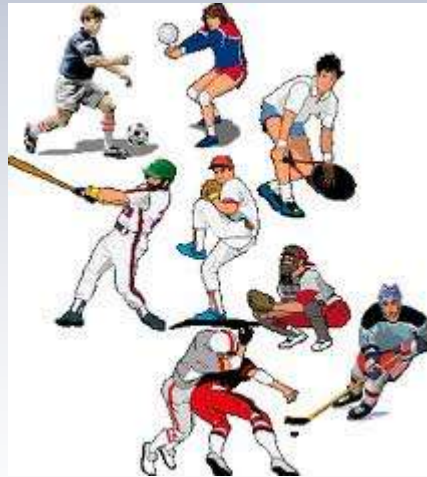


Guidelines in Sports Event Risk Management





Outcomes

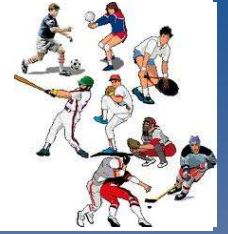


- Understanding of Event Risk Management
- Confidence in identifying Risk and developing an Event Risk Management Plan
- Confidence to implement a plan in your own sport





Event Risk Management



- is a process
 - to identify risks
 - set an acceptable level of risk
 - and take steps to keep the risk to that level





Risk – What is it?



- Risk
 - Inherent in everything
 - “The chance of something happening that will have an impact upon objectives” AS/ NZS 4360
- Risk includes: Hazards and Causes
 - Give rise to risk
 - A potential or actual source of harm
- The possibility of injury is a risk
 - Hazards / Causes include:
 - faulty equipment, condition of facility, poor weather, confined space, unclear instructions, skill level of participants, tiredness, untrained staff/ volunteers, poor planning...



Risks in Sport and Recreation

- Physical Risk

- Guidelines recognise that to completely remove risk may mean the purpose of the activity is lost



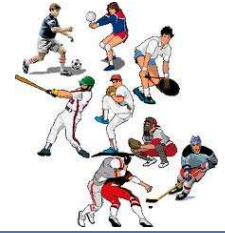
- Legal Compliance

- Organisers have a responsibility to take reasonable steps to ensure safety





Reasonable Steps



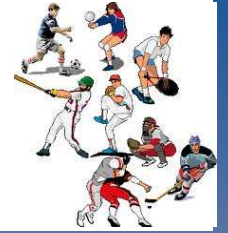
“You don’t need to build the Queen Mary to punt on the River Avon; but neither would you go over the Huka Falls on a lilo”.

Guidelines for Risk Management in Sport and Recreation 2004





Reasonable Steps



- Defined by
 - Legal standards (compliance/ local govt)
 - Judge made law – also known as common law (based on “best practice”)
 - National/ Regional/ Club organisation policies and rules

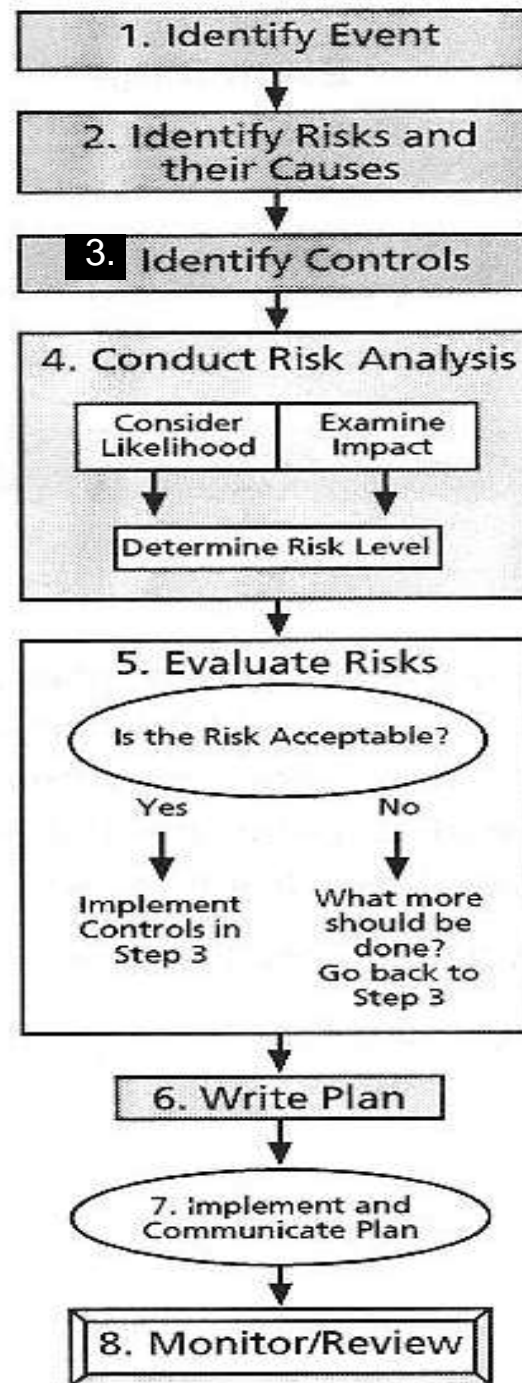


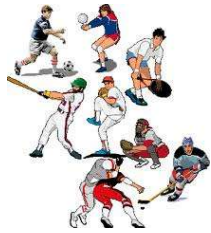


The 8 Steps Risk Management Process

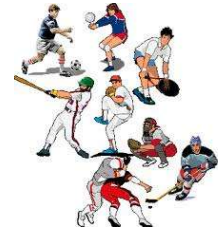
Adapted from AS/NZS 4360

SPARC Guidelines 2005





Communication



- Key process throughout all stages of event planning and delivery
- Involve people from all levels of your club from the start of the process.
- Club/Organisation Policy





Step 1: Outline Event



- What is the event/ purpose?
 - One off/ annual/ regular (weekly)
 - Size, participant numbers/ venue
 - Sport/ activity/
 - Profile? (local/ national...)
- Who will it impact?
 - Participants, spectators, staff/ volunteers, general public, media, authorities (police, first aid, fire, TAs...)
- Who is in charge of the event?
 - Name/s, position/s





Step 2: Identify Risks and Causes

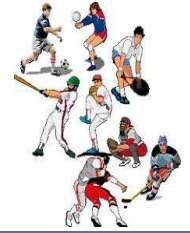


- Identify Risks
- List Causes
- Identify any legal issues





Types of Risk



Physical

- People
- Equipment
- Venue, Facility, Environment etc.

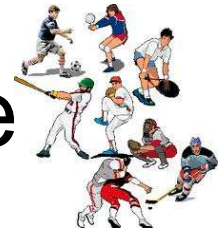
Legal

- Common Law - Duty of care
- Health and Safety, ACC
- Buildings, Smokefree, Liquor
- Privacy, Human rights
- Local Govt, Land transport, Resource management
- Conservation, Maritime, Marine reserves
- Crimes





Duty of Care and Negligence



For negligence to be established, 3 things must be proved:

1. There was a Duty of Care
2. The Duty of Care was breached
3. The breach caused the injury





Step 3: Identify Controls



Identify and select controls to treat risks

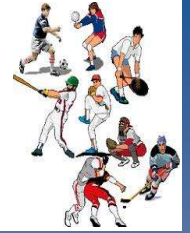
Options to deal with Risks:

- Isolate / Avoid
 - Avoid an activity or location
 - Isolate the source (barriers/ locks...)
- Minimise/ Reduce
 - Introduce restrictions on certain activities
 - Identify skill levels required
- Transfer/ share
 - Get Insurance/ engage specialist
 - Participants
- Accept/ retain level
 - Acknowledge the risk is part of the event





Control Examples



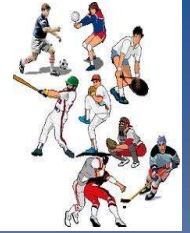
- Rules
- Briefings/ Information
- Signage
- Planning and Preparation
- Appropriate venue/ facilities
- Barriers
- Ticketing
- Emergency plan
- Site Map

- Marshalls
- Communication system
- Specialist equipment/ clothing/ footwear
- Staff Training
- Medical support
- Road closure
- Lighting/ power
- Water available
- Info in newspaper





Step 4: Risk Analysis



Determine the risk level

Risk Level = Likelihood + Impact

- Critical
 - Immediate action required
- High
 - Senior management attention needed
- Medium
 - Management responsibility must be specified
- Low
 - Manage by routine procedures





Step 4.1: Likelihood



Based on the event and controls identified:

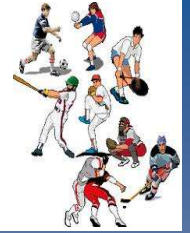
- What is the **likelihood** of the risk occurring?

Score	Scale	Frequency	
1	Rare	May occur only in exceptional circumstances	less than 5% chance
2	Unlikely	Could occur at some time	5-29% chance of it occurring
3	Possible	Will occur at some time	30 – 59%
4	Likely	Will probably occur	60 – 79%
5	Almost Certain	Will occur in most circumstances	80%+ chance it will occur during the event





Step 4.2: Impact



- What is the impact if it occurs?

Score	Scale	Descriptor - Injury	
1	Minimal	Bruises, grazes Participant continues event	No recovery time needed; no medical assistance
2	Minor	Contusions, sprains, lacerations	Minor first aid applied Less than 1 week recovery
3	Medium	Dislocation, simple fractures Does not continue event	Medical assistance required Trip to hospital/ GP 1-6 weeks recovery
4	Major	Fractures, crush injury, serious injury	Emergency medical assistance required; Hospitalisation More than 6 weeks recovery
5	Extreme	Brain / spinal injuries, serious organ damage, permanent disability, death	Emergency medical assistance required; Hospitalisation More than 6 weeks recovery





Step 4.3: Risk Assessment Chart



Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Rare	L	L	M	H	H
Unlikely	L	L	M	H	C
Possible	L	M	H	C	C
Likely	M	H	H	C	C
Almost Certain	H	H	C	C	C

- **L** Low risk manage by routine procedures
- **M** Moderate risk management responsibility must be specified
- **H** High risk senior management attention required
- **C** Critical Risk immediate action required.
Unacceptable





Step 5: Evaluate Risks



Is the risk acceptable?

- YES
 - Implement control actions and run Event
- NO
 - Can you do more to reduce the risk
 - Reconsider Step 3

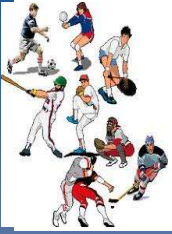


Step 6: Complete your Event Risk Management Plan

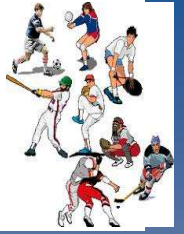
INCLUDE

- Documents from Steps 1-5
- Emergency procedures
- How you will ensure the controls are being implemented
- How you will monitor risk management throughout event stages



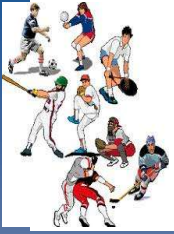


Step 7: Implement the Plan

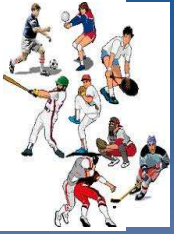


- Work through the steps outlined in your plan
- Can you action all your controls
- Are the tasks clear and delegated to specific people
- Communicate the plan
- ENJOY the EVENT!!





Step 8: Monitor and Review



- **Monitor - is it successful, is it safe?**
 - Watch what happens/ keep your eye on conditions (eg rain/wind)
 - Are people doing what they should be doing?
 - Has anything changed?
 - Are people safe and enjoying the event?
- **Use a Checklist / Schedule**
- **Allocate monitoring roles to event staff**

- **Review event and processes**
 - What went well?
 - What didn't work?
 - What improvements can we make for next time?
- **Collect feedback from participants, spectators, staff and volunteers**





Event Risk Management

8 Steps Review:

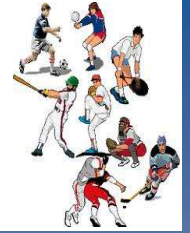


1. Outline Event and Purpose
2. Identify Risks and Causes
3. Identify Controls
4. Analyse Risk – Likelihood and Impact
5. Evaluate Risk – Acceptable level?
6. Complete a Risk Management Plan
7. Implement the Plan
8. Monitor and Review





Best Practice for Clubs

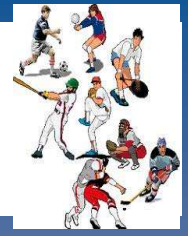


- Be aware of and share policies with members – NSO/ RSO/ CLUB
- Be aware of laws that apply to your club/ activity
- Develop Club Policy Statement, Code of Safety, Code of Behaviour
- Assign responsibility to specific people
- Keep Documentation
 - Risk management plan
 - Emergency plan
 - Accident/ incident Report
 - Post Event Report
- Involve members/ participants in identifying risks and safety measures
- Provide Training
- Promote injury prevention (ACC 10 point plan)
- Provide information to staff/ members/ participants/ spectators





Information & Support



- New Zealand Handbook
Guidelines for Risk Management in Sport and Recreation. SNZ HB 8669:2004. Standards
New Zealand, SPARC, ACC
- Sport Tasman – 546 7910
- www.nelsoncitycouncil.co.nz/aboutnelson/event-guide/guide-1.htm
- Specific Sport Policies and Procedures – contact your NSO or regional body
- ACC SportSmart: 10 point plan to help prevent and manage injuries www.acc.co.nz
- Legal Advisor
- Safety Planning Guidelines for Events (and forms) available online from
www.civildefence.govt.nz (Dec 2003)
- Working Safely for your Communities.
Health and Safety Guidelines for community and voluntary organisations. (OSH)
www.workinfo.govt.nz (June 2003)





SUPPORT FROM THE REGIONAL SPORTS TRUST

- **You should never hesitate to ask for assistance**

We are here to help you.

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Julie Price 03 933 2322 (Nelson)

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Sport Tasman