**Sample Kiwi Squash Risk Management Plan**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | All players to wear protective glasses.  Players to follow rules of games and coaches instructions.  Coaches are appropriately trained.  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.  Qualified first aid person available.  Emergency procedure is in place.  Emergency contact details for each player collected prior to delivery.  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 to wear prior to session.  Players don’t play if they don’t have correct footwear. |
| 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 | Signage put up at viewing gallery to not allow things to be put on the ledge. |
| **Equipment** | | | | | | |
| Equipment breaks | E, I, F | 3 | 3 | 4 | Isolate | Check equipment before each session.  Do not use unsafe equipment. |
| **Environment** | | | | | | |
| Venue unsafe (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. |
| Natural disaster (e.g. earthquake) | S, E, I, F | 2 | 5 | 10 | Minimise | 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 up stairs, 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 a 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**

|  |  |
| --- | --- |
| **10/9** | Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention |
| **8/7** | Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation |
| **6/5** | Medium risks that are likely to arise or have serious consequences requiring attention |
| **4/3** | Minor risks and low consequences that maybe managed by routine procedures |
| **2/1** | 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 has 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.