



## 2018 QUALIFYING COMPETITION HEALTH & SAFETY PLAN

### SECTION 1: EVENT INFORMATION

COMPETITION: Southland Championships	DATE: 4-5 August 2018
LOCATION: Invercargill	CLUB: Invercargill
EVENT MANAGER: Jill McKee	
CONTACT NUMBER: 021 151 0247	EMAIL: info@invercargillgym.com
ALTERNATIVE EVENT MANAGERS: Vicky Lumsden	
PRIMARY FLOOR MANAGERS: Jill McKee, Vicky Lumsden, Debbie Palfrey & Aaron Scarlett	
PLAN COMPLETED BY: Jill McKee	COMPLETION DATE: 25 July 2018

**The Event Manager will be responsible for overall health and safety.**

**The Floor Manager is responsible for hazard and people management on the competition floor and in the warm-up area. Multiple people may be assigned to each role as long as at any given point in time, there is one designated person in each role and any change in Event/Floor Manager is communicated to key volunteers. Where appropriate at smaller events, these roles may be combined.**

## SECTION 2: RISK ASSESSMENT & MANAGEMENT

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
<b>Gym Set Up / Pack Down</b>					
Equipment lifting	Moderate	Likely	Medium	<ul style="list-style-type: none"> <li>• Ensure correct technique is used for lifting.</li> <li>• Brief people doing lifting and ensure there is enough people to lift heavy items.</li> </ul>	Equipment manager/ Head coach
Apparatus set up	Major	Unlikely	Medium	<ul style="list-style-type: none"> <li>• Assembly supervised by experienced head coach</li> </ul>	Equipment manager/ Head coach
<b>Car Park</b>					
Accident	Major	Possible	High	<ul style="list-style-type: none"> <li>• Children supervised outside</li> <li>• Speed restrictions in place</li> <li>• Safety message announced during session briefing</li> </ul>	Parent/ Guardian
				<ul style="list-style-type: none"> <li>•</li> </ul>	
				<ul style="list-style-type: none"> <li>•</li> </ul>	
				<ul style="list-style-type: none"> <li>•</li> </ul>	

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
<b>Competition Area</b>					
Set-up and layout of gymnastics apparatus	Major	Possible	High	<ul style="list-style-type: none"> <li>Experienced person is designated to oversee the set-up of apparatus /equipment within the gym.</li> <li>Control judge to check equipment is setup correctly and meets apparatus requirements prior to each day of competition.</li> <li>Floor Manager to ensure equipment remains correctly set-up throughout the day.</li> <li>The floor layout is set-up to provide adequate boundaries around apparatus/equipment.</li> </ul>	Equipment manager/ Head coach/ Control judge
Trip hazards	Minor	Likely	Medium	Mat areas stacked evenly	Floor manager/ Equipment manager
Gymnast injury	Minor	Possible	Low	<ul style="list-style-type: none"> <li>First aider on site at all times</li> <li>Coach first Aid trained</li> <li>First Aid supplies available</li> </ul>	Floor manager/ Head coach/ Gymnast's coach
Misconduct	Routine	Likely	Low	<ul style="list-style-type: none"> <li>Processed clearly outlined for handling complaints.</li> <li>Floor Manager assigned the role of handling these as they arise.</li> </ul>	Floor manager
Photograph flash distracts gymnasts	Moderate	Possible	Medium	<ul style="list-style-type: none"> <li>Safety message announced during session briefing and in program</li> </ul>	Floor manager

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
<b>Spectator Area</b>					
Water on walkway floor	Minor	Likely	Medium	<ul style="list-style-type: none"> <li>If water detected, signage displayed and mopped up immediately.</li> </ul>	Floor manager
Unsecured floor mats	Minor	Likely	Medium	<ul style="list-style-type: none"> <li>Safety marking on edges</li> <li>Edges taped down</li> <li>Regularly check and re-secure if necessary.</li> <li>Safety message announced during session briefing.</li> </ul>	Floor manager
Spectators sitting on stored equipment	Minor	Almost Certain	Medium	<ul style="list-style-type: none"> <li>Safety message announced during session briefing.</li> <li>Equipment signage</li> </ul>	Floor manager
Spectators entering close to beam gymnasts	Minor	Almost Certain	Medium	<ul style="list-style-type: none"> <li>Barrier in place until routine completed</li> </ul>	Floor manager

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
<b>Canteen</b>					
Kitchen Accident	Minor	Possible	Low	<ul style="list-style-type: none"> <li>• Restrict access to select group</li> <li>• Children supervised at all times</li> <li>• Canteen volunteers briefed on safety</li> <li>• Adequate tools/utensils provided to tend hot items.</li> </ul>	Canteen manager
Food Hygiene	Minor	Possible	Low	<ul style="list-style-type: none"> <li>• Surfaces cleaned regularly</li> <li>• Gloves provided for food handling</li> <li>• Separate handling of food and money</li> <li>• Keep food covered, packaged</li> <li>• Perishable food stored in fridge</li> </ul>	Canteen manager
Spills	Minor	Possible	Low	<ul style="list-style-type: none"> <li>• Cleaning equipment provided</li> </ul>	Canteen manager

## RISK MATRIX

		CONSEQUENCE				
		Routine	Minor	Moderate	Major	Severe
	Workers	Slight pain and/or discomfort.	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, EAP).	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties. >1 work days lost.	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage.
	Public	Superficial damage to property (e.g. vandalism).	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, counsellor).	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties.	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage.
	Property	Normal wear and tear of property.	Superficial damage to property (e.g. vandalism).	Damage to or theft of property with some discomfort but no disruption to use (e.g. broken window).	Damage to or theft of property with some disruption to use (e.g. flooding).	Major damage to property deeming it unfit for use (e.g. arson).
LIKELIHOOD	<b>Almost Certain</b>	It is almost certain that the risk consequence will occur. E.g. 80% - 100% expectation that the event will occur during the next 12 months.	Medium	Medium	High	Very High
	<b>Likely</b>	It is likely that the risk consequence will occur. E.g. 50% - 80% expectation that the event will occur during the next 12 months.	Low	Medium	Medium	Very High
	<b>Possible</b>	It is possible that the risk consequence will occur. E.g. 30% - 50% expectation that the event will occur during the next 12 months.	Low	Low	Medium	High
	<b>Unlikely</b>	It is unlikely that the risk consequence will occur. E.g. 5% - 30% expectation that the event will occur during the next 12 months.	Very Low	Low	Medium	High
	<b>Rare</b>	The risk consequence will only occur in exceptional circumstances. E.g. less than 5% expectation that the event will occur during the next 12 months.	Very Low	Very Low	Low	Medium

### SECTION 3: COMPETITION ESSENTIALS

PRE-EVENT					
ITEM	PROVIDER	PERSON RESPONSIBLE	DATE (WHEN)	CONTACT	NOTES
Pre-event info (to GNZ) -Judges/coaches list -Event info/entry form	N/A	Jo Miller	July 2018	info@invercargill.com	
Event insurance (public liability)	AIG	Jo Miller	29 May 2018	info@invercargill.com	
First aid/ medical services		Jo Miller Jill McKee			Ensure first aider on site Check re-stock first aid kits
DURING/POST-EVENT					
ITEM	PERSON RESPONSIBLE		DATE (WHEN)	CONTACT	NOTES
Equipment checks	Equipment Manager		4-5 August 2018	info@invercargill.com	
Spectator controls	Floor Manager		4-5 August 2018	info@invercargill.com	
Safety briefings	Floor Manager		4-5 August 2018	info@invercargill.com	
Post event reporting	Event Manager		By 18 August 2018	info@invercargill.com	

**Completed Qualifying Competition Health & Safety Plans need to be submitted to [events@gymnasticsnz.com](mailto:events@gymnasticsnz.com) at least one month prior to the competition.**