

4 – 9 September 2021 ARGOS AIMS Competition - RISK IDENTIFICATION FORM

Identify	Assess	Control				Review & Monitor							
		Inherent Risk (before any controls)			Can risk be eliminated Y/N?	What controls will be put in place?	Residual Risk (After controls)			Are additional controls required?	Added to risk register Y/N?	What monitoring is required	Date for review
		Consequence	Likelihood	Overall Score			Consequence	Likelihood	Overall Score				
Fire in building	Serious injury to one or more people, staff and public. Major damage to property.	Severe	Rare			Staff will be briefed prior to display. Fire exits will be pointed out to audience. Audience will be informed of an and an arranged meeting site. Roller doors will be unlocked to allow easy access. Stephanie Kerr will be check building after everyone has left and ring fire department. Staff will lead out Gymnasts under their care.	Routine	Rare	Very Low	We need staff to be aware who is the fire monitor and to brief ushers on what they must do should a fire occur			
Clearways and fire escapes are blocked by cars	Serious injury to one or more people, staff and public.	Severe	High		Yes	Cones will be put in front of accesses so cars will not park there.			Medium	Send staff out to check people have not parked			
Wheel Chair Access	Unable to get a wheelchair out in case of fire, or manoeuvre around scaffolding	Severe	Rare		Yes	Wheelchair access on right side of scaffolding. Can wheel up to sit in the front by the low bean and then immediate access is directly							

						behind him.							
Broken Equipment	Serious injury to gymnasts	Severe	Rare		Yes	Staff to check all equipment before display. Get shadow coaches and senior coaches to do a check of the floor the week prior to see if they can identify anything.	Minor	Rare	Very Low	No			
Overcrowding and pushing	Superficial injury to staff and public	Moderate	Possible		Yes	Put ushers in place to guide traffic to seating.	Minor	Unlikely	Low	No			
Spectators/ children going out on to floor	Moderate injury to public	Moderate	Possible		Yes	Advise spectators to keep children with them at all times. Make sure barrier is erect and stable as a visual that people cannot pass. Have an usher standing at the entrance during the performance.	Minor	Unlikely	Low	Will place a couple of coaches at the entrance to the floor.			
Heat	Heat stroke of gymnasts/staff/spectators	Moderate	Possible			Open up roller doors to let fresh air in or turn on air conditioning	Minor	Possible	Low				

Noodles not on boys bars near wall	Gymnasts may trip and fall	Moderate	Possible			Will buy noodles from Kmart and wrap them around the wires	Minor	Unlikely	Low				
Ropes in the way	Children may want to climb them. Gymnasts may walk into them	Moderate	Possible			Put up "Do Not Touch" Signs. In the long term look at installing a pulley system.	Minor	Unlikely	Low				
Gaps in the matting	Floor is uneven. Gymnasts may trip.	Moderate	Possible			Try to get mats butting up to each other. Move mats out of the way that do not fit.	Minor	Unlikely	Low				

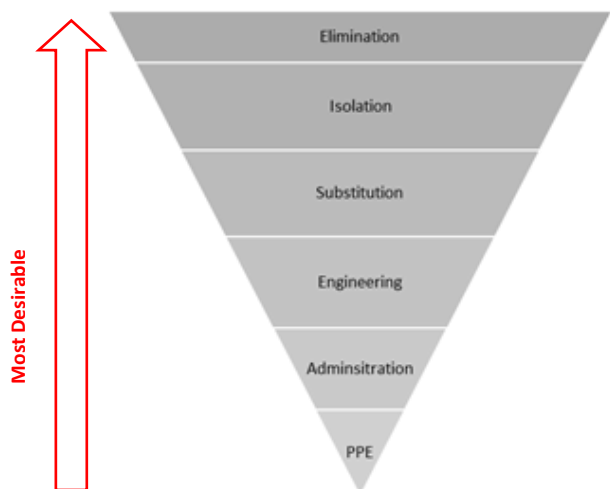
HOW TO ASSESS RISK

STEP 1 – CONSIDER THE CONSEQUENCES				STEP 2 - CONSIDER THE LIKELIHOOD		STEP 3 – CALCULATE THE RISK RATING						
What are the potential consequences of an incident occurring? Consider what <u>could reasonably</u> happen as well as what may actually happen. Look at the descriptions and choose the most suitable Consequence.				What is the likelihood of the consequence identified in step 1 happening? Consider this with the current controls in place. Look at the descriptions and choose the most suitable Likelihood.		A. Take Step 1 rating and select the correct column. B. Take Step 2 rating and select the correct line. C. The calculated risk rating is where the two ratings cross.						
CONSEQUENCE				LIKELIHOOD		Likelihood						
	Workers	Public	Property			Routine	Minor	Moderate	Major	Severe		
Severe	Death or serious injury/illness to one or more people causing permanent disability, including irreversible health damage.	Death or serious injury/illness to one or more people causing permanent disability, including irreversible health damage.	Major damage to property deeming it unfit for use (e.g. arson).	Almost Certain	It is almost certain that the risk consequence will occur. E.g. 80% - 100% expectation that the event will occur during the next 12 months.	Consequence	Almost Certain	Medium	Medium	High	Very High	Very High
Major	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Damage to or theft of property with some disruption to use (e.g. flooding).	Likely	It is likely that the risk consequence will occur. E.g. 50% - 80% expectation that the event will occur during the next 12 months.		Likely	Low	Medium	Medium	High	Very High
Moderate	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties. >1 work days lost.	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties.	Damage to or theft of property with no disruption to use (e.g. broken window).	Possible	It is possible that the risk consequence will occur. E.g. 30% - 50% expectation that the event will occur during the next 12 months.		Possible	Low	Low	Medium	High	High
Minor	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, EAP).	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, counsellor).	Superficial damage to property (e.g. vandalism).	Unlikely	It is unlikely that the risk consequence will occur. E.g. 5% - 30% expectation that the event will occur during the next 12 months.		Unlikely	Very Low	Low	Medium	Medium	High
Routine	Slight pain and/or discomfort.	Superficial damage to property (e.g. vandalism).	Normal wear and tear of property.	Rare	Will only occur in exceptional circumstances. E.g. less than 5% expectation that the event will occur during the next 12 months.		Rare	Very Low	Very Low	Low	Medium	Medium

Controlling the Risk:

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source.

For a risk that is assessed as “extreme” or “high”, steps should be taken immediately to minimise risk of injury or illness. The method of ensuring that risks are controlled effectively is by using the “Hierarchy of Controls”. The Hierarchy of Controls are:



Eliminate	Removing the hazard, e.g. taking a hazardous piece of equipment out of service.
Isolation	Separating the person from the source of harm, e.g. barricades.
Substitute	Replacing a hazardous substance or process with a less hazardous one, e.g. substituting a hazardous substance with a non-hazardous substance.
Engineering	Redesign a process or piece of equipment to make it less hazardous. Isolating the hazard from the person at risk, e.g. using a guard or barrier, or containing the hazard in an enclosure.
Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Personal Protective Equipment (PPE)	The use of PPE could include using gloves, glasses, earmuffs, aprons, safety footwear, and dust masks. NOTE: This is a last resort control and should be used in conjunction with higher level controls.



RISK MANAGEMENT

Risk assessment will follow the following process:

The risk assessment will determine what level of risk a hazard has and determine what priority it should take when determining controls.

The technique used is the combination the potential seriousness of that harm (consequence) and the likelihood of occurrence.

STEP 1 – CONSIDER THE CONSEQUENCES				
What are the potential consequences of an incident occurring? Consider what could reasonably happen as well as what may actually happen.	CONSEQUENCE			
		Workers	Customers / Public	Property
	Severe	Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage.	Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage.	Major damage to property deeming it unfit for use (e.g. arson).
	Major	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation.	Damage to or theft of property with some disruption to use (e.g. flooding).
	Moderate	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties. One or more work days lost.	Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties.	Damage to or theft of property with some discomfort but no disruption to use (e.g. broken window).
	Minor	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, EAP).	Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, counsellor).	Superficial damage to property (e.g. vandalism).
Routine	Slight pain and/or discomfort.	Superficial damage to property (e.g. vandalism).	Normal wear and tear of property.	

STEP 2 – CONSIDER THE LIKELIHOOD		
What is the likelihood of the consequence identified in step 1 happening? Consider this with the current controls in place.	LIKELIHOOD	
	Almost Certain	It is almost certain that the risk consequence will occur. E.g. 80% - 100% expectation that the event will occur during the next 12 months.
	Likely	It is likely that the risk consequence will occur. E.g. 50% - 80% expectation that the event will occur during the next 12 months.
	Possible	It is possible that the risk consequence will occur. E.g. 30% - 50% expectation that the event will occur during the next 12 months.
	Unlikely	It is unlikely that the risk consequence will occur. E.g. 5% - 30% expectation that the event will occur during the next 12 months
	Rare	The risk consequence will only occur in exceptional circumstances. E.g. less than 5% expectation that the event will occur during the next 12 months

STEP 3 – CALCULATE THE RISK RATING USING THE RISK MATRIX

<p>A. Take Step 1 rating and select the correct column.</p> <p>B. Take Step 2 Rating and select the correct line.</p> <p>C. The calculated risk rating is where the two ratings cross</p>	Likelihood					
		Routine	Minor	Moderate	Major	Severe
	Almost Certain	Medium	Medium	High	Very High	Very High
	Likely	Low	Medium	Medium	High	Very High
	Possible	Low	Low	Medium	High	High
	Unlikely	Very Low	Low	Medium	Medium	High
Rare	Very Low	Very Low	Low	Medium	Medium	
	Consequence					

The Risk Matrix is used to record both the inherent (pre controls) and residual (after controls) scores.

Once the inherent risk score is determined, Gymnastics NZ will use the below to assist in deciding on next steps:

Rating	Action
Very High	Risk to be reported to the Board of Directors to determine risk mitigation actions. Do what is, so far as reasonably practicable to eliminate the risk in the first instance.
High	Risk to be reported to Chief Executive and Leadership Team to determine risk mitigation actions. Do what is, so far as reasonably practicable to eliminate the risk in the first instance.
Medium	Risk to be reported to Event Manager level and may require additional risk mitigation actions. Do what is, so far as reasonably practicable to eliminate the risk in the first instance.
Low	Risk managed through routine management/internal control procedures. Do what is, so far as reasonably practicable to eliminate the risk in the first instance. Options to reduce / minimised would be deemed acceptable.
Very Low	Risk managed through routine management/internal control procedures. Do what is, so far as reasonably practicable to eliminate the risk in the first instance. Options to reduce / minimised may be deemed acceptable.

Gymnastics NZ will communicate the risks and controls to all workers (this includes volunteer and Contractors)