

TOWNSVILLE BASKETBALL INCORPORATED (TBI)

Venue Safety & Event Management Guidelines

Aligned to QFCC Standards 8 & 9 – Safe Physical and Online Environments / Continuous Improvement

Policy Owner: General Manager

Approved by: TBI Board of Directors

Next Review: February 2027

1. Purpose

This guideline provides a framework for ensuring that all Townsville Basketball Incorporated (TBI) venues and events are safe, compliant, and well managed.

It establishes consistent procedures for identifying hazards, managing risks, and ensuring the wellbeing of all participants, staff, volunteers, and visitors.

2. Scope

This guideline applies to all TBI-operated venues (including Northside Indoor Sports Centre South Pine Sports Centre, Boondall Entertainment Centre and all training venues) and any events, programs, or competitions managed or sanctioned by TBI, including those held at external or third-party venues.

3. Principles

1. TBI is committed to providing a safe environment for all members and visitors.
2. Safety responsibilities are shared between management, staff, volunteers, and contractors.
3. Continuous improvement is achieved through regular inspections, reviews, and feedback.
4. Venue safety includes both physical safety and child protection considerations.
5. Compliance with Queensland Workplace Health and Safety (WHS) and Child Safe Standards is mandatory.

4. Responsibilities

- ****General Manager****: Oversees safety management and ensures compliance with WHS and child safety legislation.
- ****Operations Manager****: Conducts regular inspections, maintains records, and ensures corrective actions are implemented.
- ****Venue Manager****: Responsible for event-specific risk assessments, inductions, and supervision.
- ****Coaches and Team Managers****: Identify and report hazards during training and competition.
- ****All Staff and Volunteers****: Comply with safety procedures and report risks immediately.

5. Venue Inspection and Maintenance

- Pre-event and routine inspections must be completed using the TBI Venue Safety Checklist.
- Inspections cover court surfaces, lighting, exits, first aid kits, emergency signage, and spectator

TOWNSVILLE BASKETBALL INCORPORATED (TBI)

areas.

- Maintenance issues must be logged with the Operations Manager within 24 hours.
- Fire exits and access ways must remain clear at all times.
- Contractors conducting work on-site must provide appropriate insurance and safety documentation.

6. Emergency Management

Each TBI venue must have an up-to-date Emergency Evacuation Plan displayed prominently. Staff and volunteers must be trained in evacuation procedures and understand their roles in emergencies.

At least one first-aid-trained person must be present during all TBI events.

7. Third-Party and Hired Venues

- When TBI uses external venues (e.g., schools, community centres), the venue operator retains primary responsibility for building safety and emergency procedures.
- TBI remains responsible for child safety, supervision, and risk management within its programs.
- A venue risk assessment must be completed prior to each new venue being used.
- TBI will request copies of the venue's emergency plan and insurance certificates where applicable.
- Any identified risks must be documented, and mitigation strategies developed before use.

8. Event Management Procedures

Pre-event:

- Complete an Event Risk Assessment and ensure all safety controls are in place.
- Conduct a staff and volunteer briefing covering emergency procedures and child safety responsibilities.
- Ensure first aid, communication, and security arrangements are ready.

During event:

- Monitor crowd behaviour and report incidents immediately.
- Maintain supervision of children in all event areas.
- Keep first aid and emergency contacts accessible.

Post-event:

- Review incidents and near misses.
- Document feedback from staff and volunteers.
- Implement improvements for future events.

9. Venue Safety Inspection Checklist

This checklist should be completed prior to any event, training session, or competition:

- ✓ Emergency exits are clearly marked and unobstructed.
- ✓ First aid kit is available and stocked.
- ✓ Fire extinguishers and alarms are in place and accessible.
- ✓ Lighting and ventilation are adequate in all areas.

TOWNSVILLE BASKETBALL INCORPORATED (TBI)

- ✓ Playing surfaces are clean, dry, and free of hazards.
- ✓ Spectator areas and seating are safe and stable.
- ✓ Change rooms and bathrooms are supervised and child safe.
- ✓ Signage for evacuation and safety procedures is visible.
- ✓ Electrical equipment and cords are secure and compliant.
- ✓ Venue staff and volunteers briefed on emergency procedures.
- ✓ Incident report forms available at venue desk or office.

10. Related Documents

- Child Safe Policy
- Risk Management Strategy for Children & Young People
- Change-room & Supervision Procedure
- Complaints, Reporting and Responding Procedure
- Travel & Transport Policy

11. References

- Work Health and Safety Act 2011 (Qld)
- Child Safe Organisations Act 2024 (Qld)
- Building Fire Safety Regulation 2008 (Qld)
- Australian Childhood Foundation Safeguarding Children Accreditation Framework
- QFCC Child Safe Standards (2024)

Document Control and Version History

Version	Date Approved	Approved By	Policy Owner	Next Review Date	Summary of Changes
1.0	February 2026	Board of Directors	General Manager	February 2027	Initial issue