



# MIGS

Mid Island Gym Sports Inc

## Competition Event Risk Analysis

Hazard	Description (How/What)	IRA	Significant Hazard? Y/N	Eliminate or Minimise	Control Measures	How/ Actioned by	RRA
Set up/Set down and layout of apparatus.	Incorrect set up.	Moderate	N	M	<ul style="list-style-type: none"> <li>Experienced person designated to oversee the set up/set down.</li> <li>Control judge/s to check equipment is set up correctly and meets requirements.</li> <li>Monitored throughout competition</li> <li>Adequate boundaries around equipment</li> </ul>	Event manager, HSR, Control judges	Low
Emergency evacuation	Alarm sounds, evacuation needed. Panicked athletes, spectators, staff, volunteers.	Extreme	Y	M	<ul style="list-style-type: none"> <li>Emergency evacuation signs on display</li> </ul>	HSR to check signs prior to event	High
					<ul style="list-style-type: none"> <li>Evacuation instructions read in briefing at the beginning of each session</li> </ul>	MC/ Event manager given instruction/ written on notes	

					<ul style="list-style-type: none"> <li>All competition crew briefed on emergency procedures, and are to help with evacuating people.</li> </ul>	HSR/Event manager to hand out notes. Meeting held prior to event to discuss.	
					<ul style="list-style-type: none"> <li>Floor manager/Event manager to take lead in evacuation- will delegate staff to check areas</li> </ul>		
Earthquake	Roofing/walls falling	Extreme	Y	M	<ul style="list-style-type: none"> <li>Emergency procedures explained at the beginning of each session during briefing</li> </ul>	MC/Event manager given instruction, written on notes.	High
					<ul style="list-style-type: none"> <li>All competition crew briefed on emergency procedures</li> </ul>	Briefing notes handed out, and meeting prior.	
Exit doors	Blocked when needing to evacuate	Extreme	Y	M	<ul style="list-style-type: none"> <li>Doors kept clear at all times. Signs for spectators to keep clear</li> </ul>	HSR to put signs up	
Overcrowding	Walkways and doorways blocked, spectator areas too full. People spilling out onto competition	High	Y	M	<ul style="list-style-type: none"> <li>Crowd briefed at beginning of session to be mindful of blocking walkways and doorways, and to be aware of boundary.</li> </ul>	MC given notes	Moderate
					<ul style="list-style-type: none"> <li>Signs up regarding leaning on railing</li> </ul>	HSR to ensure prior	

	floor. Leaning on railing upstairs				<ul style="list-style-type: none"> <li>• Signs up regarding overcrowding balconies.</li> </ul>	HSR to ensure prior	
					<ul style="list-style-type: none"> <li>• Session planning- avoid putting two large sessions back to back as crossover is too large</li> </ul>	Control judge and Event manager to discuss timetabling	
Ambulance Car park	Being blocked	High	Y	M	<ul style="list-style-type: none"> <li>• Cone off area to avoid people parking in it. Sign in place to inform people it is ambulances only</li> </ul>	HSR to ensure prior	Low
New visitors	Not knowing layout of building, fire exits, out of bounds areas	Moderate	N	M	<ul style="list-style-type: none"> <li>• Fire exit signs up</li> </ul>	HSR to check	Low
					<ul style="list-style-type: none"> <li>• Signs for toilets, spectator areas, kitchen</li> </ul>	HSR/Event manager to put up before competition	
					<ul style="list-style-type: none"> <li>• Competition area cordoned off- clear boundary marked</li> </ul>	Event manager/floor manager to ensure and monitor throughout event	
Stacked mats	Tipping over, being climbed on by spectators	Moderate	N	M	<ul style="list-style-type: none"> <li>• Staff setting up gym to ensure stacked safety</li> </ul>	Event manager/ Floor manager to oversee. Monitored during event	Low
					<ul style="list-style-type: none"> <li>• Signs to 'Keep Off'</li> </ul>	HSR to put up	

Bleachers	Falling from height. Instability	Moderate	N	M	<ul style="list-style-type: none"> <li>Hand rails secure, floor bolts secured tightly</li> </ul>	Event manager to ensure on set up	Low
Photos taken of athletes/ vulnerable people	Photos put up on Social Media, newspapers etc. Flashes offputting to athletes	Low	N	M	<ul style="list-style-type: none"> <li>Disclaimer/Waiver sent out on entry forms, as well as being on display/made aware of during comp</li> </ul>	Event manager/ person in charge of entry form. HSR to put up signs prior to comp	Low
					<ul style="list-style-type: none"> <li>Mentioned in Briefing to turn flash off- NO FLASH PHOTOGRAPY- and also to be mindful of who is in your photos and posting on Social Media your own children only- be courteous.</li> </ul>	MC	
Carparking/ Traffic	Full carpark, walking near cars/road. Makeshift carpark on the gravel.	Medium	N	M	<ul style="list-style-type: none"> <li>Try to limit huge crossover between people leaving and people arriving. I.e Large session followed by smaller session</li> </ul>	Timetable planner/ Control Judges	Medium
Kitchen/Food sales	Food Hygiene. Waste Collection	High	Y	M	<ul style="list-style-type: none"> <li>Ensure clean and tidy prep/serving area.</li> <li>Gloves to be worn when handling food</li> <li>Set jobs ie cash handling, coffee machine, toasties etc</li> </ul>	Kitchen Volunteers (Ensure volunteers know their responsibilities via handbook and/or meeting)	Low

					<ul style="list-style-type: none"> <li>• Skip on hand for rubbish</li> </ul>	Event manager ensure it is ordered prior to event.	
					<ul style="list-style-type: none"> <li>• Fresh food, use by dates checked. Refrigeration etc</li> </ul>	Person buying ingredients.	
Over Stressed/Overworked staff	Poor mental health. Fatigue. Diminished work standard. Risk of injury	Medium	Y	M	<ul style="list-style-type: none"> <li>• Plenty of volunteers to ease work load, and roster regular breaks.</li> </ul>	Event manager-Volunteer Roster	Low
					<ul style="list-style-type: none"> <li>• Food and drink readily available</li> </ul>	Kitchen Volunteers	
					<ul style="list-style-type: none"> <li>• Scheduling so if you have a late finish, you avoid having an early start. One person opens up, another locks up etc</li> </ul>	Timetable person and Event Manager	
					<ul style="list-style-type: none"> <li>• Breaks taken when possible</li> </ul>		
Adults/ Children on 'competition floor'	Disrupting athletes competition/ routines. Injury of athlete and/or spectator from contact.	Medium	Y	M	<ul style="list-style-type: none"> <li>• Bunting in place to cordon off competition area. Signs on bunting to state 'no spectators'.</li> <li>• MC to remind people of out of bounds area and to keep control of their children during session briefing.</li> </ul>	HSR. MC	Low

Rain/Leaks	Puddles and leaking roof. Slipping on water, tripping over buckets etc	Medium	Y	M	<ul style="list-style-type: none"> <li>Aware of weather forecast and anticipate leaks over night</li> <li>Towels and buckets in trouble spots</li> <li>Continual monitoring throughout comp of new leaks, full buckets etc- designated person if needed.</li> </ul>	Event manager and HSR	Low
Un accredited coaches	Coaches on floor without Gymnastics NZ required qualifications.	Low	N	M	<ul style="list-style-type: none"> <li>On Entry form, list of coaches and their accreditation to be given.</li> <li>Have it stated on entry form all coaches are required to meet the required standard.</li> </ul>	Event manager to ensure on entry form.	Low
Venue Temperature.	Too hot or too cold	Low	N	M	<ul style="list-style-type: none"> <li>Monitor/regulate ventilation by opening/ closing doors.</li> <li>Heaters turned on early</li> </ul>	Event/floor manager. HSR	Low
Member/ Public misconduct	Arguments/ fights, blatant disregard for rules.	Low	Y	M	<ul style="list-style-type: none"> <li>Process for handling complaints.</li> <li>Event manager assigned to handling these and any other issues that may arise.</li> </ul>	Event manager.	Low