2023 Tournament of Olympic Hopefuls RAMS Form (Risk Analysis and Management Plan)				
Activity	NZWP - Tournament of Olympic H	Hopefuls 2023		
Date	27, 28 29th October 2023			
Location	Water World – Te Rapa, Hamiltor	ו		
Facilities	DIve Pool, 50m Pool, Control Room, Pool Hall - Exclusive use			
Teams	All teams entered in to 2023 Tournament (expected to be 25-30 teams)			
Event Manager	Mark Harvey			
Facilities Manager	ТВА			
Prepared By	Mark Harvey 022 3282522 on behalf of New Zealand Waterpolo and Waikato Waterpolo as hosts of the above event			
Risks (significant p	otential losses)			
1 Death (Drowning)		2 Concussion		
3 Broken limbs/finge	rs/toes	4 Bleeding nose		
5 Minor Injury	Alinor Injury 6 Scratches			

People Skills, attitudes, age, fitness, ratios, experience, health etc					
Causal Factors	Risk reduction strategies				
Persons attending the pool activities who are outside their ability.	 Managers understand their responsibility for the players health and wellbeing and their expectations to protect and look after athletes throughout the event Team Managers/Coaches to stay with team at all times and supervise 				
Participant's unwell, medical conditions.	Coaches and clubs/schools to be aware of their participant's medical conditions and have contact details on file.				
Persons becoming panicked should a situation arise within the facility such as fire alarm.	 Managers/Coaches to familiarise themselves with Emergency Evacuation Procedures (situated all around the facility) Experienced official/coach to be on site at all times with players 				
Persons panicking if they become hurt or sick while in the facility.	Experienced official/coach to be on site at all times with players				
Accidental collisions with other player's while participating in the pool.	 Clear instructions to all Coaches, Referees and Officials. Qualified lifeguards on site. 				
Facial injuries while playing	 Clear instructions to all Coaches, Referees and Officials. Qualified lifeguards on site. 				
Laceration from lane rope collisions whilst swimming.	Qualified lifeguards on site.				
 Slipping over on the pool surrounds when wet Slipping in the showers or changing rooms Falling down stairs 	 Outline possible dangers and procedures to group should it occur at the event Coaches/Managers to follow Pool Staff safety instructions at all times 				
Diving or bombing off the side of the pool causing head injuries	 Clear instructions to all Coaches, Referees and Officials. Players made aware of the facilities Codes of Conduct situated on pool concourse walls 				

Equipment Clothing, shelter, transport, activity, specific gear, safety gear etc					
Causal Factors	Risk reduction strategies				
Participants caught up in lane ropes or goals or surrounding nets.	The pool area and all equipment to be checked by pool staff before use				
Injuries from event equipment (cuts and grazes).	Pool controllers and Pool Staff hold responsibility for setting up the pool facility to prevent player's handling the equipment				
	Team Managers to be told of any risk and how players should treat equipment				
Appropriate swimming costumes worn by competitors.	Participants compelled to wear club swimming uniforms only (Togs / speedos)				
Ball can potentially cause impairment when thrown with force behind it.	Outline dangers to team managers and to tell competitors to apply safe practices				
When a player's shot misses it risks hurting spectators					
Appropriate headgear must be worn	All competitors in water polo must wear water polo caps so they are easily identified and have adequate ear protection				
	Player's with long hair must have their hair tied back or wear a cap to prevent having hair getting caught in any pool equipment				
Spectators caught up in nets surrounding pool	Ensure there is adequate safe seating				

Environment Weather, terrain, water, season, traffic, etc.						
Causal Factors	Risk reduction strategies					
Enclosed environment which can be very humid (dehydration).	 Fill out a Risk Analysis Form prior to the event commencing Work with the venue staff to ensure pool surrounds and the pool itself is a safe environment Remind competitors to bring water bottles and ensure drinking fountain facilities on site are functional 					
Pool deck can get slippery.	Make sure competitors walk at all times around the pool					
Spectator seating can cause some incidents from lack of concentration on steps and wetness.	 Coaches/Officials must notify spectators of the need to be careful when finding a seat. Organization to assist with any elderly or less abled spectators by providing alternative seating arrangements If there is a large crowd, seating can only take place when there is a stop in the game to prevent distraction. Assistance can be provided if needed at the end of the game to ensure everyone gets out safely by pool staff 					
Pools are chlorinated environments and can cause irritation and other discomforts, including triggering medical conditions (asthma) and can in high concentrations can even result in damage to tissues and can be life threatening/cause death	 Advise participants of chlorine risks, including flushing if eyes skin are irritated Advise participants with medical issues that can be exacerbated by chlorine to be vigilant and take preventative measures (eg Asthma sufferers can take a preventer prior to entering the pool Advise participants if they feel unwell or think that the chlorine is making them unwell to inform an official/manager/coach and remove themselves to the fresh air outside the pool complex (grassed area to the North of the dive pool, or via Dive pool emergency exit into car park. 					
Game Equipment on pool deck	• Cables for scoring and shot clock equipment kept out of traffic areas.					

Crisis Management Plan

Athlete/Adult Missing or Lost	Injury / Illness	Fatality
 Stop/reassemble the group and stay put Establish when the person/s was last seen and state of mind/body Priority to look after rest of group Determine your current location Carry out search of immediate area they were last seen with clear control of group If unsuccessful, seek assistance from Emergency Dept (Emergency Police 111) Notify WWP Health and Safety Officer INFORMATION NEEDED Location and directions to specific areas within the location i.e. how to get to the pool within a school's grounds Local Knowledge Information about lost person/s Emergency equipment 	 Stop the activity, ensure safety of rest of group and yourself Assess the situation Apply First Aid if possible RICE (Rest, Ice, Circulation, Elevation) Remove from pool and Control bleeding Seek assistance from Pool Lifeguard, Pool Control, other Lifeguards, pool staff, and/or Emergency Dept (Emergency Ambulance 111) if necessary 	 Notify Lifeguard and Pool Control/Waterworld Management Abandon the activity Look after the group – shelter, fluids, food Cover the body and create a "no-go" zone Seek assistance from Emergency Dept (Emergency 111, ask for Ambulance and Police) Notify WWP Health and Safety Officer Notify owner/leaser of facility to activate their response processes Allow for grieving

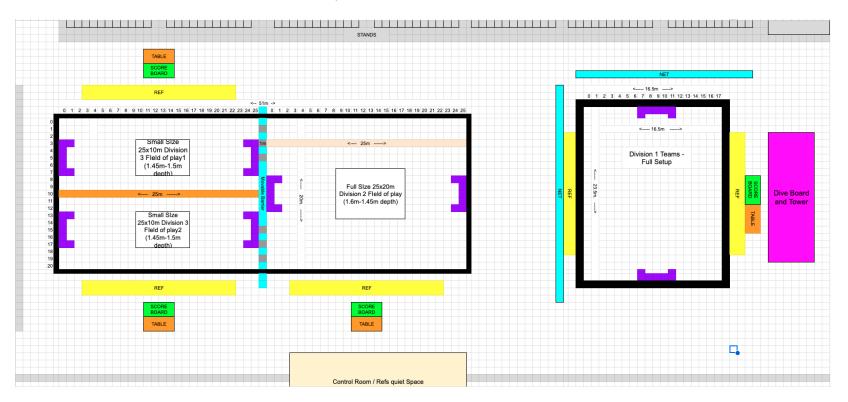
Emergency numbers and contact points

Event Location	Dates
Water World – Te Rapa, 50m Pool Hall, including Dive Pool (Dive Tower to be secured and closed out).	27, 28, 29th October 2023

Emergency Contacts - Waikato Waterpolo	Name	Number
NZWP Representative	Leonie Phillips	027 4545184
Event Controller	Mark Harvey	022 3282522
Pool Controller	Micheal Houghton, Oliver	027 549 2020, TBA
	Gower, Kelly McDiamaid,	
Head Ref	Jamie Campbell	021 022 85328
Pool Lifeguard	HCC Staff @Waterworld	07 958 5860
WWP Health and Safety Officer	Michelle Bull	021 234 1814
WWP Chairman	Roger Scott	021 234 1814
		021 965450
Emergency Contacts - Waterworld Te Rapa	Name	Number
Event Contact	Thiniel du Preez	07 8386830
Team Leaders	ТВА	

Pool Setup for 4 divisions

- Deep Water Dive Pool Dlv1 -
- Div2 -
- 1.4-1.6m deep 25x20m field in west end 50m pool 1..4-1.6m deep 25x10m field of play in east end of 50m pool Div3&4 -



Appendix A

Waikato Water Polo – Risk Management Policy

1. Purpose

The Waikato Water Polo Club exists to provide a structure to allow for the game of water polo to be played, coached and promoted within Hamilton, Cambridge and the surrounding areas. We have a stated philosophy to be a center of excellence for water polo and this applies to all areas of the club. Inherent within this statement is the club's commitment to provide a safe environment for players, coaches, referees and volunteers. This policy aims to outline how the club intends to manage the risks inherent within Water Polo to provide a safe environment for all.

2. Scope

The scope of this policy will be focused on the playing and training facilities of the club at the following pools:

- Water World Te Rapa
- St Peters Cambridge Pool
- Hamilton Boys High School Pool

It should also be used as a guide when remote facilities are used for tournaments, games or training and should be dovetailed into any local H&S policies and requirements at those facilities. This policy applies to all players, coaches (employed, voluntary or contracted), referees (employed, voluntary or contracted) and volunteers. Volunteers includes parents and caregivers of children undertaking water polo.

3. Health and Safety Planning

Health and safety planning is the primary responsibility of the Waikato Water Polo committee. Planning should take into account any previous incidents, suggestions from club members, and those using our home facilities during training, games and/or tournaments.

At a minimum the committee should review hazards and risks twice yearly to identify strategies to deal with the hazard or risk. Management of hazards and risks should be communicated to all club members and be made available to visiting players/teams.

4. Responsibilities

The Waikato Water Polo Committee is responsible for developing a management plan for all identified hazards and risks. It is the responsibility of all club members, referees, coaches, volunteers, and visiting players / teams to notify the H&S Officer or the WWP committee of any hazards or risks that they identify.

5. Risk and Hazard Management

5.1 Definitions

The Health and Safety at Work Act provides the following definitions of hazard and risk: <u>Hazard:</u>

An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. This includes a person's behavior where that behavior has the potential to cause death, injury, or illness to a person (whether or not that behavior results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behavior).

<u>Risk:</u>

The possibility (likelihood) of certain consequences (death, injury, or illness) occurring when a person is exposed to a hazard.

5.2 Identifying hazards and risks

It is the responsibility of all club members to be aware of hazards and to in turn notify the committee for assessment and management.

5.3 Risk control

Risks can be managed the following ways (in order of preference):

- Eliminate: the preferred method of management as far as is practicable
- Minimise: the hazard through,
 - o substitution (of equipment as an example),
 - o isolation of the hazard,
 - o putting physical controls in place,
 - o managing through policies, procedures and guidelines.
- Transferring the risk, such as notifying the facility management of a facility hazard that is beyond the club to either eliminate or minimize
- Accepting the risk, as there are some risks that are inherent with the sport of water polo

5.4 Review of Hazards and Risks

The committee on at least a twice-yearly basis should review hazards and risks.

5.5 Recording of Hazards and Risks

The Waikato Water Polo committee will hold a register of hazards and risks that record:

- The hazard
- Risk assessment of the hazard
- Identification of the management strategy (eliminate, minimise, transfer or accept)
- Management plan associated with the hazard
- When the hazard and risk assessment was reviewed and any changes (if any) made to the management plan

Appendix A contains the current Risk Register

5.6 Risk Assessment

It is important that the Waikato Water Polo committee is able to prioritise which hazards are the highest risk and therefore need to have the focus of the committee. To do this, for each hazard, there is a need to determine how likely is it that the hazard will cause harm (from very rarely to certain), and if harm occurs, how severe is the likely consequence (from insignificant to extreme). This is captured in the table below:

Risk Matrix: Calculating Risk Score						
	Consequence					
Likelihoo d	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme	
1 Very rare	1	3	6	10	15	
2 Unlikely	2	5	9	14	19	
3 Possible	4	8	13	18	22	
4 Likely	7	12	17	21	24	
5 Certain	11	16	20	23	25	

Each square is numbered from 1-25, ranking from low priority (1) to highest priority (25). Each hazard is then assessed for likelihood of occurrence (very rare to certain), and then consequence should the hazard result in harm (insignificant to extreme). This risk assessment then allows for prioritization of focus with regards to the hazards that are identified, and how in turn to manage them. This is summarized in the table below:

The aim of the risk assessment is to allow the Waikato Water Polo Committee to prioritize which hazards need immediate attention and how best to manage all identified hazards.

Risk Score	Hazard Priority (Rating)	Priority
19-25	Extreme Priority	P1
13-18	High Priority	P2
6-12	Moderate Priority	P3
1-11	Low Priority	P4

6. Risk Assessment and Management System (RAMS) for events and tournaments

In addition to the year round risk management and risk identification carried out as part of our local "participation" based activities, Waikato Water Polo hosts one off events, yearly scheduled events or it sends its club based teams to the following opportunities:

- Shared training events with other clubs (home or away)
- Friendly matches against other clubs (home or away)

- Game days (home or away)
- Festival Events
- Regional Tournaments
- National Tournaments
- International Tournaments
- International Training Camps

These events are normally planned well in advance and each requires a RAMS form to be completed, checked and submitted for approval by the H&S Coordinator/Waikato Water Polo committee as early as possible. Appendix X has a prefilled form that requires the event organiser (or their delegate) to complete and submit for approval before plans are finalised for any event or trip. This must be done before any deposits or non-refundable commitments are made. Waikato Water Polo is not responsible for any out of pocket costs for teams/managers/coaches where commitments are made in advance of the RAMS being approved.

7. Incident Management and Investigation

During the general undertakings of the club, in spite of the best planning and event management practises, incidents that cause harm may still occur. It is important to review these incidents within the context of this policy to determine if the harm was caused by a known or unknown hazard.

If it was caused by a known hazard, it should prompt a review of the management plan associated with the hazard, and the associated risk assessment. This review may or may not lead to a change of the risk management plan for the hazard.

If the harm was caused by a new hazard, it is appropriate for the hazard to be placed on the risk register, and a risk assessment be undertaken and a risk management plan be implemented.

8. Informing others of the Policy

How Waikato Water Polo manages hazards and the associated risk is important to be communicated to all club members. This policy should be made freely available to all club members as well as the risk register. Should the club host other clubs in games, training or tournaments, both the policy and risk register should be made freely available. The intention is that it is known and understood what hazards the club, has identified, and how in turn they are being managed. This is also true for any contractual relationship the club has with external entities, such as provision of coaching to players. Being an external entity to the club in no way removes responsibility to be compliant to this policy. This may well lead to identification of further hazards that will need to be managed. This will help to contribute to the overarching goal of the club to promote the game of water polo.

Appendix B: Waikato Water Polo Risk Register

Hazard	Hazar d #	Risk Scor e	Management Strategy (eliminate, minimise, transfer or accept)	Management Plan	Review Date
Concussion	1	17	Minimise	All players to be made aware of the rules of water polo and to be coached to be able to control the ball during practise and game situations. Taught not to throw balls at goal when not practising goal shooting. NZWP concussion protocols adopted for in-game incidents of suspected concussion.	20/2/2020
Drowning	2	15	Eliminate	Test all potential players for water competency. Provide shallow water confidence Flippaball, specific program to introduce deep water skills/confidence. Players NEVER allowed in the pool alone, always a trained lifeguard at all facilities (Surf Life Guard is acceptable in non "pool" life guarded facilities. NO players ever are allowed to swim under pool covers. Adults to closely supervise covers being put onto pools. If replacing covers requires people in the pool, the pool lifeguard is to be assigned to actively watch those in the pool and the number in the pool is to be the absolute minimum possible. Anybody entering the water is briefed of the dangers and clear expectations around being in the water with the covers and the dangers are covered.	20/2/2020
Broken Fingers	3	17	Minimise		
Sprained Fingers	4	7	Minimise		
Muscle Strain	5	7	Minimise	Players taught correct warm up and warm down procedures, players with existing injuries or strains encouraged to seek external	

				investigation and treatment options, guidance of professionals used to determine training loads	
Child not picked up after training	6	4	Minimise	Team manager to have up to date contact list with both parents/caregivers details, plus an emergency contact Manager should always be last to leave, never leave a child of ANY age unsupervised in a car park waiting for a parent	
Tripping around Pool	7	8			
Slippery Pool Deck	8	17	Minimise	Advise all players off hazard of wet poolside and possible consequences.	
Equipment not safely stowed in storage room	9	13	Minimise	Equipment removal and return to storage and transported around pool deck to always have adult supervision. Players to be trained in safe stowage, room to be checked by team manager/age group rep after every training.	
Earthquake	10	10	Minimise	At outdoor pools, players immediately exit the pool to nearest side, assemble in an open area or as directed by managers/coaches. Indoors follow instructions by staff or other trained professionals. All players to know procedures and expectations before entry to the venue is granted.	
Lightening/S torm	11	18	Minimise	For outdoor pools, during any storm or if lightning is seen in area, pool is to be immediately evacuated and players may not return to the water until 20 minutes after last lightning is seen	
Evacuation	12	10	Minimise/ Transfer	All club members and those associated with the club will be made aware of evacuation procedures, assemble points and local instructions	
Bullying	13	21	Eliminate		
Medical conditions of players unknown/	14	22	Eliminate	Any player who has a known medical condition must notify their coach/team manager of the condition and its management . Medical forms to be circulated at least 3 weeks before tournaments and any players not returning a completed and signed	

unrecognize d				form is not allowed to travel. ALL information is to be kept confidential and only communicated to those who need to know	
Open wounds	15	13	Eliminate	Players will not be permitted into the pool with an observable open wound. Once identified, the player will only be able to enter the pool if the wound is either appropriately covered, or has healed.	
Bleeding in pool	16	12	Minimise		
Bleeding around pool	17	13	Minimise		
Vomiting or diarrhea	18	4	Eliminate	No child is to be allowed in the pool until at least 48 hours after all syptoms have cleared or when advised by medical professionals which ever is the later	
Illness or sickness	19	7	Minimise		
Inadequate and/or inappropriat e supervision during away tournaments	20	19	Minimise	Adults overseeing team(s) of minors are to be police vetted. While in a position of responsibility with the team, the supervising adult makes a commitment to be free of the influence of alcohol or drugs.	
Transport of minors to games/ tournaments	21	19	Minimise	The parent or guardian of a minor must give explicit permission for their charge to be transported by another adult. The transporting adult must have a valid driver's license and be legally able to transport others. Drivers of any players whilst away must totally abstain from alcohol and non-prescription drug taking. All drivers for Waikato Water Polo must be over 25 years of age, have a current full licence and not be suspended or have any pending legal action against them	
Physical contact between players	22	13			

Child abduction	23	15	Eliminate	List of approved caregivers and pickup points, managers to superise pickups, encourage parents to notify (confidentially if necessary) if court enforeced arrangements are required	
Inappropriat e contact with children	24	15	Eliminate	Eliminate All committee members, coaches, and other positions of responsibility as deemed by the committee are to be police vetted to ensure appropriateness to the role.	
Inappropriat e relationships between coaches/play ers	25	15	Eliminate	There is to be NO physical/sexual/romantic relationships between coaches and players under the age of 18, unless the coaches/players were already in a committed relationship with each other prior to one or both of them joining the club. Where such a relationship exists or develops the coach involved must bring it to the attention of the committee at the earliest possible occasion. The club will consider the best course of action which may include swapping the coach, suspending the coach, or other actions. The club operates a +3 year minimum rule on coaches coaching teams.	
Inappropriat e touching between players	26	21	Minimise	 Players are to read and sign codes of conduct before they attend tournaments/ Players will be encouraged to ask questions about the content, intent and meanings of the codes and sign that they have read and understood the document (with their parent or guardian if appropriate). U12 and U14's, flippaball, Intermediate and Junior Secondary grades can be mixed, U16/U18/U20 grades should be separated wherever possible at tournament accommodation (Same venue is ok, but not shared rooms). Senior secondary is up to each school's internal rules. All genders can play against each other at all ages, as long as its managed/coached and refereed appropriately. 	

Younger players not supported emotionally at tournaments	27	13	Minimise	All managers/coaches should be trained in being parents and understanding how to read children, how to interpret their answers and how to provide for all their needs. Yeah right.	
Inappropriat e use of electronic devices	28	16	Minimise	Waikato Water Polo code of conduct to cover use and misuse of electronic devices. No sharing of devices, not cyber bullying tolerated at all. No inappropriate content posted with (or without permission).	
Inappropriat e use of Social media	29	17	Minimise	Children often do not fully understand or realise the full impact of posting things online or	
	30				
	31				
	32				
	33				
	34				
	35				
	36				
	37				
	38				
	39				
	40				

Appendix C: Waikato Water Polo Risk Identification Form

This form can be used to report any risk identified by any person. Completed forms can be handed to pool controllers, staff or committee members. Forms can also be completed online (<u>www.waikatowaterpol.co.nz/riskidentification</u>) Online forms are sent to the H&S coordinator and chairperson for action.

				Wa	aikato Wate	er Polo Risk Identification Form	
Cou nt	Date	Who	Туре	Descripti on	Likeliho od	Consequence	Comment
1							
2							
3							
4							
5							

Appendix D: RAMS (Risk Management Plans) - Template

1. Identify the expected outcomes from the event or trip.

• Use the planning process.

2. Identify the significant risks (losses) that could result from the activity.

- Physical Injury
- Social/psychological
- Material (gear or equipment)
- Programme interruption

3. List the hazards (causes) that could lead to each risk/loss.

- People
- Equipment
- Environment

4. Think of strategies that could reduce the chances of each hazard leading to the risk/loss. Pay particular attention to significant hazards.

- Eliminate if possible
- Isolate if can't eliminate
- Minimise if can't isolate
- Cancel if can't eliminate, isolate or minimise

5. Make an emergency plan to manage each identified risk/loss.

- Step by step management
- Equipment/resources required

6. Continual monitoring of safety during the activity.

- Assess new risks
- Manage risks
- Adapt plans

7. It is important to pay attention to significant risks.

• It is also important to pay attention to both significant and minor hazards. Research shows that most serious harm incidents result from a combination of hazards (causal factors), many of which, on their own, are seemingly minor.

Appendix E - Risk Assessment Checklist

Hazards/causal factors to consider for physical and emotional safety

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
Who?	Information to:	<u>Weather</u> :
How many?	Parents	Forecast
✓ Players	Whānau	Sun Rain
 Coaches Assistants 	Hosts	Wind
✓ Managers	Plans and systems	Snow Temperature; Season
✓ Parents	Entertainment	
Experience	Near by parks, sports fields,	Venues:
Effective supervision structure (ratios)	entertainment venues	Where? What?
Cultural considerations	Sports balls	Familiar?
Head touching	Swim gear	Unfamiliar?
Swimming for some groups of girls	Uniform	Motel

Religious beliefs	Clothing	Hostel
Body conscious	Bedding	Backpackers
		Campground
Physical size/shape	Footwear	Billeting
Fitness	Food and drink	Pool Complex Venue Grounds
Water Polo ability	Meals	Near by parks
Strength	Transport	Accessibility to boly
Anxieties/feelings	Toilets	Accessibility to help
Motivation	Showers	Telephone Doctor
Notivation		Pool Control
<u>Student needs</u> :	First aid kit and knowledge	Parents
Educational	Special equipment:	
Medical and Health Language abilities	Managers Pack	Emergency Services
Cultural	Caps Balls	Security
Spiritual Emotional		Animals/insects
Behaviour	Team lists, contact lists,	
Physical disability	allergy/medical lists	Transport Links
Age related	Equipment maintenance, quantity, quality	Travel Times
Gender related	Equipment maintenance, quantity, quaity	Electronic Devices
Capiel and no scholagical factors.	Safety equipment	Human created environments
Social and psychological factors:	Are sleeping arrangements/facilities	Human created environments
Away from parents	culturally appropriate?	
Homesick Social media		Neighbours, other tenants, near by
Bullying (physical, emotional,	Are sleeping arrangements/facilities	teams, neighbourhood
psychological, online)	gender/age appropriate?	
Dropping your guard		
Unsafe act/s by participants		
Error/s of judgement by activity leader		

	1