

HEALTH & SAFETY



TITLE:	BMX New Zealand (BMXNZ) Risk Management Basics	
PURPOSE:	To briefly explain the processes in producing a Risk Management Plan.	
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 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

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. 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, 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, for a given event, it may be necessary to relocate the event 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 every six months, and when other hazards are identified for management.

VERSION	DATE	PERSON REVIEWING	REVIEW NOTES
1	25-11-2016	SJ Adair	

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