

# Risk Assessment and Management Plan – Waikato Secondary Schools 2023

Dates: Interschool Series

Individuals Boys and Girls – 1<sup>st</sup> June

Girls Teams - 6<sup>th</sup> June

Boys Teams - 8<sup>th</sup> June

Primary Venues: Hamilton Squash and Tennis Club

Cambridge Racquets Club

Emergency Contact: Nicki Blake 0274678067

Other potential venues TBC:

Te Rapa Squash Club (Based on entries)

Club Environment	Hazard or causal factor	Risk Environment (S) Equipment (E) Injury (I) Finance (F) Credibility (C)	Likelihood	Severity	Priority	Prevent, Isolate, Minimise	Management Plan
	People						
	Player gets injured (e.g. hit with ball, sprains ankle)	E, I, F	5	2	3	Minimise	Warm up instructions are followed Players to follow rules of games and coaches instructions. Activities delivered are at appropriate level. Age-appropriate equipment used e.g. ball type and size of racket. Coach to player ratio appropriate. First aid kit onsite/ice available. Qualified first aid person available. Organisers have contact details caregivers. Emergency contact details prior to delivery in case of an incident. Phone available onsite.
	Player/ Spectator trips or falls.	E, I, F	4	3	4	Minimise	Appropriate footwear. Any sweat, spills are dealt with immediately. Players and spectators advised no running in the building – apart from playing on court. No leaning over the barrier in the viewing area. Ensure all gangways are clear e.g. no bags, shoes left lying around First aid kit onsite/ice available. Qualified first aid person available. Organisers have contact details for caregiver. Emergency contact details prior to delivery in case of an incident. Phone available onsite.

	Player is sick / communicable diseases	I	3	3	5	Isolate	Blood injuries treated following first aid recommendations. Players use their own drink bottles. Players have their own snacks.
	Player has inappropriate clothing	I	3	1	2	Minimise	Inform players of what kind of clothing and that non marking court shoes required prior to session.
	Player dehydration	I, C	4	3	4	Minimise	Water available onsite and free. Inform players to bring their own drink bottle. Allow time for drink breaks.
	Spectators dropping items from upstairs gallery	S, E, I, F, C	4	4	5	Minimise	Players and spectators advised not to put items on the ledge from viewing area upstairs
	Students are expected to behave as they would in school e.g. no fighting, swearing, running (unless warming up in a safe manner or on court)	S, E, I, F, C	3	3	4	Minimise	Management meeting will remind students of their behavioural standards. Schools are to provide adequate supervision for students – if students wishes to leave the site, this is a school decision – not Squash Waikato's. If travelling to other clubs - students are expected to be supervised.
<b>Equipment</b>							
	Equipment breaks	E, I, F	3	3	4	Isolate	Check equipment before each session. Do not use unsafe equipment.
<b>Environment</b>							
	Venue safety (slippery floor, damaged facilities, poor lighting)	S, E, I, F, C	3	4	3	Isolate	Check court and surface conditions prior to starting. If unable to ensure surface is safe move elsewhere or stop sessions. Remove any debris and sweep floor. Check lighting is appropriate to play. Equipment stored appropriately. Players made aware of hazards at venue.
	Emergency Evacuations (Fire, bomb threat etc)	S, E, I, F	2	5	10	Minimise	Management meeting will cover the below. Emergency evacuation procedure in place – inform players, teachers, spectators of exits and procedures. Emergency evacuation procedure explained to players / participants prior to starting.
	Natural disaster (e.g. earthquake)	S, E, I, F	2	5	10	Minimise	Management meeting will cover the below. Emergency evacuation procedure in place. Emergency evacuation procedure explained to players / participants prior to starting.

# The Risk Management Process

## Risks (forms of loss)

When identifying risk, it is important to identify what the end form of loss is. This loss is the risk. There are five categories where we possibly stand to incur loss.

- Injury / Illness (I)
- Loss or damage to Equipment (E)
- Damage to the Environment / Surrounds (S)
- Financial Loss (F)
- Loss of Credibility (C)

## Causal Factors (hazards)

Causal factors are the things that create the loss; these are commonly referred to as the hazards. There are three categories which can cause loss.

### People

It is important when identifying in this area, to focus on how people can cause loss. This category includes team members, support personnel, officials, participants, parents, spectators and general public who may be in the vicinity of our actions.

### Equipment

It is important to focus on how equipment can cause loss.

### Environment

This category focuses on the hazards in the area (environment) defined by the environment that the event or activity may impact on or may be impacted by (also, see inherent vs. introduced risk). This can include weather, roads, beaches, parks, buildings.

## Inherent Risk vs. Introduced Risk

When assessing risks, it is important to be aware of two key differences in the risks that are present during the running of the club, programmes or an event:

**Introduced** risk – these are the risks that have been added to any person's normal daily life (whether directly involved in the activity or not) by the introduction of your club and event or programme. These are the risks that we must identify and manage to the best of our ability.

**Inherent** risk – these are risks that are present and we have to deal with in our normal daily life and we are expected as individuals to learn to cope with these. For example, walking upstairs, if the stairs in your club/facility are normal and safe there is no need to try and manage this risk, it is inherent to daily life. However, if the stairs are unsafe in any way this will need to be managed.

Our role when undertaking risk analysis and management is to identify the **introduced** risk and how best and most efficiently to manage this. This means we don't need to put up signs warning people of the dangers of stairs that are perfectly safe.

## Risk Assessment

Having identified the risks involved in our activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

- The likelihood of the risk occurring (likelihood); and
- The loss or damage impact if the risk occurred (severity);
- The priority, or degree of urgency required to address the risk.

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales according to likelihood, severity and priority.

## Likelihood

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

### Likelihood Scale

Rating	LIKELIHOOD
	The potential for problems to occur for the duration of the activity/event
5	ALMOST CERTAIN: Will probably occur, could occur several times per activity/event
4	LIKELY: High probability, likely to arise once during the activity/event
3	POSSIBLE: Reasonable likelihood that it may arise over the activity/event
2	UNLIKELY: Plausible, could occur over the activity/event
1	RARE: Very unlikely but not impossible, unlikely for this activity/event

## Severity

The severity of a risk refers to the degree of loss or damage which may result from its' occurrence.

### Severity Scale

Rating	POTENTIAL IMPACT
	In terms of the objectives of the organisation
5	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
4	MAJOR: Most objectives threatened, or one severely affected
3	MODERATE: Some objectives affected, considerable effort to rectify
2	MINOR: Easily remedied, with some effort the objectives can be achieved
1	NEGLIGIBLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritize the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

## Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in understanding the urgency and level of attention required from any given area of hazard. By adding the Severity rating score to the likelihood scale a ranking score of priority will be created.

### Risk Priority Scale

<b>10/9</b>	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
<b>8/7</b>	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
<b>6/5</b>	Medium risks that are likely to arise or have serious consequences requiring attention
<b>4/3</b>	Minor risks and low consequences that maybe managed by routine procedures
<b>2/1</b>	Almost no consequence risk, very unlikely to happen

## Nature of Management Strategy

When managing risks there are 3 ways to help prevent risk – prevent, isolate or minimize. You should choose the one that most **effectively and practically** manages the issue.

*For example:*

*A window was broken leaving glass on the floor in the club.*

**Prevent**                *Sweep the glass up and dispose of safely.*

**Isolate**                *Put cones around the broken glass to stop people on it.*

**Minimize**            *Brief everyone in a meeting to ensure they are aware of the glass and to avoid.*