrence
Work Health and Safety Risk	<ul style="list-style-type: none"> <li>Injury to Players during Training or Games</li> </ul>	<ul style="list-style-type: none"> <li>Players must wear shin guards when training or playing</li> <li>Ensure First Aid Kits are available and Ice Brick is frozen at training and games</li> <li>Train away from main roads</li> <li>Spectators Separated from Playing Fields</li> <li>NNSW Football Insurance</li> <li>KSFC Ground Checks undertaken prior to each scheduled match</li> <li>Newcastle Council check grounds during the week. Check Council phone line for ground status in wet weather (4974 2468)</li> </ul>	<ul style="list-style-type: none"> <li>Administer First Aid, call for an ambulance for all significant head injuries, joint dislocations or suspected fractures</li> <li>Complete injury book</li> <li>Notify Club Executive</li> <li>Claim on Insurance as necessary</li> </ul>
	<ul style="list-style-type: none"> <li>Child Abuse</li> </ul>	<ul style="list-style-type: none"> <li>Registration of all Coaches, Managers and other Club Volunteers on myfootballclub.com.au</li> <li>All volunteers, coaches and managers must undertake Working with Children Checks</li> </ul>	<ul style="list-style-type: none"> <li>Immediate suspension of alleged abuser</li> <li>Referral to NSW Police</li> </ul>
	<ul style="list-style-type: none"> <li>Disorderly Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of Duty Officers</li> <li>Distribution and prominent display of Player and Spectator Codes of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Duty Officer intervention</li> <li>Committee member intervention</li> <li>Suspension or cancellation of club membership</li> <li>Referral to Newcastle Football / Northern NSW Football</li> </ul>
	<ul style="list-style-type: none"> <li>Injury to Set Up / BBQ Operation Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Induction of volunteers prior to commencing duties</li> <li>Provision of appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Kit located in Canteen</li> </ul>
	<ul style="list-style-type: none"> <li>Food Poisoning through poor hygiene or food handling technique</li> </ul>	<ul style="list-style-type: none"> <li>Low risk food produced for sale</li> <li>Canteen procedures clearly documented</li> <li>Gloves provided for food handling</li> </ul>	<ul style="list-style-type: none"> <li>Complete injury book</li> <li>Disinfection of all cooking equipment</li> </ul>
Property Risk	<ul style="list-style-type: none"> <li>Loss or Damage of Assets Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Register of Kit Issue Maintained</li> <li>Recommend marking balls with club / team identifier</li> <li>Ensure playing kit is not hot washed, tumble dried or ironed</li> <li>Key deposits collected for issue of light keys</li> </ul>	<ul style="list-style-type: none"> <li>Advise gear steward and seek replacement</li> </ul>
	<ul style="list-style-type: none"> <li>Vandalism / Theft of Club Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Equipment secured, controlled access to keys</li> <li>Minimal cash holdings, regular banking and maximised use of EFT</li> </ul>	<ul style="list-style-type: none"> <li>Notification of Club Executive</li> <li>Investigation of incidents</li> <li>Referral to NSW Police</li> </ul>