



Risk Management Policy

Policy Name	Risk Management Policy
Approved By	Gym West Management Committee
Policy Coverage	Athletes, Coaches, Staff, Volunteers, Committee Members
Date of Approval	May 2019
Date of Review	May 2021

Policy Statement

Gym West (GW) is committed to providing a training and working environment which is safe, sustainable and where risks are minimised through proactive management.

Policy Aim

Gymnastics activities are recognised as having some inherent risks, and this policy aims to raise awareness by education about identifying, reducing and/or eliminating risks.

Policy Purpose

The purpose of this policy is to provide clear guidelines regarding the nature of risks, risk management and the need for ongoing vigilance of this important issue.

Policy Detail

Risk is defined in the National Standards AS/NZS 4360:1999 as:

'the chance of something happening that will have an impact upon objectives'.

It is measured in 'likelihood' and 'consequence'.

Risk Management is defined as:

'The culture, processes, and structures that are directed towards the effective management of potential opportunities and adverse effects'.

GW accepts risk management as one of its prime responsibilities, as risk occurs in both training and performance activities and within the more general environment in which it operates.

Such risks can include:

- dangers from use of apparatus, quick movements and aerial skills
- venues and their potential hazards
- the potential exposure to litigation

It is the responsibility of everyone within GW to ensure risks to themselves and to others are minimised, and to ensure that risk is appropriately managed. Proper risk management will also allow GW to identify opportunities as well as avoid loss, as the process is integrated into the organisation's philosophy and practices.

To assist this process the:

Committee will:

- Ensure risk management is an intrinsic part of its deliberations and that decisions are in line with this policy
- Ensure this policy is widely distributed and implemented throughout the club
- Ensure appropriate training is provided so that risk is actively minimised

- Ensure all sections of the club can engage in risk assessment and treatment processes
- Actively encourage reporting of risks, real and potential, and ensure appropriate action is taken to minimise such risks
- Ensure relevant sections of the Member Protection Policy and other policies are adhered to in any such reporting
- Provide induction, advice and support to members, coaches, staff and volunteers on risk assessment and management
- Ensure appropriate and up-to-date documentation of risk identification and treatment is kept
- Be watchful for any new high-impact risks, or any other matters requiring attention outside the usual process

Coaches will:

- Distribute information on risk management as required
- Model appropriate risk management behaviour in all aspects of their work
- Educate athletes where necessary about risk management and how they can assist with reducing or eliminating risks
- Teach gymnastics according to the Australian Levels Program

Athletes and Volunteers will:

- Receive information and respond positively to risk management information given
- Model appropriate risk management behaviour in all aspects of their participation
- Promote risk management wherever possible

The Risk Management Plan

A Risk Management Plan uses data on risk identification, assessment and treatment, gathered from all sections of GW.

The Risk Management Plan includes using the Risk Assessment and Checklist document, which is used to determine how likely it is someone will be exposed to the hazard identified, how severe a potential injury/illness would be, the severity of consequences, the risk-rating priority and the action most suitable to take.

The Risk Management Process

Below is GW's practical and consistent approach to the Risk Management Process.

1. Establish the Context
Consider the Club's Objects
2. Identify the Risk
What can happen? How can it happen? Risks that are not identified cannot be assessed
3. Analyse the Risk
Measured in Likelihood and Consequence, consider the degree of the risk

4. Evaluate the Risk
Evaluate and Rank - costs and benefits of treating the risk, or otherwise
5. Treat the Risk
Options, Responses, Plan and Implement - to reduce, transfer, or eliminate the risk

What if We Ignore Risks?

By not addressing the risks relevant to our club, GW is vulnerable, and may expose people to harm. Ignoring risk can cause damage and injury to:

- People and property
- Club reputation and name
- Financial position and viability
- Club existence

Policy Breach

Where a member believes this policy has been breached they are able to make a complaint by referring to Part D – Complaint Handling Procedure of the Member Protection Policy.