

# RISK MANAGEMENT PLAN

FOR

# **ELPHIN** **SPORTS** --- **CENTRE**

**BASKETBALL - BADMINTON - TABLE TENNIS**  
**INDOOR SOCCER - MARTIAL ARTS**  
**MULTI PURPOSE STADIUM**

RACECOURSE CRESCENT

LAUNCESTON, TASMANIA, 7250

DATED 17 AUGUST 2020

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## AIMS & OVERVIEW

This document outlines potential risks, and the steps needed to help manage, mitigate or eliminate these risks from occurring.

## SITE DETAILS

### **Address:**

Elphin Sports Centre  
Racecourse Crescent  
Launceston, Tasmania 7250

### **Contact Details:**

Email: [elphin@bigpond.com](mailto:elphin@bigpond.com)  
Phone: (03) 6334 2487

### **Site Description:**

Four (4) Multi-Purpose Halls, Mezzanine Function Room/Meeting Room, Table Tennis Hall, Martial Arts Hall, Changerooms, Toilets, Offices.

## BACKGROUND

Elphin Sports Centre recognises that stakeholders (defined as: those persons or organisations within or outside Elphin Sports Centre that can affect, be affected by, or perceive themselves to be affected by, our decisions or activities) should be kept informed about relevant aspects of Elphin Sports Centre's risk management process, and asked about their views in order to build acceptance and generate solutions.

Elphin Sports Centre has consulted with relevant stakeholders in an effort to understand their objectives, perceptions and concerns, so they can be considered in our application of risk management.

This document shall be reviewed on a regular basis, to ensure that it is up-to-date. The duty of review shall lay with the Elphin Sports Centre management.

This document shall be made available to all patrons should they request to see it.

## RULES & POLICIES

Elphin Sports Centre has in place a number of rules and policies in respect of its operations and activities.

The following is a summary of these rules and policies:

- Permits/Licences required for special/specific events
- Contracts
- Workplace Health & Safety
- Rehabilitation Policy
- Fire & Emergency Evacuation Plan

The general community expects Elphin Sports Centre to exercise an appropriate duty of care to all its staff, contractors, members and guests, and that it accepts its responsibilities to the community as a whole.

Elphin Sports Centre is a workplace, given it employs staff and independent contractors, and as such is acutely aware of its obligations to comply with relevant legislation.

Legislative requirements for activities conducted by Elphin Sports Centre, including compliance to federal, state and local government regulations in areas such as the environment, gaming and licencing, all need to be taken into account when managing risks, as do the political, social and economic environments.

## RISK RATINGS

The Risks outlined in the following sections, are given both an Impact rating and a Likelihood rating. These ratings are as follows:

Impact:

1. Acceptable – *Little or No Effect*
2. Tolerable – *Effects are Felt but not Critical*
3. Unacceptable – *Serious Impact where effects could be critical*
4. Intolerable – *Could Result in Disaster*

Likelihood:

1. Low – *Risk Unlikely to Occur*
2. Medium – *Risk likely to Occur*
3. High – *Risk will Occur*

Using the following Matrix, the risks are then given a Risk Rating:

		Impact			
		<i>Acceptable</i>	<i>Tolerable</i>	<i>Unacceptable</i>	<i>Intolerable</i>
Likelihood	Low	Low	Medium	Medium	High
	Medium	Low	Medium	High	Extreme
	High	Medium	High	High	Extreme

*Risk Rating Guide:*

- Low – Ok To Proceed
- Medium – Take Mitigation Efforts
- High – Seek Support
- Extreme – Place Event on Hold/Close Venue until Risk Abated

## RISKS

### People

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Unruly Behaviour	Low	Unacceptable	Diffuse & Remove Offender/s	Elphin Sports Centre/ Hirer	Medium
Overcrowding	Low	Tolerable	Recognise when Capacity Reached and Stop Further Entry.	Elphin Sports Centre/ Hirer	Medium
Medical Emergency	Low	Unacceptable	Assess Emergency & Take Appropriate Action	Elphin Sports Centre/ Hirer	Medium
Lack of Patron Awareness of Facility	Low	Tolerable	Have Staff, or Volunteers Available	Elphin Sports Centre/ Hirer	Medium

### Trip Hazards

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Stairs	Low	Unacceptable	Make sure steps are solid and secure and Edge Safety Strips Secure	Elphin Sports Centre	Medium
Climbing for Vantage Points	Low	Unacceptable	Remove any potential structure	Elphin Sports Centre	Medium
Uneven Ground/Loose Surfaces	Low	Unacceptable	Clearly Mark and Isolate any Hazards.	Elphin Sports Centre	Medium
Wet Floors	Low-Medium	Unacceptable	Clean up any spills or other liquid and place out "Wet Floor" sign until dry	Elphin Sports Centre	Medium-High

## Health

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Food Poisoning	Low	Unacceptable	Ensure all food is stored appropriately and all food & health regulations are applied.	Elphin Sports Centre/ Hirer (If operating any food sales)	Medium
Inadequate number of Toilets/Showers	Low	Unacceptable	Adequate Toilets/Showers Available	Elphin Sports Centre	Medium
Smoking	Medium	Unacceptable	Smoking Area Designated Outside at the appropriate distance from the entry points	Elphin Sports Centre	High
Alcohol	Medium	Unacceptable	Appropriate steps taken under the liquor licencing requirements by the Hirer to manage the consumption of Alcohol at the Venue.	Elphin Sports Centre/ Hirer	High

## Hazardous Material

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Chemicals	Low	Unacceptable	All chemicals are locked away correctly and safety data sheets are stored with the chemicals.	Elphin Sports Centre	Medium



## Technical Management

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Inadequate Venue Management	Low	Unacceptable	All Staff & Hirer fully briefed	Elphin Sports Centre/Hirer	Medium
Lack of Staff Briefing	Low	Tolerable	All Staff & Hirer fully briefed	Elphin Sports Centre/Hirer	Medium
Communications Failure	Low	Unacceptable	Revert to Manual Communication	Elphin Sports Centre/Hirer	Medium
Power Failure	Low	Intolerable	Call Aurora Energy and/or Electrician.	Elphin Sports Centre	High
Toilet Failure	Low	Unacceptable	Call Plumber and/or Tas Water	Elphin Sports Centre	Medium

## Vehicular

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Disabled Parking	Low	Tolerable	Parking Available	Elphin Sports Centre	Medium
Traffic Congestion	Low	Tolerable	Appropriate Signage & Directions	Elphin Sports Centre	Medium

## Waste

RISK	LIKELIHOOD	IMPACT	MITIGATION STRATEGIES	RESPONSIBLE PARTY/S	RISK RATING
Insufficient Rubbish Bins	Low	Unacceptable	Ample Supplied. Spares on Hand	Elphin Sports Centre	Medium
Litter Collection	Low	Unacceptable	Weekly Pickup – Contact Waste Management for Additional Collection if needed	Elphin Sports Centre	Medium

## Accessibility

<b>RISK</b>	<b>LIKELIHOOD</b>	<b>IMPACT</b>	<b>MITIGATION STRATEGIES</b>	<b>RESPONSIBLE PARTY/S</b>	<b>RISK RATING</b>
Inadequate Seating	Low	Tolerable	Adequate Seating Available	Elphin Sports Centre	Medium
Inaccessible Toilet Facilities	Low	Unacceptable	Entrances Cleaned as Needed	Elphin Sports Centre	Medium