

# Risk Management and Minimisation Policy

## Frankston Rovers Junior Football Club

### PURPOSE

This policy provides a clear framework for identifying, controlling, and mitigating risks associated with all **on-field and off-field activities** of the Frankston Rovers Junior Football Club (FRJFC). It aims to:

- Protect the health, safety, and wellbeing of all players, volunteers, families, officials, and visitors
- Ensure compliance with legal, ethical, and sporting obligations
- Maintain the club's strong reputation as a safe, inclusive, and professionally run organisation

Risk is inherent in all aspects of football. This policy supports a consistent, proactive, and systematic approach to **risk identification, assessment, communication, and treatment** across all club operations.

### SCOPE

Everyone in the club shares responsibility for creating a safe environment.  
**Safety is everyone's responsibility.**

- All FRJFC members: players, coaches, officials, volunteers, committee members, and families
- All club-sanctioned events, training, matches, social functions, and communication (including digital)

### ROLES AND RESPONSIBILITIES

Role	Responsibilities
Committee	Oversee policy implementation, review incidents, approve controls
Child Safety Officer	Respond to child safety concerns, ensure appropriate reporting
Team Managers & Coaching Teams	Conduct pre-game checks, report risks or injuries
Volunteers & Parents	Follow club safety procedures and report concerns
Players	Behave responsibly, follow instructions, report unsafe conditions

### COMMON RISKS

Category	Examples
Child Safety Standards and Laws	Abuse, neglect, grooming, bullying, photography breaches Noncompliance with Working with Children Checks and maintaining Child Safety Standards
Health & Safety	Player injuries, first aid, communicable diseases, extreme weather

Facilities & Environment	Unsafe playing surfaces, poor lighting, environmental hazards
Operational and	Inadequate volunteer support, equipment failure, poor event planning
Governance & Compliance	Failure to meet: Laws, legal or AFL requirements, sports associations Accreditations (Good Sports, RSA, Food Safety, Woman and Girls Charter, Fair and Equitable) Frankston City Council
Financial	Budget mismanagement, fundraising risks, theft or fraud
Public Liability	Injuries to spectators or visitors, misconduct
Reputational	Negative social media use, complaints, misconduct by members

## EMERGENCY PLANNING

The Club is prepared for emergencies through:

- Pre Game checks completed by Venue manager through MARSH
- First aid kits at every venue
- Qualified First Aid officers at all matches/training
- Evacuation maps and clear exits at club facilities
- Communication procedures for serious incidents
- First Aid, Concussion and Return to play Policy
- Enrolment identification of preexisting illnesses and allergy awareness

## RISK MANAGEMENT PROCESS

### 1. IDENTIFY RISKS

All club members are encouraged to report hazards or potential risks. Risks can be identified through:

- Pre-match inspections
- Incident reports or near-miss reports
- Committee and volunteer feedback
- External audits or league feedback

### 2. ASSESS RISK (LIKELIHOOD X CONSEQUENCE)

Each risk is assessed using a risk matrix:

- **Likelihood:** How likely is the event to occur?
- **Consequence:** What is the severity of the outcome?

Risk Rating	Action
Low (1-4)	Monitor regularly

<b>Moderate (5–9)</b>	Manage with routine procedures			
<b>High (10–14)</b>	Immediate mitigation required			
<b>Extreme (15–25)</b>	Activity must cease until controlled			

## Risk Severity Matrix

### Likelihood

Almost Certain 5	Moderate	High	Extreme	Extreme	Extreme
Likely 4	Moderate	Moderate	High	Extreme	Extreme
Possible 3	Low	Moderate	Moderate	High	Extreme
Unlikely 2	Low	Low	Moderate	High	High
Rare 1	Low	Low	Low	Moderate	Moderate

1            2            3            4            5

Insignificant    Minor    Moderate    Major    Critical

### Consequence

## 3. CONTROL RISKS

Use the **Hierarchy of Controls**:

1. **Eliminate** the risk where possible
2. **Substitute** with a safer alternative
3. **Isolate** the hazard
4. **Use engineering controls** (barriers, signage)
5. **Use administrative controls** (rules, training)
6. **Use PPE** (e.g. first aid kits, gloves)

## 4. RECORD & MONITOR

All incidents, near misses, and identified risks are logged in:

- Club's Risk Register
- Child Safety platform (e.g., Safeguarding You)
- Match day reports or venue manager logs

## RISK MINIMISATION STRATEGIES

Risk Area	Strategy
-----------	----------

Child Safety	Enforce Child Safety Policy; Working with Children Checks; 3-way communication with parents; clear reporting procedures, signage displayed
Injuries & Illness	First aid officers at all training and games; Emergency Action Plan (EAP); match-day medical protocols Allergy warnings in place and enrolment process to identify and minimise
Playing Surface	Pre-game inspections by Committee; removal of hazards; weather-based cancellations
Facilities & Equipment	Regular inspections; maintenance logs; safe storage of equipment
Behaviour	Promote and educate, Code of Conduct, conflict resolution process, sanctions for breaches
Social Media	Social media policy, consent for sharing photos
Environmental Hazards	Hot/cold weather policies, sun safety practices, air quality monitoring
Incident Reporting	All off-field incidents, accidents, and near misses logged in Risk Register by President, VP, or Venue Manager

## REVIEW

This policy will be reviewed **annually** or after any major incident. Updates will be approved by the club committee and communicated to all members.

## RELATED POLICIES & RESOURCES

- Child Safety and Wellbeing Policy
- Code of Conduct
- Incident Report Form (APPENDIX 1)
- Risk Register
- AFL Victoria Child Safety Guidelines
- League and Council Facility Safety Rules

## INCIDENT REPORT FORM

## Incident Details

- Date of Incident: \_\_\_\_\_
- Time of Incident: \_\_\_\_\_
- Location: \_\_\_\_\_
- Type of Activity (e.g. game, training, event): \_\_\_\_\_
- Weather Conditions (if relevant): \_\_\_\_\_

### Person(s) Injured/Involved:

Name: \_\_\_\_\_  
 Role (player, coach, spectator, etc): \_\_\_\_\_

Age (if under 18): \_\_\_\_\_

### Witnesses (if any):

Name(s): \_\_\_\_\_  
 Contact Info: \_\_\_\_\_

## Description of Incident

(What happened? Be specific. Include actions leading up to the incident.)

---



---



---



---



---

## Injuries or Damage

- Was anyone injured?  Yes  No
  - If yes, describe the injury: \_\_\_\_\_
- First aid provided?  Yes  No
  - By whom: \_\_\_\_\_
- Was external medical treatment required?  Yes  No
  - Ambulance called  Taken to hospital/clinic
- Was any property/equipment damaged?  Yes  No
  - Describe: \_\_\_\_\_

## Immediate Action Taken

(Include any steps taken to make the area safe, care provided, etc.)

---



---



---

## Supporting Documentation

- Photos taken?  Yes  No
- Incident location marked?  Yes  No
- Police report filed?  Yes  No – Reference No: \_\_\_\_\_

## Reported By

Name: \_\_\_\_\_ Role/Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Committee/Follow-Up Use Only**

- Action Taken / Investigation Summary:

---

---

- Risk Register Updated:  Yes  No
- Further Action Required:  Yes  No
  - Details: \_\_\_\_\_