

RISK MANAGEMENT POLICY

1 PURPOSE

WA Squash is committed to providing a sporting and working environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management. This purpose of this document is to outline how WA Squash and individual Clubs should manage risk.

2 SCOPE

This policy applies to all WA Squash Staff and Members, including players, coaches, referees and markers, and professional and volunteer support staff.

3 RESPONSIBILITIES

It is the responsibility of everyone within the squash community to ensure that risk is appropriately managed, be it as an individual player (proper warm-up, for example), a member administrator (conducting regular safety audits of their courts, for example), or WA Squash itself (ensuring that proper member registration records are kept and maintained, for example, and that appropriate insurance cover is in place).

4 POLICY STATEMENT

WA Squash accepts risk management as one of its prime responsibilities, representing as it does the joint interests of affiliated clubs and registered members. Risk occurs not only within squash, but also within the more general environment in which WA Squash operates. In formulating this policy, the WA Squash is mindful of the full range of risks which may impact on its viability and the future participation of members.

This document is to be taken into consideration alongside all other WA Squash policies.

5 POLICY

Risks for WA Squash include but are not limited to the following:

- the essential nature of squash, in which young children are participants;
- the nature of squash venues, and their potential hazards;
- the relatively low financial capital in the sector, given the predominantly volunteer and community basis upon which squash is conducted;
- the competition which WA Squash faces from other sporting and non sporting activities;
- the relatively short junior participation time and resulting high turnover of junior participants, which leaves stakeholders constantly seeking new members;
- the potential exposure to litigation resulting from accidents;
- any reduction or withdrawal of current funding from the WA State Government as well as the low media interest and sponsorship profile of the sport.

Proper risk management will also allow WA Squash to identify opportunities as well as avoid loss, as the process is integrated into the organisation's philosophy and practices

This policy expresses WA Squash's intentions in relation to risk management in the Western Australian squash community.

5.1 Policy Application

In the first instance this policy applies specifically to WA Squash however is also intended as a model for use by clubs, so that risk management can be approached uniformly across the whole squash sector.

5.2 Policy Coverage

The Risk Action Plan (Annex B) covers the day-to-day operations of WA Squash including the conduct of its programs, competitions, tournaments, and administration

5.3 Responsibility for Management of Risk

All employees, volunteers, officials and members are responsible for ensuring that risks to themselves, and more particularly to others and to WA Squash, are minimised. The Board, however, has the ultimate responsibility for successful risk management in WA Squash, with the General Manager taking day-to-day responsibility for the process.

The Board will:

- Ensure that this policy is distributed and implemented at all levels within WA Squash.
- Ensure that appropriate training is provided, so that risk is actively minimised.
- Provide appropriate resources to ensure that risk is minimised throughout WA Squash.
- Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy.

The General Manager will:

- Ensure that all sections of WA Squash have the opportunity to engage in risk assessment and treatment processes.
- Actively encourage reporting of risk, real and potential, and ensure that appropriate action is taken to minimise such risk
- Ensure that the relevant sections of the Member Protection Policy and other relevant policies are also adhered to in any such reporting.
- Take day-to-day responsibility for risk management within WA Squash and Clubs.
- Provide advice and support to clubs, officials and individuals on risk assessment and management.
- Ensure appropriate and up-to-date documentation of risk identification and treatment.
- Provide appropriate induction on this and all other WA Squash policies to all new staff members.
- Alert the Board to any new high-impact risks, or any other matters requiring attention outside the usual process.

WA Squash staff will:

- Distribute information on risk management as required.
- Model appropriate risk management behaviour in all aspects of their work

Everyone:

- Successful risk management also relies on the personal knowledge, perception, and behaviour of WA Squash’s members.

5.4 Resources Available

A Risk Action Plan has been developed using data on risk identification, assessment, and treatment, that has been gathered from all sections of WA Squash as outlined above. This plan will be widely promulgated, via hard copy, on the WA Squash website, and through other appropriate media.

The Board will allocate appropriate funds towards this process if required, and for the training, development and review processes associated with the plan.

5.5 Documentation Required

The Risk Action Plan should include the following:

- A Risk Register,
- An assessment of the impact of each risk (determined by plotting the likelihood of the occurrence against the consequences of the occurrence)
- A ranked list of priorities for a particular period (i.e., quarters, six- month periods)
- A ‘treatment plan’ for each identified risk, with details of person/s responsible, and the time allowed.
- A brief report on any resolved risks.
- A list of all resolved risks, continually updated, and archived after a set period.

6 ACCOUNTABILITIES

WA Squash is responsible for ensuring that all volunteers, staff, and Members have read and understand the requirements of this policy.

WA Squash volunteers, staff, and Members are responsible for abiding by this policy at all times.

7 RELATED DOCUMENTS

- Occupational Safety and Health Act (1984)
- Occupational Safety and Health Regulations (1996)

Version	Date	Amendments approved by the Board	Approved Date	Review Date
01	Sept 2022	Document reviewed		Sept 2025