

ANCHOR AIMS GAMES RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

Activity: Table Tennis	Safety Officer: John Lea / 021 038 6025
Event Manager: Vicki Semple (Tournament Director)	Date: Sunday 5 th September to Friday 10 th September 2021
Qualified First Aid Onsite: Physio, Visit the doctors - 434 Devonport Road	Emergency Evacuation Point: Main carpark (facing the road)
Group: Anchor AIMS Games Participants (11-13 years) Expected Participants: 200 table tennis players	Location: Memorial Hall (QEYC)
Risks: (Potential Losses)	73 Eleventh Avenue, Tauranga
1 Death (Heart Attack / Blow to the Head)	4 Dehydration
2 Eye Injuries	5 Serious Soft Tissue Injury
3 Lacerations/Dislocations	6 Heat Stroke

	Causal Factors (things that could go wrong)	Risk Reduction Strategies
People Skills, attitudes, age, fitness, Ratios, experience, health etc	<ol style="list-style-type: none"> 1. Lack of agility, strength and general fitness. 2. Experience of athletes. 3. Persons entering into events that are outside their ability. 4. Participant's unwell, medical conditions. 5. Players - Soft Tissue Injuries (Ankle, wrist, elbows, shoulders, knees or facial injuries). 6. Slip on floor (sweat) causing muscle or bone damage. 7. Causing table to collapse on oneself. 	<ol style="list-style-type: none"> 1. Team managers/ coaches/ participants/ officials/ spectators to keep with team at all times (1, 2, 3, 4). 2. Ensure that players receive appropriate training prior to the event (1, 2, 3). 3. Encourage Team Managers/Coaches to be aware of their participant's medical conditions (4). 4. Team Managers to ensure that all players are well enough to compete prior to the event (4). 5. Accident and HealthCare, 19 Second Avenue, Tauranga. Phone 07 577 0010 (1, 2, 3, 4). 6. Monitoring the floor to mop up any damp areas and make people aware.
Equipment Clothing, shelter, transport, activity specific gear, safety gear etc	<ol style="list-style-type: none"> 1. Nets 2. Table Tennis Tables 3. Footwear 4. Table Tennis Bats 5. Clothing 6. Barriers 	<ol style="list-style-type: none"> 1. Team Managers to be told of any risk and how players should treat equipment (1, 2, 4). 2. Venue staff to have checked that all equipment is safe and secure before starting (nets and posts) (1, 2). 3. Punishments for bat abuse/throwing (4). 4. Team managers to check correct clothing (shorts/skirt and t-shirt) (5). 5. Team managers to ensure all their players are wearing appropriate footwear (indoor shoes) (3). 6. Plastic barriers (between the table's stops balls from going into the next court) team managers to tell students to be aware of them. Do not sit on them (6). 7. Venue staff to advise players and managers that table tops and legs are not to be leant on, or touched in play as this may risk collapse (2).
Environment Weather, Terrain, water, season etc	<ol style="list-style-type: none"> 1. Venue 2. Flooring 3. Weather 4. Temperature 	<ol style="list-style-type: none"> 1. Monitor the environment (Leaks in venue) (1). 2. Ensure there is adequate space behind courts (no bags or kit close to the courts) (1). 3. Venue to ensure the floor is clean before the event (2). 4. Remind competitors to bring water bottles. 5. Provide coins for the heating system meter box (4). 6. Remind competitors to bring water bottles. 7. Ensure the environment is clean at all times (overuse of plastic).

Policies and Recommended Guidelines:

- 1) <https://nzaimsgames.co.nz/sport-health-and-safety/>
- 2) All team managers must attend the safety brief by the organisers, to follow the brief at all times, to listen and follow instructions.
- 3) Safety kit with designated supervisors.
- 4) First aid kits must be provided by School Team Managers and we also suggest including ice packs.
- 5) All incidents to be reported to sessions instructor.
- 6) Procedure for treatment for injuries: Minor will be treated on site with the assistance of Team Managers and/or Event Manager. In the unlikely event of a serious injury, the Event Manager or other suitably qualified person will assess the patient, call an Ambulance, treat the symptoms, and continually monitor. An incident form will be completed after the event.
- 7) Required Staff Skills-Group control, risk management awareness, good level of fitness, activity leadership training/experience as required.
- 8) All venues/locations will be inspected prior to an event taking place. Any hazards identified will be removed or isolated. All Team managers will be informed.
- 9) The Anchor AIMS Games recognises that many Anchor AIMS Games participants are in Tauranga unaccompanied by their parent/caregivers. To ensure our various medical providers can cater for the requirements of all Anchor AIMS Games competitors as quickly and efficiently as possible it is compulsory that all participants parent/guardian completes the Anchor AIMS Games online medical form. This information is to assist us in case of any eventuality and is treated in a confidential manner. All participants at the 2021 Anchor AIMS Games must have this documentation completed to be eligible to compete.
- 10) Due to the number of students competing in the Anchor AIMS Games, it is strongly recommended that any student who is or becomes unwell during the tournament, removes themselves from all Anchor AIMS Games organised events. As the well-being of all participants in the Anchor AIMS Games is the priority of all sponsors and organisers, the Anchor AIMS Games reserves the right to prevent any student from competing in any Anchor AIMS Games event if, in the opinion of any medical provider or the tournament director, the student is deemed to be medically unfit to compete. This includes any student who exhibits flu-like symptoms (including but not limited to symptoms associated with the Coronavirus and measles) including fever and respiratory symptoms such as a cough, shortness of breath or difficulty breathing. Anchor AIMS Games accepts no liability whatsoever (including tortious liability) for any losses or damages arising out of a medical event, including any necessary cancellations that arise as a result.
- 11) The Anchor AIMS Games Executive Committee has formulated wet weather procedures to detail what will happen in the eventuality of adverse weather conditions during Tournament week. In the event of light or intermittent rain before and during matches, play will continue as normal. However, in the event of heavy continuous rain the Code Coordinators reserve the right to postpone, delay or abandon any fixture. In the event of lightning, play will be immediately stopped at all venues for the duration of that storm. All participating teams must supply the event organisers with a reliable contact mobile phone number for a member of the team management. The safety of the competitors is of the utmost concern to the organisers.
- 12) During the tournament, the AIMS Games Trust recommend a maximum of 90 minutes play time per day for a student of this age, including warmups. The tournament draws will reinforce this time limit where possible. Coaches and Managers must ensure they bring a sufficient squad to enable player rotation to avoid player fatigue and injury.

Website safety points of interest:

- <https://nzaimsgames.co.nz/covid-19-and-anchor-aims-games/#SAFETY>

Compulsory – ALL managers, coaches and officials MUST download the Anchor AIMS Games app:

- iPhone – <https://apps.apple.com/us/app/nzaimsgames/id1473659164>
- Android – <https://play.google.com/store/apps/details?id=com.app.p2266CG>