

RISK MANAGEMENT PRINCIPLES FOR COMMUNITY GROUPS STARTER QUESTIONS, TO HELP YOU GET STARTED

PLEASE NOTE: This is not a definitive list of hazards and therefore should only be used as a guide when preparing your risk management plan. It is strongly recommended that your organisation identifies possible risks that may occur depending on the proposed event, activity or venue.

Are you an incorporated body?

Do you have a “constitution”, “guiding principles” or similar?

Does a member of your staff or of the organisation have responsibility for public safety?

Are your staff and organisation members aware of their general responsibilities to members of the public?

Are your staff and organisation members aware of their general responsibilities to members of your organisation, and its voluntary workers?

Has your organisation identified and documented the risks to the public arising from your activities?

Does your organisation have a public safety policy or plan?

Have you developed strategies or plans, or carried out activities to manage specific identified risks?

Have all necessary permits or licences for your activities been obtained? (For example, fireworks permits; permits of assembly; liquor licences; use of certain chemicals; etc)

Are people involved in your activities advised/informed (E.g. by signs, leaflets, verbal advice etc) of potential risks to their safety? (E.g. posed by animals, plants, vehicles, buildings, chemicals, mixed traffic, strenuous exercise, contact sports, the environment (sun, creeks, cold) etc

Are you required to/do you carry out pre-participation “screening” of people for your activities?

Are activities and equipment, where necessary, modified to take into account differing abilities and ages?

Are people undertaking your activities adequately qualified, trained, instructed and/or supervised?

If food is supplied to members of the public, has a food safety plan been developed?

Have you developed plans or strategies to manage “special events” or activities that are outside the scope of your organisation’s “normal” activities?

Do you lease/rent/borrow equipment and/or facilities/premises from others, or hire/lend them out to others?

Are these arrangements in writing, with appropriate conditions and responsibilities?

Do you use contractors to carry out “specialist” activities?

Has this been considered with respect to public safety?

Do you regularly inspect your facilities with respect to public safety?

Do they comply with relevant standards/regulations? (E.g. Australian Standards for playground equipment; Building Codes; industry-accepted standards; government department guidelines; local laws; standards relating to disabled access; sports field/court sizes)

Are the facilities you use appropriate for the purposes for which they will be used?

- floors/surfaces appropriate for activities being undertaken – E.g. dancing; sports;
- heating and lighting adequate for activities being undertaken;
- rotundas/stages sound enough for choirs/bands & their equipment;
- walls fother structures capable of bearing weight of art, fixtures, etc;
- chemical storage cabinets/rooms locked or inaccessible to children/unauthorised people;
- safety glass installed where required;
- adequate & clean bathroom / toilet change room facilities;
- appropriate physical separation of accommodation areas for the sexes and different ages;
- first aid station/facilities established and supplied;
- restricted access areas (E.g. where cash, medicines, personal records, or other items are kept);
- enough space for the expected no of participants;
- temporary stages/seating appropriately constructed and tested;
- stairways have railings, “non-slip” surfaces etc;
- electrical safety certificate, where appropriate;
- temporary lighting or other installed equipment “fit for purpose”

“Sector-specific” questions to get your group started in identifying public liability risk issues -

Animals

Do you have, or have you arranged for, appropriate animal cages, pens, restraints etc?

Do these comply with relevant standards/regulations?

Are animals and members of the public separated appropriately during the event/your activities?

Are the animals separated from each other appropriately during the event/your activities?

Do you appropriately separate diseased animals from the public and other animals?

Do you have a contingency plan in the event of an outbreak of disease?

Is there a sanitation plan or animal waste control process?

Do you control access to and the use of chemicals? Does this comply with relevant legislation?

Do you separate the public from “wet areas” - E.g. when cages are hosed out?

Have you developed animal handling protocols that consider public safety?

Do you have emergency procedures in place in case of an animal attack, or an animal escaping?

Are members of the public advised/informed of potential risks to their safety posed by animals? (E.g. by signs, leaflets, verbal advice etc)

Arts and Culture

Is crowd/traffic control considered necessary by your organisation?

Are specific crowd/traffic control plans developed based on the activities that you organise/undertake?

Is any special equipment/material required for your activities? Is this inspected with respect to public safety? Does it need to conform with particular standards/regulations? (E.g. OH&S for amusement rides.)

Do you have emergency procedures in place in case of fire, violence, accidents or other events?

Do you need to inform or involve emergency services or other authorities in conducting your activities?

Children and Family, Community Care/Human Services, Community Fairs and Festivals, Education, Health, Older People, Public Safety, Special Education, Women, and Youth

Do you need to inform or involve government services or other authorities when conducting activities?

Do you have access to specialist services if required? (E.g. interpreters, counsellors, nurses etc)

Do you need to inform or involve emergency services or other authorities in conducting your activities?

Is crowd / traffic control considered necessary by your organisation?

Are specific crowd / traffic control plans developed based on the activities that you organise / undertake?

Is physical access to children or people in your care restricted only to appropriately authorised people?

Do you have emergency procedures in place in case of fire, intruders, violence or other events?

Do you enter into written agreements with parents / guardians or other third parties that state rights, responsibilities, or conditions and provide disclaimers?

Are you required to/do you carry out background checks of staff, members, volunteers, or other persons?

Are people with access to children or clients adequately qualified, trained and supervised?

Are recommended client/staff, children/staff etc ratios known and adhered to?

Do you ensure that donated materials / items are adequate / appropriate for re-use before doing so?

Is any special equipment/material required for your activities? Is this inspected with respect to public safety? Does it need to conform with particular standards/regulations?

Community Business

Is crowd control considered necessary by your organisation?

Are specific crowd control plans developed based on the activities that you organise/undertake?

Is any special equipment/material required for your activities? Is this inspected with respect to public safety? Does it need to conform with particular standards/regulations?

Do you have emergency procedures in place in case of fire, intruders, violence or other events?

Do you need to inform or involve government, emergency services or other authorities when conducting activities?

Environment, Conservation and Heritage

Do you need to inform or involve government services or other authorities when conducting activities?

Do you regularly inspect your facilities (or areas where you will be conducting activities) with respect to public safety?

Is any special equipment/material required for your activities? Do you supply any of this material/equipment to participants in your activities?

Is this inspected with respect to public safety? Does it need to conform with particular standards/regulations?

Do you control access to and the use of chemicals? Does this comply with relevant legislation?

Is crowd/traffic control considered necessary by your organisation?

Are specific crowd/traffic control plans developed based on the activities that you organise/undertake?

Do you have emergency procedures in place in case of fire, animal attack, accident or other events?

Do you inform another party if your activities will be taking place in isolated areas, or if individuals will be working in isolation? (Who, what, where, when, expected return etc)

Is there a method for checking up on those involved in these situations?

Indigenous

(Most / all questions from Community Care/Human Services and Arts & Culture sections are applicable)

Multicultural

Is physical access to children or people in your care restricted only to appropriately authorised people?

Do you have emergency procedures in place in case of fire, intruders, disease, violence or other events?

Do you enter into written agreements with parents / guardians or other third parties that state rights, responsibilities, or conditions and provide disclaimers?

Are you required to/do you carry out background checks of staff, members, volunteers, or other persons?

Are people with access to children or clients adequately qualified, trained and supervised?

Are recommended client/staff, children/staff etc ratios known and adhered to?

Do you ensure that donated materials/items are adequate / appropriate for re-use before doing so?

Recreation, Sport & Leisure

Is a league or sports association required to be involved with your organisation?

Do you have access to newsletters or other sources of information concerning rule changes and their application, sports field dimensions/surfaces, recommended/allowed equipment, and similar information?

Are you required to/do you carry out pre-participation "screening" of people for your activities? (Eg of competence, ability, physical condition, health questionnaire etc)

Are people conducting your activities adequately qualified, accredited, trained, or experienced?

Are people undertaking your activities adequately qualified, trained, instructed and/or supervised?

Are activities and equipment, where necessary, modified to take into account differing abilities and ages?

Do you have emergency procedures in place in case of fire, injury, accident or other events?

Do you need to inform or involve emergency services or other authorities in conducting your activities?

Do you enter into written agreements with parents/guardians or other third parties that state rights, responsibilities, or conditions and provide disclaimers?

Is an adequate amount of liquid, or access to liquids, provided to participants where fluid loss is expected as a result of an activity?

Development

(Most questions from Animals, Community Fairs & Festivals, Education, Arts & Culture sections applicable.)

Science & Technology

(Most questions from the Education and Arts & Culture sections are applicable.)

Questions with respect to third party agreements (Contracts)

Is the agreement signed, dated and understood by all parties?

Do the risk management activities of each party need to be spelt out in the agreement?

Do you need to ensure that either party holds specific insurances?

Are the insured amounts adequate to cover potential losses arising from the parties' activities?

Do cross-liability, indemnity, hold harmless or joint-named clauses need to be included? (ask your broker)

Some contractual arrangements may not be honoured under your - or the other party's - insurance policy.

Always check with your broker/insurer for any potential impact on your cover by entering into an agreement.

Reducing the Likelihood of Fire

Is it appropriate to establish firebreaks?

Do you talk about fire prevention with neighbours?

Are machinery exhaust systems fitted with spark arresters?

Are your fuel supplies and chemicals securely stored safely and away from other buildings?

Are all electric cords, curtains, tea towels and oven cloths at a safe distance from any stove or heating appliance?

Is it understood that no stove or heating appliance should be left on while it is unattended?

Are only qualified electricians used?

Is second hand electrical equipment brought onto the premises tested by a qualified electrician to make sure its safe?

Is existing electrical equipment regularly checked?

Are damaged extension cords replaced or repaired?

Are their regular clean ups to remove any build up of flammable debris, such as twigs, paper, or rubbish, from gutters and around any buildings?

Do you ensure nothing flammable is stored next to the external walls of buildings, so it isn't a target for arsonists?

Fire Fighting Equipment

Is there sufficient Fire Fighting equipment?

Is it appropriate for the likely fire risks? For example, is the fire blanket next to the stove or hot fat fryer? A CO2 Extinguisher next to the switchboard, not a water extinguisher?

Is the fire fighting equipment regularly maintained?