



Risk Assessment Documentation Flowchart

Normal Operations

1. Read and familiarise yourself with the Policy 1200
2. Complete 1200-F-02, This is pre-populated, you can add or delete areas that apply to your club
3. Give each identified hazard a Risk Rating, work out what controls you need to put in place to reduce any unacceptable risks to an acceptable level



Generic Risk Assessment
1200-F-02 Risk Assessment




Review (6 monthly)
1200-F-02 Risk Assessment




Events

4. If running an event (Tournament/QRE/Intro Course) you should complete form 1200-F-03 to identify and assess any additional risks.



Event Specific Risk Assessment
1200-F-03 Risk Assessment Form



Review (post event)
1200-F-02 Risk Assessment Form




5. Add any additional risks to Risk Assessment (Generic)

Incident


Not Serious

6. For any incidents with or without injury or damage complete form 1200-F-05




No Injury or Damage
1200-F-05 Incident Report

7. For any incidents with injury requiring first aid or clinic visit complete form 1200-F-05.



First Aid or Clinic Visit
1200-F-05 Incident


8. As soon as practicable, undertake a review of the incident and update 1200-F-02.



Review (post event)
1200-F-02 Risk Assessment Form


Serious

9. For any incidents with serious injury or damage complete form 1200-F-05.




Serious Injury (Hospitalization)
1200-F-05 Incident Report

10. For any incidents that are Reportable (see 1200-GN-02) contact WorkSafe Victoria.




Incident Notification
WorkSafe Incident Notification Form 132360

11. For any incidents that are Reportable (see 1200-GN-02) as soon as practicable, notify AV Secretary.



Incident Notification
Notify AV Secretary

12. As soon as practicable, undertake a review of the incident and update 1200-F-02



Review (post event)
1200-F-02 Risk Assessment Form