# RISK MANAGEMENT PROCEDURE

**Player Safety**

* The playing surface, fences and goal/behind posts – prior to the commencement of matches each game an official from each Club is required, as per the League, to do an assessment of the oval and surrounding areas. This assessment includes, but is not limited to, the state of the playing area and surrounding areas. Goalposts must have pads, ground must be in good condition.
* Sufficient qualified trainers & coaches – PFC ensures there are qualified trainers and coaches for each game as per their job descriptions.
* Medical checks on players
* Team hygiene practices
* Player change-room facilities – an inspection prior to each match is to be conducted to ensure the facilities are in good condition
* Emergency medical equipment – trainers are required to ensure all medical equipment is available and in good working order
* Availability / accessibility to emergency services – match day official is to ensure accessibility for emergency services as per the OH & S Policy for calling an ambulance.

**Official Safety**

* Secure umpire rooms – Match Day Officials are required to secure umpires rooms and to escort umpires to and from those rooms to the ground (as per their Job Description).

## SAFE OPERATING PROCEDURES

Recreation Reserve - Operational

* Public viewing areas – these areas are to be checked to ensure safe areas
* Scoreboard / timekeeper facilities – are to be set up to ensure the person operating them is in a safe environment
* Vehicular movement and parking areas – vehicles are only permitted to enter the oval on official PFC matters. They must use caution when approaching the area and must not exceed 10kph.
* Public conveniences – Every endeavour must be taken to ensure that public conveniences are in an appropriate state and accessible. As PFC utilizes the Adelaide City Council facilities in the Glover Playground for this purpose this is difficult to guarantee. If there are any issues the Match Day Official should call the ACC for Property Issues – Kym Charmstroub on 0428428630 or Cleaning Issues – Tanya on 0408404484
* Crowd control – it is the responsibility of the Match Day Official to ensure crowd behaviour. PFC players, officials and spectators must abide by the PFC Code of Conduct. If there is an issue with any player, official or spectator from the opposing side then the Match Day Official in conjunction with the opposition Match Day Official should attend to it together.
* Food/beverage handling and selling areas – are to be set up in a safe environment for Volunteers working in this area as well as customers. (Refer Canteen Operations Job Description)

**General**

* Money handling – (refer Canteen Operations Job Description). All monies are to be kept in a safe environment behind the canteen facility, out of reach of others. The Match Day Official and /or President are secure excess monies throughout the day to limit exposure to theft.
* Player / Official valuables security – each Team Manager is responsible as the Team Manager Job Description
* Building security – President and/or Match Day Official are responsible for the security of the building during and after each match.

## MONITORING & REVIEW

The Executive Committee will ensure the on-going assessment of risks within the Club. They will ensure records of the following are maintained:

* Hazard identification
* Risk assessments
* Accident / incidents
* Player health monitoring