

RISK MANAGMENT CHECKLIST: SOUTH AUSTRALIAN JUDO ACADEMY

This checklist is intended to be used in the context of SAJA's overall [Risk Management Policy](#).

This checklist was commenced on 31st July 2015 by Head Coach, Steve Brown (SB) and Director Strategy & Marketing (SM), Sandy McCulloch

What potential risks have you identified?	Y / N	Likelihood of non compliance	Consequence	Risk Rating H,M,L (see risk chart)	What should we do about it?	Who will do it?	When will it be done?	Completed (signed off)
1. Training								
Are coaches trained or accredited? Is this accreditation maintained and updated?	Y	Rare	Minor	L	Maintain current processes to comply with minimum state & federal requirements	SB Coaches	ongoing	
Are participants trained in the rules of the game and how to play safely and fairly?	Y	Unlikely	Moderate	M	Maintain current processes Ensure all new participants are provided with code of conduct & other policies	SB , SM Coaches	ongoing	
Are participants trained in the proper use of sporting equipment?	Y	Unlikely	Moderate	M	Maintain current processes Ensure regular refreshment training occurs	SB, SM Coaches	ongoing	
Are coaches working with junior players screened and supervised?	Y	Rare	Moderate	M	Maintain current processes	SB, SM Coaches	ongoing	
Are coaches trained in first-aid? Has this been evidenced and kept up to date?	Y	Rare	Moderate	M	Maintain current processes Ensure First Aid refresher training is held	SB Coaches	ongoing	
Do you have a code of conduct for players, parents, spectators and club officials?	Y	Rare	Minor	L	Make policies available on-line and in club room Review policies bi-annually	SM SB	ongoing	
Do you have a process for dealing with breaches of the code?	Y	Rare	Minor	L	Maintain current processes	SB SM	ongoing	
Are volunteers provided a safe and healthy environment?	Y	Rare	Major	H	Maintain current processes	SB SM	ongoing	



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2. The Physical Environment								
Are players on the mat area a safe distance from spectators? Is there a standard?	Y	Rare	Minor	L	Maintain current distance standards Ensure signage displayed to remind spectators to stay behind designated mat area	SB Coaches	ongoing	
Is the area of play a safe distance from walls or other obstacles? Is there a standard?	Y	Rare	Minor	L	Maintain current safety mat standards as per JFA requirements	SB Coaches	ongoing	
Is the mat area inspected before every game and training session to ensure it is safe for play?	Y	Rare	Minor	L	Maintain current inspection process	SB Coaches	ongoing	
Are "spills" cleaned up immediately?	Y	Rare	Moderate	M	Ensure all spills cleaned up immediately with the correct hygiene products	SB Coaches	ongoing	
Do you make regular inspections of fixed equipment to ensure that they are secure and safe for play and adequately padded?	Y	Rare	Moderate	M	Maintain current inspection process	SB	ongoing	
Do you make regular inspections of the mat and other areas to ensure they are secure and safe for play (e.g. no sharp edges or protrusions)?	Y	Rare	Moderate	M	Maintain current inspection process Encourage judokas and spectators to report any items that require attention	SB	ongoing	
Is the mat area maintained by regular cleaning & repairs?		Rare	Minor	L	Maintain current inspection process and sprung floor maintenance schedule	SB	ongoing	
Is there adequate lighting for the safe conduct of your judo?	Y	Rare	Minor	L	Maintain current inspection process Replace lighting as required	SB	ongoing	
Is the spectator area around the mat area checked regularly for potential dangers?	Y	Rare	Moderate	M	Maintain current inspection process upon entry to facility everyday	SB , SM Coaches	ongoing	
Are change rooms clean and safe?	Y	Rare	Minor	L	Maintain current inspection process	SB, SM Coaches	ongoing	

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Is a person trained in first-aid at every game? Do people know who that person is?	Y	Rare	Moderate	M	All coaches to maintain first aid refresher courses	SB Coaches	ongoing	
Do you have first-aid equipment and medical supplies to treat injuries and illness?	Y	Rare	Moderate	M	Ensure First Aid Kit easily visible to all members		ongoing	
Is the first-aid equipment maintained and checked regularly?	Y	Rare	Moderate	M	Maintain regular inspections of First Aid Kit and ice / ice packs in freezer		annually	
Do you have a safe and clean first-aid room or area where injured players can be treated?	Y	Rare	Rare	L	Ensure change room is clean and tidy and has available seating for treatments of injuries		ongoing	
Do you have adequate access for emergency vehicles?	Y	Rare	Moderate	L	Existing car park & front entrance adequate for Emergency paramedics to have access		No action	
Is your safety and general equipment maintained and replaced when necessary?	Y	Rare	Moderate	L	Maintain current equipment check processes Immediately attend to equipment that requires maintenance / repairs		ongoing	
Do you ensure the items of equipment are appropriate for the players using them and are correctly fitted?	Y	Rare	Moderate	L	Maintain current equipment check processes Immediately attend to equipment that requires maintenance / repairs		ongoing	
Is the equipment used for the purpose for which it was designed?	Y	Rare	Moderate	L	Ensure adequate supervision of members and equipment at all times		ongoing	
Do you have a policy for responding to adverse or extreme weather conditions?	Y	Rare	Negligible	L	Indoor mat area climate can be controlled with air conditioning. Ensure air conditioning working.		ongoing	

This checklist contents will next be reviewed on 31st July 2017 by the SAJA Head Coach AND Director of Strategy and Marketing

