



KARTING AUSTRALIA  
RISK MANAGEMENT PROGRAM  
**CLUB OPERATIONS  
CHECKLIST**



Arthur J. Gallagher  
BUSINESS WITHOUT BARRIERS™



## KARTING AUSTRALIA – CLUB OPERATIONS CHECKLIST

This checklist is provided by Arthur J. Gallagher as part of the Karting Australia Risk Management (KARM) Program. The purpose of this checklist is to assist kart clubs in identifying potential risks as part of the general operations of the club. Club Operations may include physical and non-physical risks.



The Club Operations Checklist should be used as a tool or aid in the risk identification process for clubs. The club should continue to monitor all risks throughout the year and may choose to develop their own version of this checklist.

This checklist simply allows you to record when a risk has been identified and to the extent you need to take action.

### Who should complete this checklist?

In general, any club representative who is familiar with the club’s operations may complete this checklist. This can include committee members or officials of the club.

By completing this checklist your club is demonstrating it has taken steps to identify and monitor certain risks. This puts your club in a stronger (not weaker) position should an incident occur.



### Protection for club officials

The Karting Australia National Insurance Program provides protection for club representatives who complete risk assessments such as this checklist. It is important clubs can demonstrate they have upheld their duty of care through actions (including checklists).

### How to complete this checklist:

Physically walk around your club’s operational areas (as per the categories of risk provided) and review each item in the checklist. Based on your observations and assessment, consider the following:

CLASSIFICATION	CONSIDERATION	ACTION
<b>SAFE</b>	There is no immediate risk to the club.	No immediate action is required.
<b>CAUTION</b>	There is potential for this risk to occur if left unchecked.	The club should regularly review this risk for changes.
<b>UNSAFE</b>	There is an immediate risk to the club.	The club should take immediate action to address this risk.



## What do I do if we class a risk as “Caution” or “Unsafe”?

If you identify a risk that may have the potential to occur if it left unchecked, you should mark the **CAUTION** column.



This will allow you to pro-actively address this risk before it becomes a problem for your club. See below for possible treatment options.

If you identify a risk that will occur and could have an immediate affect on your club’s objectives, you should mark the **UNSAFE** column.

All **UNSAFE** risks should be treated as a *high priority*. See below for possible treatment options.

### POSSIBLE TREATMENT OPTIONS:

Possible Treatment	Description
<b>Reduce the likelihood</b>	Reduce the likelihood of the risk. This is a proactive measure that relies heavily on your critical assessment of each risk. A simple example of reducing likelihood is the introduction of restricted speeds for juniors. By modifying the rules the likelihood of injury is dramatically reduced.
<b>Reduce the consequences</b>	Reduce the consequences of the occurrence. Similar to reducing likelihood, this is a proactive measure. An example of reducing consequence is the compulsory wearing of helmets. Helmets do nothing to reduce the likelihood of a kart leaving the track, but it certainly reduces the consequence of potential head injuries.
<b>Transfer the risk</b>	This involves another party bearing or sharing some part of the risk. Examples of this include the use of contracts (e.g. disclaimers) and/or insurance. The transfer of the risk to another party will reduce the risk for your club but may not diminish the overall level of the actual risk.
<b>Retain the risk</b>	After risks have been reduced or transferred, there may still be some risk left with your club. This is known as 'residual risk' and the club may choose to retain this risk. Plans should be put in place to manage the consequences of these risks if they occur.
<b>Avoid the risk</b>	Deciding not to proceed with the activity that is likely to produce the risk. Avoidance is only a useful form of risk treatment when you decide to end the activity altogether. Excessive risk aversion can result in a club actually failing to recognise that some of its risks are critical to the operation and simply cannot be avoided.
<b>Accept the risk</b>	If a risk is defined as a low priority or has a low likelihood AND a low consequence AND a low cost, your club may simply choose to accept the risk and monitor it just in case it develops into something more significant.

[www.ajg.com.au/karm](http://www.ajg.com.au/karm)





### CLUB OPERATIONS CHECKLIST:

Please refer to the checklist instructions prior to completing this form. As you review your club's operations, place a mark  in the appropriate column as per the table below:

SAFE	CAUTION	UNSAFE
You are satisfied there is no immediate risk to your club's objectives. No further action is required.	You are concerned this risk may occur and impact your club's objectives. You decide to monitor this risk for changes.	You are satisfied this risk will occur and impact your club's objectives. You need to take immediate action to address this risk.

**CLUB NAME:**

**LOCATION:**

**DATE:**   
DD/MM/YYYY

**TIME:**   
TIME OF INSPECTION

SECTION 1: OPERATIONAL RISKS		SAFE	CAUTION	UNSAFE
1.1	Our member's information is stored, used or disclosed as per our club's Privacy Policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Our procedures are implemented by club officials for daily operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	We have processes to ensure licenses, contracts, agreements (such as tenancy agreements) are renewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Our club's meetings are conducted in-line with our legal (constitutional) or statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Our club's computer/electronic files (including membership data) are appropriately stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 2: PEOPLE RISKS		SAFE	CAUTION	UNSAFE
2.1	Our club has accident and injury procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Our club officials are aware of our relevant accident/injury procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Our club officials receive induction training in regard to their legal/statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Where applicable, our club officials are aware of their requirements as directors and officers of an incorporated body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	OH&S compliance is regularly reviewed and maintained by our club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Our club's health and safety policies are implemented and enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SECTION 3: FINANCIAL RISKS		SAFE	CAUTION	UNSAFE
3.1	Our club's fees and payments are managed as per our administration procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Our club's financial reports are in-line with applicable legal and statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Our club has a process to follow up outstanding debts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Our club has a policy for the payment of moneys <u>from</u> the club's accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 4: REPUTATION RISKS		SAFE	CAUTION	UNSAFE
4.1	Our club officials possess appropriate qualifications and experience for assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Our club conducts background checks on club officials or volunteers (where appropriate) in an effort to protect our club's reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Our club has a code of conduct for club officials and members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Our club has a dress code or uniform for club officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Our club's signage, logos and other branding is consistent throughout the club's promotional materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION**

I, *THE UNDERSIGNED*, DECLARE THAT I AM AN AUTHORISED OFFICIAL OF THE CLUB. I HAVE COMPLETED THE ABOVE CHECKLIST. ALL RISKS IDENTIFIED ABOVE WILL BE ADDRESSED BY OUR CLUB.

**YOUR NAME:**

**POSITION/TITLE:**

**SIGNATURE**

