

Manawatu Water Polo Incorporated

Health and Safety Policy

1. Purpose

Manawatu Water Polo Incorporated (the Club) exists to provide a club structure to allow for the game of water polo to be played, coached, and promoted in the Manawatu region. Inherent within this is the intention to provide a safe environment for this to occur for players, coaches, referees, and volunteers. This policy aims to outline how the Club intends to ensure this is the case.

2. Scope

The scope of this policy will be focused on the primary playing facilities of the Club at the Palmerston North Boys High School Pool. It should also be used as a guide when away facilities are used for games or training. This policy applies to all players, coaches (employed, voluntary or contracted), referees (employed, voluntary or contracted) and volunteers. Volunteers takes into account parents and caregivers of children undertaking water polo.

3. Health and Safety Planning

Health and safety planning is the primary responsibility of the Club committee. Planning should consider any previous incidents, suggestions from club members, and those using our home facilities during 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 Club 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 committee of any hazards or risks.

5. Risk and Hazard Management

a. Definitions

The Health and Safety at Work Act provides the following definitions of hazard and risk:

Hazard:

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 behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

Risk:

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

b. 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 management.

c. 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

d. Review of Hazards and Risks

Hazards and risks should be reviewed by the committee as necessary.

e. Recording of Hazards and Risks

The Club committee will hold a register of hazards and risks which will 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

f. Risk Assessment

It is important that the Club committee can prioritize which hazards are the highest risk and needs 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 (certain to very rare), and if the harm occurs, how severe is the consequence (from insignificant to extreme). This is captured in the table below:

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

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 (certain to very rare), 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:

Risk Score	Hazard Priority (Rating)
19-25	Extreme Priority
13-18	High Priority
6-12	Moderate Priority
1-5	Low Priority

The aim of the risk assessment is to allow the Club Committee to prioritize which hazards need immediate attention and how best to manage the hazard.

6. Incident Management and Investigation

During the general undertakings of the Club incidents that cause harm will likely 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.

7. Informing others of the Policy

How the Club 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 have been identified by the club, 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.

8. Appendix A: Risk Register

Hazard	Hazard Number	Risk Assessment (1-25)	Management Strategy (eliminate, minimise, transfer or accept)	Management Plan	Review Date +/- Changes
Slippery poolside surface when wet	1	17	Minimise	Advise all players of hazard of wet poolside and possible consequences.	
Cluttered equipment room	2	12	Minimise	Coaches and volunteers to work with players to ensure all equipment is returned to its appropriate storage space.	
Infection from open wounds	3	14	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.	
Drowning from unattended players	4	15	Eliminate	No player may enter the pool unattended. This may be at least one other team member, or the presence of a coach/referee/volunteer	
Confusion during an evacuation event	5	15	Minimise and Transfer to Facilities Management	All club members and those associated with the club will be made aware of evacuation procedures	
Child abduction	6	15	Eliminate		
Child molestation	7	15	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.	
Player being hit by a ball	8	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 game situation	
Physical contact between players	9	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 game situation	

