



**MAIN STADIUM - ATHLETIC STADIUM**  
**RISK ASSESSMENT – SPORTS SUPER CENTRE**

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

<b>Name of Venue:</b>	Runaway Bay Sports and Leadership Excellence Centre	<b>Risk Management Team:</b>	Anthony 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>Main Stadium Events Supervisor:</b>	Anthony Drinkwater-Newman
<b>Prepared by:</b>	Ranfurly Hockey	<b>Title:</b>	Track, Field and Events Coordinator
<b>Title:</b>	Manager – Group Sales / Accommodation / Events and WHS Adviser	<b>First Aid Officers:</b>	Sports Super Centre staff (TBC)
<b>Approved by and date:</b>	Brendan Flynn, June 2017	<b>Duty Managers:</b>	Sports Super Centre staff (TBC)
<b>Title:</b>	Director	<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.</p> <p>This Risk Assessment focuses on the <b>IAAF synthetic Rekotan Athletics Track and Grass Field</b> at the Centre and risks associated with hosting major events.</p>		

Hazard Identified	Likelihood	Consequence	Level of Risk	Control / Actions	Responsibility
Team sport training - general	Possible	Minor	Medium	<p>Warm up &amp; stretching are essential prior to all training &amp; competition - Explanation &amp; Modelling of correct athletic techniques – Question &amp; Answer session on athletics skills, techniques &amp; injuries - Athletes are instructed to wear sports shoes - Clothing should not restrict movement or hamper Athletes in any way –</p> <p>Individual programs based on age &amp; sequential development – squad coaches to develop individualised programs for their athletes -Supervision of Athletes whilst undertaking tasks - Students with knowledge of first aid and /or first aid qualifications - A well equipped medical kit with EpiPen available</p>	External Athletics squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Team sports (TS) utilising the main grass field and risk of balls entering the track when the Athletics Stadium is used by multiple groups (non-exclusive bookings)	Rare	Moderate	Low	<p>The following procedures are in place as Duty of Care to minimise the risk of balls entering the track while performing scheduled TS activities and when the Athletics Stadium is used by multiple groups at the same time (non-exclusive bookings):</p> <p>TS leaders are to meet with the Track Supervisor prior to training.</p> <p>RBSLEC staff supervise the track and field when multiple groups/users are scheduled at the same time, especially when TS are involved.</p> <p>TS is to notify and liaise with those groups affected when sharing of the Track and field by a TS is scheduled.</p> <p>TS have to book entire athletics stadium to host major games on-site. In circumstances where this is not conducive, other users must be notified or rescheduling of the game organised at a more suitable date and time.</p> <p>Only TS training sessions can be booked during shared facility access sessions where bookings are not exclusive use.</p> <p>TS coaches must take precautions in avoiding balls landing in the track area by adapting training sessions and positioning of drills accordingly while other users are utilising the track.</p> <p>Users of the track and field should be performing their own internal risk assessments and have procedures in place for potential associated risks.</p> <p>TS must plan contained training sessions which minimise the risk of balls landing in the track area.</p>	Team Sport Group Leader, Track & Field Supervisor, Duty Manager
High jump area - user safety	Rare	Moderate	Low	<p>-IAAF approved high jump pit set up provided for high jump coaching sessions, 5m x 3m x 0.70m</p> <p>- Ensure run-up and take-off areas are level, dry and free from slippery material - Specific take-off points should be identified and insisted upon to avoid landing off the mats coaches should perform and internal risk assessment.</p> <p>- Circular fibreglass bars are provided for all coaching session by RBSLEC. Soft floppy bars to be supplied by coaches.</p> <p>- The high jump uprights must be sufficiently stable to avoid falling on to the mats during the training session. The long footing should be placed well under the mat in its allocated cut out.</p>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Long jump / triple jump area - user safety	Rare	Minor	Low	<p>-Long Jump pit covers are installed to minimise any hazardous object. Coaches to conduct internal risk assessment before commencing session.</p> <p>- Take off-boards clearly visual, painted white and sitting flush with the runway surface.</p> <p>- to ensure the approach area is kept free from any obstructions, It is stated in the Track User guidelines to keep bags behind the fence or to ensure they are not obstructing any activity taking place.</p> <p>- Rake pit after each jump to ensure a level landing surface - Ensure rakes, forks and shovels are not left unattended in, or beside, the jumping area</p> <p>- Long jump pits are of international standard depth of 0.500mm</p>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Shot put area - user safety	Rare	Major	Medium	<p>-Shot Puts are transported on Polanik trolleys designed to safely transport shots to the throwing areas</p>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities

				<ul style="list-style-type: none"> <li>- When multiple activities are taking place in the Athletics Stadium and throws are taking place signage will be placed to alert other users of the throwing area.</li> <li>- Coaches with relevant qualification only are to instruct Shot put. RBSLEC requires a signed copy of the coach agreement and keep relevant qualification on file</li> </ul>	
Discus area - user safety	Rare	Major	Medium	<ul style="list-style-type: none"> <li>-Discus are transported on Polanik trolleys designed to safely transport Discus to the throwing areas</li> <li>- When multiple activities are taking place in the Athletics Stadium and throws are taking place signage will be placed to alert other users of the throwing area.</li> <li>- Coaches with relevant qualification only are to instruct Discus. RBSLEC requires a signed copy of the coach agreement and keep relevant qualification on file</li> <li>-Discus cage is provided at the southern end of the Stadium. The cage is IAAF certified and meets all required safety ratings.</li> </ul>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Javelin area - user safety	Rare	Catastrophic	High	<ul style="list-style-type: none"> <li>-Ensure javelins are carried by the grip and in a vertical position with the tail up, except when the thrower has entered the specific approach area and is preparing to throw</li> <li>-Javelins are transported on Polanik trolleys designed to safely transport Javelins to the throwing areas</li> <li>- When multiple activities are taking place in the Athletics Stadium and throws are taking place signage will be placed to alert other users of the throwing area.</li> <li>- Coaches with relevant qualification only are to instruct Shot put. RBSLEC requires a signed copy of the coach agreement and keep relevant qualification on file</li> </ul>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Hammer area - user safety	Rare	Catastrophic	High	<ul style="list-style-type: none"> <li>- Hammer throw to be scheduled separate from the main track program</li> <li>- Hammer throw events must be Officiated by qualified officials</li> </ul> <p>NO HAMMER THROW TRAINING AVAILABLE, MAJOR EVENT BOOKINGS ONLY</p>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Sprints/hurdles/relays (track area) - user safety	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>-user guidelines and protocols are displayed on the entrance gate to the track. Outlining best practice and a coordinated approach to a busy athletics track.</li> <li>-Sections of the running rail has been removed to reduce the trip hazard for team sports or anyone cross the athletics track.</li> <li>-duty supervisors perform routine inspection prior to usage to ensure the track is free of any potential hazards</li> </ul>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Pole-vault area	Rare	Major	Medium	<ul style="list-style-type: none"> <li>-RBSLEC pole Vault mats measure 8m x 6m for the landing area.</li> <li>-Coaches must hold a minimum level 3-4 Jumps accreditation or Advanced Junior coach from Athletics Australia. Athletes are to wear appropriate footwear at all times. RBSLEC requires a signed copy of the coach agreement and keep relevant qualification on file</li> <li>- RBSLEC pole vault mats are not moveable, in the event of an unfavourable wind it is the coach and athletes responsibility to make the decision based on the athletes ability whether or not it is safe to continue jumping.</li> </ul>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Main grass field area - user safety	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>-RBSLEC Main grass field maintained and checked by RBSLEC grounds staff. Grounds staff will advise if the field is unsafe to use and "Field Closure signs will be displayed</li> <li>- Photo finish bollards covered with matting located on the grass main field but outside the sector lines.</li> </ul>	External athletic squad coach, external sporting organisations coaching staff and RBSLEC staff when facilitating activities
Grand stand area	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>-During rainy weather grandstand stair at the northern end become wet. Wet floor signs displayed and cleaners called to mop the floors</li> <li>- Users, coaches, teachers and staff must be mindful during wet weather to be careful when grandstand is wet. If aware of any damaged areas RBSLEC staff must be notified</li> <li>- Stair surface with no slip pads</li> </ul>	External athletic squad coach, external sporting organisations coaching staff, other user groups and RBSLEC staff when facilitating activities
Terraces Areas	Possible	Major	High	<ul style="list-style-type: none"> <li>-Patrons to bring their own chairs and be mindful of drop</li> </ul>	External athletic squad coach, external sporting organisations coaching staff, other user groups and RBSLEC staff when facilitating activities
Athletics Facilities & Equipment- Injury to student/s and/or athletes/s - Damage to equipment	Unlikely	Minor	Low	<ul style="list-style-type: none"> <li>Running surfaces must be level &amp; firm to avoid foot &amp; ankle injuries; running on hard surfaces should be avoided</li> <li>- Finishing tapes must not be used in sprint events; students should run in lanes wherever possible</li> <li>- Sand pits must be raked &amp; checked for foreign materials prior to commencement of activity, the outer pit should be level with the ground</li> <li>- Landing &amp; take off areas must be maintained for jumps events - Protective cages or improvised barriers are recommended when using the turn in throws events; the throwing sector area, approach &amp; launch areas must be marked with highly visible markers to prevent access by nonparticipants; the approach &amp; launch area must be dry &amp; free of any loose materials</li> <li>- Equipment must be regularly checked &amp; maintained - Equipment must be stored so that unauthorised use is prevented</li> </ul>	External athletic squad coach, external sporting organisations coaching staff, other user groups and RBSLEC staff when facilitating activities
Delivery vehicles occupying a footpath or intruding pedestrian access into the RBSLEC to unload equipment.	Rare	Minor	Low	<ul style="list-style-type: none"> <li>RBSLEC set up delivery area for vendors and organisations close to set up area. Alternate pedestrian path set up if required using bollards and signage.</li> </ul>	Site Supervisor
Vehicles driving on public areas causing damage to the site or a collision with a person.	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Parking areas mapped out for spectators, vendors and organisations. Vendors and organisations advised that they will be met on site by the Site Supervisor and that they are to drive at walking pace with hazard lights on when entering the centre.</li> </ul>	Site Supervisor
Power source is overloaded and fails.	Possible	Insignificant	Low	<ul style="list-style-type: none"> <li>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.</li> </ul>	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, group leader and Emergency Management Team
Temporary structure blown away or collapses in high winds	Possible	Major	High	Check provider has adequately weighted the equipment in accordance with the structures safety management plan. RBSLEC staff to monitor weather conditions and close area if required.	Event Organiser
Tripping over electrical cables	Possible	Minor	Medium	All electrical wiring to be taped in public traffic areas.	Event Organiser
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 stadium area /stop event immediately in the event of dangerous conditions.	Event Organiser, Duty Manager
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
Participants injure themselves by making contact with bollards or any equipment/structures on the sideline due to TS games or trainings.	Possible	Minor	Medium	RBSLEC risk assessments for activities completed or provided by external organiser. Each organisation covered with Public Liability Insurance. Multiple first aid qualified staff on-site and Central First Aid area during major events. Any TS boundary lines are completed by RBSLEC Groundsmen whom implement a safe working distance from any obstructions or hazards. Final approval by Event Organiser.	Event Organiser
Stairs Athletics Track	Possible	Moderate	High	Utilise the stairs for accessing the facilities Not to be use for exercise when there is inclement weather or precipitation (light or heavy) on the stairs exposed to the elements.	Event Organiser, RBSLEC PT/ Group Exercise trainer