

RISK ASSESSMENT/SAFE WORKING PRACTICE SD008 Speed Sessions and Competitions Including resurfacing

REF: SD008	TASK/ACTIVITY: Speed Sessions and Competitions							ASSESSMENT DATE: 22.02.16	
DEPT: Sports Development	LOCATION: Ice Rinks and Service corridor							ASSESSED BY: A Worth	
Who may be affected by the task/activity?	Venue Employees	X	Public	X	Contractors	Promotors /Production	Other (please specify)	X	MANAGERS NAME: S Laing
HAZARD	SAFETY RISK				SAFE WORKING PRACTICE/CONTROL MEASURES				
<p>Hazards in Service Corridor blocking route of trolleys</p> <p>Transferring pads from storage area onto ice</p> <p>Setting out and removal of speed mats.</p> <p>Use of Water trolley.</p> <p>Skaters falling at speed during sessions and competitions</p> <p>Ice Surface/Blocks</p> <p>Skaters</p> <p>Block Stewards</p> <p>Training/Competition Warm up</p>	<p>Potential trip hazards/impact/Collisions with speed trolleys when stored behind doors and in the service corridor</p> <p>Potential for injury due to improper transfer, lifting of pads and falling from height if stacked incorrectly.</p> <p>Potential slip hazard on ice for person transporting the water trolley. There may be a risk of the water trolley tipping over on to ice also the use of hot water, possible burns/scalds.</p> <p>High impact collision with padded barrier. Danger of cuts and amputations from skate blades and rough ice. Risk of slips, trips and falls</p>				<p>Team GB or Speed club member/volunteer to arrive early and plan a route for the pads to be transported. Inform a member of Control room staff of any items that are blocking the service corridor so they can be moved by the appropriate staff.</p> <p>Magnetic locks to be switched on/off to allow the speed trolleys ease of access/egress along the corridor when needed.</p> <p>Maintain clear route to transfer pad trolleys to/from both ice rinks</p> <p>Two competent persons to transfer a pad trolley, one person <u>must</u> go at each end of the trolley, there should be sufficient space maintained between each pad trolley to prevent a collision. Each person to maintain effective communication throughout the process and advance warning to be given if pad trolley transfer needs to be slowed or stopped.</p> <p>Trolleys should never be left unattended in the service corridor as they can block the evacuation route. Empty trolleys are to be stored neatly away from any egress routes when not in use.</p> <p>Empty trolleys can be moved by one person</p> <p>Qualified coach or committee member to oversee task on and off ice</p> <p>Extra care and attention to be given whilst passing any public/staff access doors in the service corridor. On competition days there will be an announcement on how to move the trolleys and set up the pads</p> <p>Pads on the trolleys to be stacked correctly and not to exceed the height of the corridor.</p> <p>Qualified coach or Committee member to oversee task on and off ice.</p> <p>Padding positioned at both ends of the ice pad in accordance with NISA Short Track Speed Skating rules</p> <p>Club members must be aged 11 or over to help with the trolleys</p> <p>Mats to be set out on the ice and trolleys removed from the ice before the Zamboni drives on to the ice to perform a resurface.</p>				

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	<p>causing personal injury to a skater eg cuts/bruises/sprains/broken bone.</p>	<p>Skaters/Vounteers to be aware of the Zamboni moving around and its pattern of cut.</p> <p>Skaters/Volunteers to wear flat shoes or skates and have read the combined RA/SWP PS004 for walking on ice. No running on the ice and no swinging on the empty trolleys.</p> <p>Only fill the water trolley tub to ¾ full, to minimise spillage. Tub wheels to be kept in good working condition.</p> <p>Skates to be well maintained and suitable for the wearer. Appropriate protective clothing to be worn as per NISA/ISU guidelines, and all skin on the arms and legs must be covered.</p> <p>Two skaters/Volunteers should transport the water trolley to where it needs to go. The water trolley should be stored outside the catering cash office where marked.</p> <p>Qualified coach on ice at all times. Padding set up with no gaps in potential impact areas.</p> <p>Ice checked by qualified coach/chief referee and Zamboni driver/Ice technician prior start of the session.</p> <p>Competent skaters only permitted to undertake role</p> <p>Skaters/stewards to check ice surface is safe and maintained prior to the start of the race</p> <p>Coaches/Stewards/referees to monitor quality of the ice surface and repair any minor defects. Other defects report to Manager on Duty or Control Room Operator. Where defects are identified as being dangerous, race/training will be stopped by the referee/coach until defect repaired by block steward/ice engineer</p> <p>Block Stewards/skaters to re-position the block should it move in accordance with track guidelines</p> <p>Coach/referee to ensure all activities on the ice are carried out in a safe manner for all concerned as per race specification and activity is suitable for the level and competency of the skaters.</p> <p>Coach/Referee to ensure that no unauthorised skaters to take part in activity.</p> <p>Coaches to be First Aid qualified.</p> <p>Coach/Event Co-ordinator briefed on accident reporting procedure</p> <p>Speed skater must be registered with NISA/ISU.</p> <p>Steward to be suitably experienced and competent in the role.</p> <p>Steward to work in accordance with the governing body for sports guidelines.</p> <p>Steward to follow the Chief Referee’s instructions.</p> <p>Skates to be well maintained and suitable for the wearer. Appropriate clothing to be worn.</p> <p>Stewards to attend the Chief Referee’s pre-event meeting.</p> <p>Coach/Event Organiser and venue to agree a designated warm up area and to communicate to all competitors</p> <p><b>MANAGEMENT SYSTEMS/ RESPONSIBILITIES</b></p>
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		<ol style="list-style-type: none"> <li>1. The ice technician should liaise with speed club qualified coaches to resolve any issues such as holes in the ice or requirement of additional resurfaces to ensure the safest possible ice is delivered. Ice quality sheets are available for qualified coaches/managers when ice technician is not available.</li> <li>2. Qualified coaches and skaters are to ensure that everyone has the relevant safety equipment to participate in speed skating.</li> <li>3. Ensure all staff/officials have received the relevant training and information to undertake the task.</li> <li>4. Ensure only qualified coaches/Event Co-ordinator/Chief Referee deliver the on ice training sessions and that qualifications are valid and up to date.</li> <li>5. Ensure all staff/Heat Box Official use the correct equipment and wear uniform at all times</li> <li>6. Ensure all accidents or incidents are recorded and reported in line with the accident/incident reporting procedure</li> <li>7. Refer to SWP/RA PS004 Walking on Ice</li> </ol> <p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>• Transfer of mats from Trolley to Ice</li> <li>• Accident reporting procedure</li> <li>• First aid</li> <li>• Manual handling information sheet</li> <li>• NIC fault reporting procedure</li> <li>• Qualified coaches continual professional development</li> <li>• NIC Safeguarding procedure</li> <li>• Refer to SWP/RA PS004 Walking on Ice</li> <li>• NISA Short Track Speed Skating Officials Seminar</li> </ul> <p><b>MANUAL HANDLING</b> Safety pads/water trolley to be moved by two competent people, never lifted by a single individual.</p> <p><b>WORK EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• Safety pad trolleys</li> <li>• Skates</li> <li>• Radio</li> </ul>
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		<ul style="list-style-type: none"> <li>• Water trolley</li> <li>• Blocks</li> </ul> <p><b>FURTHER INFORMATION</b></p> <ul style="list-style-type: none"> <li>• NISA Qualified coach Licence</li> <li>• NISA Code of Conduct</li> </ul>
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<b>Further action required :</b>		
<b>Action to be undertaken by :</b>		<b>Review Date: 01.02.18</b>
<p><b>The Residual risk rating must be calculated taking into account control measures already in place.</b></p>		
<p><b>Severity</b></p>	<p><input type="text" value="3"/> X</p>	<p><b>Likelihood</b> <input type="text" value="1"/> = <b>Risk Rating</b> <input type="text" value="3"/></p>

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### Guidance on risk rating.

'Risk Rating' is a means of 'measuring' the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor 'MODERATE' with a *likelihood* factor 'POSSIBLE' would give a risk rating of 2 x 2 which, of course, gives a 'score' of 4.

'Severity' is rated as follows:

- FACTOR 3 = death, major injury and occupational diseases as defined by RIDDOR 2013
- FACTOR 2 = 'over 3 day' injuries as defined by RIDDOR 2013
- FACTOR 1 = injuries where persons may be off work for less than 7 days, or not at all

'Likelihood' is rated as follows:

- FACTOR 3 = could happen anytime
- FACTOR 2 = might happen sometimes
- FACTOR 1 = where harm is unlikely to occur

Risk ratings:

- (HIGH RISK) From 6 - 9 INTOLERABLE RISK LEVEL Immediate action required.
- (MEDIUM RISK) From 3 - 5 TOLERABLE RISK LEVEL Risks must be reduced so far as is practicable.
- (LOW RISK) From 1 - 2 BROADLY ACCEPTABLE RISK LEVEL Monitor and further reduce where practicable

Please note.

Priority should be given to hazards that affect large numbers of people and/or could result in serious injury.

**IMPORTANT - This risk assessment should be reviewed every 24 months, or whenever there is a significant change in the task or activity and following any accident or incident involving this task or activity.**

SIMPLE RISK MATRIX			
LIKELIHOOD	SEVERITY		
	Factor 1 – MINOR	Factor 2 – MODERATE	Factor 3 – MAJOR
Factor 3 - LIKELY			
Factor 2 - POSSIBLE			
Factor 1 - UNLIKELY			

  

RISK TREATMENT KEY	
<b>INTOLERABLE RISK LEVEL</b> Immediate action required	
<b>TOLERABLE RISK LEVEL</b> Risks must be reduced so far as is practicable	
<b>BROADLY ACCEPTABLE RISK LEVEL</b> Monitor and further reduce where practicable	