



Risk Assessment Policy

1. Purpose and Scope

This Policy establishes the process for the management of risks faced by the Welsh Pétanque Association (WPA) and its affiliated clubs and members.

The aim of risk management is to maximise opportunities in all of the associations activities and to minimise adversity.

The policy applies to activities and processes associated with the normal activity of Pétanque regarding:

- Competitions
- League Matches
- Melees
- Fund Raising
- Equipment

It is the responsibility of the Association's board of executives to make available to all affiliated clubs' staff, volunteers and members this Policy and the associated Risk Assessment templates to be able to identify, analyse, evaluate, respond, monitor and communicate risks associated with any activity, function or process regarding to the sport of Pétanque within their relevant scope of responsibility and authority.

2. Definitions

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

Risk is characterised and rated by considering two characteristics:

- Probability or likelihood (L) of occurrence.
- Consequence (C) of occurrence.

This is expressed as $R \text{ (risk)} = L \text{ (likelihood)} \times C \text{ (consequence)}$.

Likelihood is a qualitative description of probability or frequency.

Consequence is the outcome of an event, being a loss, injury, disadvantage or gain.

There may be a range of possible outcomes associated with an event.

Risk Control means taking-action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

Eliminating a hazard will also eliminate any risks associated with that hazard.

Risk Assessment is the process of evaluating and comparing the level of risk against predetermined acceptable levels of risk.

Risk Management is the application of a management system to risk and includes identification, analysis, treatment and monitoring.

Risk Owner is the person(s) responsible for managing risks and is usually the person directly responsible for the strategy, activity or function that relates to the risk.

3. Principles

Risk Management is a key governance and management function.

The WPA is proactive in its approach to risk management, balances the cost of managing risk with anticipated benefits and undertakes contingency planning in the event that critical risks are realised.

The WPA has the primary duty to ensure the health and safety of players, staff / volunteers and the public at the place where Pétanque events are organised by the Association.

A duty to ensure health and safety requires the WPA to manage risks:

- By eliminating health and safety risks so far as is reasonably practicable; and if it is not reasonably practicable to eliminate the risks, by minimising those risks so far as is reasonably practicable.
- Deciding what is 'reasonably practicable' to protect people from harm requires weighing up certain matters, including the likelihood of a hazard or risk occurring and the degree of harm that would result, and then making a judgement about what is reasonable in the circumstances.

Effective risk management involves:

A commitment to health and safety from the association's Executive Board and the involvement and co-operation of the association's staff / volunteers, affiliated clubs and its members.

4. Outcomes

As far as is reasonably practicable, staff / volunteers, members and any other persons are not put at risk from any activities carried out by the Association.

The WPA is protected from adverse incidents, reduces its exposures to loss, and mitigates and controls loss should it occur.

The WPA has ongoing, unimpeded capacity to fulfil its mission, perform its key functions, meet its objectives and support its members

The costs of risk to the association and its funders, is reduced.

5. Functions and Delegations

Executive Board will:

Exercise due diligence to ensure that the association complies with the WHS Act and Regulations.

This includes taking reasonable steps to:

Gain an understanding of the hazards and risks associated with the activities of the Association, and ensure that the association has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Management

Ensure, so far as is reasonably practicable, that staff/ volunteers and other persons are not put at risk from activities carried out by the Association.

Ensure, so far as is reasonably practicable, that:

- The place of activity, including entry and exit and anything arising from the activity are without risks to health and safety.
- The fixtures, fittings or equipment used are without risks to health and safety.
- The substance or structure is without risks to health and safety.

Establish and implement risk management systems for all functions and activities of the association regarding the playing of the sport of Pétanque.

Affiliated Clubs, Staff, Volunteer's and Members are required to:

Comply with the associations Risk Management Policy.

Contribute to the establishment and implementation of risk management systems for all functions and activities of the association.

6. Risk Management

All Executive Board members and staff / volunteers contribute to the establishment and implementation of risk management systems for all functions and activities of the association.

Risk management practice aligns with all legislation.

7. Policy Implementation

Risk management forms part of strategic, operational and management responsibilities, and is integrated into strategic and service planning processes.

8. Policy Detail

The association will do whatever it can (whatever is 'reasonably practicable') to ensure its staff / volunteers' its members and members of the public are not harmed by its activities.

Risk management involves four steps:

1. Identify hazards – find out what could cause harm

2. Assess risks – understand the likelihood of a hazard causing harm and how serious it could be
3. Control risks – implement the most effective control measure that is reasonably practicable in the circumstances.
4. Review control measures to ensure they are working as planned.

9. Identifying Hazards

Identifying hazards involves finding all of the things and situations that could potentially cause harm to people.

Hazards generally arise from three aspects of activity and their interaction:

- The physical play environment.
- The equipment, materials used.
- The activity tasks and how they are performed.

10. Policy Detail

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and Regulations. It also helps when undertaking subsequent risk assessments.

The detail and extent of recording will depend on the frequency of carrying out the activity of Pétanque.

It is useful to keep information on:

- The identified hazards
- Assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- How and when the control measures were implemented, monitored and reviewed.

WPA Executive

February 2020

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