



Amended - 29/11/17

Please find risks and hazards that have been identified, the controls put in place to manage them and who is responsible for these risks

RISK ASSESSMENT			
<b>Name of Venue:</b>	Runaway Bay Sports and Leadership Excellence Centre	<b>Risk Management Team:</b>	Antony Drinkwater-Newman, Ranfurly Hockey, Vivien Weston, Murielle Petit-Linnane, Brendan Flynn and Duty Managers
<b>Venue Address:</b>	Corner Sports Drive and Morala Avenue, Runaway Bay 4216	<b>Aquatics Events Supervisor:</b>	Antony Drinkwater-Newman
<b>Prepared by:</b>	Ranfurly Hockey	<b>Title:</b>	Track, Field and Events Coordinator
<b>Approved by and date:</b>	Brendan Flynn, June 2017	<b>First Aid Officers:</b>	Sports Super Centre staff (TBC)
<b>Title:</b>	Director	<b>Duty Managers:</b>	Sports Super Centre staff (TBC)
<b>Security Safety Officer:</b>		<b>Security Safety Officer:</b>	Shoreline Security
<b>Brief Description and Risk Assessment Focus:</b>	<p>The Sports Super Centre is a multi facet and diverse sporting complex. The centre showcases an IAAF synthetic Rekotan Athletics Track, Olympic Pool and Poligras Synthetic Hockey Pitch. This unique multi sports facility is open to members of the centre, teams, external contracted coaches as well as general public conducting and participating in sporting activities. With world class facilities the centre will be host to major sporting events conducted by SSO and NSO across multiple facilities.</p> <p>Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. Safe and effective programs for all students in the athletics talented sports program.</p> <p>This Risk Assessment focuses on the <b>50m Olympic Pool, 20m Indoor Pool, Aquatics Mezzanine and Bathroom areas</b> at the Centre and risks associated with hosting major events.</p>		

Hazard Identified	Likelihood	Consequence	Level of Risk	Control / Actions	Responsibility
Swimmer getting into difficulty	Unlikely	Catastrophic	High	Pool Lifeguards to be present - Spectator Exclusion Zone enforced around pool edge.	Event Organiser, RBSLEC Pool Lifeguard and Duty Manager
Spectator falls into pool	Unlikely	Catastrophic	High	Pool Lifeguards to be present - Spectator Exclusion Zone enforced around pool edge.	Event Organiser, RBSLEC Pool Lifeguard and Duty Manager
Participants slips on pool deck	Possible	Minor	Medium	First Aid kit available and First Aid staff on-site.	Event Organiser, RBSLEC Pool Lifeguard and Duty Manager
Disorderly behaviour	Possible	Moderate	High	All users must abide to poolside rules display by 50m pool - All users to abide by RBSLEC Code of ethics	Event Organiser, RBSLEC Pool Lifeguard and Duty Manager
Power source is overloaded and fails.	Possible	Insignificant	Low	Ensure that power requirements are identified in the planning phase and adequate supply is provided. Make sure vendors/contractors have been pre advised that all leads and equipment must be tested and tagged.	Site supervisor
Unsafe leads or damaged leads causing electrocution or damage to equipment.	Rare	Catastrophic	High	Engineer the hazard by using cantilevers for wet ground areas or use rubber matting or cable traps for 'dry' ground areas. Administer First Aid if required.	Site Supervisor, Event Organiser
Gas bottle leak or explosion	Rare	Catastrophic	High	All LPG Gas bottle inspected prior to use for safety. Control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events. Inspect to ensure compliance.	Event Organiser
Member of the public injured by accessing RBSLEC or external contractor equipment.	Rare	Moderate	Low	Make these areas inaccessible to the public using pedestrian barriers, hazard tape, bollards and warning signage. Keep equipment locked in allocated areas.	Site Supervisor
Overcrowding and possible personal injury.	Rare	Minor	Low	Keep a watch for overcrowding during the event. Notify Event Organiser if concerned so adequate steps can take place to reduce overcrowding. Appropriate way finding throughout centre.	Site Supervisor
Personal injury or financial loss due to external users, coaches, students, athletes and /or sporting organisations negligence or due to a fault not of their own. Not having public liability to cover costs.	Rare	Major	Medium	Ensure all external users and sporting organisations are properly set up with adequate public liability cover. RBSLEC staff to monitor and make sure external activities are performed in a safe environment.	All RBSLEC Staff
Noise complaints	Possible	Insignificant	Low	This may occur from Group Exercise classes, speaker system announcements and DJ during event. Event Organiser to monitor sound levels and adjust when required during the event. Keep decibels set as per policy.	Event Organiser, Track, Field and Events Coordinator and or any RBSLEC supervising staff
Bins overflowing and litter on the ground. Possible fines for littering	Rare	Minor	Low	Cleaning Department to monitor bins and bathrooms and organising scheduled checks. Insure adequate amount of rubbish bins are set up.	Event Organiser
Inadequate public toilets causing queuing and complaints	Possible	Insignificant	Low	RBSLEC providing adequate toilet facilities to accommodate expected numbers.	Cleaning Department and Event organiser
Inadequate free drinking water supply causing dehydration	Rare	Minor	Low	7 x water fountains located around different points at RBSLEC.	Event organiser
Public or staff member receives sun burn, heat stroke or dehydration.	Possible	Minor	Medium	First Aid area set up for major event providing assistance, sun screen, shade and water. Shaded areas available around entire centre.	Event organiser
Child is separated from their guardian.	Rare	Insignificant	Low	Lost Children's area by the First Aid Area or reception and policy in place to notify Duty Manager.	Site Supervisor and First Aid Officer/or event organiser
Crowd crush injury if site was evacuated in an emergency.	Rare	Catastrophic	High	Evacuation plans in place to communicate and contact emergency team.	Site Supervisor and First Aid Officer

Person on site requires an ambulance but the ambulance is not able to access the site.	Rare	Catastrophic	High	Multiple emergency access entrances into facility areas. Ensure and monitor emergency access areas are clear of obstruction during the event.	Site Supervisor, Duty Manager and Security Safety Officer
Person receives a minor injury on site	Possible	Minor	Medium	Multiple first aid qualified staff on-site and Central First Aid area during major event.	Site Supervisor and Duty Manager
Small fire on site causes damage to equipment	Rare	Minor	Low	Adequate fire extinguishers and hose reels on-site. RBSLEC staffs are trained in using fire extinguishers and a Fire Management Plan and Emergency Response has been developed and approved.	First Aid, Site Supervisor
Inappropriate behaviour from users or from intoxicated person	Rare	Insignificant	Low	RBSLEC prohibit intoxicated guests or staff and no alcohol policy on-site at RBSLEC. Duty Managers on-site during set hours and Security on site during the evening. Centre Management to decide on appropriate measures which may include escorting user from facility and potential ban from the Centre.	Site Supervisor and Duty Manager
Fire on-site	Rare	Catastrophic	High	Qualified and trained Emergency Team on-site and Evacuation Procedures in place.	Security Safety Officer & Emergency Management Team
Medical Emergency	Possible	Catastrophic	Extreme	Administer first aid and contact Emergency Services.	Duty Manager and Emergency Management Team
Temporary structure blown away or collapses in high winds	Possible	Major	High	Check provider has adequately pegged and weighted the equipment in accordance with the structures safety management plan. RBSLEC staff to monitor weather conditions and close area if required.	First Aid Officer and Duty Manager
Tripping over electrical cables	Possible	Minor	Medium	All electrical wiring to be taped in public traffic areas.	Event Organiser
Temporary structure collapses	Unlikely	Moderate	Medium	All structures to be checked that they are secure and safe by the Event Organiser.	Maintenance
Disability Access being impeded	Possible	Insignificant	Low	Extra disabled parking spaces allocated. Disability access to all RBSLEC facilities.	Event Organiser
Not enough carparks	Possible	Insignificant	Low	Additional carparks for event in Western Carpark (signage to be placed at carpark entry to direct participants). Gold Coast City Council field between RBSLEC and Pro 1 Tennis booked for overflow parking when required	Event Organiser
Theft on-site during event	Possible	Minor	Medium	Security and RBSLEC staff make sure all facilities, gates and lodges are locked during the event. Security Safety Officer will be on-site during the event to monitor area and respond when required.	Event Organiser
Participants injure themselves participating in activities offered during the event (activities facilitated by RBSLEC and external organisations)	Possible	Minor	Medium	RBSLEC risk assessments for activities completed or provided by external organiser. Low risk activities offered by contractors which are supervised. Each organisation covered with Public Liability Insurance. Multiple first aid qualified staff on-site and Central First Aid area during the major event.	Security Safety Officer, Event Organiser, 1st Aid officer
Extreme weather conditions causing major injury (lightning, high winds, hail)	Possible	Major	High	RBSLEC procedures in place to monitor adverse weather and close 50m Pool - stop event immediately in the event of dangerous conditions.	Event Organiser, Duty Manager
Mezzanine /Grand stand becoming slippery	Possible	Minor	Medium	During rainy weather grandstand stair may become slippery. Caution signs displayed stair surface with no slip grips	RBSLEC Staff
Malfunction of disabled chair lift for 20m pool causing inconvenience or injury to users	Rare	Minor	Low	Chair serviced and safety checked on regular basis. "Out of order" sign to be posted if malfunctioning.	Maintenance
Financial Risk - no payment from group or financial cover for damages/incidents occurring during stay	Unlikely	Minor	Low	Strict payment plans in place. Public liability required. Terms and conditions of booking outlined to guests.	RBSLEC Staff, Inhouse Group Supervisor
Financial Risk - lack of interest in guests visiting RBSLEC due to price or lack of appeal	Unlikely	Minor	Low	Marketing, partnerships and pricing strategies in place. Obtain regular customer feedback to ensure quality control.	RBSLEC Staff
Reputational Risk - negative social media, inappropriate actions by RBSLEC staff.	Rare	Moderate	Low	RBSLEC policies and procedures in place for all staff to follow.	RBSLEC Staff
50m pool/track or event gate - keeping unlocked and open during event allowing general public access to pool area leading to injury or death (example: Swimming Carnivals or Triathlon Events)	Rare	Catastrophic	High	If the 50m pool/track gate or event gate must be open during the event, the group leader must organise an adult to supervise, monitor and control access through either of these gates. This is to reduce the risk of anyone not allowed to enter the 50m pool area.	Group Leader, Event Organiser, RBSLEC Staff