



Bungendore Park Tennis Club Risk Assessment - draft following Keith Bender and Lynne Butson review meeting @ 11.15am 29/07/ and progress update 28/08/2020

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	6	6	6	6
Significant	5	5	5	5	5
Moderate	4	4	4	4	4
Low	3	3	3	3	3
Negligible	2	2	2	2	2
Consequence	Negligible	Low	Moderate	Major	Catastrophic

1) Context				2) Risk Rating			3) Existing or New Controls			
No.	Risk consequence category	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	Restricted court access trial from 6 April 2020 (initially one court (Crt #3) and subsequently two courts (Crts #1 and #3) from 3 May separated by Crt #2 and bunting with further conditions as follows: - staggered booking times - half hour gap between bookings - clear messages around physical distancing and good hygiene requirements on website and in all member email - messaging around wiping down keypad upon entry/exit - wipes supplied - no access to clubhouse - BYO balls - gate to Courts 2 & 3 wired open - outdoor seating removed - review and report on trial outcomes after 1 month operation	In response to revised Tennis NSW guidelines and updated COVID-19 Public Health Order and in addition to controls in 1. From 16 May doubles play introduced at BPTC with Court 2 in play and further conditions as follows: - booking times staggered between Crt 2 and Crts 1 and 3 - no changing of ends - strict Play'n Go policy - resumption of Monday night tennis and Tuesday social tennis with groups of four per court (i.e. total players at BPTC (including activity convenor) limited to 20 in total) - strict adherence to physical distancing where/if groups are reconstituted during session - provision of liquid soap and paper roll beside tap - wearing of disposable glove (or personal glove) on serving hand for any ball handling - hand sanitiser located near entry gate - updated signage and online messaging (website) and all member email - Club House not opened as 4 metre restriction, including access through one door and small size prevents appropriate physical distancing	- BPTC/RSTA CovidSafety Plan endorsed by committee on 17/08/20 - Covid Safety posters displayed at courts. - Club house opened and maximum attendance 6 persons. - Regular review of procedures in consultation with Tennis NSW and TACT. - 2 July 2020 Tennis NSW and NSW CMO letter re restrictions on mixed (inter-club) competition posted on clubhouse noticeboard.
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 MPIO 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 have completed MPIO training. - Member protection document signed by committee (in progress). - Practice cricket net hazard reported to Manager, QPRC Urban Landscapes on 21/8/2020 and briefing and site visit by Mayor Overall on 28/8/2020.
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 different 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.	-
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	NEW - Under Development - Emergency evacuation point and process - Major works - Contractor site safety plan sighted and agreed by BPTC - Incident reporting procedures documented	2. the Safeguarding Children guidelines and Member protection policy documents are on the table immediately in front of the noticeboard.
4	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 April to 31 March to relieve financial pressure and ensure continued Book a Court access and continuity of tennis activity throughout summer of tennis.	
5	Club Viability	Tennis participation 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: - 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) - Proactive grant application culture	NEW - Under Development - BPTC Strategy/Business Plan - Club venues sustainability reporting dashboard to be implemented - Stakeholder relationship management plan to be drafted	
6	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.		
7	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)	In progress - Upgraded fencing installed to Court 1 (July 2020) with 1.2 metre wide gate access. - Paved ramp to be installed from Club House concrete to Court 1 entry for ease of access. - Improved external lighting (motion sensor) to be installed - Improved accessibility to be integrated in future grants - including automatic gate, raised levels to reduce access restrictions related to incline/decline, and widening of gates.	