



# Risk Assessment & Safety Plan

## *2024 Lawn Bowls Tournaments*

### **Preamble**

The ACC Open Lawn Bowls is conducted at the MCC Bowls Club in Hawthorn as an Open event for Years 7 - 12. The ACC Intermediate Lawn Bowls is conducted at the MCC Bowls Club in Hawthorn as an event for Years 9 & 10. The ACC Junior Lawn Bowls is conducted at the MCC Bowls Club in Hawthorn as an event for Years 7 & 8.

This risk assessment is applicable to all lawn bowls tournaments that are organised and managed by the ACC on behalf of its member schools.

It is the responsibility of the ACC to ensure that a safe playing environment is provided for all schools involved in these lawn bowls tournaments and that adequate safety measures are put in place to reduce the risks to staff and students. If it is not possible to provide a safe playing environment, then the ACC lawn bowls tournament should not proceed.



## Sport Name: 2023 Lawn Bowls Tournaments

|   |  |
|---|--|
| Date of Assessment  | 1 March 2024   |
| Event   | Lawn Bowls Tournaments   |
| Date(s)   | Open: 6 March 2024<br>Intermediate: 23 October 2024<br>Junior: 30 October 2024 |
| Location  | MCC Bowls Club<br>Swinburne Avenue<br>Hawthorn Vic<br>03 9818 1777             |
| Nearest Hospital  | Epworth Hospital<br>89 Bridge Rd<br>Richmond Vic<br>03 9426 6666               |
| <b>Briefly describe the event and its context</b>   |  |
| The ACC Lawn Bowls Tournament is a feature event in Terms 1 and 4. The ACC organises the venue for the event, in addition to First Aid which is organised through Colbrow Medics. |  |
| <b>Emergency Information (Bush Fire/Code Red Alert, etc)</b>  |  |
| Not applicable at date of publishing.<br>The ACC Heat and Weather policies will be applicable to all Summer sports.   |  |

### Staff Involved:

| Name           | Position               | Role at Event | Contact      |
|----------------|------------------------|---------------|--------------|
| Paul Fahey     | ACC Executive Officer  | Event Manager | 0408 598 093 |
| Emilio Rinaudo | ACC Operations Officer | Event Support | 0467 779 326 |

### Approved by:

| ACC Executive Officer | Signature         | Date   |
|-----------------------|-------------------|--------|
| Paul Fahey            | <i>Paul Fahey</i> | 4/4/24 |

| 1 INDOOR HAZARDS |   |   |
|------------------|---|---|
| 1.1              | Inappropriate lighting                                |   |
| 1.2              | Temperature   |   |
| 1.3              | Insufficient or unsuitable space                      |   |
| 1.4              | Untidiness – causing trip / fire hazard               | Y |
| 1.5              | Stairs – dark / steep / no handrail                   |   |
| 1.6              | Lack of fire escapes / extinguishers / procedures     |   |
| 1.7              | Slip / trip / fall hazards                            | Y |
| 1.8              | Inadequate ventilation                                |   |
| 1.9              | Inhalation of dust                                    |   |
| 1.10             | Poor surfaces for activities – slips / trips / impact |   |
| 1.11             | Electrical hazards                                    | Y |

| 2 SPORTING ACTIVITY HAZARDS |  |   |
|-----------------------------|--|---|
| 2.1                         | Uneven playing surface                                   |   |
| 2.2                         | Playing surface too hard or soft                         |   |
| 2.3                         | Hard or sharp objects on pitch                           |   |
| 2.4                         | Sliding on Astroturf or similar surface                  |   |
| 2.5                         | Collisions / Conflict with surrounding objects or people |   |
| 2.6                         | Impact from sports equipment - Ball or Clubs             | Y |
| 2.7                         | Contact sport injury                                     |   |
| 2.8                         | Personal injury – fracture / sprains / cuts              | Y |

| 3 HAZARDS ON COASTS & COASTAL WATERS |  |  |
|--------------------------------------|--|--|
| 3.1                                  | Falls from cliffs, piers, sea walls                  |  |
| 3.2                                  | Struck by falling objects from cliff                 |  |
| 3.3                                  | Slips & falls on slopes / loose surfaces             |  |
| 3.4                                  | Quick sand & mud                                     |  |
| 3.5                                  | Access problems due to steep angle of beach slope    |  |
| 3.6                                  | Collisions between water users                       |  |
| 3.7                                  | Swept away by wave surges                            |  |
| 3.8                                  | Being washed against rocks / piers                   |  |
| 3.9                                  | Low water temperatures                               |  |
| 3.10                                 | Communication problems from waves / swell / distance |  |
| 3.11                                 | Struck by objects in water                           |  |
| 3.12                                 | Stranded by tides                                    |  |
| 3.13                                 | Swept away by currents                               |  |
| 3.14                                 | Rip tides  |  |
| 3.15                                 | Longshore drift                                      |  |
| 3.16                                 | Conflicts between beach users                        |  |

| HAZARDS ON STILL / MOVING WATER |   |  |
|---------------------------------|---|--|
| 4.1                             | Getting swept away from equipment or people       |  |
| 4.2                             | Collision with rocks in and to sides of rivers    |  |
| 4.3                             | Striking / trapping by submerged obstacles        |  |
| 4.4                             | Being dragged down by undertow                    |  |
| 4.5                             | Restricted or impossible access to / from water   |  |
| 4.6                             | Access problems – rescue / getting kit into water |  |
| 4.7                             | Falls from drops in level at weirs / waterfalls   |  |
| 4.8                             | Getting out of depth                              |  |
| 4.9                             | Low water temperature                             |  |
| 4.10                            | Separation from other people                      |  |
| 4.11                            | Slips / trips on steep banks or uneven surfaces   |  |
| 4.12                            | Difficult communications                          |  |
| 4.13                            | Remote locations                                  |  |

| 5 HAZARDS ON HILLS AND MOUNTAINS |  |   |
|----------------------------------|--|---|
| 5.1                              | Slips & trips on grass, mud, rock            |   |
| 5.2                              | River crossings                              |   |
| 5.3                              | Remote locations                             |   |
| 5.4                              | Difficult communication – weather / distance |   |
| 5.5                              | Falling debris                               |   |
| 5.6                              | Extra work imposed by terrain type / angle   |   |
| 5.7                              | Lack of shelter                              |   |
| 5.8                              | Separation of group members                  |   |
| 5.9                              | Getting lost                                 |   |
| 5.10                             | Falls from height                            |   |
| 5.11                             | Extremes of weather                          | Y |

| 6 PEOPLE & ORGANISATIONAL HAZARDS |  |   |
|-----------------------------------|--|---|
| 6.1                               | Lack of information, training or instruction           | Y |
| 6.2                               | Poor activity planning or preparation                  | Y |
| 6.3                               | Poor activity delivery or organisation                 | Y |
| 6.4                               | Ignorance of rules and / or procedures                 | Y |
| 6.5                               | Unsafe behaviour or attitude                           |   |
| 6.6                               | Lack of appropriate first aid equipment and experience | Y |
| 6.7                               | Medical conditions of participants                     | Y |
| 6.8                               | Poor safety control from group leaders                 |   |
| 6.9                               | Poor safety awareness from participants                |   |
| 6.11                              | Lack of cooperation within group                       |   |
| 6.12                              | Differing skill levels within group                    |   |
| 6.13                              | Low level of physical fitness / strength               |   |
| 6.14                              | Aggression between participants                        |   |
| 6.15                              | Aggression from crowd / public                         |   |
| 6.16                              | Contact between participants increasing risk           |   |

| 7 EQUIPMENT AND OTHER HAZARDS |  |   |
|-------------------------------|--|---|
| 7.1                           | Crash handling                                 |   |
| 7.2                           | Transport to and from your activity            | Y |
| 7.3                           | Food poisoning                                 |   |
| 7.4                           | Hazardous substances                           |   |
| 7.5                           | Equipment with moving / hot parts              |   |
| 7.6                           | Heavy equipment                                |   |
| 7.7                           | Electrical hazards from equipment              |   |
| 7.8                           | Noise from equipment                           |   |
| 7.9                           | Risk of trapping body / clothing in equipment  |   |
| 7.10                          | Inadequate environment for equipment operation |   |
| 7.11                          | Inadequate protective equipment                |   |
| 7.12                          | Equipment in unsuitable condition              |   |

| 8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY |                                       |   |
|---|---------------------------------------|---|
| 8.1                                       | Dehydration                           | Y |
| 8.2                                       | Extremes of Weather                   | Y |
| 8.3                                       | Child Safety Policy & Code of Conduct | Y |
| 8.4                                       | Hygiene and infection control         | Y |
| 8.5                                       |                                       |   |
| 8.6                                       |                                       |   |
| 8.7                                       |                                       |   |
| 8.8                                       |                                       |   |
| 8.9                                       |                                       |   |
| 8.10                                      |                                       |   |



## Risk Assessment – 2023 Associated Catholic Colleges Lawn Bowls Tournaments

| Hazard Ref.        | Potential Effect  | Existing Controls in Place  | Score Risk | Further Controls Required? | Who By  | When  |
|--------------------|---|---|------------|----------------------------|---|---|
| 1.4, 1.7, 1.11     | Untidiness – causing trip/fire hazard   | Explanation to schools and their teams about keeping walkways clear, as well as keeping the club social room neat and tidy to avoid any hazards and risks of injury. Ensure that all electrical equipment is set up safely.                             | Low        |                            | ACC Convener<br>School Staff                      | Prior to and during tournament                        |
| 2.6                | Impact from sports equipment  | Ensure that all participants know and understand the rules and etiquette of bowls competition and are aware of taking care on the greens.   | Low        |                            | ACC Convener<br>School Staff<br>Participants      | Prior to and during tournament                        |
| 2.8                | Personal injury – fracture/sprain/cut   | Pre-event briefing – remind participants of taking care on the greens.  | Low        |                            | ACC Convener<br>School Staff                      | Prior to and during tournament                        |
| 5.11               | Extremes of weather   | The event will only proceed if the weather conditions allow for safe play. If the weather deteriorates during the tournament and reaches a point where student safety is at risk, then the event will be put on hold or cancelled.                      | Medium     |                            | ACC Convener<br>School Staff                      | Prior to and during tournament                        |
| 6.1, 6.2, 6.3, 6.4 | Lack of information, training, instruction, poor activity planning, preparation, delivery or organisation | Participants required to have previous experience and knowledge of the game; schools sent appropriate information regarding tournament details prior to the event.  | Low        |                            | ACC Convener<br>School Staff                      | Weeks prior to tournament & prior to tournament start |
| 6.4, 6.5           | Ignorance of rules/procedures, unsafe behaviour/attitude  | ACC Code of Conduct applies to all students, staff and parents. School staff directly responsible for student behaviour   | Low        |                            | School Staff<br>ACC Convener                      | Prior to and during tournament                        |
| 6.6, 6.7           | Lack of appropriate first aid equipment & experience, medical conditions of participants                  | School staff are first aid trained, carry school kits and appropriate medical information of their students. ACC provides qualified first aid attendants at all tournaments.  | Low        |                            | School Staff<br>ACC Staff                         | At match  |
| 7.2                | Transport to and from your activity   | School staff to take responsibility for transporting students to and from the venue and ensuring that parking is done safely.   | Medium     |                            | School Staff<br>ACC Convener                      | Prior to the match                                    |
| 7.11, 7.12         | Inadequate protective equipment, equipment in unsuitable condition  | All participants to play with appropriate footwear and protective equipment.  | Low        |                            | School Staff                                      | Prior to match start                                  |
| 8.1, 8.2           | Dehydration, Extremes of Weather  | All participants to bring own water bottles, ACC Convener, in consultation with School Staff & Bowls Victoria Staff, to monitor playing conditions in relation to storms and adverse weather. Play may be suspended, postponed or cancelled as required | Low        |                            | ACC Staff<br>School Staff<br>Bowls Victoria Staff | Prior to and during tournament                        |

|     |                                       |  |     |  |                                      |   |
|-----|---------------------------------------|--|-----|--|--------------------------------------|---|
| 8.3 | Child Safety Policy & Code of Conduct | ACC is committed to the safety and well-being of children and young people   | Low | Register is signed by all ACC Employees, with copies of our Code of Conduct and acceptable behaviours made available for all contractors engaged by the ACC. | ACC Convener                         | Prior to Match start                              |
| 8.4 | Hygiene & infection control           | COVID-19 safety in place for all ACC sporting activities. Staff, students and officials that are unwell should not attend. | Low |  | ACC Staff<br>School Staff<br>Referee | Prior to match start, during match and post-match |

## Appendix A: Risk Rating Criteria

Each risk is rated on the basis of consequence and likelihood of the risk occurring and the effectiveness of the internal controls established to mitigate the risk events based on classification the criteria detailed below.

### Consequence Rating Criteria

To describe the consequence of a risk affecting the ACC, financial impact is considered as well as other consequences such as the impact in the reputation, compliance, etc.

| Consequence or Impact Rating |  | Value at Risk    |
|------------------------------|--|------------------|
| <b>Catastrophic<br/>(5)</b>  | <ul style="list-style-type: none"> <li>▶ Financial Risk: Catastrophic financial loss above \$250,000.</li> <li>▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name.</li> <li>▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance.</li> <li>▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected).</li> </ul> | > \$250K         |
| <b>Major<br/>(4)</b>         | <ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$100,000 and \$200,000.</li> <li>▶ Reputation Risk: Significant sensitivity to brand name.</li> <li>▶ Strategic Risk: Significant impact on strategic / operational objectives.</li> </ul>  | \$100k to \$250K |
| <b>Moderate<br/>(3)</b>      | <ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$25,000 and \$100,000.</li> <li>▶ Reputation Risk: Moderate sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Low level issues due to non-compliance.</li> <li>▶ Strategic Risk: Medium impact on strategic / operational objectives.</li> </ul>  | \$50k to \$100K  |
| <b>Minor<br/>(2)</b>         | <ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$5,000 and \$25,000.</li> <li>▶ Reputation Risk: Minimal sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Censure due to non-compliance.</li> <li>▶ Strategic Risk: Minimal impact on strategic / operational objectives.</li> </ul>   | \$5k to \$25k    |
| <b>Insignificant<br/>(1)</b> | <ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact less than \$5,000.</li> <li>▶ Reputation Risk: No impact on reputation or brand name.</li> <li>▶ Compliance Risk: No compliance impact.</li> <li>▶ Strategic Risk: Consequences are dealt with by routine operations.</li> </ul>   | \$<5K            |

## Likelihood Rating Criteria

The likelihood rating is based on the number of times within a specified period a risk which a risk may occur as a consequence of business operations or through failure of operating people, processes and systems.

| Risk Rating               | Risk Criteria  |
|---------------------------|--|
| <b>(5) Almost Certain</b> | <ul style="list-style-type: none"><li>▶ Is expected to occur in most circumstances, or</li><li>▶ Has more than 75% chance of occurring, or</li><li>▶ May occur within the next 6 months.</li></ul>           |
| <b>(4) Likely</b>         | <ul style="list-style-type: none"><li>▶ Will probably occur in most circumstances, or</li><li>▶ Has less than 75 % chance of occurring, or</li><li>▶ May occur within the next 18 months</li></ul>           |
| <b>(3) Possible</b>       | <ul style="list-style-type: none"><li>▶ Might occur at some time, or</li><li>▶ Has less than 50 % chance of occurring, or</li><li>▶ May occur within the next 3 years.</li></ul>                             |
| <b>(2) Unlikely</b>       | <ul style="list-style-type: none"><li>▶ May occur at some time, or</li><li>▶ Has less than 25% chance of occurring, or</li><li>▶ May occur within the next 5 years.</li></ul>                                |
| <b>(1) Rare</b>           | <ul style="list-style-type: none"><li>▶ May occur only in exceptional circumstances, or</li><li>▶ Has less than 10% chance of occurring, or</li><li>▶ Not likely to occur within the next 5 years.</li></ul> |

The combination of the consequence and likelihood rating produces a rating for the inherent risk for a particular event.

## Residual Risk Rating Matrix

Using the product of consequence and likelihood ratings, the risks identified are then rated as extreme, high, moderate or low.

| Likelihood     | Consequence   |       |          |       |              |
|----------------|---------------|-------|----------|-------|--------------|
|                | Insignificant | Minor | Moderate | Major | Catastrophic |
| Almost Certain | M             | H     | E        | E     | E            |
| Likely         | M             | M     | H        | H     | E            |
| Possible       | L             | M     | H        | H     | H            |
| Unlikely       | L             | L     | M        | M     | H            |
| Rare           | L             | L     | M        | M     | H            |

### Legend

|          |                |
|----------|----------------|
| <b>E</b> | <b>Extreme</b> |
| <b>H</b> | <b>High</b>    |
| <b>M</b> | <b>Medium</b>  |
| <b>L</b> | <b>Low</b>     |