

# HEALTH & SAFETY



<b>TITLE:</b>	<b>BMX New Zealand Risk Management Plan for Club Events &amp; Gatherings</b>	
<b>PURPOSE:</b>	To list all hazards related to a BMX events, both real and potential, determine their hazard rating and provide a means to control each of those hazards. BMX Events include Club, Local & Regional Race meetings, Club Nights (e.g. training, gates etc)	
<b>RELATED DOCUMENTS:</b>	Rider Event Entry (Declaration) forms BMXNZ Code of Conduct for Riders BMXNZ Code of Conduct for Parents/Guardians BMXNZ Rule Book (Latest version) BMXNZ Accident/Incident/Near Miss register BMXNZ Incident Form	BMXNZ Hazard register BMXNZ Corrective and Preventative Action Form (CAPA) BMXNZ Club Team Manager register BMXNZ Race Officials Contact List St Johns Injury/Treatment Report BMXNZ Emergency Response Form Health and Safety at Work Act 2015

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible

**SAFETY FOR THE RIDERS, OFFICIALS AND THE PUBLIC**

<b>1</b>	Riding BMX bike on race track	Accident/Injury occurs while riders are on course practice or racing	<b>M</b>	<ul style="list-style-type: none"> <li>Riders to wear safety gear as per current BMXNZ Rule Book Sections 2.023-2.031 - Clothing &amp; Equipment, 2.032-2.038 – Bicycles</li> <li>Call Up and Staging officials to enforce all safety rules.</li> <li>Marshalls to be available at all strategic locations, to the satisfaction of the meeting Commissaire or Session Manager.</li> <li>Marshalls carrying flags &amp; vests have required Marshall training.</li> <li>Emergency Response Staff on site ***Level of medical staff on hand to match level of event***                             <ol style="list-style-type: none"> <li>For Local &amp; Regional Race Meetings use the BMXNZ first aid allocation formula to determine level of emergency response staff prior to event. With First Response vehicle with full Ambulance equipment is a preferable on site</li> <li>For Club Sessions First Aid responders to be available &amp;</li> </ol> </li> </ul>	Prior to event and during event/session	Meeting Commissaire, Club Session Manager, Marshals & First Aid responders
----------	-------------------------------	--	----------	---	---	--

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
				<p>have registered First Aid certificate.</p> <p>3. All injuries are to be recorded by contracted First Aid care or Club First Aid responder. First Aid staff to monitor, record and have information for concussion &amp; suspected concussion. Concussion to be reported to BMXNZ Officiating team or EO.</p> <p>4. A post-course report on injuries and any safety recommendations is sent to the BMXNZ.</p> <ul style="list-style-type: none"> <li>• Meeting Commissaire or Club Session Manager to check and approve track and immediate surroundings prior to start of practice and racing. Any safety need to be carried out &amp; completed prior to event/session.</li> <li>• Opportunity for riders to ride on the event track prior to the race meet, and basic training provided for those involved in club sessions.</li> </ul>		
2	Concussion Awareness	Not able to recognise the symptoms of Concussion.	<b>H</b>	<ul style="list-style-type: none"> <li>• Be familiar with the Concussion awareness guidelines on the BMXNZ website, Health and Safety pages.</li> <li>• Print off Concussion Awareness Pocketcard and have available for senior race officials and club first aid officers.</li> </ul>	Prior, during and after session	Session manager & Volunteer Marshals
3	Attendance & facility use by the General Public	<p>Lack of awareness by the general public of what is involved in BMX racing and the tracks being used.</p> <ul style="list-style-type: none"> <li>• Public entering the track area during practice or racing, causing danger to both public and riders.</li> <li>• The viewing public in areas where riders could exit the track causing injury to both public and riders.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>• During an event, race area fully fenced off. "No Public Access" signs to be clearly displayed and Public Address system to regularly announce restricted areas.</li> <li>• Only entered riders, accredited officials and first aid officers are to be permitted within the restricted track area.</li> <li>• During Club sessions, marshals &amp; club session managers to actively manage rider/spectator movements &amp; interaction.</li> </ul>	Prior and during event	Meeting Commissaire, Club Session Manager Marshals, Event commentator, Club helpers
4	Riders using their bikes in the public areas	Riders returning to their club areas, doing warm ups, or just riding around the event area, can endanger others at the event.	<b>L</b>	<ul style="list-style-type: none"> <li>• For Race Meetings, thorough race briefing to all riders making them aware of the danger they pose to others around the viewing areas, club tent areas and car park.</li> <li>• Designated "walk only" or "no riding" zones instigated</li> </ul>	Meet Briefing Meetings, During meeting or session	Meeting Commissaire, Club session manager Event commentator, Club helpers

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
				<ul style="list-style-type: none"> <li>A separate warm up area is to be provided so riders and public are protected from each other. This area is to be coned off and have relevant use rules. All safety gear must be worn.</li> <li>During Club sessions, marshals &amp; club session managers to actively manage rider/spectator movements &amp; interaction.</li> </ul>		
5	Bikes not in use.	Race bikes are a trip hazard when not in use, for both event participants and the general public.	L	<ul style="list-style-type: none"> <li>When not in use bikes must be in controlled areas at the rear or beside the club tents away from designated access ways</li> <li>No bikes to be left in the viewing areas, against the spectator fencing in spectator access ways.</li> </ul>	Meet Briefing Meetings, During meeting or session	Meeting Commissaire, Club session manager Event commentator, Club helpers
6	Animals & pets	<p>Wandering animals, mainly dogs not under control, entering the race area, causing a collision with riders.</p> <p>Animal behaviour, mainly dogs not under control, causing distress or nuisance to people in general.</p>	H	<ul style="list-style-type: none"> <li>Club to manage animals &amp; pets within the event/club facility at all times during the event or session</li> <li>All animals must be restrained while near the track or any cycles being used &amp; all dogs must be on a leash at all times.</li> <li>Unattended or uncontrolled animals will be removed from the BMX facility. Owners with unrestrained animals on hand will be asked to remove their animals from the facility.</li> </ul>	During event or session	Meeting Commissaire, Club session manager Event commentator, Club helpers
7	Use of Motor Vehicles	<p>Motor vehicles coming into contact with riders and spectators.</p> <p>Vehicle Security</p>	M	<ul style="list-style-type: none"> <li>For events parking layout and event specific requirements to be pre-advised to clubs prior to event. Updates will be advised to entrants via e-mail or online sites.</li> <li>For events, follow Traffic Management plans if relevant to event, provided by club.</li> <li>For events &amp; Club session general address announcements on carpark safety for the general public &amp; entrants.</li> <li>Ensure vehicles locked when not in use. Do not leave any items visible in car.</li> </ul>	Prior, during and after event or session	Meeting Commissaire, Club session manager Event commentator, Club helpers
<b>SPECTATOR AND GENERAL PUBLIC FACILITIES</b>						
1	Event club and spectator facilities.	Facilities area not a suitable environment for officials, riders or spectators	M	<ul style="list-style-type: none"> <li>Club to regularly review facility for risks &amp; manage accordingly.</li> <li>Any shortcomings or concerns to be documented, solutions found, activated within agreed timeframes well in advance of any event or before next session</li> <li>Any critical risk to be resolved immediately. Event or session to be held up until risk is removed or negated.</li> </ul>	Prior and during & after any event or session	Meeting Commissaire, Club session manager, Track Manager, Facility Managers
2	Bad weather	Bad weather potentially putting riders at risk during event	M	<ul style="list-style-type: none"> <li>Weather forecast monitored in lead up to any event or session.</li> <li>Participants advised to prepare for all conditions and have</li> </ul>	Prior or during event/session	Meeting Commissaire, Club session manager,

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
				adequate food/water/sunscreen and clothing. <ul style="list-style-type: none"> <li>In event of weather conditions deteriorating, making riding on the track too dangerous for riders/officials, Commissaire to meet with key officials to determine course of action.</li> <li>Decision will be agreed to by main stakeholders (Commissaire, Track Manager, Session Manager), if to continue/postpone or cancel event or session.</li> </ul>		Track Manager, Facility Managers
3	Venue Hygiene	Rubbish and Portable & Permanent Toilets	L	<ul style="list-style-type: none"> <li>For events sufficient toilets to be available. For club session, facilities close by available for riders &amp; supporters.</li> <li>For events toilets portable or permanent to be inspected several times each day, toilet paper and hand cleaner/sanitiser restocked as required.</li> <li>PA announcements to explain rubbish disposal policy, or zero waste target at events. For clubs to have visible rubbish bins easily accessible.</li> <li>Hand washing/sanitising stations to be provided, with or without pandemic alert level requirements. PA announcements to promote their use.</li> </ul>	Prior to and during event or session	Meeting Commissaire, Club session manager Event commentator, Club PA announcer & Club Helpers
4	Hosting a Local or Regional Race Meeting	Hosting a sub-standard meet.  Host club running at a loss.	L  L	<ul style="list-style-type: none"> <li>Region Association &amp; region clubs to work together &amp; build event knowledge, skills &amp; event/financial plans.</li> <li>Each club to provide realistic budget figures and consider all potential revenue streams.</li> <li>Region Association to assist with planning where needed &amp; region clubs assist with event where needed.</li> </ul>	Prior & during event.	Region Coordinator, Club region reps, Club event managers & team.
5	Communication	Lack of communication between event/session Managers & Club helpers	L	<ul style="list-style-type: none"> <li>For events, Commissaire to manage pre-event briefing to communicate all requirements. Supply a printed "event info sheet" if needed.</li> <li>Action an open and clear communication style, to make it easy to engage all people.</li> <li>Regular communications/updates between Club &amp; members or Club &amp; Sport regarding meeting or session.</li> </ul>	Prior & during event or session	Meeting Commissaire, Club session manager Event commentator, Club PA announcer & Club Helpers
<b>GENERAL MANAGEMENT RISKS AND PROCEDURES</b>						

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
1	Neighbourhood disturbance	Noise  Traffic flows	L  M	<ul style="list-style-type: none"> <li>Ensure the event or session doesn't cause excessive noise or other nuisance impact on track neighbours. Use public &amp; Council notices to mitigate concerns. Respond to concerns through Council.</li> <li>Mitigate any potential traffic flow or parking issues by continuous management &amp; review with local Council traffic and parks managers, and seek solutions to any likely issues. Follow Council Traffic Consent procedure as necessary.</li> </ul>	At all times of Club use of facility	Club Committee & Track Manager, Meeting Commissaire, Club session manager, Club Helpers
2	Security	Riders/Officials/Public possessions could be stolen.  Equipment left behind.	L  L	<ul style="list-style-type: none"> <li>For events, promote a security focused culture using the commentators</li> <li>Club members to be vigilant on who is around the event site and if they are appropriate.</li> <li>Provide lost and found service.</li> </ul>	Ongoing & throughout event or session	Club, Club Committee, Meeting Commissaire, Club session manager, Club Helpers
3	Stressed riders and parents.	Inappropriate conduct by parents, guardians or riders that could bring Club or Sport into disrepute  Smoking, Alcohol, Drugs use.	L  M	<ul style="list-style-type: none"> <li>Rider and parent/guardian Code of Conduct documents to be sent to clubs. Updates &amp; reminded to be sent frequently.</li> <li>Set clear expectations at Annual General Meetings.</li> <li>No inappropriate use of social media.</li> <li>No smoking, drinking of alcohol, use of drugs, by anyone attending the event, while at the venue.</li> <li>Provide a smoking area close to, but outside the venue, away from the track, staging, team pit and viewing areas.</li> </ul>	Ongoing & throughout event or session	Club, Club Committee, Meeting Commissaire, Club session manager, Club Helpers
4	Notifiable Accident	Serious Harm Accident/incident	C	<ul style="list-style-type: none"> <li>Emergency Response Staff on site to attend &amp; manage.</li> <li>If death or serious injury occurs notification to BMXNZ is required: Contact <b>0212707199</b> or <a href="mailto:admin@bmxnz.co.nz">admin@bmxnz.co.nz</a></li> <li>WorkSafe to be notified</li> <li>Complete appropriate BMXNZ accident/incident forms, request copies from attending Emergency Response Staff report.</li> </ul>	After accident	Club Committee & Track Manager, Meeting Commissaire, Club session manager, Club Helpers
5	Civil Emergency	Natural disaster (flood, fire, earthquake etc), Civil unrest	H	<ul style="list-style-type: none"> <li>Have available and advise attendees, location of group assembly point. This location must be a safe area free from potential hazards (in the event of fire, flood, earthquake or other event). It should also have ready access for emergency services and be suitable for further evacuation.</li> <li>Follow any local Council requirements and liaise with Councils</li> </ul>	Ongoing throughout event	Chief Commissaire, Race Director and Host Club Meeting Manager, Event commentator

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
				for suitable locations and procedures.		
6	Pandemic	Community spread of biohazard such as virus or bacteria.	<b>As defined by MoH</b>	<ul style="list-style-type: none"> <li>• Respond as required by current level of public risk. This may vary from Level 1 to Level 4. From Level 2 and above, race meets and even club gatherings may not be permitted.</li> <li>• The minimum requirement for risk management is good hygiene. Provide adequate hand washing/sanitising facilities and regularly clean frequently touched surfaces.</li> <li>• Provide appropriate PPE for officials if mandated.</li> <li>• Pre-event communication of rider and attendee responsibilities under any potential Pandemic alert level.</li> <li>• Check for the latest information which may change over time. Information can be viewed here: <a href="https://www.health.govt.nz/our-work/diseases-and-conditions">https://www.health.govt.nz/our-work/diseases-and-conditions</a></li> </ul>	Prior to, and during event	Race Director, Host Club Meeting Manager, BMXNZ EO

**BMX NEW ZEALAND**

# HEALTH & SAFETY



## **Risk Management Notes to accompany RAMS Form**

Risk management is a clear, documented process to identify risk, set an acceptable level for risk and take steps to minimise risk.

The purpose of this Risk Management Plan is primarily to ensure all parties, riders, officials, supporters and the general public, are as safe as possible during the course of an event. A plan is required by BMXNZ in order to ensure that adequate safety standards are met for Officials, contractors, clubs, volunteers, parents, coaches, riders and all who attend the event.

### **The Eight Steps to Risk Management**

1. Identify the scope and stakeholders
2. Identify the risks and their likely causes
3. Identify controls for each risk
4. Perform a risk analysis
5. Evaluate the risks
6. Write a risk management plan
7. Implement and communicate the risk management plan
8. Monitor and review

## 1. Identify Stakeholders

These are the people impacted upon by your events:

- Riders, officials, parents and supporters
- UCI, CyclingNZ and BMXNZ
- Affiliated BMX Clubs
- Spectators and general public
- Local community
- Sponsors
- Local authorities
- Venue/facility owners

## 2. Identify the Risks - 'what can go wrong and how can it happen'

Link this step to the people you have identified above and then ask the questions:

- What is the probability of the identified risk causing harm?
- What legal obligations could we risk breaching?

Once you have a list of risks work out what might cause these risks to happen. Consider who holds responsibility for identifying the specific risks.

## 3. Identify control measures for each risk: Hierarchy of controls;

Once the hazards are identified, you need to decide whether to continue with the activity.

If you are to continue, then you need to manage each hazard. The law requires you to manage or mitigate (to make less severe) each hazard using a hierarchy of controls. This means that you need to consider in order whether you can:

1. Eliminate the hazard.
2. Minimise the hazard. The previously used term "Isolate" is now considered a form of minimisation as the hazard still exists though exposure has been reduced.

Eliminating all hazards in the outdoors is unlikely and would often defeat the purpose of the activity anyway. For example, would BMX Racing be the same if there was no risk at all?



Often you need to step down your controls from elimination to minimisation, e.g. it may be difficult to totally eliminate the possibility of a rider falling off their bike, however the impact of this activity can be minimised through the correct use of clothing and protective equipment, training, plus track and race rules.

Although the hazard may still exist, the probability of this hazard causing harm is minimised. These controls or management measures will normally be entered alongside the identified hazards on a risk management form.

However, if the hazards are too great to manage at an acceptable level, it may be necessary to modify the track facilities or make changes to bring hazards to manageable levels.

#### 4. Perform a Risk Analysis;

You've identified the risks and how to manage them, now you need to work out how likely the risks are to become reality and the likely impact if they did.

- What risk management is in place?
- How often does/will each incident happen?
- What would the outcome be if the risk happened?

#### 5. Evaluate the risks.

##### Likelihood of Risk;

This is not an exact science and can change depending upon changes in weather, environmental conditions etc.

- |                      |  |                    |   |
|----------------------|--|--------------------|---|
| <b>Probable</b>      | – the risk has a 90%+ likelihood of happening            | <b>Very likely</b> | – the risk incident has a 70-89% likelihood of occurrence |
| <b>Possible</b>      | – the risk incident has a 30-69% likelihood of happening | <b>Unlikely</b>    | – the risk has a 5-29% likelihood of happening            |
| <b>Very Unlikely</b> | – the risk has less than a 5% likelihood of happening    |                    |   |

##### Degree of Harm (Impact of Risk);

- |                      |   |
|----------------------|---|
| <b>Extreme</b>       | – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks.                |
| <b>Serious</b>       | – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care.                        |
| <b>Moderate</b>      | – Dislocation/simple fractures of ribs/limbs, medical assistance on site/hospital/GP, participant does not continue event, recovery of 1-6 wks. |
| <b>Minor</b>         | – Contusions, sprains, lacerations, minor first aid, and participant continues event, less than 1 week's recovery.                              |
| <b>Property Only</b> | – Bruises, grazes, participant continues event, no recovery time or medical assistance.   |

HAZARD RATING MATRIX						
		LIKELIHOOD				
		PROBABLE	VERY LIKELY	POSSIBLE	UNLIKELY	VERY UNLIKELY
HARM	EXTREME	CRITICAL	CRITICAL	CRITICAL	CRITICAL	HIGH
	SERIOUS	CRITICAL	CRITICAL	CRITICAL	HIGH	HIGH
	MODERATE	CRITICAL	CRITICAL	HIGH	HIGH	HIGH
	MINOR	HIGH	HIGH	MEDIUM	MEDIUM	LOW
	PROPERTY ONLY	MEDIUM	MEDIUM	LOW	LOW	LOW

### Overall Risk Level

Use the above risk matrix to determine the overall level of risk for each hazard. Plot the likelihood and the Degree of Harm and identify where they intersect.

Red = critical risk

Orange = high risk

Yellow = moderate risk

White = low risk

If there are a high proportion of critical risk levels, then revisit your controls and re-assess to see if there are other ways to minimise risk.

### 6. Risk Management Plan (written) should now be complete.

### 7. Implement and Communicate the Risk Management Plan;

The greater the information and awareness of risks involved in a particular event; then the greater the likelihood those risks will be minimised. Communicate clearly – particularly with those you have given roles of responsibility too. All participants should be made aware of the risks involved.

### 8. Monitor and Review

The Risk analysis is open to change: – changes in weather, environment, the profile of participants etc., can all have an impact on the levels of risk. Stay on top of the context of the event and adapt plans accordingly. Monitor and follow up your event, reviewing any incidents, speaking to participants, speaking to key personnel in order to improve the risk management of future events.

**All RMPs are to be reviewed annually, and when other hazards are identified for management.**

VERSION	DATE	PERSON REVIEWING	REVIEW NOTES
1	1-Aug-2016	Dion Ernest/Steve Adair	New document
2	1-Jul-2020	Warren Boggiss/Steve Adair	General review. Concussion awareness, Civil emergency and Pandemic sections added. Term "Isolation" removed from Hazard Controls.

Signature of Event Risk Management Plan Assessor	Signature of BMX New Zealand H&S Manager (for approval)
Print Name	Print Name
Date	Date