

HEALTH & SAFETY



TITLE:	BMX New Zealand Risk Management Plan for Team Training Session	
PURPOSE:	To list all hazards related to a BMX training session, both real and potential, determine their hazard rating and provide a means to control each of those hazards. This BMX session includes training, testing of riders & gates.	
RELATED DOCUMENTS:	Rider Session attendance (Rego) forms BMXNZ Code of Conduct for Riders BMXNZ Code of Conduct for Parents/Guardians BMXNZ Rule Book (Latest version) Incident Form	Hazard register Corrective and Preventative Action Form (CAPA) First Aid Injury/Treatment Report Emergency Response Form

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

1	Riding BMX bike on race track	Accident/Injury occurs while riders are on course training, practice or racing	M	<ul style="list-style-type: none"> Riders to wear safety gear as per BMXNZ Rule Book Sections 2.023-2.031 - Clothing & Equipment, 2.032-2.038 – Bicycles Trainers, Coaches & Managers to enforce all safety rules. Trainers, Coaches & Volunteers to be available at all strategic marshal locations, to the satisfaction of Session Manager. Marshalls have basic Marshall training. Emergency Response Staff on site ***Level of medical staff on hand to match level of event*** <ol style="list-style-type: none"> For Training Sessions, First Aid responders to be available & have registered First Aid certificate. (At least one registered First Aid person per 20 riders) All injuries are to be recorded by First Aid person on hand. First Aid staff to monitor, record and have information for concussion & suspected concussion. Concussion to be reported to BMXNZ EO. A post-course report on injuries and any safety recommendations is sent to the BMXNZ. 	Prior to event and during event/session	Trainers, Coaches & Session Manager, Volunteer Marshals & First Aid responders
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				<ul style="list-style-type: none"> • Session Manager to check and approve track and immediate surroundings prior to start of practice and racing. Any safety need to be carried out & completed prior to event/session. • Opportunity for riders to ride on the event track prior to the training sessions. 		
2	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"> • Public entering the track area during practice or racing, causing danger to both public and riders. • The viewing public in areas where riders could exit the track causing injury to both public and riders. 	L	<ul style="list-style-type: none"> • During session, training area signposted “No Public Access” signs to be clearly displayed. • Only entered riders are to be permitted within the restricted track area. • During sessions, marshals & session managers to actively manage rider/spectator movements & interaction 	Prior and during session	Session Manager Volunteer Marshals
3	Riders using their bikes in the public areas	Riders returning to their pit areas, doing warm ups, or just riding around the event area, can endanger others at the event.	L	<ul style="list-style-type: none"> • Pre-session briefing to all riders making them aware of the danger they pose to others around the viewing areas, pit areas and car park. • Designated “walk only” or “no riding” zones instigated if required • If required 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. • During sessions, volunteer marshals & session manager to actively manage rider/spectator movements & interaction 	Pre-session Meeting & During session	Session manager & Volunteer Marshals
4	Bikes not in use.	Race bikes are a trip hazard when not in use, for both other riders and the general public.	L	<ul style="list-style-type: none"> • When not in use bikes must be in controlled areas at the rear and away from designated access ways • No bikes to be left in the viewing area/spectator access ways. 	Pre-session Meeting & During session	Session manager & Volunteer Marshals
5	Rider Health	<p>Dehydration</p> <p>Medical Conditions – including asthma, allergies, past accident</p> <p>Injury</p> <p>Illness causing fatigue or mental</p>	H	<ul style="list-style-type: none"> • Provision/carrying of safety equipment • Environmental conditions monitored – appropriate provision/use of shelter, lighting, clothing • Mobile phones/radio available for use • Provision of sunscreen. 	Prior, during and after session	Session manager & Volunteer Marshals

Activity		Hazard	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
#	Description				By When	Person Responsible
		stress/unfocused Sunburn/heatstroke		<ul style="list-style-type: none"> • Disclosure form completed and adhered to – riders of inappropriate health status not allowed to participate • First aid kit provided • Qualified first aider on-site • Monitoring & assessment of riders before, during and after session 		
6	Concussion Awareness	Not able to recognise the symptoms of Concussion.	H	<ul style="list-style-type: none"> • Be familiar with the Concussion awareness guidelines on the BMZNZ website, Health and Safety pages. • Print off Concussion Awareness Pocketcard and have available for senior race officials and club first aid officers. 	Prior, during and after session	Session manager & Volunteer Marshals
7	Animals & pets	Wandering animals/pets, mainly dogs not under control, entering the training area, causing a collision with riders. Animal behaviour, mainly dogs not under control, causing distress or nuisance to people in general.	H	<ul style="list-style-type: none"> • Session Manager to advise on control requirements of animals & pets within the facility at all times during the session • All animals must be restrained while near the track or any cycles being used & all dogs must be on a leash at all times. • Unattended or uncontrolled animals will be removed from the BMX facility. Owners with unrestrained animals on hand will be asked to restrain or remove their animals from the facility. 	Pre-session Meeting & During session	Session manager
8	Use of Motor Vehicles	Motor vehicles coming into contact with riders and spectators. Vehicle Security	M	<ul style="list-style-type: none"> • Session Manager general address to attendees on carpark safety for the general public & entrants at pre-session meeting. • Ensure vehicles locked when not in use. Do not leave any items visible in car. 	Prior, during and after session	Session manager
SESSION GENERAL FACILITIES						
1	Session facilities.	Facilities area not a suitable environment for officials, riders or spectators	M	<ul style="list-style-type: none"> • Session Manager to review facility of risks & manage accordingly prior to session. • Any shortcomings or concerns to be documented, solutions found, activated within agreed timeframes before next session • Any critical risk to be resolved immediately. Session to be 	Prior and during & after session	Session manager

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				stopped up until risk is removed or negated.		
2	Bad weather	Bad weather potentially putting riders at risk during session	M	<ul style="list-style-type: none"> Weather forecast monitored in lead up to any session. Participants advised to prepare for all conditions and have adequate food/water/sunscreen and clothing. In event of weather conditions deteriorating, making riding on the track too dangerous for riders/officials, Session Manager to determine course of action. Decision will be agreed to by main stakeholders (Coaches, Trainers, Session Manager & Club Rep.), if to continue, postpone or cancel event or session. 	Prior or during session	Session manager, Coach, Trainers, Club Rep.
3	Venue Hygiene	Rubbish and Portable & Permanent Toilets	L	<ul style="list-style-type: none"> For session toilets to be available for riders & supporters. Session Manager to advise on rubbish disposal & toilet locations. 	Prior to session	Session manager
4	Communication	Miscommunication between Session Managers & other session volunteers, trainers, coaches & riders creating clashes of riders or breakdown of session.	L	<ul style="list-style-type: none"> Session Manager to hold pre-session briefing to communicate all requirements. Action an open and clear communication style, to make it easy to engage all people. 	Prior & during session	Session manager
GENERAL MANAGEMENT RISKS AND PROCEDURES						
1	Neighbourhood disturbance	Noise	L	<ul style="list-style-type: none"> Ensure the event or session doesn't cause excessive noise or other nuisance impact on track neighbours. Mitigate any potential traffic flow or parking issues by continuous management & review during session. 	Prior & during session	Session manager
		Traffic flows	M			
2	Security	Riders/Officials/Public possessions could be stolen.	L	<ul style="list-style-type: none"> For session, promote a security focused culture using the pre-session meeting Riders, parents & session mangers to be vigilant on who is around the event site and if they are appropriate. Provide lost and found service. 	Prior & during session	Riders, Parents & Session mangers
		Equipment left behind.	L			

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3	Stressed riders and parents.	Inappropriate conduct by parents, guardians or riders that could bring Sport into disrepute Smoking, Alcohol, Drugs use.	L M	<ul style="list-style-type: none"> Rider and parent/guardian Code of Conduct documents to be provided to all attendees. Set clear expectations at pre-session meetings. No inappropriate use of social media. No smoking, drinking of alcohol, use of drugs, by anyone attending the session, while within the facility. Provide a smoking area close to, but outside the facility, away from the track, staging, team pit and viewing areas. 	Ongoing & throughout event or session	Session manager
4	Notifiable Accident	Serious Harm Accident/incident	C	<ul style="list-style-type: none"> Emergency Response Staff on site to attend & manage. If death or serious injury occurs notification to BMXNZ is required: Contact 0212707199 or admin@bmxnz.co.nz WorkSafe to be notified Complete appropriate BMXNZ accident/incident forms, request copies from attending Emergency Response Staff report. 	After accident	Session manager
5	Pandemic	Community spread of biohazard such as virus or bacteria.	As defined by MoH	<ul style="list-style-type: none"> 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. The minimum requirement for risk management is good hygiene. Provide adequate hand washing/sanitising facilities and regularly clean frequently touched surfaces. Provide appropriate PPE for officials if mandated. Pre-event communication of rider and attendee responsibilities under any potential Pandemic alert level. Check for the latest information which may change over time. Information can be viewed here: https://www.health.govt.nz/our-work/diseases-and-conditions 	Prior to, and during event	Race Director, Host Club Meeting Manager, BMXNZ EO

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.

- Probable** – the risk has a 90%+ likelihood of happening
- Possible** – the risk incident has a 30-69% likelihood of happening
- Very Unlikely** – the risk has less than a 5% likelihood of happening
- Very likely** – the risk incident has a 70-89% likelihood of occurrence
- Unlikely** – the risk has a 5-29% 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 participant continues event, less than 1 week’s recovery.
- Property Only** – 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	2
1	1-Aug-2016	Dion Ernest/Steve Adair	New document
2	26-Aug-2020	Dion Ernest/Steve Adair	General review. Concussion awareness 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