

BMX NEW ZEALAND

HEALTH & SAFETY



TITLE:	BMX New Zealand Risk Management Plan for New Riders and Open Days	
PURPOSE:	To list all hazards related to a Young Riders (Sprockets/Striders) and New Comers to the sport of BMX, both real and potential hazards, determine their hazard rating and provide a means to control each of those hazards. New Comers could be Strider Riders, Sprockets, or older children or adults trying out the sport for the first time. This RMP also covers any Club Open Days, where BMX Clubs hold a 'have a go' day or similar promotional event.	
RELATED DOCUMENTS:	Rider Event Entry (Declaration) forms BMXNZ Code of Conduct for Riders BMXNZ Code of Conduct for Parents/Guardians 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 BMXNZ Rule Book (Latest version)

#	Activity	Hazard/Risk	Risk (C-H-M-L)	Control Measures (either in place or required)	Further Action Required	
	Description				By When	Person Responsible
1	Riding BMX bike on race track	<ul style="list-style-type: none"> Low skill level for BMX obstacles 	M	<ul style="list-style-type: none"> Training delivered as appropriate to individual and group ability, with riders to qualify for track riding and gate start before taking part in these activities. Officials must be satisfied an individual rider has the ability and confidence to ride safely. Parental consent & disclosure considered. Immediate observation & action to address issue by coach and/or officials. Riders of inappropriate ability not allowed to use start gate or race against other riders. Riders to wear safety gear as per BMXNZ Rule Book Sections 2.023-2.031 - Clothing & Equipment, 2.032-2.038 – Bicycles Call Up and Staging officials to enforce all safety rules. Marshalls to be available at strategic locations, to the satisfaction of the Session/Event Manager. Marshalls carrying radios/flags/ and vests have required Marshall and Radio training. Emergency Response Staff on site, Level of medical staff on hand to match level and size of event. All injuries are to be recorded by contracted First Aid care. First Aid staff to monitor, record and have information for concussion & suspected concussion. Club facility to pass track inspection prior to any rider entering track. 	Prior to start of session, ongoing during session delivery.	Club officials and coaching staff

		<ul style="list-style-type: none"> Riders Physical Fitness and Wellbeing 	L	<ul style="list-style-type: none"> Modification of activities based on individual rider evaluation. Monitoring of rider condition at all times. Appropriate rest and recovery. Appropriate warm-up and cool down Activity intensity and duration appropriate to rider and environmental conditions. Riders adequately fuelled and hydrated. 	Prior to start of session, ongoing during session delivery.	Club officials and coaching staff
		<ul style="list-style-type: none"> Riders not following instructions. Disruptive participant(s). Emotional stress. Peer pressure. Gender insensitivity. Fear/anxiety of riders. Rider's Focus. 	L	<ul style="list-style-type: none"> Code of conduct agreed at start of session. Disruptive participants managed appropriately. Coach-rider interaction modified appropriately. Group dynamics managed. Gender specific considerations in interacting with participants. Appropriate progression of activities. Establish confidence in skill-base at each grade of activity. No mobile phone use during session. 	On-going during session delivery. Prior to start of racing.	
		<ul style="list-style-type: none"> Unsuitable or broken cycle. Mechanical breakdown. Defective parts. 	L	<ul style="list-style-type: none"> Bike checks conducted prior to start to assess mechanical condition and suitability for race track (fit for purpose). Provision of basic tools and repair service. 	Pre-event inspection and regular checks	Club officials and coaching staff
		<ul style="list-style-type: none"> Unsuitable clothing/footwear Clothing cannot be adjusted to meet environmental conditions Clothing/footwear ill-fitting 	L	<ul style="list-style-type: none"> Advice given and/or provision of appropriate clothing & footwear (closed-toe, flat-soled footwear to be worn). Preclude anyone from participating if wearing unsuitable clothing or footwear. Clothing monitored and appropriately managed with respect to weather and environmental conditions. Clothing worn in a safe and appropriate manner. 	Pre-event inspection and regular checks	Club officials and coaching staff
2	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

3	Outdoor Sports Activity	<ul style="list-style-type: none"> • Hypo- or hyper- thermia • Medical Conditions – including asthma, allergies • Accident or Injury • Illness • Sunburn 	M	<ul style="list-style-type: none"> • Provision/carrying of safety equipment (First aid kit provided) • Environmental conditions monitored – appropriate provision/use of shelter, lighting, clothing • Mobile phones/radio available for use • Disclosure/Registration form completed and adhered to – riders of inappropriate health status not allowed to participate • Qualified first aider on-site • Monitoring & assessment of riders before, during and after session 	Prior to start of session, ongoing during session delivery.	Club officials and coaching staff
		<ul style="list-style-type: none"> • Extreme temperatures or weather conditions. • Wet. • Bright sun. • High wind. 	L	<ul style="list-style-type: none"> • Weather report checked prior to & on the day, cancellation made if conditions are inappropriate. • Clothing appropriate to conditions. • Shelter and shade provided. • Sunscreen, sunglasses used. • Activities modified appropriately. • Work:rest periods set appropriately. • Adequate warm-up/cool-down. • No cycling in extreme conditions. • Extra care taken, session and activity area modified appropriately in wet or windy conditions. • Riders instructed in skill modification appropriate to conditions. • Communication/instructions delivered with awareness for conditions. 	Pre-event inspection and regular checks	Club officials and coaching staff
4	Partaking in an Action Sport	<ul style="list-style-type: none"> • Riders attempting new activities. • Lack of appropriate session planning. • Inappropriate training/experience. 	L	<ul style="list-style-type: none"> • Session content designed and agreed to prior to the Session/Event. • Minimum CNZ Level 1 BMX coach qualification or equivalent on hand. • Experience in working with young and novice riders • Session and activities maintained within coach's range of ability/experience 	Prior to the day	Club coaching staff

		<ul style="list-style-type: none"> • Poor management of activities. • Poor assessment of riders. • Lack of appropriate monitoring of riders and activities. • Inadequate Supervision. • Poor instructions given. 	L	<ul style="list-style-type: none"> • Ratio of coach:riders appropriate to difficulty of activity. • Parent/supporting adult to accompany each participant. • Awareness and assessment of riders throughout session. • Modification of session plan to accommodate management difficulties. 	Prior to start of session, ongoing during session delivery.	Club officials
		<ul style="list-style-type: none"> • Unsuitable helmet. • Damaged helmet. • No helmets. 	L	<ul style="list-style-type: none"> • Advice given and/or provision of appropriate full-face helmets (NZ, AUS, EU standards). • Helmets must be worn at all times while on the bike. • Participants without helmets to use club hire helmets if available. • Helmet condition checked prior to start. • Helmet fit checked prior to start. 	Pre-event inspection and regular checks	Club officials and coaching staff
5	BMX Training	<ul style="list-style-type: none"> • Cones, ramps, start gates or training aids defective or inappropriate. • Equipment breakage. • Lack of available tools or resources. 	L	<ul style="list-style-type: none"> • All equipment is used in accordance with manufacturer's recommendations or has been individually risk assessed and appropriate safety measures put in place. • Equipment used appropriate for the task/activity. • Equipment monitored during session. • Regular maintenance, cleaning and upkeep procedures applied • Resource provision appropriate to group size and ratio's 	Pre-event inspection and regular checks	Club officials and coaching staff

		<ul style="list-style-type: none"> • Venue suitability. • Wet/slippy. • Objects or hazards around activity area. • Use of non-track areas. • Poorly defined/controlled areas. 	M	<ul style="list-style-type: none"> • Track has been seen and assessed as being in appropriate condition before commencing session. • Non-track session areas seen and assessed, control measures in place to isolate areas and maintain safety for riding. • Activity areas (track, non-track) appropriately used with respect to level and progression of rider competency. • Boundaries for activity areas (track and non-track) established and maintained. • Activity areas (track and non-track) checked and cleared for objects or obstructions prior to conducting session. • Hazardous areas coned-off or activity area moved. 	Pre-event inspection and regular checks	Club officials and coaching staff
6	Vehicle Movements and Foot Traffic	<ul style="list-style-type: none"> • Vehicles in vicinity of activity area • Pedestrians crossing activity area • Lack of awareness by other riders/users 	L	<ul style="list-style-type: none"> • No vehicles to be allowed in activity area. • Designated parking areas maintained away from activity areas. • Activity area boundaries highlighted and maintained e.g. by use of cones. • Public and spectators to stay off the track or other event area, • Personal awareness of other users. 	Prior to start of session, ongoing during session delivery.	Club officials and coaching staff
7	Administration/ Session Management	<ul style="list-style-type: none"> • Unknown drop off/collection of child. • Poor communication between staff and attendees. • Public grounds anyone can walk into the area where activities are taking place. 	L	<ul style="list-style-type: none"> • Registration process for entry to event. • Attendee must be supported by a parent/guardian while at the event. • Parent or support adult to remain present throughout event. • Clear instructions and guidance provided by event organisers. • Vigilance in maintaining area boundaries, ratio's and awareness of attendees. 	Prior to start of session, ongoing through delivery and at end of session.	Club officials and coaching staff

8	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
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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
occurrence

Very likely – the risk incident has a 70-89% likelihood of

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 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	REVIEW NOTES
Draft	1-Aug-2016	Dion Ernest/Steve Adair	New document
1	2-Nov-2016	Steve Adair	Final version completed during H&S workshop 1-3 November 2016.
2	1-Jul-2020	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