

Kicking goals by managing risk

While we're here to pay to claims if the worst happens, we're all about trying to keep you and your property safe and secure in the first place.

Sporting clubs are popular hubs for the community. After game functions, venue hire, location (especially if remote) and seasonality each bring their own safety challenges. All staff and volunteers should know how to minimise the risks, all year round.



Keeping structures safe



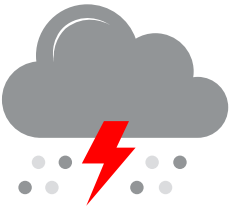
The whole building should be in good structural condition.

Must haves

- ✓ Doors and windows (plus locks, latches and hinges) must be sound and tightly secured to the building.
- ✓ Secure your roller doors after hours. For motorised doors, lock the electric open / close switch with a PIN. For manual doors, padlock a chain to the building or door frame.
- ✓ Install sturdy bollards to protect areas prone to impact like building corners and narrow driveways.
- ✓ Display maximum height signage to direct unwanted traffic away from vulnerable canopies and overhangs.



Weather watch outs



While you can't control wild weather, you can reduce the risks that come with it.

Best practice

- Be aware of what weather or flood events are likely to affect your building or business. This can help you plan what needs to be done.
- Keep trees and shrubbery well-trimmed, and remove diseased or damaged limbs. Ask a professional arborist to assess and strategically remove branches to allow wind to blow through the trees.
- Protect water and other pipes from freezing using insulation, or install heat tape.

- Remove snow and hail from gutters as soon as it's safe to do so. This will reduce the possibility of subsequent rain overflowing gutters.

Must haves

- ✓ Ensure the building is well maintained, that walls and roof are watertight. Make sure doors and windows are close fitting.
- ✓ Make sure gutters and down pipes are not blocked by leaves or rubbish. Check before the winter season, or more frequently if needed.
- ✓ Inspect channel drains, yard storm water outlets and sumps and make sure they are all free-flowing and that curb side gutters are not blocked by leaves and rubbish.

Securing the club



Control access to the site and key areas within it.

Best practice

- Keep alcohol storage to a bare minimum on site and lock it in a room with strict access controls.

Must haves

- ✓ Install a monitored alarm system for the whole area with a security patrol response. Maintain it annually.
- ✓ Put CCTV inside and out – think motion sensing and infrared for image clarity in low light.
- ✓ Install good quality external security lighting with a daylight sensor or timers around external yard areas.
- ✓ Fit security bars and grilles to doors and accessible windows, especially where bulk alcohol is stored. For bar fronts, fit a roller door or grille to the opening.

- ✓ Be smart with cash and have clear processes for closing time. Make sure till drawers are left open and empty, and keep cash in a fit for purpose cash-rated safe bolted to the floor.
- ✓ Document your memorabilia (e.g. photographs or valuations) and keep it safely away or in a locked display cabinet.
- ✓ Lock up outdoor equipment like power tools, mowers and line trimmers in a safe and sound structure.
- ✓ Remove graffiti and tagging quickly to deter repeat attacks – consider anti-graffiti paint or coating for regularly targeted areas.

Get the fire risk down



Prevention strategies for fire loss and damage.

Best practice

- Install a heat or smoke detection system and have it monitored by the fire brigade or a security service – get advice on the right detection unit for the right situation.

Must haves

- ✓ Create a dedicated smoking area with the right receptacles for butts (away from other waste bin locations).
- ✓ Have the right amount, type and size of fire extinguishers in easily accessible positions, and train staff in their use. At minimum you want several 2.1kg dry powder extinguishers.

- ✓ With deep fat fryers, you need a 3.5L wet chemical fire extinguisher and fire blanket.
- ✓ Conduct annual maintenance on all fire extinguishers and installed hose reels.

Did you know?

Early detection of fire is critical, likewise the type of detection unit you choose. Get advice if you need it on what's most suitable for your environment.

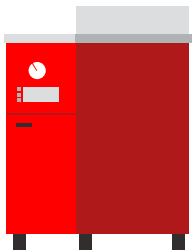
When cooking



Know the risks with deep fat fryers, woks and oil safety.

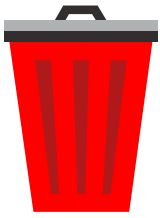
Must haves

- ✓ Clean kitchen extract system filters weekly and any ducting annually, especially for deep fat frying.
- ✓ Fit deep fat fryers with over temperature cut outs. Each vat needs a close-fitting steel lid if it's not in use.



- ✓ Check the condition of cooking oils/fat regularly. Clear up any crumbs and drain and filter oils/fat at least weekly. Replace it if it's not clear.
- ✓ Store any waste oil/fat in a metal bin with a close-fitting metal lid until it gets removed.
- ✓ Keep a 30cm distance between deep fat fryers and woks on an open flame, or install a steel barrier between them to prevent fire spread.

Good housekeeping counts



Get volunteers and staff on the same page.

Cleaning operations

Best practice

- Keep anything intruders can climb onto at least 1m clear of the fence line.
- Clear vegetation from around the building to prevent fire spread in dry seasons, like dried or dead plants, weeds and trees.

Must haves

- ✓ Keep bins well clear of the building, 10m plus if you can. If you can't, keep the lids closed and locked or hold them inside.

Electrical and lighting

Best practice

- Consider replacing lighting with low risk LED lights (they give you low operating temperatures and low current usage).

- Never use damaged extension leads and powerboards.

Must haves

- ✓ Do regular checks of electrical switchboards and installations.
- ✓ Tag and test portable equipment.
- ✓ Enclose open switchboards and keep the area clear of combustibles.
- ✓ Check fluorescents and replace when faulty / discoloured / not lighting up.

Gas

Must haves

- ✓ Chain gas cylinders securely in place.
- ✓ Adhere to LP compliance certification as required.

Essential maintenance



Regular checks to minimise fire, theft and loss.

Best practice

- Be sure the roof is maintained and in good condition, and repair leaks immediately to avoid further damage to building interiors.

Must haves

- ✓ Carry out a regular maintenance programme for the building, building systems, fire protection and security equipment.
- ✓ Keep water drainage unobstructed by regularly clearing the gutters, channel drains and yard sumps, especially where there are large trees.

- ✓ In the off season, keep up building inspections for damages, leaks and the like.
- ✓ Follow the manufacturer's instructions for fridges, chillers and freezers.
- ✓ Walk-in chillers are often constructed out of a sandwich panel, which can have a combustible core. Check the panelling regularly for damage that has exposed the core and complete repairs quickly.

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