



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



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BUSINESS WITHOUT BARRIERS™



KARTING AUSTRALIA – CLUB PROPERTY 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 associated with the club’s property, facilities and equipment.



The Club Property 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 property and equipment 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 property (as per the categories of provided) and review each item in the checklist. Based on your observations and assessment, consider the following:

CLASSIFICATION	CONSIDERATION	ACTION
SAFE	There is no immediate risk to the club.	No immediate action is required.
CAUTION	There is potential for this risk to occur if left unchecked.	The club should regularly review this risk for changes.
UNSAFE	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 is 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
Reduce the likelihood	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.
Reduce the consequences	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.
Transfer the risk	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.
Retain the risk	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.
Avoid the risk	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.
Accept the risk	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.

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CLUB PROPERTY 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: EMERGENCY AND FIRE SAFETY		SAFE	CAUTION	UNSAFE
1.1	Hose reels have been inspected and tagged within 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Extinguishers have been inspected and tagged within 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Signage for hose reels and extinguishers is clear and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Emergency exits and access areas are unlocked and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Emergency equipment is accessible at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 2: SIGNAGE		SAFE	CAUTION	UNSAFE
2.1	Signage for Entries, Exits and Restrooms is clear, prominent and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Signage for Emergency Equipment, Hazardous Substances and First Aid is clear, prominent and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Emergency evacuation information is clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 3: LIGHTING (WHERE APPLICABLE)		SAFE	CAUTION	UNSAFE
3.1	Emergency lighting is operational (including exits).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	External security lighting is operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Interior lighting is operational (including workspaces, public areas and restrooms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SECTION 4: HEALTH AND SANITATION		SAFE	CAUTION	UNSAFE
4.1	Restrooms function properly, are clean and well stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Fresh/clean or bottled drinking water is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Litter and waste bins are available and are prominently placed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Common areas are hygienic and free of rubbish (including workspaces, public areas and restrooms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Kitchen and/or food preparation areas are hygienic and regularly cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5: GENERAL SAFETY AND SECURITY		SAFE	CAUTION	UNSAFE
5.1	Pathways and thoroughfares do not bear any visible hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	The following items are appropriately stored (such as in refrigerators, cabinets, safes or digital secured locations):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|---|---|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Equipment | <input type="checkbox"/> Food |
| <input type="checkbox"/> Beverages | <input type="checkbox"/> Electronic Equipment | <input type="checkbox"/> Personal details (members) |
| <input type="checkbox"/> Medical details | <input type="checkbox"/> Stock/Merchandise | |

5.3	The following electrical precautions are in place:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Circuit breakers used	<input type="checkbox"/>	Power boards used in place of adaptors	
<input type="checkbox"/>	Extension Leads used temporarily only	<input type="checkbox"/>	Electrical leads are checked and tagged	

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

