

Risk Management Policy

Policy Statement

Risks are uncertain future events that could impact on Cycling Southland's ability to achieve its objectives. Cycling Southland has a responsibility to ensure staff and club members have a safe and healthy environment to work, train and compete.

Purpose

This policy provides the framework for how we manage our operational risks. It details our plan for systematically identifying, assessing and controlling risks and their related hazards, in the workplace. However, it must be acknowledged there is an inherent level of risk associated with competitive cycling.

We will determine the level of risk for our organisation by considering each identified risk's probability and impact. Risks will be ranked in order of importance.

We will create and maintain an Occupational Risk Action Plan/Risk Register, which will identify risks and how we manage them.

Events will be included in our risk management.

Scope

This policy applies to Cycling Southland activities, including those involving club members, volunteers, visitors and subcontractors inside and outside of normal scheduled working hours.

Responsibilities

The executive is responsible for:

- Ensuring the policy meets the requirements under the current legislation.
- Being proactive to ensure steps are being taken to minimise risks to health and safety, so far as is reasonably practicable, by eliminating, isolating or minimising the identified risks.
- Ensuring that appropriate training is being provided to staff.

The General Manager is responsible for:

- Developing the Risk Management Policy, which includes responsibilities for monitoring and reporting on risks and updating the system.
- Developing an Occupational Risk Action Plan/Risk Register that records the risks and how they will be managed.
- Developing Risk Action Plans for core areas of the organisation's operations and specific event plans.
- Maintaining the Cycling Southland Occupational Risk Action Plan/Risk Register including identification and risk analysis.
- Engaging with staff in risk management planning.
- Conducting regular health and safety inspections.
- Working with staff to control identified hazards and risks.
- Ensuring incidents are recorded and actions identified to manage the risk.
- Authorising specialist consultants to be contracted where existing staff competency is not available to identify, eliminate or minimise hazards or risks (for example assessment of workstations).
- Reporting to the executive on a monthly basis any operational risk management matters arising.

Staff are responsible for:

- Taking reasonable care of their health and safety.
- Adhering to risk management procedures in their work area.
- Reporting and recording any risks and incidents to the General Manager.
- Taking care to ensure their acts are not a risk to the health and safety of others.
- Taking reasonable steps to eliminate risks when they are first identified and taking all practicable steps to ensure those identified are eliminated or controlled.
- Report any risks to the General Manager by completing a Risk Notification Form (Appendix 1).
- Informing others (staff, visitors and contractors) of any risks to health and safety that are known to be associated with the work they perform and the steps to be taken to control any such risk.
- Ensuring unsafe acts and unsafe conditions are appropriately addressed.
- Comply with this policy and procedures in the workplace.
- Deciding to cease or refuse to carry out work if they believe the work would expose them to a serious risk.

Definitions

‘Risk’ means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a risk can be interpreted as anything that could cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

‘Risk Identification’ is the process of recognising that a risk exists and defining its characteristics.

‘Risk Assessment’ is the overall process of determining whether a risk is significant.

‘Significant risk’ means a risk that is an actual or potential cause or source of:

- Serious harm; or
- Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person’s exposure to the risk; or
- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the risk.

‘Harm’ means ‘illness, injury or both’. The term is only used in the context of harm that is more than trivial.

‘Serious harm’ is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

Procedures

Hazard management steps include:

Identification

Describing the risk and stating its location.

Risk analysis

Rating the risk using the predetermined formula in the Occupational Risk Action Plan/Risk Register.

Control

Recommend the control measures (eliminate or minimise).

Recording

Completing details on the Occupational Risk Action Plan/Risk Register.

If difficulties are experienced in identifying, eliminating or controlling risk, the General Manager will engage an outside contractor with appropriate experience.

Risk management needs to be included:

- Systematically for all areas and processes at regular six-monthly intervals.
- For all major events both on the track and the road.
- When an accident occurs - a check is needed to ensure risks listed and their controls are adequate.
- When a new process or equipment is introduced.
- If a new risk is observed or reported.

Step 1 – Identify risks

Risk Identification Process			
1.	Use inspection, audits, walk-through surveys, checklists and respond to notifications from individuals to determine risks.		
	Working Environment Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Risks that could cause injury Characteristics of materials, equipment Hazards that could cause ill health Psycho-social environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear	Tasks Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation
2.	Analyse any 'near miss' incidents that may have been recorded.		

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Cycling Southland uses an Occupational Risk Action Plan/Risk Register to calculate and assess risk, made up of these components.

Probability scale

Scale	Likelihood of accident or illness
Unlikely	The chances of it happening are considered low. A rare event.
Possible	Could occur at some time. There are external influences that make managing this risk difficult
Likely	Will probably occur at some point. There is frequent exposure to the risk. There are external influences that make managing this risk ineffective.

Impact scale

Scale	Consequence of accident or illness
Low	Negligible to minor injury requiring minor first aid and/or less than one weeks' recovery illness
Medium	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 weeks' recovery
High	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery. May result in permanent or long-term disabling effects or death.

Risk map

	High	Medium	High	High
Probability	Medium	Low	Medium	High
	Low	Low	Low	Medium
		Low	Medium	High
				Impact

Step 3 – Control

Cycling Southland will control risk, if practicable, by elimination. Where elimination is not practicable then the hazard must be minimised to ensure all practicable steps have been taken.

Filling out the Occupational Risk Action Plan/Risk Register will identify high priority risk areas to be worked upon with a column to identify the Control Effectiveness. This will create areas of focus to work upon.

Control measures identified as “poor” will be reviewed until they are at the stage where they are rated at least “adequate”.

Control Effectiveness scale

Scale	How good are our measures?
Poor	There is no system to prevent someone being injured by this risk. No thought has been given to the management of the risk
Adequate	Enough has been done to ensure steps have been taken to protect people from the risk.
Good	All practicable steps have been taken to address and control the identified risk.

Step 4 – Review

Cycling Southland will work to ensure that identified risks have all possible controls implemented to reduce the risk rating and risk score in the control risk, if practicable, by elimination. Where elimination is not practicable then the Occupational Risk Action Plan/Risk Register will identify controls in place to minimise risk.

The goal is to have as low risk as possible and take all reasonable and practicable steps throughout Cycling Southland activities but the organisation acknowledges that there is an inherent risk related to cycle racing and some incidents are beyond its control given the human nature of the sport.

Appendix 1 - Risk Notification Form

Your name:	Date:	Location:	Notification to:
Description of risk including significance in your opinion:		Immediate action taken to mitigate:	Your recommendations to control or eliminate the risk:
Signature of person notifying this risk:			
Health and safety representative report including analysis and action taken:			
Date entered into the <u>Occupational Risk Action Plan/Risk Register</u> :			
Signature of General Manager			