



Ice Skating Australia
RISK MANAGEMENT HANDBOOK

Ice Skating Australia's Risk Management Handbook contains the following five sections:

Section One - The Objective Of This Handbook

page 2

Section One describes the objective of this handbook.

Section Two – How Do State Associations & Clubs Manage Risk?

page 2

Section Two describes how the risk management processes can be applied at both a State Association and affiliated Club.

Section Three – The Risk Management Process

page 4

Section Three describes the 4360 Australian Standard Risk Management process.

Section Four – Risk Management Policies and Procedures

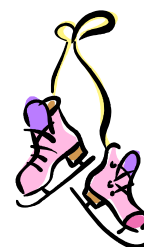
page 8

Section Four contains procedures and checklists that may be relevant to managing risk in your State Association or affiliated Club. These documents are examples that your State Association or Club can choose to adopt or revise.

Section Five – Examples of How to Apply Risk Management Documents

page 28

Section Five contains examples of situations of where you may apply risk management documents and an example of a calendar in order to schedule risk management actions.



Section One - The objective Of This Handbook

The purpose of Ice Skating Australia's (ISA) Risk Management Handbook is to assist State Associations and their affiliated Clubs in their management of potential risks.

What is Risk?

Australian Standard 4360 defines risk as "the chance of something happening that will have an impact upon objectives". It is measured in terms of likelihood and consequence.

Why do we need to manage risk?

ISA, State Associations and their affiliated Clubs have a legislative "duty of care" to provide an environment for their members including skaters, officials, parents, members of the public, coaches, that is safe, eg. free from risk.

Section Two - How Do State Associations & Clubs Manage Risk?

How do we manage risk?

In order to manage risk we need to proactively identify our hazards.

This section is designed to provide a simple guide on how to practically implement these principles within your State Association or Club.

Introducing Risk Management Activities

1. Appoint a Risk Management Councilor (RMC)

The key to introducing risk management activities is to choose a State Association person and/or an affiliated Club person who are willing to be the Risk Management Councilor (RMC).

The person chosen as the RMC should:

- ✚ Be a person who frequents the arena on a regular basis
- ✚ A responsible and respected member of the Club or State Association
- ✚ Committed to the Club or State Association with a professional attitude

2. Responsibilities of the RMC

The responsibilities of the RMC could include the following:

- ✚ To ensure risk management activities are completed, such as the completion of checklists, risk assessments etc.
- ✚ To be the focal point for risk management
- ✚ To monitor risk management activities
- ✚ To monitor the completion of activities on the risk management calendar
- ✚ To review checklists etc. and decide who fills them out and when
- ✚ To ensure action is taken for any identified defects

3. Establish Appropriate Documentation and Checklists

The completion of checklists and documents demonstrate that a risk management system is "living and breathing". It is not only important that these documents are

completed but they are retained as they may be required as evidence for insurers or in the event of a litigation case.
The purpose of the completion of risk management checklists, documents etc. is to provide a systematic proactive approach to reducing risk.

Section Three – The Risk Management Process

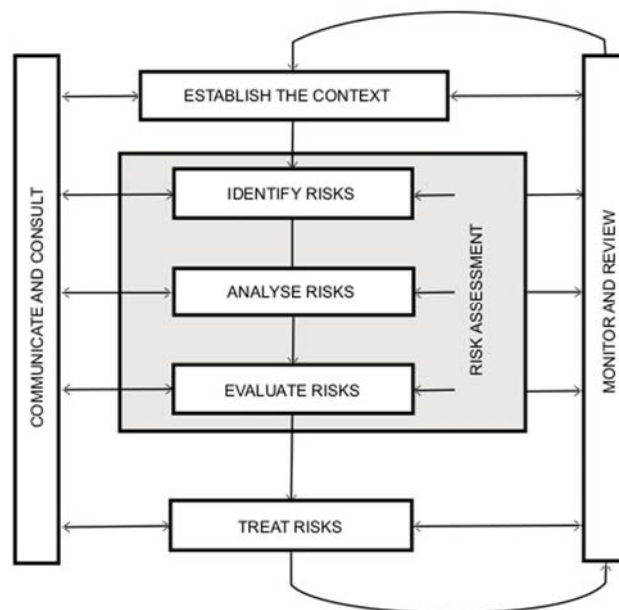
The purpose of this section is to describe the Australian Standard 4360:2004 risk management process to enable State Associations and Clubs to incorporate risk management within all their activities.

Definitions:

Hazard: a source of potential harm

Risk: the chance of something happening that will have an impact on objectives.

Stakeholders: those people and organizations who may affect, be affected by, or perceive themselves to be affected by a decision, activity or risk.



Australian Standard 4360:2004

1. Communicate and consult

Communication and consultation are important considerations at each step of the risk management process. They should involve a dialogue with stakeholders with efforts focused on consultation rather than a one way flow of information from the decision maker to other stakeholders.

2. Establish the context

Before a risk can be clearly understood and dealt with, it is important to understand the context in which it exists. You should define the relationship between your club and the environment that it operates in so that the boundaries for dealing with risk are clear.

Establish the context by considering:

- The strategic context – the environment within which the organisation operates

- The organizational context – the objectives, core activities and operation's of the club

3. Identify the Risks

This step seeks to identify the sources of risk. Each Club, State Association, Competition or other activity may have different sources of risk, depending on its activities, membership base, location and environment. When identifying the risks that your stakeholders may be exposed to, ask the following questions:

- What things can happen?
- How and why these things can happen?
- What is the likelihood of them happening?
- What will be the consequences if they do happen?

Risks can be identified numerous ways including checklists, brainstorming, and consultation.

Risks can be physical, financial, ethical or legal.

4. Analyse the risks

Risk analysis is about developing an understanding of the risk.

Having identified the risk that your club may be exposed to, it is now time to decide which risk factors will potentially have the greatest effect and should, therefore, receive priority with regard to how they will be managed. The level of risk is analysed by combining estimates of likelihood and consequences. The likelihood (how often) events occur and the magnitude of their consequences (extent of harm) are evaluated.

The outcome of the risk assessment should be a prioritized list of risks.

5. Evaluate the risks

Evaluating the risks involves deciding whether the level of risk is acceptable or not within the context identified in step one. Remember to take into account the risk controls that may already be in place to manage the risk, the cost of managing the risk or leaving the risk or leaving it untreated, and the benefits and opportunities presented by the risk.

Is the risk acceptable or not?

This step involves comparing the level of risk found during the analysis process with previously established risk criteria, and deciding whether the risks can be accepted. If the risks fall into the low category, they may not require any further risk controls, however these risks should be monitored to ensure they remain low.

If the risk falls into any other category they should be treated using one or more of the treatment options considered in Step five.

Section Four of this handbook contains a Risk Management Template.

Risk Matrix

CONSEQUENCE	LIKELIHOOD			
	Very Likely	Likely	Unlikely	Very Unlikely
Major	High Risk	High Risk	High Risk	Medium Risk
Moderate	High Risk	High Risk	Medium Risk	Low Risk
Minor	High Risk	Medium Risk	Low Risk	Low Risk
Insignificant	Medium Risk	Low Risk	Low Risk	Low Risk

Likelihood of the Hazard Eventuating

To best describe the likelihood of a particular risk eventuating choose one of the following:

- Very Likely** Could happen at any time (i.e. will most likely occur within the next year)
- Likely** Could happen sometime (i.e. will probably occur within the next one to ten years)
- Unlikely** Could happen but very rarely (i.e. may well happen within ten to fifty years)
- Very Unlikely** Could happen but probably never will

Consequence of the Hazard Eventuating

To best describe the consequence of a particular risk eventuating choose one of the following:

- Major** Death or extensive injury, major financial loss and/or legislative non-compliance
- Moderate** Medical attention and more than three days needed for recovery, high financial loss
- Minor** Medical attention and three days or less needed for recovery, medium financial loss
- Insignificant** First aid treatment or no injuries, low financial loss

6. Treat the Risks

Risk treatment involves identifying the range of options for treating the risk, evaluating the options, preparing risk treatment plans and implementing those plans. It is about considering the options for treatment and selecting the most appropriate method to achieve the desired outcome.

The treatment of risk should be proportionate to the significance of the risk. It is important to recognize that they are not mutually exclusive or appropriate in all circumstances.

The six major treatment options include:

- Accepting the risk
- Avoiding the risk
- Reducing the risk
- Transferring the risk
- Retaining the risk
- Financing the risk

Accepting the risk – this is an option if the likelihood and consequence of the risk are consistent with the criteria defined in the process of establishing the context of the risk.

Avoiding the risk – avoidance is about deciding not to proceed with the activity that contains the risk or choosing an alternative with acceptable risk that meets the aim of the activity.

Reducing the risk – reducing the likelihood and consequence of the risk relies heavily on risk identification and analysis. There are a number of measures that contribute to the reduction of risk to an acceptable level.

The most desirable risk controls are controls that they do rely on human behaviour – they should be considered first.

Then consider risk controls such as rules, policies, training and emergency planning.

The least desirable risk control is personal protective equipment such as padding, safety eyewear and helmets etc.

Transferring the risk – this involves another party bearing or sharing some part of the risk and generally occurs through written agreements or notice. An insurance contract is the most common of transferring the risk, other methods may include waivers, leases, contracts, tickets and warning signs.

Retaining the risk – once the risk have been reduced or transferred, there may be residual risks that are retained. Plans should be in place to manage the consequences of these risks if they occur.

Financing the risk – your association or club must make sure that it is able to fund the financial consequences of the risk. Try and establish a special fund that will may be incurred and ensure that the club is able to fund all the costs that relate to implementing the risk treatment.

7. Implementing Risk Treat Plans

The successful implementation of the risk treatment plan requires an effective management system that specifies the risk control methods, assigns responsibilities, assigns a timeframe for implementation and monitoring to ensure that the risk control is implemented. If after the implementation of the risk control there is a residual risk, a decision should be made as to whether to retain their risk or repeat the risk treatment process.

Monitoring and review

Risks and the effectiveness of control measures need to be monitored to ensure changing circumstances do not alter risk priorities. Few risks remain static. Factors that may affect the likelihood or consequences of an outcome may change. Review is an integral part of the risk management plan.

Section Four – Risk Management Policies and Procedures

This section contains documents that may be relevant to your State Association or Club. You can choose to adopt or revise these documents.

Definitions:

Policy - a document that describes the target and objective of an organization

Procedures – describes the processes that have been put in place to achieve the targets and objectives of the organization’s policy.

This section contains the following documents:

Document	Purpose
Policies	
ISA Policy	Example of ISA’s risk management targets & objectives
State Association Risk Management Policy	Example of a State Association’s risk management targets and objectives
Club Risk Management Policy	Example of a Club’s risk management targets and objectives
Procedures	
Risk Management	Contains a risk management template to assist in identifying hazards, and assessing and controlling the risks.
ISA Child Protection Procedure	ISA Child Protection Procedure that describes each affiliated State’s legislative requirements in regards to child protection.
Ice Skating Queensland Inc Member Protection Policy	This is not available in this document you can obtain it on ISO’s website www.isq.org.au . This policy contains documents that support ISO’s commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour.
Hazard Identification Checklist	Example of a Pre Event Hazard Identification Checklist
State Association First Aid and Emergency Management Procedure	Example of a First Aid and Emergency Management procedure.
Club First Aid and Emergency Management Procedure	Example of a First Aid and Emergency Management procedure that describes first aid kit contents, blood-borne disease prevention measures, emergency management. It also contains a checklist to assist in managing first aid kit contents.
Club Incident Reporting Procedure	Example of a procedure for reporting and investigating incidents. It also contains a form for reporting incidents.



Risk Management Policy

Ice Skating Australia (ISA) is committed to providing a safe environment for its members, including skaters and officials, coaches, and spectators. ISA recognises that risk management strategies must be integrated in all operations of the organisation.

ISA aims to:

- Identify and reduce the risk of activities that may cause personal injury, illness, property or environmental damage.
- Provide ISA's State Associations with information and instruction to increase their understanding of risk management.
- Comply with legislation and acceptable sporting standard practices.
- Involve ISA's State Associations in safety matters and consult with them on ways to recognise, evaluate and control potential hazards.
- Ensure that ISA officials comply with State specific risk management requirements.
- Actively promote sport risk management practices.
- Annually review the Risk Management policy to ensure it remains relevant and appropriate to the organisation.
- Maintain records of documentation relating to risk management.

ISA is committed to encouraging consultation and co-operation between its members, including skaters and officials, and coaches. It will formally involve ISA State Associations in any risk management strategy which may affect their members and spectators.

Authorised by:

Date:

ISA President



Risk Management Policy

Ice Skating Victoria (ISV) is committed to providing a safe environment for its members, including skaters and officials, coaches, and spectators. ISV recognises that risk management strategies must be integrated in all operations of the organisation.

ISV aims to:

- Identify and reduce the risk of activities that may cause personal injury, illness, property or environmental damage.
- Provide ISV affiliated Clubs with information and instruction to increase their understanding of risk management.
- Comply with legislation and acceptable sporting standard practices.
- Involve ISV affiliated Clubs in safety matters and consult with them on ways to recognise, evaluate and control potential hazards.
- Ensure that ISV officials comply with Club specific risk management requirements.
- Actively promote sport risk management practices.
- Annually review the Risk Management policy to ensure it remains relevant and appropriate to the organisation.
- Maintain records of documentation relating to risk management.

ISV is committed to encouraging consultation and co-operation between its members, including skaters and officials, and coaches. It will formally involve ISV affiliated Clubs in any risk management strategy which may affect their members and spectators.

Authorised by:

Date:

ISV President

Olympic Figure Skating Club

INCORPORATED

Risk Management Policy

Olympic Figure Skating Club (OFSC) is committed to providing a safe environment for its members, including skaters and officials, coaches, and spectators. OFSC recognises that risk management strategies must be integrated in all operations of the organisation.

OFSC aims to:

- Identify and reduce the risk of activities that may cause personal injury, illness, property or environmental damage.
- Comply with legislation and acceptable sporting standard practices.
- Involve OFSC members in safety matters and consult with them on ways to recognise, evaluate and control potential hazards.
- Ensure that OFSC officials comply with Club specific risk management requirements.
- Actively promote sport risk management practices.
- Annually review the Risk Management policy to ensure it remains relevant and appropriate to the organisation.
- Maintain records of documentation relating to risk management.

OFSC is committed to encouraging consultation and co-operation between its members, including skaters, officials, and coaches.

Authorised by:

Date:

OFSC President

Risk Assessment Template

Site Details	
Conducted By:	Date:
Activity:	OR Equipment:

Specific Task/Activity	Potential Hazards/Consequences	Persons at Risk	Risk Rating (H, M, L)	Control Measures	Person responsible & implementation date



ISA Children Protection Procedure - 001

Purpose

The purpose of this procedure is to describe the process for ISA to protect to its members who are children.

Scope

This procedure applies to ISA, its affiliated State bodies, and APSA.

Definitions

Children/Child: The term child refers to a person under the age of 18.

Child abuse: Child abuse refers to children at risk of harm, usually by adults. Harm can be from sexual abuse or misconduct, physical abuse, emotional abuse or neglect.

Mandatory Reporting: Mandatory reporting is an Australian legal requirement for specific persons to report reasonable suspicions of children being, or at risk of being abused or neglected.

References

Australian Government - Australian Sports Commission

Procedure

In accordance with Australian child protection legislation ISA has a legislative duty of care to ensure that children who participate in the organisations programs and activities are protected from all reasonably foreseeable risks of abuse or neglect.

The duty of care is a common law responsibility that covers both action and inaction. This means that committee members, managers, coaches, staff members and volunteers, have a legal responsibility to provide children with a safe environment in which to participate.

There are responsibilities under child protection legislation in each State and Territory for both organisations and individuals that have contact with children. These responsibilities, such as checking and screening processes and the mandatory reporting and investigation of child abuse vary from State to State, *Refer to Attachment A for a summary of each ISA affiliated States legislative requirements.*

ISA's Duty of Care

In order for ISA to demonstrate its duty of care to its members who are children, ISA requires its affiliated States and APSA to submit the following documentation:

- Annually - a documented procedure describing its process for ensuring it members who are children are protected. Attachment A contains a table summarising each States legislative requirement for child protection. Affiliated States can also source more information from the Australian Sports Commission website www.ausport.gov.au.

ICE SKATING AUSTRALIA

INCORPORATED



- Quarterly - an updated list of its committee members, managers, judges, staff members. Volunteers, coaches or any other relevant persons who have completed the mandatory State Legislative screening or checking processes. Refer to attachment B for a Quarterly Child Protection List.

In the event a State or APSA does not submit the requested information within the designated timeframe, ISA reserves the right to refuse that International or ISA judges, Team Leaders, officials or coaches to actively participate at an ISA event such as, the Australian National Championship or represent ISA at an international seminar, competition or championship.



Attachment A

Summary of State Child Protection Legislation – Coaches & Officials

Please note only the categories of child related work considered relevant to the sport and recreation industry have been summarised. This summary has been taken from the Australian Government-Australian Sport Commission Child Protection and Sport National Overview

State	Summary
VIC	<p>Victoria is phasing in the Children Check over a 5 year period. Coaches and Clubs will be phased in during Year 4 – July 1 2009 to June 30, 2009 For more information: www.justice.vic.gov.au</p> <p>Who is required to have a working with children check: Any persons who works in or with a connection with a child related field, in a paid or voluntary capacity, This work must also involve (or be likely to involve) regular, direct contact with a child where that child is not directly supervised.</p> <p>Legislative Requirements: Assessment Notice and ID card – Valid for 5 years</p> <p>Exemptions from working with children check: Individuals under 18 Individuals volunteering in an activity in which their own children ordinarily participates. Individuals working with close family relatives only. Secondary school students aged under 20 who are performing volunteer work through a school where they are studying. Sworn members of the Victorian Police. Teachers registered with the Victorian Institute of Teaching. Visitors to Victoria who do not ordinarily reside or perform child related work in Victoria.</p>
NSW	<p>Who is required to have a working with children check: Anyone employed or seeking employment, paid or unpaid, in a position that involves direct and unsupervised contact with children in several types of areas such as:</p> <ul style="list-style-type: none"> • Sporting and recreation clubs and associations that have a significant child membership • Involvement or involving private tuition of children. <p>Legislative Requirements: Unpaid and paid coaches & officials: Must sign a prohibited employment declaration (PED) (Available at www.dsr.nsw.gov.au/children)</p> <p>Paid coaches & officials Must sign a Working with Children Check consent form.</p> <p>Exemptions from working with children check: Volunteers currently do not require a police check (although the do need to sign a Prohibited Employment Declaration). Check with NSW Sport & Recreation for up to date information. www.dsr.nsw.gov.au</p>
QLD	<p>Who is required to have a working with children check: Anyone who works with children under 18 years of age in either a paid or volunteer basis and who is caught by one of the specific categories of employment or business regulated by the Act requires screening. Relevant categories of regulated businesses or</p>



State	Summary
	<p>employment which may capture participants of the sport and recreation industry include:</p> <ul style="list-style-type: none"> • Private teaching, coaching or tutoring • Sport and active recreation • Churches, clubs and associations involving children • Child accommodation services • Schools- employees other than teachers and parents <p>Legislative Requirements: Positive Notice and Blue card – valid 2 years</p> <p>Exemptions from working with children check: Exemptions differ across each of the various categories of regulated employment and business. Please refer to www.bluecard.qld.com.au for information on the exemptions. As a general rule, children under 18 who are volunteers (Except students required to work in regulated employment as part of their studies) are exempt from having a Working with Children Check.</p>
WA	<p>WA is phasing in the Children Check over a 5 year period. Coaches and Clubs will be phased in during– Jan 1 2009 For more information: www.checkwwc.wa.gov.au</p> <p>Who is required to have a working with children check: People who carry-out work where the usual duties of the work involves or is likely to involve contact with a child in connection with:</p> <ul style="list-style-type: none"> • A coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purposes; • A club, association or movement (including recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes; • An overnight camp <p>Legislative Requirements: Assessment Notice and Id card – valid 3 years</p> <p>Exemptions from working with children check:</p> <ul style="list-style-type: none"> • Volunteers under 18 years • Employers of and fellow employees working with young people, so long as they are not otherwise in child related work • Parents volunteering where their child is also involved • Short term visitors to WA, for 2 weeks after their arrival, and for no more than 2 weeks in a 12 month period • People who carry out child-related work on no more that 5 days in a calendar year <p>There are also some specific exemptions that relate to certain categories of child-related work. Refer to www.checkwwc.wa.gov.au</p>
SA	<p>Who is required to have a working with children check: Employees and volunteers in prescribed positions that provide service to the government or engaged by a non-government organisations and includes work in the following areas;</p>

ICE SKATING AUSTRALIA

INCORPORATED



State	Summary
	<ul style="list-style-type: none"> • Regular contact with children or working in close proximity to child on a regular basis; or • Supervision or management of person who have regular contact with children or who work in close proximity to children on a regular basis; or • Access to records relating to children; or • The performance of functions or the undertaking of activities of a type prescribed by regulation. <p>Legislative Requirements: Organisations to implement a risk management plan; and persons employed by or volunteering in organisations that provide sporting or recreational services for children, to be mandated reporters. For more information: www.familiesandcommunities.sa.gov.au</p>
TAS	<p>Currently Tasmania has not phased in this proposed requirement. For more information: www.child.comm.tas.gov.au</p> <p>Who is required to have a working with children check: Anyone in child related employment. This paid or voluntary work involving contact with children includes work in the following areas:</p> <ul style="list-style-type: none"> • Clubs, associations or movements (including those that are cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement or children but, not including an informal arrangement entered into for private or domestic purposes; or an overnight camp, regardless of the type of accommodation or how many children are involved. <p>Legislative Requirements: Positive Notice & card (Tascard) – valid 3 years</p>



Procedure for ISV Competition and Test First Aid and Emergency

Purpose

The purpose of this procedure is to provide guidance for the initial management of accidents, emergencies and minor incidents during ISV Competitions and Tests.

Scope

This guideline applies to ISV Council and affiliated clubs.

Definitions

Accidents - An event which results in personal injury or illness requiring medical attention.

Emergencies - An event which requires immediate medical attention, such as an ambulance or other emergency services such as fire or police.

Minor Incidents - An event that requires simple first aid treatment.

Responsibilities

ISV Council

Prior to an ISV competition and test being conducted at an ISV affiliated Club, the ISV Council must ensure that there is a procedure in place to manage accidents, emergencies and minor incidents.

The ISV Council should ensure that the ISV Judging Convener and the Test Convener are aware of the ISV affiliated Club's Competition First Aid and Emergency Procedure.

Affiliated Club

Annually ISV affiliated Clubs must submit with their Annual ISV fees, their Competition and Test Accident and Emergency procedure. The submitted procedure should include the process for managing the following:

- Contacting emergency services personnel
- First aid kits and their contents
- Blood spillage
- Blood spillage kits and their contents
- Disposal of contaminated items

The procedure should also contain the details of the person nominated by the ISV affiliated Club to be contacted during an ISV Competition or Test, such as the Club Test Convener or Competition Convener in the event of an accident, emergency or minor incident.

ISV Judging Convener and Test Convener

The ISV Judging Convener and the Test Convener are responsible for informing the ISV judges of the ISV affiliated Club person responsible for managing the process in the event of an accident, emergency or minor incident.



Procedure for OISC First Aid and Emergency

Purpose

The purpose of this procedure is to provide guidance for the initial management of accidents, emergencies and minor incidents during practice sessions, competitions, test sessions, ice shows and other relevant club events.

Scope

This guideline applies to Olympic Ice Skating Club.

Definitions

Accidents - An event which results in personal injury or illness requiring medical attention.

Emergencies - An event which requires immediate medical attention, such as an ambulance or other emergency services such as fire or police.

Minor Incidents - An event that requires simple first aid treatment.

Responsibilities

First Aid Kits

OISC Risk Management Officer

The Risk Management Officer in consultation with relevant stakeholders should complete the first aid checklist, contained in Attachment A, in order to determine what items should be contained in the club's first aid kit. The completion of the checklist should consider the quantities required for events such as competitions and ice shows where there may be more participants than other events.

The first aid kits should be:

- checked on a regular basis
- located in a secure place
- restocked as required

The location of the first aid should be communicated to the person(s) responsible for running an event.

Infectious Diseases

The following guidelines should be put in place to minimize the risk of exposure to blood-borne infectious diseases such as HIV, and Viral Hepatitis (B, C etc.)

- If a Club member is taking on the role of first aider they should be offered hepatitis vaccinations due to the potential for exposure to blood or bodily fluids.
- All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately if soiling or spills occur.
- When cleaning up blood and bodily substances:
 - gloves must be worn such as disposable latex or vinyl gloves which should never be reused

INSERT YOUR STATE ASSOCIATION NAME HERE

OLYMPIC ICE SKATING CLUB

INCORPORATED



- if the blood spill is large, confine and contain the spill
- remove the bulk of the blood and body substance with absorbent material such as paper towels
- place the contaminated papers towels in a sealed plastic bag and dispose
- clean the spill site with a detergent solution
- Contaminated linen soiled with blood or body substances should be transported in a leak proof plastic bag.

Emergency Response Process

The Risk Management Officer in consultation with relevant stakeholders should determine the emergency response process that takes into account the following:

- the location of the nearest medical facility
- the number of participants in an event, as this may require trained certified first aiders to be present
- the posting of emergency response telephone numbers

The emergency response process should be communicated to the person(s) responsible for running an event.

INSERT YOUR STATE ASSOCIATION NAME HERE

OLYMPIC ICE SKATING CLUB

INCORPORATED



Attachment A – First Aid Checklist

Date:	First Aid Kit number:
Location of First Aid Kit:	Name of person checking kit:

Item	Expiry Date	Does item require replacement?	Comment
Is the location of the first aid kit highlighted by signage?			
Does the first aid kit container protect the contents from dust and damage?			
Is the first aid kit labeled in order to make it easily recognizable?			
Does the first aid kit contain the following:			
Emergency contact details			
A note pad to record notes?			
Disposable gloves – latex or vinyl			
Face goggles			
Resuscitation mask			
Individually wrapped sterile adhesive dressings			
Instant cold pack			
Antiseptic solution			
Sterile eye pads			
Sterile coverings for serious wounds			
Triangular bandages			
Safety pins			
Small sterile unmedicated wound dressings			
Medium sterile unmedicated wound dressings			
Large sterile unmedicated wound dressings			
Roll Non-allergenic tape 25mm			

INSERT YOUR STATE ASSOCIATION NAME HERE

OLYMPIC ICE SKATING CLUB

INCORPORATED



Item	Expiry Date	Does item require replacement?	Comment
Rubber thread or crepe bandage			
Scissors			
Tweezers			
15ml sterile saline solution			
Plastic bags for disposal			

OLYMPIC ICE SKATING CLUB

INCORPORATED



Competition/Event Hazard Identification Checklist

When

This checklist should be used:

- prior to competitions or events as a tool to assist in planning
- prior to the commencement of a competition or event

How

Conduct a walkthrough inspection preferably with two people prior to the commencement of a competition or event.

DATE:		VENUE:				
EVENT:		Person(s) Inspecting:				
Subject	General Area	Change Rooms	Judges & Officials Areas	Marketing Stall Holders	Comment or Corrective Action	
Yes No or Non Applicable (NA)						
Pathways clear of obstructions and at least one metre in width.						
Exit signs are clearly visible and direct occupants to the correct egress path.						
Access to fire extinguisher/hose reels/hydrants is clear & free of obstructions.						
Storage of materials is secure from falling or collapsing.						
Entrances/pathways are safe, slip resistant and trip hazards are controlled.						
Floor areas in public areas are free from protrusions and trip hazards.						
Areas that are wet and slippery are sign posted.						
Areas are free from cables, cords, or if cables/cords are used they are appropriately covered to prevent trips.						
Promotional Signage, Competitors team signage is secure from falling.						
First Aid kits are available and adequately stocked. Their locations have been communicated to relevant people.						

INSERT YOUR STATE ASSOCIATION NAME HERE

OLYMPIC ICE SKATING CLUB

INCORPORATED



A qualified first-aider is present.					
Emergency contact details are posted and available to relevant people.					
A telephone is available for emergency use together with emergency contact numbers.					
Emergency procedures have been developed and relevant people are aware, eg. Evacuation plans					
Change rooms are free of debris eg. syringes, glass, rubbish etc.					
Hot water urns are placed in a stable/secure location.					
Seating for officials/judges is in good condition.					
Competitors have access to drinking water during practice, events or competition.					
Sealed plastic bags are available to dispose of items contaminated with blood such as paper towels and clothing.					
Paper towels are available for clean up of blood in the event of an incident.					
Other					

Now what?

Put in place a corrective action to eliminate or reduce the risk from exposure to the hazard.



Procedure for Incident Reporting

Purpose

The purpose of this procedure is to provide guidance for the reporting of incidents.

Scope

This procedure applies to Olympic Ice Skating Club.

Definitions

Incident - An event which results or has the potential to result in personal injury

Minor Incidents - An event that requires simple first aid treatment

Incident Reporting

Important information can be gained from data collected in regards to injuries. By analyzing information such as the type of injury, the location of injury, how it was caused and what was the activity at the time, intervention strategies can be created and put in place to reduce the incidence and severity of injuries.

Types of incidents that should be reported:

- Incidents that have resulted in personal injury but are not classified as a minor incident
- Incidents that did not result in personal injury however there was potential, such as a light falling onto the ice surface

Recording of incidents

Attachment A contains an Incident Report form. This form should be used to for reporting an incident. The information is important for maintaining injury data, however the information may also be extremely important if litigation results from a particular injury. Individuals completing an incident report form must be made aware of what the information may be used for and to whom it may be declared.

Maintaining Incident Report Forms

The location of incident report forms should be in a readily assessable location. The completed incident report forms should be located in a secure place that is only accessible to relevant people as they contain personal information.

Analysing Incidents

Incidents should be reviewed during the monthly OISC Council meeting. The type of incident will be discussed but not the details of the injured person eg. their name. The purpose of the analyses should be determine how further injuries can be prevented.

INSERT YOUR STATE ASSOCIATION NAME HERE

OLYMPIC ICE SKATING CLUB

INCORPORATED



Attachment A Incident Report Form

Date of incident: _____ Time of incident: _____

Injured persons name: _____ Age: _____

Membership number (if applicable): _____

Address: _____

Telephone Home: _____ Work: _____

Location of Incident: _____

Describe in full how the incident occurred and what actions were taken:

(Write down everything you can remember, no matter how insignificant it may seem)

Describe the injury in detail and indicate the body part(s) affected:

Did any medically trained members (doctors, nurses) assist? Provide details:

Club member present: _____

Witnesses (include name/address/phone): _____

Was the emergency plan activated: _____ Was an ambulance called? _____

Was the individual taken to the hospital? Yes or No _____

If yes, what hospital? _____

If no, did he/she refuse medical attention? _____

Was the family notified? _____ If yes, who? _____

On the back of this page, or on separate sheets, please document any observations or comments regarding this incident you feel are important. The more information the better.

Name (please print): _____ Signature: _____

Position: _____ Date: _____ Time: _____

Follow up notes: _____

Contact made by: _____ Date: _____

Condition of injured person: _____

Was this incident discussed at a Council meeting? Yes / No _____

If yes, date of meeting: _____

If no, why not? _____

If yes, what was the outcome to prevent further incidents? _____

Has this outcome be put in place? _____

Section Five – Examples of How to Apply Risk Management Documents

This section contains examples of situations of where you may apply risk management documents and an example of a calendar in order to schedule risk management actions.

Examples of situations where you may apply Risk Management documents:

Event	Documents				
	Pre Event Hazard Checklist	First Aid Checklist	Child/Member Protection	Incident Reporting	Emergency Management
Competition	X	X		X	X
Ice Show	X	X		X	X
Test Session		X		X	X
Club Session		X	X	X	X

Example of a schedule of when to use Risk Management documents:

Document	Monthly	Annually
Pre Event Hazard Checklist	Conduct an inspection of Club areas	
First Aid Checklist	Check contents of first aid kit(s)	
Child/Member Protection		Review the document to ensure it is still relevant and meets legislative requirements.
Incident Reporting	Review incident reports	Review incident data in order to determine whether other risk management processes should be introduced.
Emergency Management		Review the document to ensure it is current, including that phone numbers and contact details are still correct.
Risk Management Policy		Review to ensure the documented targets and objectives are still current or require updating.