

FOCUS AREA - MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan Action - Task	Assigned to	Completed by
No Policies regarding Child Safety	2	4	4 to 5	Low to Med	• SCRA have a Child Safe Policy	Board	2011
			4 to 5	Low to Med	• SCRA have a Child Safe Environment Compliance Statement	Board	2011
			4 to 5	Low to Med	• SCRA have Child Safe Officers. The appointment of a Child Safe Officer is not a mandatory requirement of Children's Protection Act 1993. All SCRA Child Safe Officers (names and contact numbers) are located on SCRA notice boards.	Board	2011
			4 to 5	Low to Med	• SCRA volunteers and employees working with children must have valid child-related screening	Board	2019
No Security Measures in place	3	2	4 to 5	Low to Med	• SCRA have Induction Process in place	Board	2010
			4 to 5	Low to Med	• SCRA Security Keys only issued to "responsible persons" - coaches etc	Member Group	1999

			4 to 5	Low to Med	• Main door locked when Admin Officer not in foyer to control access	Member Group	2007
No Injury Policy in place	2	2	6 to 9	Medium	• SCRA has no written Injury Policy	Board	
			4 to 5	Low to Med	• Members complete an Enrolment Form with contact and medical details	Member Groups	2007
			4 to 5	Low to Med	• Member Groups have First Aid Officer on site	Member Groups	2007
			6 to 9	Medium	• All incidents reported on Incident Form and to guardians immediately	Member Groups	2007
			4 to 5	Low to Med	• Member Groups have First Aid Kits on site	Member Groups	2007
No Fire Safety Policies in place	1	2	4 to 5	Low to Med	• SCRA has no Fire Safety Policy	Board	
			4 to 5	Low	• Fire Extinguishers serviced every 6 months	Board	1995
			4 to 5	Low	• Access doors have access signs	Board	2010
			6 to 9	Medium	• Annual Evacuation Drill - Member Groups	Member Groups	2005
			6 to 9	Medium	• SCRA has Emergency Procedures Policy	Board	2012
			4 to 5	Low to Med	• SCRA has a maximum 50 persons in Mezzanine Hall procedure which all Member Groups follow	Board	2016
No Electrical Safety Policy in	3	2	4 to 5	Low to Med	• SCRA has an Electrical Safety Register inspected annually by Electrician	Board	2008

place			4 to 5	Low to Med	• Qualified Electrician undertakes all electrical works and maintenance	Board	2008
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SCRA does not maintain Records or Minutes concerning the management and operation of the centre	1	1	1 to 3	Low	• SCRA Board has General Meetings monthly and an AGM in November - Minutes are taken at all meetings and distributed as soon as practical	Board	1944
SCRA Financial security policy	1	4	10 to 14	Med	• All fees collected are banked into the SCRA bank account	Board	1967
			6 to 9	Med	• No Member Group is allowed to open their own bank account	Board	1967
			1 to 3	Low	• SCRA Treasurer provides Monthly Statement at General Meetings	Board	1967
			1 to 3	Low	• Two signatures required on all cheques of expenditure by SCRA or Member Group	Board	1967
			1 to 3	Low	• Annual Audit undertaken in August of each year by Qualified Auditors	Board	1967
Possible theft of SCRA fees	3	2	6 to 9	Med	• Cash and cheques banked within 3 days of collection	Member Groups	2010
			4 to 5	Med	• No money kept on site - sign installed	Board	2010
			4 to 5	Low	• Receipts issued for all transactions	Member Groups	2010
			6 to 9	Med	• Daily takings kept in secure cash box - tallied out of sight of possible intruders and doors locked	Member Groups	2010