BMX NEW ZEALAND

HEALTH & SAFETY

TITLE:	**BMX-NZ Affiliated Club Facilities Risk Management Plan**	
PURPOSE:	To list all hazards at a specific BMX Club's track and facilities, both real and potential, determine their hazard rating and provide a means to control each of those hazards. It must be remembered the facility is open to the public 24/7, and as such, must be made as safe as possible for the general public, who are likely ignorant of the hazards associated with a BMX track.	
RELATED DOCUMENTS:	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 Corrective and Preventative Action Form (CAPA) (Includes Incident form and track sign off Form)	BMXNZ Hazard register CNZ Child Protection Policy – 2015 01 First Aid Supplier Injury/Treatment Report BMXNZ Emergency Response Form

Activity		Hazard	**Risk** (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
SAFETY FOR THE GENERAL PUBLIC							
1	Riding any bike on the track	• Falling from bike	**H**	• Signage advising Riders MUST wear a minimum standard of safety gear and recommended clothing. • Sign to include general warning of the risks and that users riding the track accept the risk. "Ride at your own risk". • All Safety signage to be in full view of anyone who is at risk, and may needed at multiple entry point to the facility. • Track not safe to ride in poor light conditions.	Minimised	Permanent	Club Committee
		• Suitability of each bike	**M**	• Signage recommending suitable style of bike.	Minimised	Permanent	Club Committee
		• Riders running into each other	**M**	• Signage to instruct riders of direction of travel on the track. Including where to start and finish.	Minimised	Permanent	Club Committee

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
				• No stopping in the middle of the track.			
2	Start Ramp /Start Gate	Falling from top of ramp	**H**	• Up ramp, and potential fall areas at the top and the sides of the down ramp, to have fences or barriers to prevent falls, must conform to building code for height over 1.5m	Isolated	Permanent	Club Committee
		Accident due to speed down ramp	**C**	• Ramps above 5m in height, to be fenced off when not in club use. (height measured from top of ramp, not from the position of the gate). • Ramps of 5m or less in height to be fenced off if the first obstacle/jump is considered too technical , or the ramp too steep for untrained riders.	Isolated	After each club event	Club Committee
3	Rider friendly track surface	Ruts, loose stones and lime, wet (soft)patches, other track obstructions	**L**	• Inspect track following all club activities, and leave in a safe condition. • If unsafe for general public riding, set out "Track Closed" signs in obvious locations.	Minimised	After each event	Club Committee
4	Bad weather	Wet (soft)patches, which can damage the track and cause riders to fall off bikes	**L**	• Inspect track following extreme weather events. If unsafe for general public riding, set out multiple "Track Closed" signs. • Wet track conditions covered by main signage.	Minimised	After each weather event	Club Committee
5	Security - Public access to tools and Equipment	• Loss of or damage to equipment • Public being harmed by equipment.	**M**	• Check for tools left out, and ensure all tools and equipment locked in secure building(s). • Always double check door and locks after each event or club use. • Use check sheet to sign off track clearance following a meet. (CAPA form will do this).	Isolated	At each event	Club Committee
6	Animals	Wandering animals, mainly dogs not under control, entering the track, causing a collision with riders.	**M**	• Signage: "Dogs must be on a leash".		Permanent	Committee Local Authority
7	Use of Motor Vehicles	• Motor vehicles coming into contact with riders and spectators. • Vehicle causing damage to track.	**L**	• Track area to be kept free of vehicles. • Track gates to be kept closed for vehicle access. • Track or facility to be protected by fences or bollards to prevent malicious vehicle access.	Isolated	After each event	Club Committee
GENERAL PUBLIC FACILITIES							

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Hazard Outcome	Further Action Required	
#	Description					By When	Person Responsible
1	Track Hygiene	Rubbish and Public toilets, if Club responsibility.	L	• Ensure these are left in a clean and useable condition.	Minimised	After each event	Club Committee
INCIDENT REPORTING							
1	Notifiable Accident	Serious Harm Accident/incident		• If death occurs the **Emergency Response** is to ring EO BMX-NZ **Dion Ernest 0212707199** or dion@bmxnz.co.nz • WorkSafe to be notified • Complete appropriate accident/incident forms	•	After accident	BMX-NZ EO Board Chair

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 members of the general public, are not exposed to undesired hazards while taking part in casual use of the BMX track facilities.

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:

- BMX-NZ Affiliated Club.
- UCI, Cycling-NZ and BMX-NZ
- 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. Isolate the hazard, (under the present legislation, this is a form of minimization, as the Hazard still exists.)
3. Minimise the hazard.

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 isolation or 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.

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

Degree of Harm (Impact of Risk);
Extreme – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks.
Serious – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care.
Moderate – Dislocation/simple fractures of ribs/limbs, medical assistance on site/hospital/GP, participant does not continue event, recovery of 1-6 wks.
Minor – Contusions, sprains, lacerations, minor first aid, and affected person is not significantly impaired, less than 1 week's recovery.
Property Only – Bruises, grazes, but affected person is able to continue riding, 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 activity; then the greater the likelihood those risks will be minimised. Communicate clearly . All people using the facilities should be made aware of the risks involved.

8. Monitor and Review

The Risk analysis is a live document that is reviewed and updated regularly: – changes in weather, environment, changes to the track and facilities etc., can all have an impact on the levels of risk. Review any incidents, and make appropriate changes as required.

All RMPs are to be reviewed every six months, and when other hazards are identified for management.

VERSION	DATE	PERSON REVIEWING	REVIEW NOTES
DRAFT	2016 05 02	SJ Adair	
1	2016 11 02	SJ Adair	Final version completed during H&S workshop 1-3 November 2016.

Signature of Risk Management Plan Assessor Print Name Date	Signature of Cycling New Zealand Management (for approval) Print Name Date