

OPERATIONAL RISKS AND HAZARDS – EXAMPLES AND CONTROLS



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INSTRUCTIONS FOR USE

The information contained in this table is designed to be used to help clubs identify the potential hazards and risks within the club and to suggest possible controls that can be used.

This is not an exhaustive list and should be used as a starting point. Please note that some are specific GNZ requirements that affiliated clubs must adhere to (highlighted in purple).

This document should be used along with the other templates found in Section 5. Appendices and Templates of the Gymnastics NZ Health & Safety Guidelines for Clubs document to help you to imbed H&S into the culture and operations of the club.

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE
VENUE			
<p>Building is not safe.</p>	<p>No understanding of the standard of building you own / tenant / lease / rent.</p>	<p>Building WOF is displayed, and there is open communication with building owner if relevant.</p>	<p>The Committee has an understanding of status / risks in every building they tenant / occupy – including seismic requirements (for risk of earthquakes), asbestos, and fire risks.</p> <p>The club has a maintenance plan in place and actively implementing it (for buildings owned by the club).</p> <p>If the building is owned, depreciation is being applied to replace the facility at the end of its life-cycle.</p> <p>If leased, the club is aware of a maintenance plan to ensure the facility is going to remain fit-for-purpose.</p>
	<p>No knowledge of whether asbestos is present in buildings and facilities.</p>	<p>Asbestos Management plans and registers are in place if needed (buildings constructed before 2000).</p> <p>Signs displayed if applicable.</p>	<p>Communications with building owner are documented and improvement plans and controls are in place.</p>
<p>Welfare facilities (including toilets, drinking water and hand washing facilities)</p>	<p>Welfare facilities do not provide workers with basic requirements.</p>		<p>All facilities used by workers and participants have access to appropriate welfare facilities.</p>

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE
VENUE			
Items not stored correctly.	Items not correctly stored. For example storage or equipment causing trip or falling hazards.	Loose items kept off floor in correct storage.	Items have sufficient storage area, and are kept tidy. <ul style="list-style-type: none"> - Keep locked where required. - All doors and exits are kept clear. - Large (bulky) items are kept at waist height (see manual handling section).
Surfaces are slippery.	Entry and exit(s) to the building are slippery.	Schedule regular tidy up to clear moss, leaves and weeds away from entry/exit. Stairways / ramps are in good condition. If you are the tenant – conversation with the building owner and agreement on whose responsibility this is.	Entry is well lit and kept clean and clear at all times.
	Floors get slippery when raining when people walk through with wet shoes / umbrellas.	Foot mats and umbrella stands available near entrances.	Hazard signs put out when wet and floor mopped if required.
Electrical equipment or parts are not safe to use.	Frayed wires / faulty plugs.	All electrical equipment is looked at before use – looking out for any wires protruding or signs of burn around plugs. Testing and tagging requirements are met.	All electrical equipment is checked before use. A residual current device (RCD) is used. <i>A RCD is designed to prevent you from getting a fatal electrical shock if you touch something live.</i>
	Having plugs which are not located in correct place and extension cords visible across the floor.	Extension cords are used but run away from walkways, or are covered securely. Items are unplugged when not in use.	Plugs are located where they are needed and there are no trip hazards. There are enough plugs for all equipment.

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE
VENUE			
	Not having enough plugs, so plugs piggybacking each other.		Electrical equipment and cables stored away when not needed.
New and existing equipment is not managed, set up or used in a safe manner.	No H&S consideration is given when new facility / equipment is purchased.	Information is obtained from the supplier about the capabilities / limitations of the facility / equipment (in regards to H&S).	H&S consideration is always given BEFORE the purchase of new equipment / facility is made including: <ul style="list-style-type: none"> - The intended use. - Training required for correct use. - Storage. - Service / maintenance requirements.
	No checks carried out when setting up new equipment	Correct instructions used for assembling new equipment	Ensure someone experienced in equipment management supervises putting up of new equipment in particular equipment using cables or floor plates.
	No maintenance schedule in place. Equipment not maintained regularly.	Maintenance schedule in place for all equipment and regular maintenance carried out. Equipment removed/replaced when showing signs of wear and tear that pose a risk to those using it (athletes and staff/volunteers).	Maintenance schedule reported back to Committee via H&S report and all repairs/replacements prioritised and built into operational budget. See Section 5. of the H&S Guide for the <u>'Equipment Checklist'</u> template

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Shared facilities where equipment is set up and packed away regularly	No checks carried out when setting up equipment		Daily checks of equipment as it is set up. Equipment checklist completed at the start of each week. Equipment requiring floor plates or cables should be checked by someone experienced in the safe set-up of this equipment.																																				
Manual handling causes injury.	Lifting heavy items off floor or moving them around and using back like a crane.	Bend knees and squat to pick item up. Put weight through heels. Use two people when items are big / bulky. Big / bulky / heavy items stored correctly.	Smaller heavy items should be stored at waist height. Use chart below to look at weight vs body position. Trolleys available for moving heavy / bulky equipment.																																				
<i>Figure 1 Lifting and at Work: A brief guide.</i>		<div style="display: flex; justify-content: space-between;"> <div data-bbox="672 885 1108 941"> <i>lowering – Manual Handling</i> </div> <div data-bbox="918 917 1724 1348"> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="2">Women</th> <th colspan="2">Men</th> <th></th> </tr> </thead> <tbody> <tr> <td>Shoulder height</td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>5kg</td> <td>Shoulder height</td> </tr> <tr> <td>Elbow height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Elbow height</td> </tr> <tr> <td>Knuckle height</td> <td>10kg</td> <td>16kg</td> <td>25kg</td> <td>15kg</td> <td>Knuckle height</td> </tr> <tr> <td>Mid lower leg height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Mid lower leg height</td> </tr> <tr> <td></td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>5kg</td> <td></td> </tr> </tbody> </table> </div> </div>			Women		Men			Shoulder height	3kg	7kg	10kg	5kg	Shoulder height	Elbow height	7kg	13kg	20kg	10kg	Elbow height	Knuckle height	10kg	16kg	25kg	15kg	Knuckle height	Mid lower leg height	7kg	13kg	20kg	10kg	Mid lower leg height		3kg	7kg	10kg	5kg	
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HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
VENUE – ACTIVE ATHLETE AREAS				
Usage of active athlete areas	No safe space identified for people on floor to stand/wait.	Sufficient space for coaches and spotters to stand free of trip hazards. Areas identified for athletes to wait near each apparatus.	If no space for athletes to wait, space identified elsewhere and utilised. Signage to identify who should be on the floor and where all spectators should sit/stand safely.	
	Nothing in place to show difference between active athlete areas and spectator seating/walkways.	Signage/coloured tape to identify active athlete areas and spectator areas.	Barriers to prevent spectators from accessing active athlete areas. Signage to identify who can enter athlete areas.	
Gym floor layout	Not enough space for safe runway and dismount.		Identify level/skill of groups using each apparatus and ensure appropriate space for runway and dismount for all user groups.	
	No assessment of hazards surrounding floor and proximity of floor to these hazards.		Floor positioned so that all groups can use safely. There should be enough space for athletes to come off the floor safely e.g. after a tumble run. This may mean that different groups using the floor use it in different directions.	
	No potential collision areas identified		Identify and assess risk of each potential collision area.	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
VENUE – ACTIVE ATHLETE AREAS				
	Trip hazards not identified, removed or minimised.	Electrical cords crossing walkways taped down securely.	<p>If necessary eliminate risk by moving apparatus. Lower risk areas should be suitably padded and labelled including walls, partitions and obstructions where appropriate.</p> <p>All electrical cords removed from walkways.</p> <p>Identify walkways for athletes/coaches that allow them to avoid cables attached to apparatus. Ensure that everyone uses these walkways.</p>	
Matting	No thought given to the required thickness and/or number of mats used under and around different equipment.		Consideration given to the users of the equipment, what is being performed and what surrounds the equipment when determining the appropriate level of matting to surround each piece of equipment.	
Pit	No pit usage policy in place. No plan in place for pit removal and no training for staff.	<p>Pit usage policy – who can use it (i.e. what skill level, specific groups etc) how many at a time and supervision requirements.</p> <p>Pit Removal Action Plan in place.</p> <p>Ensuring that this is clearly displayed and that all staff understand the</p>	<p>Ask a medical practitioner (e.g. St Johns) to come in to understand the environment they would be working in and to train for staff on what to do before they arrived.</p> <p>Foam in pit checked after each participant to ensure it has not been</p>	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
VENUE – ACTIVE ATHLETE AREAS				
		<p>policy and their roles relating to the pit.</p> <p>Regular training of all staff supervising the pit on evacuation procedures.</p> <p>Ensure that any external user groups understand the pit use policy and stay away unless use is agreed.</p>	<p>displaced or compacted and adjustments made as needed.</p> <p>Pit structure dimensions meet the standards outlined by international gymnastics equipment manufacturers (this will vary depending on the nature of equipment requiring pit assistance).</p> <p>Safety matting is placed around the perimeter of the pit area.</p> <p>Policies are continuously referred to, actioned, and reviewed regularly.</p>	
Foam	<p>Foam life/type is unknown.</p> <p>Foam has not been replaced in line with supplier recommendations.</p>		<p>Know life of the foam in your pit, replace in accordance with suppliers recommendations.</p> <p>Schedule for emptying and cleaning the pit.</p>	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
PEOPLE (STAFF, CONTRACTORS, VOLUNTEERS, PARTICIPANTS, SPECTATORS)				
Child protection	No police-checking completed on any coaches (paid or volunteer).	Police checks carried out on all existing and new coaches.	The police check forms part of a wider vetting and screening process where information is collected e.g. through police check and interview etc. and a decision is made about the suitability of the applicant to the role. For more detailed information about this process see 'Safer Recruitment Safer Children' guide – link in resources page.	All new coaches (paid or voluntary) to provide a satisfactory police check before commencing work. Existing coaches to complete a satisfactory police check within an agreed timeframe. All police checks to be re-validated every 2 years.
	No child protection policy at the club.	Club working towards a Child Protection policy	Child protection policy in place. Please note – this is mandatory if you are delivering Govt services e.g. OSCAR accredited. This is likely to also become a requirement of some funders in the near future.	Clubs have adopted the GNZ Membership Protection Regulation.
First Aid	No workers with a valid First Aid Certificate.	Current and compliant first aid kit on site at all times.	There is a trained first aider at the club whenever it is operating. The club has a record of expiry dates of all first aiders qualifications.	It is a GNZ requirement that whenever the club is operating, there is a trained first aider on site.
	No first aid kit onsite		Current and compliant first aid kit on site at all times. Process for checking and re-stocking first aid kit.	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
PEOPLE (STAFF, CONTRACTORS, VOLUNTEERS, PARTICIPANTS, SPECTATORS)				
Unqualified Coaches	Unqualified coaches working with athletes.	All coaches holding the appropriate qualification (or actively working towards it) for the highest level that they coach to.	Alongside GNZ qualifications, coaches supported to continue upskilling and developing with mentoring and other professional development opportunities.	All coaches (paid and voluntary) must have the GNZ qualification appropriate to the highest level that they coach at.
Contractors - Selecting contractors	No full understanding of what work you are wanting a contractor to do.	There is understanding on some of the aspects of the work you want a contractor to do and the possible risks.	There is an understanding about the tasks you want a contractor to do, you have an understanding of or expected timeframe for doing the work, and the possible risks and have talked to the contractor about these.	
	Always refer to the Yellow Pages to find the cheapest contractor for maintenance issues.	Use the same contractor where possible.	Use the same contractor because you know they do a good job, and that they consider H&S and the risks that their work introduces. They communicate openly with the club. Record them as an approved contractor.	

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PEOPLE (STAFF, CONTRACTORS, VOLUNTEERS, PARTICIPANTS, SPECTATORS)				
	Not sure if the contractors are qualified or licenced.		Always check for required qualifications. For example an electrician is registered, or a coach has experience and qualifications at the level you expect them to coach for.	
Contractors - Contractor induction	When a contractor turns up, you let them walk around as they please.		Always induct the contractor and explain the risks and controls they might be exposed to – including emergency procedures, and who to report and new risks / hazards to.	
	The contractor doesn't talk about risk control and doesn't talk to other workers in the area.	Before beginning a job, the contractor talks you through what they will do and together you agree on the best ways to control the risks and communicate these to others in the area.	Contractor completes a job safety analysis, which breaks down the job into tasks and assesses the risk for each stage.	

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PEOPLE (STAFF, CONTRACTORS, VOLUNTEERS, PARTICIPANTS, SPECTATORS)				
Contractors - Supervision	Contractor turns up and leaves without informing anyone.	There is a nominated contractor coordinator (e.g. the person who booked them in) to induct the contractor and ensure everything is ok when they leave at the end of the day.	The nominated contractor coordinator checks in regularly to ensure they are completing the job in the way they said they would and that no new risks have been introduced.	
Contractors - Contractor monitoring	No review of the work completed.	Nominated contractor coordinator ensures work has been completed to plan, and no new risks introduced as a result of the work.	The club keeps a register of the contractors they use (individual names) and if there are any concerns they should be removed from the list.	
External user-groups	No understanding of the activity and associated risks that are introduced by this group. External user groups unaware of the health and safety practices within the facility.		Understand the activity to be carried out by external group, the risks it introduces and the controls that need to be put in place. Group notified of H&S requirements in the facility and understand what applies to them. Identify and agree on shared responsibilities for H&S Notify group of general provisions e.g. welfare facilities.	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
PEOPLE (STAFF, CONTRACTORS, VOLUNTEERS, PARTICIPANTS, SPECTATORS)				
Mental wellbeing	<p>Accepting or allowing any bullying to occur within the workplace.</p> <p>Discriminate against race or sexual preference.</p>	<p>Any issues are openly discussed and addressed.</p> <p>There is a complaints policy in place and staff understand what it is and how to use it.</p>	<p>When an issue is raised, an independent third party talks to both parties and mediates.</p>	
Alcohol	<p>Workers consuming alcohol or drugs during, or prior to starting work.</p>		<p>Workers do not drink alcohol at work, or for 8 hours before arriving at work.</p>	<p>GNZ actively encourages an alcohol-free environment in all member clubs.</p>
Fatigue	<p>Participants or workers (inc. volunteers and contractors) turning up to work with little/no sleep.</p>		<p>Encourage everyone to get 7.5 - 9 hours' sleep per night.</p> <p>Schedule hours to ensure people have enough time off. This should be discussed with individuals in good faith.</p>	
	<p>Participants or workers taking prescription medication that affects their ability to carry out work or sports activity.</p>	<p>Workers tell you as soon as possible that they are taking medication.</p> <p>Encourage them to stop work of feeling sick or drowsy.</p>	<p>Worker to ask doctor if the medication will affect their ability to do their job and let you know immediately if it does.</p>	

HAZARD	SHOULD AVOID	GOOD PROGRESS	GOOD PRACTICE	GNZ REQUIREMENT
Events				
Risk assessment	No risk assessment carried out for the event.	Risk assessment carried out by event organisers. H&S briefing at start of event for all to attend	Full H&S action plan completed for each event. H&S action plan communicated to those attending e.g. clubs, schools H&S action plan reviewed after event along with incident reports. Issues identified, changes to plan made and implemented.	It is a GNZ requirement that hosts of sanctioned events submit a H&S plan including risk assessment prior to the event taking place.
Management of H&S at event	No-one identified as responsible for H&S at an event.	Event Manager in place to take overall responsibility for H&S at event. When Event Manager off-site, someone else is identified to cover for them.	Floor Manager in place to take direct responsibility for H&S on the event floor and warm-up areas.	It is a GNZ requirement that at sanctioned events there is a nominated Event Manager and Floor Manager.

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Events				
Coaches	Coaches on floor with athletes that are competing at a level that is higher than the qualifications that coach holds	<p>In order to be on the floor at an event, Coaches should at minimum have Foundation Coach for lower competitive level athletes and Elementary Coach if coaching athletes at the level eligible for attending Nationals.</p> <p>The level of qualification required will increased in a stepped manner until coaches reach the correct level of qualification for the highest level athlete they coach.</p>	All coaches have appropriate qualifications for the level of athlete they are coaching.	<p>It is a GNZ requirement that coaches at sanctioned events who are coaching athletes at a level eligible to attend Nationals must at a minimum hold the relevant Elementary Coach qualification in order to be on the floor.</p> <p>Host clubs must submit a list of coaches to GNZ prior to the event.</p>