



POLICY

NSW BOCCIA

RISK MANAGEMENT POLICY

Purpose:

To ensure that activities and events facilitated by Boccia NSW (BNSW) are safe for all participating athletes, officials and spectators. That all risk factors are identified and assessed, and that procedures are in place to eliminate, control or minimize them. That a culture of “safety first” is promoted, that “transparency of process” is ensured, and that a commitment to “continuous improvement” is maintained.

Note: Some activities of Boccia NSW are delegated to, and facilitated by Cerebral Palsy Alliance’s program called Boccia Community Access Service (BCAS). Delegation is recorded in BNSW Committee minutes, and the BNSW Business Plan. All Boccia activities relating to the NSW Junior Squad are facilitated directly by BCAS and hence, automatically come under the governance of Cerebral Palsy Alliance. The Risk Management procedures of Cerebral Palsy Alliance will apply in these instances, and substitute those of Boccia NSW.

Policy Procedures:

1. All Boccia activities run by BNSW and BCAS must specify which organisation has primary liability for establishing the Risk Management procedures required to ensure a reasonable duty of care to all participants.
2. All Boccia activities run exclusively by BNSW must be assessed by the Committee to decide whether an element of risk is reasonably present and predictable, and whether an assessment needs to be undertaken.
3. If a Risk Assessment is identified as being required, then two members of the Committee will be nominated to complete the assessment.
4. The Risk Assessment will be carried out using the generic “Risk Assessment Form’ used by Cerebral Palsy Alliance. The completed Risk Assessment Form will be presented to the Committee to review risk management issues.
5. The BNSW Committee will develop an action plan, having reviewed the residual risk score, and having considered the most effective ways to eliminate, remove or manage potential risks.
6. If the Risk Assessment identifies a residual score which suggests that significant harm is likely, then the following actions will be taken;
 - The Insurance Company will be notified to review viability and compliance
 - The BNSW Committee will review whether to go ahead with the activity

- The issues of risk will be discussed with all the stakeholders involved with the activity
 - All issues of potential harm will be communicated to all activity participants
7. A full copy of the Risk Assessment Form, and Risk Management Plan relevant to an activity, will be kept on file
 8. Primary responsibility for ensuring the effective implementation of the Risk Management Plan for any activity will be held by the “Event Director” nominated by BNSW. This will typically be one of the BNSW committee members.
 9. The Event Director will be responsible for monitoring the Risk Management Procedures during an activity, and will be responsible for altering the plan during the activity, if circumstances relating to identified risks change.
 10. After all activities, the BNSW will review the effectiveness of all Risk Management Assessments and Risk Management Procedures relating to that activity. This information will be recorded and used in assessing risk at future activities.

This policy will be reviewed by the Committee on an annual basis.

A copy will be posted on the Boccia NSW website.

Any complaints about this policy should be made in writing to the Committee, and will be considered at the next possible Committee meeting.

Date presented to the Boccia NSW Committee: 12/08/2013

Date approved by the Boccia NSW Committee: 09/13

Date of next review: 09/15