



Bungendore Park Tennis Club Risk Assessment - approved by BPTC committee 26 July 2021

Name of Club / Operator / Business: Bungendore Park Tennis Club Inc
Venue: Tennis Facility
Assessed by: Club committee
Role: President / Risk Manager
Date of Assessment: Out-of-session meeting 29 June 2020
Approved by: Endorsed: BPTC Inc committee meeting of 29 June 2020
Review Date: Standing agenda item: i.e. every BPTC committee meeting

| Likelihood | Tennis Venue Risk Ranking Matrix | | | | |
|-------------|----------------------------------|-----|----------|-------|--------------|
| High | 6 | 7 | 8 | 9 | 10 |
| Significant | 5 | 6 | 7 | 8 | 9 |
| Moderate | 4 | 5 | 6 | 7 | 8 |
| Low | 3 | 4 | 5 | 6 | 7 |
| Negligible | 2 | 3 | 4 | 5 | 6 |
| Consequence | Negligible | Low | Moderate | Major | Catastrophic |

| No. | Risk consequence category | 1) Context | | | 2) Risk Rating | | | 3) Existing or New Controls | | |
|-----|---|--|--|--|----------------|--------------|---------|--|---|--|
| | | Risk description | Possible outcomes | Bungendore Park Tennis Club Inc specific outcomes | Likelihood | Consequence | Ranking | 1 | 2 | 3 |
| 1 | Pandemics | Unexpected transmission of Coronavirus at BPTC | - Prohibition of normal club operations - people not allowed to gather in groups preventing group tennis activities/programs - unable to conduct Coaching activities and programs - tennis facility closed | - Coaching activities suspended - Club organised group tennis activities (social tennis, Autumn Comp, open court) suspended - club closed until further notice | Moderate | Catastrophic | 8 | - New signage at club entry and entry to clubhouse including COVID check-in requirement, mask wearing inside clubhouse & no more than six inside clubhouse - New sanitiser shelf installed - Reminder to use COVID check-in included in Winter newsletter | | - NSW Govt Covid Safety Plan endorsed by committee on 16/07/21 |
| 2 | Safety of players/children and protection of children | Players/children are not safe while attending club | - personal injury occurs - physical or emotional abuse of children occurs | - child / player or member of the public injures themselves on court or on the club grounds - child suffers physical or emotional abuse from club coach or club member - incidents involving children reporting procedure is clearly published and understood - player or visitor contacted by out of control cricket ball released from cricket practice nets . NB incident of cricket ball entering Court 3 has been reported. | Moderate | Catastrophic | 8 | - Public liability insurance maintained by BPTC and Coach (copy to be held on file) Coach is accredited to safely coach children and players of all ages and abilities - WWVP checking of coach and committee members (regular review of currency of checks) - check to ensure up to date police check for club coach - defibrillator installed outside clubhouse and member training carried out 2019 - Emergency first aid kit on-site - Bungendore Ambulance Station accessible (located within 5 minutes of BPTC) | Club policy and procedure for reporting incidents involving children and other persons - Coach provided confirmation of RSTA child safety policy and procedures and confirmed implementation status - TACT child safety procedure to be sourced and check BPTC compliance - Emergency evacuation point and process in place - regular WHS check process in place | - Posters about BPTC commitment to safeguarding children, and member protection and about the MPO role and other contacts are posted on the noticeboard. - Safeguarding Children guidelines and Member Protection policy documents located on table immediately in front of noticeboard. - Links to the guidelines and policy document posted on website together with our flowchart. - Chairperson Keith and Lynne Butson completed MPO training. - Member protection document signed off by committee - Practice cricket net hazard addressed through cricket net reversal project completed on 20 June 2021 - Submission sent to Council on 23 April 2021 proposing changes to car park adjacent to playground and tennis club to make it safer for children - including continuation of footpath |
| 3 | Financial management | Mismanagement of club finances and/or misappropriation of funds | - Bills cannot be paid - Loan cannot be repaid - Facility cannot be maintained - Tennis facility is closed down or passed on to another party/body to manage | - Club is unable to pay off the Martin family loan - Club cannot pay bills - Club cannot maintain facility - Club is forced to shut down the tennis facility and close down Incorporated body BPTC Inc. | Moderate | Major | 7 | - Strict controls limiting access to the club bank account to three 'authorised' committee members - Two authorised persons required to 'set-up' and 'approve' payments from bank account - Financial update standing agenda item for Club general committee meetings | Club Financial Management (FM) policy and strict explicit rules and timeframes in place, including for making payments from the club bank account. - FM policy posted on club website and members notified. - Club on track to making final loan payment in Qtr 4 of 2021 (or earlier, if possible) | - |
| 4 | Serious injury or death | Work undertaken at the club poses a risk to passers-by, players or casual court hirers | - a person is (or persons are) injured or dies/die as a direct result of work being undertaken at the club | - club improvement or upgrade project/s result in a person or people being injured | Moderate | Catastrophic | 8 | - Evidence of Public Liability insurance produced by all Contractors before commencement of works - Current Public Liability insurance held by BPTC - Signed contracts for works - Work undertaken by appropriately skilled/licensed - Fully fenced and screened building site to protect passers by and Contractors - WHS induction process for all workers & visitors for first visit - PPE worn by all workers and visitors to site - Visitor register in place - Sign-off "Acknowledgement of WHS responsibilities" for all workers - Emergency first aid kit on-site including defibrillator - NSW Worksafe inspection arranged for major contract works - Hazard signage in place including on exterior fence | - BPTC Emergency Plan approved by committee on 26 July 2021 - Incident reporting procedures approved by committee | - Safeguarding Children guidelines and Member protection policy documents are on the table immediately in front of the noticeboard. |
| 5 | Club fees | Ambiguity among members surrounding fees policy makes it difficult for day-to-day management by the committee | - the rationale for fees is not widely understood - there is no common shared understanding of the fee structure and policy - group tennis activity fees act as a disincentive to younger people wanting to participate - the membership cycle presents additional financial pressure on people immediately after Christmas | - BPTC has no clear club fee policy - there is a disincentive to young people participating in Autumn/Spring comp - no shared understanding of definitions for example, what constitutes a "family" - no clear understanding of the pro-rata membership fee/period - 1 January to 31 December membership cycle places financial pressure immediately after Christmas and impacts on continuity of tennis activity in the middle of summer of tennis. | Moderate | Moderate | 6 | - Club Fees policy ratified and posted on BPTC website | Membership cycle revised - now 1 April to 31 March to relieve financial pressure and ensure continued Book a Court access and continuity of tennis activity throughout summer of tennis. | - New monthly fee payment option on Clubspark to be investigated for application at BPTC |
| 6 | Club Viability | Tennis participation (particularly among women and girls) fails to grow | - Tennis operations become unsustainable and facility is forced to close | - BPTC is unsustainable, club is unable to pay back loan and is forced to close | Moderate | Major | 7 | - range of initiatives undertaken to grow tennis participation make the club more sustainable: - mums/dads/grandparents and bubs social morning session - female FAST4 'try out' sessions - Sunday singles sessions - new coaching agreement with variety of coaching programs; - new club activities Monday night social, winter comp - more aggressive loan repayment strategy - club improvements and upgrade strategy - incentives for young people to join club and engage in comp activities - (See also No 2 Financial management) - Promotion of BPTC across the community (social media and regional independent) - <i>Bonsachue, recent, well established, culture</i> | - BPTC Strategy/Business Plan - Club participation in 2020 VSR audit process - Stakeholder relationship management plan to be drafted | - Plans underway for 2021 VSR Audit |
| 7 | Privacy of personal data | Unintended release / misuse of private data intended | -BPTC reputational damage - Reduction in membership - Damages claim | BPTC loses confidence of Bungendore and district community | Moderate | Catastrophic | 8 | BPTC Website includes link to TACT and Club Spark statement and guidelines re privacy. | | |
| 8 | Physical access and security | 1) Unauthorised access resulting in damage to court facilities 2) Court inaccessible for mobility impaired people | 1) Play suspended due to damaged court facilities 2) BPTC excludes mobility impaired people from playing | 1) BPTC is unsustainable, club unable to pay back loan and is forced to close 2) BPTC suffers reputational damage and loss of confidence by Bungendore and local region | Moderate | Major | 7 | Book a court Fenced facility Bungendore Police Station in close proximity Entry gate width suitable for wheelchair access (weight prevents ease of access for mobility impaired person) Access to Court 1 potential for mobility access (current concern incline to court level) | - Upgraded fencing installed to Court 1 (July/Aug 2020) with one metre wide gate access. - concrete footpath installed from Club House to Court 1 entry for ease of access. - Car park lighting (connected to existing timer) installed - Improved accessibility to be integrated in future grants - including automatic gate, motion sensor light at club entry, differently abled access design to be applied to replacement clubhouse/toilets & change rooms. | |
| 10 | Diversity & Inclusion | Club is viewed as non-inclusive and not having policies, strategies and processes for increasing diversity | Club growth slows/flattens out. | BPTC suffers reputational damage/ club is no longer stainable | Moderate | Major | 7 | - Welcoming culture - through for example, Monday night social/entry level tennis activity - LBQGT+ symbol at entry gate/clubhouse entry - Contact made with parents group on local community FB noticeboard with a view to setting up parents/grandparents and bubs morning hit and giggle social catch up session at BPTC/article in RI in June 2021 | - Conduct Diversity & Inclusion Audit - Include statement of commitment to diversity and inclusion in BPTC Business Plan/ post on noticeboard in clubhouse/ promote in newsletter. | - |