

# ***RISK MANAGEMENT***

## **(Health & Safety)**

Person Appointed: College Sport Auckland

It is impossible to eliminate all the risks associated with sport. The risk of injury is common to most codes. However, some of these injuries or accidents are preventable by taking reasonable steps to ensure a safe sporting environment.

Risk management is about eliminating, isolating or minimising the risks and hazards present at an event. It's impossible to eliminate all the risks in sport, but used correctly, risk management plans reduce the likelihood of injury or accidents occurring and, consequently, reduce the potential liability of those in control. It is important that all relevant people are involved in each stage of risk management and that commitment to the plan is obtained by all of them.

Many sporting organisations have standardised risk management checklist and health and safety guidelines for use in their sport. The following pages outline the steps involved in developing a risk management plan and/or checklist.

### **The Risk Analysis and Management System (RAMS)**

This system, developed by the Outdoor Safety Institute, is a planning and evaluation tool for the safe management of outdoor activities. It can also be applied to the indoor and outdoor sporting arena. The steps involved developing a risk management plan and/or checklist using this system are outlined below.

#### **Identify the Risks**

Identify all the possible injuries and/or accidents that could occur during the activity. These can range in seriousness from minor cuts and grazes through to broken bones, or, in a worst-case scenario, a fatal injury.

#### **Identify the Causal Factors**

Identify factors that could contribute to the injury or accident occurring.

These are three key areas to consider:

- People and what they bring with them to the activity such as their skills, attitudes, experience, physical fitness, health, age, preconceptions, fears, strengths and so on.
- Equipment required including sports equipment, safety and protective equipment and clothing.
- Environmental factors that may impact on the activity such as the court surface (indoor or outdoor) ground conditions, weather, humidity, temperature and water conditions.

#### **Risk Management Strategies**

Determine how each of the causal factors you have identified can be eliminated, isolated



or minimised. Develop risk management strategies to implement under normal conditions and for when conditions are out of the ordinary, or if there is an emergency situation.

## **Relevant Industry Standards**

What are the current standards for your sport? Your national organisation should have minimum standards regarding health and safety in your sport. Consider whether the Health and Safety in Employment Act impacts on your event.

## **Health & Safety**

### **Recommended Policies and Guidelines**

What policies and guidelines are already in place at your club, school or organisation for sports officials? Further recommendations may be required, relevant to a particular event or venue, in order to effectively manage the risks.

### **Skills Required by Staff**

From the risk analysis you have completed so far, list the skills, knowledge and competence required by the people involved in the activity. These requirements should fall within your national sport organisation's guidelines for health and safety. For example, what qualifications are required by your sport to officiate at the different levels of competition?

### **Final Decision on Implementing Activity**

Take your completed risk management plan to your governing body-this may be your sports officiating group, club committee, board or chief executive, and have them sign off the activity. In this way you are disclosing the risks to them and managing your own level of liability as a sports official.

### **Evaluate and Modify the Plan**

Regularly evaluate and modify your RAMS plan where required. For example, you could keep a record of the accident/injuries that occur and any action that was taken. Constant evaluation and monitoring will ensure that risks are reduced or minimised to the greatest extent possible.

The attached page (Appendix 'A') shows the risk arising out of swimming pool events. This has reasonably clear lines of responsibility for the officials involved (referee and Meet Director). It is important that someone takes overall responsibility for ensuring that safety measures are put in place. Having clear lines of communication between officials is also an important factor in an event such as this.

When running an event the Competition Director is responsible for the Risk Management of the event. They need to check the environment for any changes and warn the participants, spectators of such hazards. If an accident does occur, an Investigation Form (marked 'Appendix B') is to be completed by the Competition Director.

The Meet Director should brief all team managers and officials with regard to the Risk Management and ensure that they are aware of the Investigation Form in case of an accident.

'Appendix A'

## Risk Analysis & Management System

<b>Competition Name:</b>		College Sport Auckland Gymsports Championships		 
<b>First aid</b>	Event Medic & Safety on-site	<b>Date:</b>	15/06/2023	
<b>Competition Director:</b>	College Sport Auckland	<b>Judges:</b>	Rhythmic Gymnastics, Tracey Redhead, Trampoline & Tumbling, Carol Henry, Artistic Gymnastics, Dido Gotz	

### RISKS

Accident, Injury & Other Forms of Loss.

Description

*(Arising from equipment operation)*

- Injuries to gymnasts, officials, team supporters, spectators from:
  - Fire
  - Earthquake
  - Failure of gymnastics equipment
  - Tripping on gym mats, bar cables
  - Breakages of supplied furniture
  - Falls from vault, bars, beam

*(Arising from conduct of gymnastics competition)*

- Injuries to athletes, officials, team supporters, spectators from:
  - Injuries of gymnasts during warm-up.
  - Falls from gym equipment
  - Cuts / bruises / sprains to Officials during set up.
  - Scalds and cuts from use of kitchen for food preparation.

### CAUSAL FACTORS

Hazards, Perils & Dangers.

People	Equipment	Environment
<ul style="list-style-type: none"> <li>• Inability to complete event due to lack of fitness or ability</li> <li>• Age and health of some officials makes them more susceptible to heart attack etc</li> <li>• Large number of people in gymnasium during warm ups increased risk of collision</li> <li>• Lifting equipment during set up.</li> <li>• Gymnasts in trouble. Health/Injury e.g. Asthma Attacks, Cramping.</li> </ul>	<ul style="list-style-type: none"> <li>• All gymnastics equipment accessed</li> <li>• Bar cables, beams, trampoline springs</li> <li>• Hot water in kitchen/food preparation area</li> <li>• Sharp knives</li> <li>• Tables &amp; Chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Unused gymnastics Equipment</li> <li>• Tripping hazards, like beat boards/cabling, mats, etc.</li> <li>• Large numbers of gymnasts and spectators and gear bags etc in seating area</li> <li>• Air Quality (chalk)</li> </ul>

## RISK MANAGEMENT STRATEGIES

Normal Operation		
People	Equipment	Environment
<ul style="list-style-type: none"> <li>Qualified gymnastics staff on gym floor at all times</li> <li>Majority of competitors are very competent gymnasts</li> <li>Many gymnasts and officials also have first aid skills</li> <li>Competitors trained to use equipment properly</li> <li>Roped off gym area passage for officials and competitors only</li> <li>Large number of adult officials on gym floor during all competition</li> <li>Judges/coaches to control warm up, during warm time</li> <li>Marshalling area and starting area managed by officials during competition</li> <li>School/club Team Managers and Club Coaches responsible for competitor behaviour while not in marshalling or on competition floor</li> <li>Movement of gymnasts/competitors into marshalling area subject to supervision by officials</li> <li>Keep in verbal contact with gymnasts/Go to gymnasts aid Notify staff/ Perform first aid/Ambulance / Notify OSH if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Competition staff to inspect the gymnasium prior to competition</li> <li>All equipment in place</li> <li>Physical check of all gym equipment prior to use</li> <li>Kitchen equipment checked for safety</li> </ul>	<ul style="list-style-type: none"> <li>Policy and signage re running</li> <li>Gymnasts are not to wear any jewellery, must have hair tied (Signage)</li> <li>Immediate gym area needs to be clear of all excess equipment/cabling</li> <li>Club team managers responsible for behaviour in team seating areas</li> </ul>
Emergency		
<ul style="list-style-type: none"> <li>Establish that a first aid kit is accessible</li> <li>Officials are empowered to withdraw any competitor they consider at risk or will likely cause a risk</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that a qualified first aid person is on duty</li> <li>Appropriate measures are in place to deal with a serious injury</li> </ul>	
Relevant Industry Standards		
<ul style="list-style-type: none"> <li>Equipment checks.</li> </ul>	<ul style="list-style-type: none"> <li>GSNZ Event and Risk Management</li> </ul>	
Policies and Guidelines		
<ul style="list-style-type: none"> <li>Judges are to be centre qualified with at least 10 competitions experience.</li> <li>Gymnasium Centre Duty Manager to have a Comprehensive First Aid Certificate including CPR.</li> <li>The safety of competitors, officials and spectators is a critical consideration in running the competition.</li> </ul>	<ul style="list-style-type: none"> <li>Competition Director is to be a qualified judge with at least 10 competitions experience.</li> <li>Judges and Competition Director to carry out a risk assessment prior to the commencement of warm up. All identified risks must be attended to prior to commencement of the competition.</li> </ul>	
Skills Required by Staff/Officials		
<ul style="list-style-type: none"> <li>Competition Director, Judges and Gymnasium Duty Manager must have risk management skills and require basic skills in decision making, concentration, communication, control &amp; organisation.</li> </ul>		
Final Decision on Running the Meet.		
Accept and run competition		



