



Risk Assessment of a Young Person

Created on: 5 September, 2018

Reviewed by: SH/JL

Adopted by the Board of Directors on: SEP 18 2018

Initials: [Signature] AT.

This policy aims to keep young people, volunteers and others safe, while minimising restriction to young people's activities. The policy balances these aims:

- The Bow Valley Rugby Club (BVRC) must ensure that nobody suffers preventable harm because of a failure to conduct or update a risk assessment, or a failure to communicate risk-related information to members of coaching staff.
- BVRC must meet the requirements of occupational health and safety law and the requirements of our insurers.
- BVRC must ensure that young people do not miss out on activities and are not treated less favourably because of inaccurate or out-of-date information on a risk assessment.

The assessment:

- ensures everyone in the team has a common understanding of risks associated with a young person and the appropriate strategies to minimise those risks
- can be used as a tool for coaches to discuss issues involved in training a particular young person (i.e. Identified medical issue).

Which risks are covered?

An individual risk assessment covers all these situations:

- the young person may have an accident or medical emergency
- the young person may harm themselves
- someone else may harm the young person
- the young person may harm someone else (coaches, other members of the board, other young people or others)
- someone else in the young person's life may harm coaches or other members of the board or others.



Which young people?

BVRC only completes risk assessments on young people, where the risks associated with the young person is higher than or different to the risks associated with most young people involved in playing rugby.

Procedure

When to conduct or update risk assessments

When to conduct an individual risk assessment

The head coach must ensure that a risk assessment is carried out, if they believe that the risks associated with the young person are higher than or different to the risks associated with most young people involved in playing rugby.

Information that may lead the head coach to decide that a risk assessment is needed might include, for example:

- Information disclosed by a parent, in relation to their child medical condition
- Information on an excursion/tour consent form
- An incident involving the young person or a family member.

An individual risk assessment may be needed about some young people in these situations, for example:

- Excursion and tours involving significant risks
- Where a staff member likely to be alone with a young person e.g. on the premises, in a vehicle, in a park etc.

When to update an individual risk assessment

The head coach must ensure that there is a current risk assessment about a young person:

- if they are advised of any new information which may increase, reduce or change those risks, and
- 12 months after the risk assessment was conducted or last updated.

If the risks no longer exist, the risk assessment can be filed and no longer used.

How to fill in the forms

Use clear and straightforward language

When you conduct or update a risk assessment, keep in mind that the young person usually has the right to read it (see the policy Young people's rights to their personal information).

Therefore:

- use clear and straightforward language
- avoid writing things which may be unnecessarily upsetting or inflame the situation, such as moralistic or "blaming" language
- at the same time, avoid glossing over difficult issues if this would mean that other staff do not have the information they need.

Who is involved

All team members who work with the young person should have input into the assessment. The President must approve the finished assessment so that the strategies become an official part of team members' duties.

Involve the young person?

Consider whether to do the risk assessment with the young person. Keep in mind:

- you are not equal partners in the risk assessment and it is not a participation or empowerment exercise, so the young person can let you know what they think but ultimately the BVRC is legally responsible for the content of the assessment
- some young people will respond better to the risk assessment if they become aware of it sooner rather than later
- some risks which involve choices made by the young person (eg. aggression, drug use, suicide) could be addressed in an agreement between you and the young person, and that agreement would then become one of your "Strategies to minimise risk" in the risk assessment (see below).

Background information about the young person

Record under "Background information about the young person" (the first page of the risk assessment form) all background information about the young person which informs the risk assessment.

- While some of this information may already be recorded in notes or excursion/tour consent forms, all safety-related information should ideally be readily available, including to other volunteer members of CRAA in an emergency.
- By recording this background information separately to the actual risk assessment, it can be used to inform different risk assessments for different purposes over a period of time.



Background information includes facts and reasonable beliefs. So you only include:

- the things that you know
- the things that you believe, based on reasonable evidence.

Wherever possible:

- obtain this information from the young person themselves
- otherwise, check its accuracy with the young person.

Example

Relevant background information on hazards related to the young person		
Issue	Date of entry	Details
<i>alcohol</i>	<i>1/1/01</i>	<i>says he binge drinks each week</i>

Here are examples of background information to record. There may be other hazard-related information you should record which is not included below.

Tour/ excursion-related hazards

Only ask for and record the details you genuinely need for the event. Examples of details you may need:

- medical conditions
- current prescribed and unprescribed medication
- time since last tetanus injection
- level of physical fitness (eg. for difficult bushwalks)
- swimming ability: strong / average / weak / non-swimmer.

Young person's general health etc

Record these if you find out about them, but don't try to find out purely for risk assessment purposes:

- young person has intellectual disability
- young person has mobility disability
- young person has sensory disability
- young person has mental illness
- young person drinks to excess
- young person uses other drugs
- young person has history of threats/ aggressive behaviour



- young person has history of violence
- young person is in grief
- young person suicidal or self-harming.

Family/household details

Record these if you find out about them, but don't try to find out purely for risk assessment purposes:

- family member aggressively opposes aims of CRAA
- family/household member has history of violence
- family/household member has threatened young person
- family/household member has assaulted young person
- family/household member has threatened agency
- any of the above **and** there is a gun in the house

Risk assessments for different activities and services

After completing the background information (above), complete the appropriate risk assessment form for the purpose, ie:

- *Individual risk assessment for an excursion or tour*
- *Individual risk assessment – general*

The risk assessment necessarily involves judgements and educated guesses. However, you must base these on the background facts and beliefs listed under *Background information about the young person*. Do not allow your personal feelings (positive or negative) about the young person or their lifestyle to affect the risk assessment.

Example

Hazard: (ie. young person, staff or other person may be injured by):	Likeli- hood: Low Med High	Details	Strategies to manage risk	Notes
---	--	---------	------------------------------	-------

<i>alcohol poisoning or accident due to being drunk</i>	Med	<i>Likely to want to drink during camp, so might smuggle in a flask etc.</i>	<ul style="list-style-type: none"> ● <i>explain rules and consequences</i> ● <i>close supervision of all young people</i> ● <i>etc</i> 	
<i>drowning</i>	Med	<i>poor swimmer but may want to go in water</i>	<ul style="list-style-type: none"> ● <i>Beach is patrolled</i> ● <i>Only swim between the flags</i> ● <i>etc</i> 	

--	--	--

2. Excursion / Tour
Individual risk assessment

Young person's name:

Coaching member approving this assessment:

Hazard: (ie. young person, staff or other person may be injured by):	Likeli- hood: Low Med High	Details	Strategies to manage risk	Notes
---	--	---------	------------------------------	-------



**3. General
Individual risk assessment**

Young person's name:

Coaching member approving this assessment:

Hazard: (ie. young person, staff or other person may be injured by):	Likeli- hood: Low Med High	Details	Strategies to manage risk	Notes
--	--	---------	------------------------------	-------

