



# South Bank Triathlon Club

## Risk Management Plan

This *Risk Management Plan* (The Plan) is used to summarise South Bank Triathlon Club's risk management approach. It includes sections for the different disciplines, operations as a club and training generally.

The Plan has been developed to ensure levels of risk and uncertainty are properly managed so the safety of our members and are public is ensured (as much as possible). It also will assist with the longevity of the club. The Plan should also be considered a 'living document' and update as new risks are identified or the environment in which we operate changes.

Although the Committee will oversight The Plan and its implementation, all of our members have a responsibility for adopting appropriate behaviours for the safety and enjoyment of all.

*Version 1*

*September 2016*

## SBTC Risk Management Plan (September 2016)

### SBTC Operations

SBTC is a community, volunteer led sporting club however, it is important to ensure that it is organised and managed as efficiently and effectively as possible.

Issue/hazard	Impact	Control measures
Financial viability	Club not able to operate if insolvent	<p>Annual funding plan is developed to ensure there is a sound understanding of the planned revenue and expenditure for the year.</p> <p>Monthly review of actuals against the plan is to occur at the Committee meetings. In the event that the required revenue will be achieved, decisions to adjust the expenditure (for discretionary items) will be required.</p> <p>Restrictions to the committee members in relation to bank accounts and use of debit cards. Receipts to be retained for all expenditure.</p> <p>Annual independent audit of financial records for tabling at the AGM.</p>
Member safety	Appropriate insurance coverage	<p>Provide a link to the TA insurance coverage information from the SBTC website</p> <p>Financial members (full or TBYB), P.A.T.42.2 members (for running sessions only) or registered visitor to Brisbane (regional, interstate or international) only are to participate in the SBTC sessions.</p> <p>All non-Brisbane residents are to be registered (as per the visitor decision-tree). Visitor register forms to be available all sessions.</p>
Member harassment	Members are or perceived violated by other members	<p>Member complaints management process conduct to be developed and published</p> <p>Member Protection Policy developed and published</p>
Privacy and confidentiality	Unwanted release of personal; details and use of photos	<p>Access to the Active system is limited to the President, Member Liaison and Media Office. Club policy for these details to only be used for club specific use.</p> <p>Upon joining SBTC, members are to be requested permission to publish photos of them on the SBTC website, and social media platforms, members consent will also be sought in relation to including the SBTC facebook closed group (as detailed in welcome email to new members).</p>

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Club operates in accordance with requirements		Club procedures and operational manual available and regularly required and updated by SBTC Committee.
Risky alcohol consumption	Injury to self and others	At events that SBTC provide alcohol for the consumption by members, the quantity purchased will be informed within consideration to responsible drinking limits.
Safe race day environment	Injury to members of the public, or food poisoning	The club tent will be appropriately secured in consideration of the weather conditions. A suitable range of pegs and ropes will be available. In the event of extensively windy weather the tent will not be erected.  At events when a BBQ is provided, appropriate food handling will be used to ensure the security of the food provided, including the provision of gloves, appropriate refrigeration/cooling facilities and clean utensils.
Review of practices		Incident reports will be reviewed the Committee to consider if there are any message that could be implemented to minimise a similar incident occurring.

### Swim

#### a) Squad

SBTC utilising the squad training services of Somerville and as such all risks related to this environment are managed by them.

#### b) Dam

SBTC and its members regularly use Enoggera reservoir as the venue for wetsuit and open, fresh water training.

Issue/hazard	Impact	Control measures
Low water quality	Participant illness	Consult the SEQ Water website in relation to the water quality of the reservoir prior to all scheduled sessions. Cancel scheduled swim as required based on this information
Deterioration of weather	Participant injury or	Assess the water conditions prior to the start of the scheduled swim. Consider route to be following based

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Issue/hazard	Impact	Control measures
conditions	drowning	<p>on the water conditions (use protected locations). If it is extreme or there is a risk of a storm, cancel the scheduled swim session.</p> <p>If conditions, deteriorate during the session, cancel and leave the water.</p> <p>Advise members to wear wetsuits as per the water temperature.</p>
Exit and entry via unsuitable locations	Participant injury due to rocks, reeds and other natural or submerged hazards	<p>At the commencement of the session identify that the start and finish point is the cleared beach area. It is only from this location that members should enter and leave the water</p> <p>Coach to have a first aid kit available in car</p>
Disoriented and lost members	Participant injury or drowning	<p>As a part of the briefing at the commencement of the session, undertake a head count and advise participants to remain aware of members throughout the session and provide support if distressed. Wherever possible swim buddies will be used and SBTC caps issued to members for easy identification.</p> <p>Advise members that it is preferable for them to not swim at the reservoir on their own.</p>

### Open water

SBTC will schedule each month participation in open water swimming sessions undertaken by Grimsey's at Suttons Beach. All risks related to this activity was managed by them.

In addition, open water sessions are included in the training camps conducted by SBTC each year.

Issue/hazard	Impact	Control measures
Disoriented and lost members	Participant injury or drowning	<p>Advise local Surf Life Saving Club of the scheduled swim (for their information).</p> <p>Have an agreed number of members on kayaks on the water with the swimmers to identify members in distress and to provide support. Wherever possible swim buddies will be used and SBTC caps issued to members for easy identification.</p> <p>Provide a range of swim options to suit the abilities of the participants.</p>

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Issue/hazard	Impact	Control measures
Deterioration of weather conditions	Participant injury or drowning	<p>Assess the water conditions prior to the start of the scheduled swim. Consider route to be following based on the water conditions (use protected locations). If it is extreme or there is a risk of a storm, cancel the scheduled swim session.</p> <p>If conditions, deteriorate during the session, cancel and leave the water.</p> <p>Advise members to wear wetsuits as per the water temperature.</p>
Exit and entry via unsuitable locations	Participant injury due to rocks, reeds and other natural or submerged hazards	<p>At the commencement of the session identify that the start and finish point is the cleared beach area. It is only from this location that members should enter and leave the water</p> <p>Coach to have a first aid kit available in car</p>

## Bike

Cycling is identified as the highest risk area of the three disciplines for both members and members of the public. The majority of these sessions are held on the public roads.

Issue/hazard	Impact	Control measures
Helmet and bike conditions	Injury to participant or member of the public, or death	<p>All members are to be advised at key times through the year that they are responsible for the safety of their own equipment. This includes carrying suitable puncture repair equipment (spare tube, tyre levers, pump, CO2 etc).</p> <p>Members will only be allowed to ride in dark conditions with an operational front and back light. Should either of these fail during the ride they are to be located into the middle of the bunch for the remainder.</p> <p>Promote attendance at the Planet Cycle maintenance courses</p> <p>Include a specific section on bike safety on the SBTC website.</p>
Rider behaviour	Injury to participant or member of the public, or death	<p>Promotion of SBTC ride values including provision in the welcome email, publication on the SBTC website and regular inclusion in the weekly email throughout the season</p> <p>Rides are managed by ride guides who provide additional training in bunch riding skills. Number of ride</p>

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Issue/hazard	Impact	Control measures
		<p>guides to be determined by the size of the group.</p> <p>Educational blogs, including on bunch riding, are developed and published on the SBTC website</p>
Extreme or deterioration of weather conditions	Injury to participant or member of the public, or death	<p>Assess the weather conditions prior to the start of the scheduled session (ideally 1 hour prior). If it is raining or there is a very high likelihood of significant rain during the session, cancel the scheduled session. Members can be advised via a facebook post. If conditions deteriorate during the session, the ride guides can determine to postpone (ie, get off the road and wait for conditions to clear) or shorten the session.</p>
Poor road conditions	Injury to participant or member of the public, or death	<p>Standard cycling routes will be used and published on the SBTC website for member familiarisation. The selection of these will include consideration of the usual road conditions.</p> <p>Riding values includes the requirement to call out road hazards. If a new pothole is identified during a ride, a ride guide is to report to this to the council at the completion of the ride (this does require them to make a note of the location).</p> <p>Continued issues with the road conditions on a standard cycling route will result in this no longer being used and an alternate sourced.</p>
Members not familiar with routes	Participants get lost	<p>Standard cycling routes will be used and published on the SBTC website for member familiarisation.</p> <p>It will be an expectation of the ride guides that they know the route to be followed. The ride guides will also ride guides take a head count at the start of the ride and keep the group together to avoid participants taking the wrong route.</p>
Member emergency contact details not available (in the event of an incident)	Delay in advising family members of an issue	<p>All members are advised that at key times throughout the year that they are responsible for carrying the details for their emergency contacts with them at all cycling sessions.</p> <p>SBTC will periodically organise for a group discount order for Road ID bands.</p> <p>Development coaches to have the contact details for the President, Member Liaison Officer and Media Office in their phones to enable access of emergency contact details (if required)</p>
Member experiences a puncture, technical issue or is too slow for the group	Delay to the planned ride	<p>Three groups are to be organised for each of the rides (as far as possible) to provide suitable options for members of differing abilities (this will be self-assessed but at times the ride guide will be required to 'make a call').</p> <p>Based on member familiarisation with the course, there will be an agreement in relation to whether members will be dropped (at times of technical issues or speed)</p>

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Issue/hazard	Impact	Control measures
		A minimum of one member to remain and assist with the repair/remain with slower member to ensure the safety of the members.
Traffic (crossing of roads, shared pathways, road works)	Participant or public injury or death	Remind participants to stay left at all times and look back before turn around points  Participants to call out hazards (ie, bike up, bike back, hole etc)  Participants to abide by road rules  Use alternate route if planned route is impeded by roadworks and/or construction activity

In the event of an incident or injury occurring, the bunch is to stop and attend to the individual (as appropriate). This can include calling for an ambulance and/or police, organising alternate transport for the member and/or bike and calling their emergency contact (coaches and ride guides to carry a charged mobile phone on all rides). In addition, the President and Training Coordinator are to be advised (as soon as practicable) of any serious incident. An incident report is to be completed and provided to the Committee (via the President) as soon as possible. The incident form can be accessed from the website

## Running

Issue/hazard	Impact	Control measures
Extreme weather conditions (including heavy rain, lighting storms and flooding)	Participant injury due to high winds, lightning, hazards or extreme heat	Assess weather conditions prior to and during the session, in the event of extreme weather the session should be cancelled and members advised by a facebook post.  If conditions deteriorate during the session and it is considered to be placing the participants at risk, the coach will make the decision to call off the session and for members to either safety return to the start or seek a safe location until conditions improve. It is noted that running sessions will be held in rain and it is only in extreme weather that they will be cancelled.
Unsuitable terrain	Participant injury	Standard running routes will be used. In the event that they are deemed unsuitable an alternate venue will be used.
Traffic (crossing of roads, shared pathways, road	Participant or public injury or death	Remind participants to stay left at all times and look back before turn around points

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Issue/hazard	Impact	Control measures
works)		Participants to call out pedestrians and cyclists on run (ie, bike up, bike back, walker up, etc)  Stop at red lights and wait to cross road safety  Use alternate route if planned route is impeded by roadworks and/or construction activity
Planned venue not accessible due to event	Participant injury and experience	Use suitable alternate venue
Excess number of running groups at same venue	Participant experience compromised	Coach to determine if it is affecting the session and seek alternate venue. If the event it is an ongoing issue, coach to discuss with the other coach to make a suitable arrangement
Member emergency contact details not available (in the event of an incident)	Delay in advising family members of an issue	All members are advised that at key times throughout the year that they are responsible for carrying the details for their emergency contacts with them at all running sessions.  SBTC will periodically organise for a group discount order for Road ID bands.  Coach to have the contact details for the President, Member Liaison Officer and Media Office in their phones to enable access of emergency contact details (if required)

In the event of a member becoming injured during a session, assistance is to be afforded to them. This can include calling for an ambulance, calling their emergency contacts or providing support for them to return to the start point (safety). Coach to carry a charged mobile phone at all sessions. Members will be advised not to continue to the session when injured. In addition, the President and Training Coordinator are to be advised (as soon as practicable) of any serious incident. An incident report is to be completed and provided to the Committee (via the President) as soon as possible. The incident form can be accessed from the website

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### Training

The provision of a safe training environment is paramount to the SBTC service.

Issue/hazard	Impact	Control measures
Children at training	Impact on the training experience of members	Children under the age of 12years are not allowed to attend any training sessions. Children over the age of 12 (who are junior runner members) are allowed to attend the running sessions and core sessions as long as their parents are in attendance. Parents will be responsible for their children at all time.  Children are not allowed to attend any SBTC cycling sessions unless especially organised for the junior members.
Dogs at training	Impact on the training experience of members and participant injury	Well behaved dogs on leads are able to attend the running and core sessions but must remain under the control of their owners at all times.
Appropriate coaching qualification and insurance coverage	Professional and public indemnity risk	SBTC will ensure all coaches have the required qualification and are currently registered as a coach, therefore, ensuring appropriate professional and public indemnity insurance if ever required.
Lack of access to first aid	Participant injury	Paid coaching staff are to hold current first aid and CPR certificates  Awareness of members with medical training