



Risk Assessment Guidelines

Approved by the Board April 2020

RISK ASSESSMENT SCALE

Effects of hazard scale:	3	MAJOR	e.g. Death or major injury
	2	SERIOUS	e.g. Injuries where people may be off work for more than three days
	1	SLIGHT	e.g. All other injuries including those where people are off work for up to three days
Likelihood of occurrence:	3	HIGH	e.g. Where it is certain or near certain that harm will occur
	2	MEDIUM	e.g. Where harm will occur frequently
	1	LOW	e.g. Where harm will seldom occur

Hazard	Effect of Hazard	Likelihood of occurrence	At Risk	Control Measures	Risk Rating <u>after</u> Control Measures	Additional Controls Required
Physical Injuries						
Drowning	3	1	All Participants	Personal buoyancy aids are worn by all paddlers while on the water Buoyancy aids are checked by each Club's Equipment Officer at least every 12 months Coaches check buoyancy aids are correctly worn on all youth players and novice players	1	

				before egress onto water All participants will be taught how to eskimo roll, hand roll or wet exit prior to playing in a game situation		
Sunburn and Dehydration	1	2	All participants in Summer All participants during heated pool sessions Referees and other officials	Rash vests are to be worn when playing Team captains and coaches will recommend players apply sunscreen regularly Team captains and coaches will recommend all players drink enough water Players advised to bring a water bottle to every tournament and training session the club attends Shade/shelter is provided over the score table for outdoor events by organisers Referees/officials encouraged to wear appropriate headwear (cap/hat with brim) and sunglasses when officiating outside Score table officials and referees encouraged to put water bottles on score table for easy access during half time	1	
Heat exhaustion	1	1	All participants	Team captains and coaches will advise where inappropriate clothing is worn when playing canoe polo Team captains and coaches will recommend all players drink enough water	1	

Hypothermia	1	1	All participants	<p>Team captains and coaches to encourage players to wear appropriate clothing (long sleeve rash vests; thermal rash vests) when weather is inclement</p> <p>Coaches to contact event organisers for discussion about postponement /cancelling event</p>	1	
Carrying boats	2	2	All participants	<p>All novice players will be instructed how to carry boats safely</p> <p>Teams are encouraged to load and unload boat trailers in a designated area</p>	1	
Capsized Player	3	3	All participants	<p>All participants will be supervised by a coach and/or referees while on the water in a training session or game</p> <p>Players will not obstruct capsized players</p> <p>All participants should be taught how to eskimo roll, hand roll or wet exit prior to playing in a game situation</p>	1	
Head/facial injuries	3	2	All participants	<p>Helmets with full-face grill must be worn at all times during skills/drills and game scenarios on the water (indoor or outdoor)</p> <p>Helmets are checked by each Club's Equipment Officer at least every 12 months. All helmets must be ICF approved.</p> <p>Helmets must not be used participants if found to be defective and unrepairable.</p> <p>Coaches to check helmets are correctly worn on all youth players and novice players</p> <p>Scrutineering of helmets for National League will be undertaken prior to the start of first round for A & B grade</p>	1	<p>NZCPA Concussion document available to all clubs</p> <p>Referees can undertake spot checks on equipment at any stage through an event</p>

Cuts/grazes	1	2	All participants	Teams to bring their own basic first aid kit to each event Organisers to ensure comprehensive first aid kit available at event	1	
Shoulder dislocation	3	1	All participants	Canoe polo players are under the observation of an experienced member If should dislocation occurs, the casualty is taken to hospital immediately	1	
Boat to Body contact	2	3	All participants	Canoe polo players are informed of rules relating to boat to body contact Only polo specific boats are used (bumpers) Boat bumpers are inspected for compliance with ICF rules at least every 12 months by each Club's Equipment Officer/Person Personal Floatation Devices (PFD's) are worn at all times on the water	1	NZCPA encourage Clubs to have a dedicated Equipment Person to undertake checks
Slips/Trips	2	2	All participants Referees Officials Members of the public	Safety check of the area to be used must be carried out prior to the start of the event Appropriate footwear should be worn when refereeing Equipment must be stacked away from the side of the court when not in use Paddles are to be kept inside boats or removed from the ground	1	
Finger injuries	1	2	All participants	Compliance with canoe polo rules at competitions Referees and coaches to ensure no inappropriate jewellery, wrist bands, locker keys, earrings and bracelets are worn	1	

				Novice players will be taught the importance of not paddle fouling		
Lightning strike	3	1	All participants	No one is permitted to be outside in/on the water during a lightning storm	1	
Flying balls	3	1	All participants	Helmets and buoyancy aids must be worn at all times when participants are on the water	2	
			All spectators	Adherence to canoe polo rules		
			General Public	Spectators will not stand behind the goals		
General Risks						
Poor water quality	2	1	All participants	Captains, coaches and managers will remind all players cover open cuts and sores Event organisers are encouraged to test or obtain recent water quality tests prior to event	1	
Instructor/Novice ratio	3	2	Novice/Youth players	There will be a 1:8 ratio for Youth and novice players	N/A	
Overcrowding by other water users/groups	1	1	All participants Other water users	Participants will be made aware of other water users (such as rowers, long boaters, waka ama, swimmers, etc) and will keep to the polo specific areas when applicable.	1	
Accident/Incident	2	3	All participants	Team Captains/Managers to keep records of players' emergency contacts and ensure they are available at the event Team Captains/Managers will fill out an incident/accident report form immediately after an incident/accident.	1	Event organisers to keep accident/incident forms in tournament control area
Child Protection	3	2	Children	NZCPA will abide by its Child Protection Policy and review it regularly. Police vetting will be carried out for all NZCPA coaches, managers, volunteers	1	NZCPA Child Protection Policy is in place and disseminated to all Clubs and

				Executive Officer. Details will be kept with the Executive Officer In safety situations, physical rescue may be necessary or in early stages of learning to safely exit a boat, paddle or roll. Arms are usually the point of contact.		Schools as a guideline
Verbal abuse or physical attack	2	2	Referees Other officials All participants	No verbal or physical abuse will be tolerated and should be immediately controlled by the officials/event organisers All incidents will be reported to Tournament Controller and further action will be taken as deemed necessary by NZCPA Board or NZ Police if required	1	
Poor light conditions	2	3	All participants	Event organisers to ensure games are played when there is sufficient light in order to avoid accidents or injuries	1	
Fire or other serious incidents (i.e.: earthquakes)	3	2	All on site	Responsibility for evacuation will remain with the pool staff (if indoor venue) or the event organiser (if outdoor venue). All officials, participants, volunteers and spectators will follow their instructions Evacuation plan is available from Pool Management who will ensure all fire exits are kept free from obstruction at all times (if indoor venue). Emergency gathering points are advised to all coaches, managers & team captains prior to event starting.	1	Event controller should send out emergency gathering points in information pack with draw
Equipment Risk Assessment						
Loss of equipment	1	1	All equipment	All NZCPA equipment will be marked and given a unique ID by the NZ Equipment Officer	1	NZCPA formally appoint an

				<p>Inventory of Association equipment will be taken every 12 months by the NZ Equipment Officer</p> <p>Equipment issued to NZ teams will be the responsibility of the Team Manager. Equipment will be signed out to the Team Manager and signed back into the NZ Equipment Officer at completion of the event/tour</p> <p>Balls will be issued to Team Coach(es) and will be their responsibility. They are to be returned to the NZ Equipment Officer.</p>		Equipment Officer
Equipment theft	1	1	All equipment	<p>NZCPA equipment will be under the control of the NZ Team Manager when not in use by players</p> <p>Team Managers will endeavour to ensure that all NZ equipment is locked away when not in use</p>	1	
Indoor pools specific risks						
Glass damage at entry/exit	2	1	Windows All participants	Participants and spectators to ensure doors are open before attempting to take boats or equipment into/out of pool areas	1	
Access to equipment	2	2	All participants All equipment	<p>Event organiser to ensure equipment is accessible</p> <p>Equipment is stored in a tidy manner as to prevent damage</p>	1	
Injury on wet surface	1	3	All participants, spectators and referees	<p>All people must walk on wet floor areas</p> <p>Officials and referees to ensure awareness of surface danger when wet and slippery</p>	1	