

Risk Analysis and Management System



Boccia New Zealand Tournaments

Risks

1	Death / Injury from Fire or Earthquake	13	Loss of personal gear
2	Complication / Injury relating to condition	14	Meningitis or other contagious diseases passed on
3	Sexual Abuse and Harassment	15	Choking
4	Dehydration	16	Allergic Reaction
5	Injury from falling out of wheelchair	17	Food Poisoning
6	Injury from tripping over equipment	18	Insufficient Access for people
7	Injury from wheelchair collisions	19	Insufficient Access for vehicles
8	Injury from falling onto ground	20	Power cut
9	Injury from slipping on wet floor	21	Back Injury
10	Injury from airborne equipment	22	Injury from Electric Shock
11	Emotional Trauma / Disruptive behaviour		
12	Soiled clothing / Toilet incidents		

Risks		Causal Factors	Risk Management Strategies	Responsibility of:
1. Death / Injury from Fire, Earthquake or other.	<u>People</u>	<ul style="list-style-type: none"> • People not knowing where fire extinguishers are kept • No emergency plan put in place by management 	<ul style="list-style-type: none"> • Ensure attendees are aware of evacuation procedures • Enforce no smoking rule • Emergency plan put in place • Adhere to each venue's safety strategies • Inform attendees of location of Fire Exits prior to every tournament • Appoint an Emergency Warden. 	Technical Delegate Technical Delegate / Building Warden Individuals Technical Delegate/ Head Referee Technical Delegate
	<u>Equipment</u>	<ul style="list-style-type: none"> • Fire extinguishers not working 	<ul style="list-style-type: none"> • Check the fire extinguishers have been maintained 	Venue Organiser/ Building Warden
	<u>Environment</u>	<ul style="list-style-type: none"> • Exits not easily accessible or clearly marked 	<ul style="list-style-type: none"> • Ensure that exits are clear at all times • Ensure signage is visible 	Building Warden Venue Organiser
2. Complications/ Injury relating to condition	<u>People</u>	<ul style="list-style-type: none"> • Individuals not taking required medication • Volunteers do not know how to look after person having a seizure 	<ul style="list-style-type: none"> • Athlete/Parent/Carer responsible for ensuring medication is being taken • Appoint a First Aid Warden 	Athlete/Parent / Caregivers Technical Delegate
	<u>Environment</u>	<ul style="list-style-type: none"> • Flickering lights in Venue 	<ul style="list-style-type: none"> • Lights all to be checked before event for any faults 	Venue Management
3. Sexual	<u>People</u>	<ul style="list-style-type: none"> • Volunteers not suitable 	<ul style="list-style-type: none"> • Individuals/ Caregivers/ 	Individuals/

Abuse/ Harassment		<ul style="list-style-type: none"> Athletes not adhering to the Boccia New Zealand Code of Conduct in relation to Sexual abuse/Harassment 	<p>Parents to be responsible for all toileting and personal care</p> <ul style="list-style-type: none"> Ensure correct supervision of volunteers and Referees at the venue at all times Ensure correct supervision of athletes at the venue at all times 	<p>Caregivers/ Parents</p> <p>Head Referee</p> <p>Technical Delegate/ Head Referee/ and Referees</p>
	<u>Environment</u>	<ul style="list-style-type: none"> Doors left open and uninvited people coming in 	<ul style="list-style-type: none"> Vigilance required at all times to ensure that someone is aware of the presence of uninvited people. 	<p>Technical Delegate/ Boccia NZ Committee Members (in attendance)/ Building Warden.</p>
4. Dehydration	<u>People</u>	<ul style="list-style-type: none"> People not drinking enough fluids Not enough drinks available for attendees 	<ul style="list-style-type: none"> Make everyone aware of the location of drinkable water Encourage attendees to drink plenty of hydrating fluids 	<p>Technical Delegate</p> <p>Individuals/ Caregivers/ Coaches</p>
	<u>Equipment</u>	<ul style="list-style-type: none"> No drinks available 	<ul style="list-style-type: none"> Level of water dispensers monitored 	<p>Building Warden</p>
5. Injury from falling out of wheelchair	<u>People</u>	<ul style="list-style-type: none"> People in wheelchairs going too fast People leaving equipment lying around floor and not putting it away when finished No emergency evacuation plan in place 	<ul style="list-style-type: none"> Boccia NZ Code of Conduct to be adhered to at all times Provide a designated area for equipment to be placed in while not in use. 	<p>Athletes/ Referees/ Caregivers</p> <p>Technical Delegate</p>

		<ul style="list-style-type: none"> • Boisterous interactions 		
	<u>Equipment</u>	<ul style="list-style-type: none"> • Faulty wheelchair • Individuals not strapped in if they are required to be • Misfitting wheelchair • Electric wheelchair malfunctions 	<ul style="list-style-type: none"> • Individual/Parents/Carers responsible for safe upkeep of person's wheelchair • Strap individual into wheelchair if necessary • Individual/Parents/Caregivers to ensure that they have the necessary equipment if a battery does go flat 	<p>Individual/Parent/ Caregiver</p> <p>Individual/Parent/ Caregiver</p>
	<u>Environment</u>	<ul style="list-style-type: none"> • Ground is wet/slippy • Ramp is too steep • Not enough space to manoeuvre around equipment 	<ul style="list-style-type: none"> • Ensure help/assistance is available • Strap individual in wheelchair if required • Clearly mark venue with enough room for people with walking aids and wheelchairs • Signs to be placed beside Hazards. 	<p>Technical Delegate & Building Warden</p> <p>Individual/Parent/ Caregiver</p> <p>Technical Delegate/ Head Referee</p>
6. Injury from tripping over equipment	<u>People</u>	<ul style="list-style-type: none"> • People not paying attention or looking where they are going • People not knowing where equipment goes and not knowing what equipment they are responsible for • Boisterous interaction between people • People leaving equipment lying around floor and not putting it away when finished 	<ul style="list-style-type: none"> • Attendees to have clear guidelines on what to look for and do (oral/written) • Athlete's Code of Conduct to be adhered to at all times • Indicate clearly, the location of the designated area for equipment. 	<p>Technical Delegate/ Head Referee</p>

	<u>Equipment</u>	<ul style="list-style-type: none"> • Equipment lying around • Receptacle for equipment is missing • Power Leads unsecured 	<ul style="list-style-type: none"> • Equipment to be put away in designated area when not required • Ensure that all power cables and leads are taped securely to the floor 	<p>Individuals</p> <p>Technical Delegate/ Head Referee</p>
	<u>Environment</u>	<ul style="list-style-type: none"> • Not enough space available to manoeuvre around equipment 	<ul style="list-style-type: none"> • Clearly mark venue with enough room for people with walking aids and wheelchairs 	<p>Technical Delegate/ Head Referee</p>
7. Injury from wheelchair collisions	<u>People</u>	<ul style="list-style-type: none"> • People not paying attention • People in wheelchairs going too fast • Boisterous interactions • People leaving equipment lying around floor and not putting it away when finished • Volunteers not knowing where equipment goes or what equipment they are responsible for • Able bodied/walking people not watching where they are going • No emergency plan in place 	<ul style="list-style-type: none"> • Attendees should have clear guidelines on what to look for and do (oral/written) • Athlete's Code of Conduct to be adhered to at all times • Indicate clearly, the location of the designated area for equipment • Referee Code of Conduct to be adhered to at all times 	<p>Technical Delegate</p> <p>Individual Athletes</p> <p>Technical Delegate/ Head Referee</p> <p>Referees</p>
	<u>Equipment</u>	<ul style="list-style-type: none"> • Large object left out (e.g. Tables, chairs) 	<ul style="list-style-type: none"> • Catering staff responsible for meal equipment • Building warden to be responsible for checking that the area is safe and clear from objects which may cause harm 	<p>Caterers/ Volunteers</p> <p>Building Warden/ Technical Delegate</p>

	<u>Environment</u>	<ul style="list-style-type: none"> • Ground is wet/slippy • Ramp is too steep • Not enough space available to manoeuvre around equipment 	<ul style="list-style-type: none"> • Ensure help/assistance is available • Strap individual in wheelchair if required • Clearly mark venue with enough room for people with walking aids and wheelchairs • Signs to be placed beside Hazards. 	<p>Technical Delegate & Building Warden</p> <p>Individual/Parent/ Caregiver</p> <p>Technical Delegate/ Head Referee</p>
8. Injury from falling onto ground	<u>People</u>	<ul style="list-style-type: none"> • Boisterous interactions • Wheelchair users going too fast or assistants pushing too fast • Able-bodied / walking people not watching where they are going • People leaving equipment lying around when not in use 	<ul style="list-style-type: none"> • Boccia NZ Code of Conduct to be adhered to at all times • Attendees to have clear guidelines on what to look for and do (oral/written) • Indicate clearly, the location of the designated area for equipment • Ensure correct supervision of volunteers and Referees at the venue at all times • Ensure correct supervision of athletes at the venue at all times 	<p>Individuals</p> <p>Technical Delegate/ Head Referee</p> <p>Technical Delegate/ Head Referee</p> <p>Head Referee</p> <p>TD/HR and Boccia NZ Committee Members (in attendance)</p>
	<u>Equipment</u>	<ul style="list-style-type: none"> • Equipment in wrong areas 	<ul style="list-style-type: none"> • Provide a designated area for equipment for when it is not required. 	<p>Technical Delegate/ Head Referee</p>

	<u>Environment</u>	<ul style="list-style-type: none"> • Ground is wet / slippery • Not enough space for manoeuvring around equipment • Wet floor due to water being brought in from outside by shoes and wheelchairs • Spillages 	<ul style="list-style-type: none"> • Ensure help/assistance is available • Signs will be placed by hazards • If person is in a wheelchair, strap them in if necessary • Clearly mark venue with enough room for people with walking aids and wheelchairs • Shut doors if raining if necessary • Provide mats to wipe feet on 	<ul style="list-style-type: none"> • Technical Delegate/ Building Warden • Individual/ Caregiver/ Parent • Technical Delegate/ Head Referee • Building Warden • Venue Management
9. Injury from slipping on wet floor	<u>People</u>	<ul style="list-style-type: none"> • People in wheelchairs going too fast • People walking around with open cups or drink bottles • Any fluids/ liquids on the floor including urine, vomit, drinks going unnoticed 	<ul style="list-style-type: none"> • Attendees to have clear guidelines on what to look for and do (oral/written) • Team leaders to exercise effective group management if leaving equipment around, put it in the designated area. • Drink bottles to be securely closed • Individuals/carers/Parents responsible for toileting and personal cares including cleaning up any spills. • Ensure availability of cleaning equipment • Ensure availability of gloves for cleaning. 	<ul style="list-style-type: none"> • Technical Delegate • Team leaders/ Caregivers/parents • Individuals • Individuals/ Caregivers/ Parents • Building Warden • Caregivers/ Parents/ First Aid Warden

	<u>Equipment</u>	<ul style="list-style-type: none"> Leaky drink bottles No cleaning equipment available to wipe up spills Cups / Bottles left lying around 	<ul style="list-style-type: none"> All drink bottles to be closed when not drinking Cleaning equipment (mops, tea towels etc) to be available for people to clean up messes Rubbish bins available 	<p>Individual</p> <p>Building Warden and Host organising Committee (HOC)</p> <p>Building Warden and HOC</p>
	<u>Environment</u>	<ul style="list-style-type: none"> Wet floor due to water being brought in by shoes and wheelchairs Rain water from leaky roof 	<ul style="list-style-type: none"> Shut doors if raining and have mops available to wipe floor Signs will be placed at hazards Provide mats to wipe feet on 	<p>Technical Delegate/ Building Warden</p> <p>Building Warden</p>
10. Injury from airborne equipment	<u>People</u>	<ul style="list-style-type: none"> People playing incorrectly with equipment when not competing Uncontrolled throwing of Boccia balls 	<ul style="list-style-type: none"> Equipment to remain in designated area until it is required People not to touch equipment unless they have the permission of the owner. Individuals (including referees) to be aware and prepared for accidental injury resulting from a Boccia ball being propelled at another. 	<p>Team Manager/ Individual Athlete/ Head Referee</p> <p>Individual/ Caregiver/ Parent</p> <p>Head Referee/ First Aid Warden</p>
11. Emotional Trauma / Disruptive Behaviour	<u>People</u>	<ul style="list-style-type: none"> Boisterous interactions People urinating on floor and not telling anyone Bullying 	<ul style="list-style-type: none"> Technical Delegate and Head Referee to promote good sportsmanship throughout the tournament and be positive 	<p>Technical Delegate/ Head Referee</p>

		<ul style="list-style-type: none"> • Individuals not doing as well as expected in competition • Individuals not given a fair opportunity 	<p>and encouraging</p> <ul style="list-style-type: none"> • Player's Code of Conduct to be adhered to at all times throughout the Tournament • Signs will be placed by hazards • Individuals/carers/Parents responsible for toileting and personal cares including cleaning up any spills • Referee's Code of Conduct will be adhered to at all times 	<p>Individual/ Caregiver/Parent</p> <p>Technical Delegate</p> <p>Individuals/ Caregivers/ Parents</p> <p>Referees</p>
	<u>Equipment</u>	<ul style="list-style-type: none"> • Equipment too difficult to use. • Equipment missing/not working 	<ul style="list-style-type: none"> • All equipment used may be modified equipment to suit each athlete, within the laws of the game as stipulated in IBC International rules • Equipment should be placed in the designated area when not required • Boccia NZ Code of Conduct will be adhered to at all times 	<p>Athletes/ Team Managers/ Coaches/ Parents</p> <p>Individual/ Parent/ Caregiver</p> <p>Individuals</p>
12. Soiled Clothing/Toilet Incidents	<u>People</u>	<ul style="list-style-type: none"> • People not knowing where the toilets are. • Over excited • Too much to drink. • Individuals not telling caregivers that they need to go to the toilet. • Unable to go to the toilet as they are required on court 	<ul style="list-style-type: none"> • Ensure attendees are aware of the location of the toilets. • Ensure schedule of games is available for Referees and linesmen • Ensure schedule of games is available for Athletes 	<p>Technical Delegate/ Head Referee</p> <p>Head Referee</p> <p>Technical Delegate/ Draw maker</p>

			<ul style="list-style-type: none"> Individual/ Caregiver/Parent responsible for toileting and personal cares 	Individual/ Caregiver/ Parent
	<u>Environment</u>	<ul style="list-style-type: none"> Toilets not well signposted. Ramps not available. 	<ul style="list-style-type: none"> Ensure toilets are clearly signposted. Ensure toilets are convenient and accessible 	Technical Delegate/ Building Warden
13. Loss of personal gear	<u>People</u>	<ul style="list-style-type: none"> People leave gear lying around. People's gear is not labelled 	<ul style="list-style-type: none"> Individuals are solely responsible for their own gear. Equipment to be placed in the designated area when not in use. 	Attendees Athletes/ Caregivers/ Parents
	<u>Equipment</u>	<ul style="list-style-type: none"> No designated area for equipment 	<ul style="list-style-type: none"> Have a designated area for equipment 	Technical Delegate
	<u>Environment</u>	<ul style="list-style-type: none"> Hall temperatures may mean people remove articles of clothing and leave them unattended. 	<ul style="list-style-type: none"> Monitor temperatures at indoor venues and adjust to suit. 	Technical Delegate
14. Meningitis or other contagious diseases passed on	<u>People</u>	<ul style="list-style-type: none"> Poor hygiene People sharing drink bottles. 	<ul style="list-style-type: none"> Ensure cups to be available Dirty cups to be washed properly in warm, soapy water or disposed of appropriately Encourage people to have their own drink bottle (named) No sharing drink bottles People to wash hands after toileting Appoint a First Aid Warden 	Host Organising Committee Individuals/ Parents/ caregivers Technical Delegate Individuals Technical Delegate

	<u>Equipment</u>	<ul style="list-style-type: none"> No warm soapy water 	<ul style="list-style-type: none"> Ensure availability of warm, soapy water for washing cups and other shared utensils 	HOC
15. Choking	<u>People</u>	<ul style="list-style-type: none"> Caregivers not paying enough attention. People rushing their meal. Food not suitable. 	<ul style="list-style-type: none"> Caregiver to ensure that person only eats suitable foods. Allow enough time for people to eat their meal comfortably. Have a First Aid Warden 	Individuals/ Caregivers/ Parents Technical Delegate/ Draw maker/ Head Referee Technical Delegate
16. Allergic Reaction	<u>People</u>	<ul style="list-style-type: none"> Parent/ Carer have not identified any allergies or specific dietary needs on the entry/application form provided if HOC. People eating/ drinking things that they know they are not supposed to. 	<ul style="list-style-type: none"> Individuals/Parents/ Carers responsible for monitoring what people are eating and drinking. If we are providing food, attendees should inform HOC in advance (application form) of any food allergies. Have a First Aid Warden in attendance 	Individuals/Parents/ Caregivers Individual/ Caregivers/ Parents Technical Delegate
	<u>Equipment</u>	<ul style="list-style-type: none"> Food not labelled well enough 	<ul style="list-style-type: none"> Ensure that all food served is labelled as best as possible so that children and parents/ carers know what they are eating. 	Caterer/ HOC
17. Food Poisoning	<u>People</u>	<ul style="list-style-type: none"> Volunteers not handling and preparing food hygienically 	<ul style="list-style-type: none"> Provide volunteers with the necessary resources to ensure food is prepared in a hygienic 	Host Organising Committee/ Volunteers

			way eg. Warm water and soap.	
	<u>Equipment</u>	<ul style="list-style-type: none"> • Food not covered properly. • Required equipment for preparing food is not available. 	<ul style="list-style-type: none"> • Ensure that food is properly covered and that the volunteers have all the resources they need to prepare the food safely 	HOC
	<u>Environment</u>	<ul style="list-style-type: none"> • Hot/ Humid weather. 	<ul style="list-style-type: none"> • Store food hygienically until it is required. 	HOC
18. Insufficient access for people.	<u>Equipment</u>	<ul style="list-style-type: none"> • Equipment left lying around, blocking peoples paths. • Doors with ramp access are locked/unavailable • No Ramps • Not sufficient toilets for numbers of people • Only one wheelchair toilet 	<ul style="list-style-type: none"> • Ensure equipment is kept in designated areas while not in use. • Check accessibility before booking venue • Ensure access to necessary keys for the duration of the tournament 	Individual/ Caregivers/ Parents Technical Delegate Technical Delegate Host Organising Committee
19. Insufficient access for vehicles.	<u>People</u>	<ul style="list-style-type: none"> • People parking where they are not supposed to and blocking the way for others. 	<ul style="list-style-type: none"> • One of the building wardens to oversee the car park and regularly check that the designated drop-off areas and emergency vehicle parks are kept clear at all times. 	Building Warden
20. Powercut.	<u>Environment</u>	<ul style="list-style-type: none"> • Bad Weather • Damage to power cables on electrical equipment 	<ul style="list-style-type: none"> • Have adequate torches on hand, which can be used. • Contact Building Warden • Contact local Power Board. 	Technical Delegate/ Head Referee Building Warden

21. Personal Injury	<u>People</u>	<ul style="list-style-type: none"> • Incorrect lifting techniques used when lifting athletes or equipment • Referees/ linesmen bending to pick up equipment or balls 	<ul style="list-style-type: none"> • Use proper lifting and handling techniques as set out by ACC • When measuring, referees should kneel on the floor rather than bend at the back • Head Referee to oversee/ ensure correct techniques are taught to referees for lifting, bending, measuring. 	<p>Individuals</p> <p>Referees</p> <p>Head Referee</p>
22. Electric Shock	<u>People</u>	<ul style="list-style-type: none"> • People touching electrical equipment with wet hands • Faulty wheelchairs • Coming in direct contact with faulty wires/ exposed wires 	<ul style="list-style-type: none"> • Ensure hands are dry before using any electrical equipment • Maintenance of battery operated/ electric wheelchairs • Ensure all cables and wires meet national safety standards and are secured to the floor or walls with tape. • Replace/remove damaged cables/ leads immediately 	<p>Individuals</p> <p>Individuals/ Caregivers/Parents</p> <p>Technical Delegate</p>
	<u>Equipment</u>	<ul style="list-style-type: none"> • Faulty electrical equipment 	<ul style="list-style-type: none"> • Ensure all cables and wires meet national safety standards and are secured to the floor or walls with tape. • Replace/remove damaged cables/ leads immediately 	<p>Technical Delegate</p>
	<u>Environment</u>	<ul style="list-style-type: none"> • Rain water leaking onto electrical equipment 	<ul style="list-style-type: none"> • Place electrical equipment in a safe place away from existing leaks. • Place hazard signs in the area • Make the Building Warden aware of any dangers present. 	<p>Technical Delegate</p>

1. Death/ Injury from Fire or Earthquake.
 - Carry out Emergency procedures as planned. Building Wardens and Emergency Warden to be easily identified and take charge of the evacuation if necessary. Fire authorities to be notified of any fire. Ambulance staff alerted to injury or death/ dial 111. Fill out an incident report.
2. Complications/ Injury relating to condition.
 - First Aid Warden to attend to individual. If further medical support required, dial 111. Fill out an incident report.
3. Sexual Abuse/Harassment.
 - Write an incident report. Send to Boccia New Zealand, who will deal with each case individually and appropriately.
4. Dehydration
 - Allow individual to rest comfortably; give plenty of water or rehydration drinks. First Aid Warden to be in attendance
5. Injury from falling out of wheelchair,
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. If individual is alright, place back in the wheelchair using proper lifting techniques with an assistant. Write an incident report and send to Boccia New Zealand.
6. Injury from tripping over equipment.
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. If individual is alright do not contact Emergency Services. Write an incident report and send to Boccia New Zealand.
7. Injury from wheelchair collisions.
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. If individual is alright do not contact Emergency Services. Write an incident report and send to Boccia New Zealand.
8. Injury from falling onto ground.
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.

9. Injury from slipping onto the floor.
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.
10. Injury from airborne equipment.
 - First Aid Warden to assess individual's injuries and alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.
11. Emotional Trauma/ Disruptive behaviour.
 - Keep individual calm and reassure. Talk with the individual until you are sure they can continue without further disruption for trauma to themselves or others. Isolate if necessary. Always have at least two people in the room with the individual at all times (Head Referee/ Technical Delegate/ International Level Referee/ Boccia New Zealand Official. Write incident report and send to Boccia New Zealand.
12. Soiled clothing/ Toilet upsets.
 - Without drawing negative attention to the individual, carer or parent to take individual to the toilet to tidy them up and put fresh clothes on. Assign another individual to clean up the spill/accident.
13. Loss of personal gear.
 - Ask officials and Technical Delegate if any gear has been handed to them.
14. Meningitis or other contagious diseases.
 - If suspected meningitis, take individual straight to the hospital either in their own vehicle or by ambulance (Ring 111). Monitor other attendees and keep everyone in the venue until authorities have given the all clear. Advise parents/ caregivers/ accommodation if necessary. Remain calm.
15. Choking.
 - First Aid Warden to assess individual and administer First Aid. Alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.
16. Allergic reaction.
 - First Aid Warden to assess individual and alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.

17. Food poisoning.

- First Aid Warden to assess individual and administer First Aid. Alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand.

18. Insufficient access for people.

- Building Warden to be notified of any access problems people may be having and work with the Technical Delegate and Host Organising Committee to find a way to overcome the problem.

19. Insufficient access for vehicles.

- Building Warden to be notified of any access problems people may be having and work with the Technical Delegate and Host Organising Committee to find a way to overcome the problem. Building Warden to take the number plate of any vehicle which is causing blockages and announce it over the P.A system so that the owner knows the vehicle to shifted.

20. Power cut.

- Building Warden, Technical Delegate to have working torches on them and other key personnel also to have torches. Keep a supply of backup batteries on hand. Building Warden or Technical Delegate to contact the appropriate authorities.

21. Personal Injury

- First Aid Warden to assess individual and administer First Aid. Alert Emergency Services if necessary. Write an incident report and send to Boccia New Zealand

22. Electric Shock

- First Aid Warden to assess individual and administer First Aid. Alert Emergency Services if necessary. Write an incident report and send it to Boccia New Zealand.