

NZ GYMCLUB CHALLENGE 2021 - HEALTH & SAFETY PLAN

SECTION 1: EVENT INFORMATION

COMPETITION: NZ Club Championships	DATE: 8 – 10 th October 2021
LOCATION: Silverfield Pl, Glenfield	CLUB: North Harbour Gymnastic Centre
PRIMARY EVENT MANAGER: Sarita Wood	
CONTACT NUMBER: 0272796490	EMAIL: sarita@nhgym.co.nz
ALTERNATIVE EVENT MANAGERS: Haylee Ross	
FLOOR MANAGERS: Haylee Ross	
PLAN COMPLETED BY: 3 rd October 2021	COMPLETION DATE: 10 th October 2021

Note: 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 PLAN

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
Evacuation Procedures Inability to evacuate safely if required	Major	Low	Medium	<ul style="list-style-type: none"> MC to announce Emergency exit plan before each session Clubs given information on evacuation procedures before competition. 	Event Manager MC
Heavy lifting of equipment	Moderate	Likely	Medium	<ul style="list-style-type: none"> Ensure correct technique is used before moving/lifting anything. Make sure there are enough people to help when lifting and moving equipment 	Floor Manager Equipment Manager
Set up and Layout of the gym	Major	Possible	Medium	<ul style="list-style-type: none"> Equipment manager and floor manager oversee all set up of the gym and moving of apparatus. Floor manager checks before each session that equipment is correct and seating for athletes is not too close to the apparatus and clearly marked. Judges are to check all equipment requirements before the session begins. 	Equipment Manager Floor Managers Event Manager
Trip Hazards	Minor	Likely	Medium	<ul style="list-style-type: none"> Tape cabling to floor Ensure seating and walkways are clear. 	Equipment Manager Floor Manager
Natural Disasters – Earthquake,	Major	Low	High	<ul style="list-style-type: none"> Refer to NZ natural disaster procedures and 	Event Manager

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
Tsunami				<p>deal with evacuation to best of ability.</p> <ul style="list-style-type: none"> • Cancel event if necessary. • Triage first aid according to severity of injury. 	
Athlete injury on equipment during competition	Major	Medium	High	<ul style="list-style-type: none"> • Ensure athletes are not performing moves they are not prepared for. • If slips/falls occur ensure First Aid is delivered by coach, Floor manager, First Aider promptly and call emergency services if needed. 	Event Manager Floor Manager Coaches
Muscle injury – Sprains, Strains	Medium	High	Medium	<ul style="list-style-type: none"> • Athletes to warm up properly before competition • RICE as needed 	Floor Manager Coach
Other Medical Events	High	Medium	Medium	<ul style="list-style-type: none"> • Athletes to carry medication on competition floor and administer if needed. • If a severe medical event occurs call 111 and administer first aid if able until help arrives. 	Event Manager Floor Manager
Relevant information not being communicated effectively	Medium	Medium	Medium	<ul style="list-style-type: none"> • Rules and Format to be briefed to coaches and judges before each session. • E-mail to be sent out a week before outlining the event and the expectations of the coaches at the event. 	Floor Manager Event Managers

HAZARD	CONSEQUENCE	LIKELIHOOD	RISK LEVEL	MITIGATION/CONTROLS	PERSON RESPONSIBLE
Risk of vulnerable people being videoed, photographed.	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> • Cover in briefings 	MC
Audience Behaviour (ie-violence, anti social behaviour)	Medium	Medium	Medium	<ul style="list-style-type: none"> • Coaches to be briefed on decisions of event personal to be final e.g. judges decisions • Intervention by event manager • Removal of participant from venue 	Event Managers
Venue Temperature being too hot/cold	Minor	Possible	Low	<ul style="list-style-type: none"> • If too hot open all exit doors • If too cold turn heating on an hour before event and close all doors. Dress accordingly. • Encourage athletes to wear tracksuits in between each apparatus 	Event Manager Floor 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	Almost Certain	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	Very High
	Likely	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	High	Very High
	Possible	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	High
	Unlikely	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	Medium	High
	Rare	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	Medium

PRE-EVENT

ITEM	PROVIDER	PERSON RESPONSIBLE	DATE (WHEN)	CONTACT	NOTES
	N/A				
Event insurance (public liability)		CEO – Mike Thompson			
First aid/medical services		Sarita Wood/Tiffany Franklin			

DURING/POST-EVENT

ITEM	PERSON RESPONSIBLE	DATE (WHEN)	CONTACT	NOTES
Equipment checks	Haylee Ross, Tracey Boakes	7-10 OCTOBER		
Spectator controls	MC, Floor Managers, Coaches	8 – 10 OCTOBER	Richard Wood	
Safety briefings	E-mail sent out prior to event explaining seating to all attendees. Coaches and Judges procedure e-mail sent out prior to event. All coaches and Judges briefed again before each session.	1 ST OCTOBER 8 – 10 OCTOBER	Haylee Ross Sarita Wood	
Post event reporting	Sarita Wood	31 OCTOBER		