



CLUB RISK MANAGEMENT ASSESSMENT DOCUMENT

HOW TO USE GUIDE

The Swimming NSW Board of Directors has recently reviewed how Swimming NSW identifies and manages risk. The key component of this review was the implementation of Risk Assessment documents which allow Swimming NSW to first identify risks that it is exposed to and to what level it is exposed. Then secondly, allow Swimming NSW to rank these risks accordingly and then develop mitigation strategies to address these risks. Put simply, it has helped Swimming NSW have a complete risk strategy plan.

The benefits of the implementation of these documents have been so great for Swimming NSW that we now wish to assist Clubs and Areas in implementing their own Risk Assessment document. To this end we have created a Risk Assessment template that Clubs can use to develop their own Risk Assessment document. This template is available from the Swimming NSW website under Resources/Risk Management.

Once you have downloaded the template which is an Excel Spreadsheet, you will notice that the spreadsheet has three (3) tabs. The first of the three tabs is labelled 'Criteria'. This Criteria is what will allow you to assess the various risks that you may be exposed to by identifying what impact a certain risk would have on your Club or Area if it were to occur. There are five types of impacts; Negligible, Minor, Moderate, Major and Catastrophic, which you will see in the spreadsheet. The table also illustrates the different types of impacts that can occur and it is important that you think about all of these when assessing the different types of risks. Once you have identified what impact a particular risk might have on your Club or Area if it were to occur, you will need to assess what the likelihood of that risk occurring is. The Criteria has five different types of likelihood; Rare, Unlikely, Possible, Likely and Almost Certain, which you will see in the spreadsheet. Once you have assessed the impact and likelihood of a particular risk you can use the Criteria to give the risk a ranking. For example if a risk is identified as Almost Certain to occur and that it will have a Major Impact on your Club or Area, then it will receive a ranking of 3, which you will see places it in the Pink section of the table. However, if a risk is identified as Unlikely to occur and that it will have a Minor Impact on your Club or Area, then it will receive a ranking of 21, which you will see places it in the Green section of the table. The Pink risks should require immediate attention by your Club or Area, the Orange risks, action soon and then Yellow and Green, should be monitored.

This is the first step of the Risk Assessment Document, to go through all the risks you can think of and give them a risk ranking. To assist you with this process, you will find the second tab on the spreadsheet as a list of risks that Swimming NSW has identified as being applicable to Clubs & Areas. By no means is this an exhaustive list, so please feel free to add any other risks you can think of or add any risks that made be unique to your Club or Area. You will see there is a place to add in the Likelihood and the Impact for each risk and then also the ranking for each risk.

On the third tab of the spreadsheet you will find an example of a completed risk assessment document that you can use to guide you through this first process and also subsequent processes.

The next step, once you have identified all the risks that your Club or Area may be exposed to (to the best of your ability) is to rank them in order from the highest risks, those ranked 1 to 3, all the way down to 20 to 25, those with the lowest risks.

Once you have done this, you Club or Area Committee can meet and decide what strategies can be put in place to try and reduce the risks ranking, either by reducing the likelihood that it will occur or the impact that it will have if it does occur.

This is known as the residual Likelihood and the residual impacts. There is a place in the spreadsheet to place these as well, so your Committee can see if they introduce certain strategies what impact they will have on the particular risks.

Whilst on many occasions you will never be able to fully remove the risk, the whole aim of this process is to lower the risk ranking of each of risks, basically to move them from Pink to Orange, from Orange to Yellow and then finally to Green.

It is important to remember that these documents will always be a work in progress as some risks are reduced and others arise, but the implementation of these can make the sport of swimming in NSW a lot safer for all participants, parents, technical officials and volunteers.

For further information on to how use these documents please don't hesitate to contact the Swimming NSW office on (02) 9763 5833 or your local Area Development Officer (if applicable).