



# Ice Skating Australia Incorporated

Affiliated to the International Skating Union

## ISA Risk Management Policies and Protocols Manual

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## SECTION 1 PREAMBLE

### OBJECTIVE

This document is a statement of the overall intentions and direction of Ice Skating Australia Inc. and its affiliates, related to risk management.

ISA Inc. has reviewed and developed its Risk Management Protocols to formalise its commitment to incorporating the principles of risk management into all aspects of the association, and by its members and their affiliates.

### POLICY

The purpose of this manual is to:

- Outline the principles of risk management which are to be applied by Ice Skating Australia Inc., its board, members, affiliates and volunteers
- Describe ISA's risk management framework
- Clarify the roles and responsibilities for administering and implementing risk management processes
- Assist ISA and its members to manage the risks involved in its activities to maximise opportunities and minimise adverse consequences.

### INTRODUCTION

ISA Inc. encourages its members to create and protect value throughout the skating community and in their own organizations by managing risks, making decisions, setting and achieving objectives and improving performance.

#### Risk management creates and protects value:

Risk management contributes to the demonstrable achievement of objectives and improvement of performance in human health and safety, legal and regulatory compliance, environmental protection, project management, efficiency in operations, governance and reputation.

#### Risk management is part of decision making:

Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.

#### Risk management is dynamic and responsive to change:

Managing risk is iterative and assists the organisation in setting strategy, achieving objectives and making informed decisions.

Risk management facilitates continual improvement of the organization:

Managing risk is part of governance and leadership and is fundamental to how the organisation is managed at all levels. It contributes to the improvement of management systems.

Risk Management is transparent and inclusive:

Managing risk is part of all activities associated with the organisation and includes interaction with stakeholders.

Risk management takes human and cultural factors into account:

Managing risk considers the external and internal context of the organisation, including human behaviour and cultural factors.

#### **Framework References:**

AS/NZS ISO 31000:2018	Risk management - Principles and guidelines
ISO Guide 73:2009	Risk management - Vocabulary
IEC/ISO 31010:2009	Risk Management - Risk assessment techniques
HB 266:2010	Guide for managing risk in not-for-profit organisations
Risk management—Principles and Guidelines, Sport and Recreation Victoria	

#### **Change History**

Version	Approval Date	Change
1.0	14 <sup>th</sup> April 2008	Framework from AS/NZS 4360:2004
2.0	March 2018	Reviewed and Revised See Framework References above

## SECTION 2 POLICY FRAMEWORK

### Purpose

Ice Skating Australia Inc. (ISA) has developed its Risk Management Policy to:

- Support effective decision-making that is guided by the association's mission and vision
- Ensure a consistent and effective approach to risk management
- Formalise its commitment to the principles of risk management and incorporating these into all areas of the sport
- Foster and encourage a risk-aware culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure
- Align the association's planning, quality and risk management systems, and their integration into all areas of the sport.
- Assist its members and their affiliates to integrate this framework into their own culture and practice

### Policy Requirements

ISA's Risk Management process needs to ensure compliance with regulations and policies of organisations it is affiliated with, including:

Australian Olympic Committee (AOC)  
Olympic Winter Institute of Australia (OWIA)  
Australian Sports Commission (ASC)  
Australian Sports Anti-Doping Authority (ASADA)

As part of ISA's Risk Management Framework, ISA will develop and maintain appropriate national policies required to effectively govern the sport, including:

- Anti-Doping Policy
- Code of Conduct
- Conflict of interest Policy
- Governance Policy
- Member Protection Policy
- Concussion Management Policy
- Privacy Policy
- Risk Management Policy
- Selection Policies

## DEFINING RISK MANAGEMENT

### What is risk management?

Risk management is the process of systematically avoiding, eliminating or minimising the adverse impact of all activities which may cause injury or damage. This process is a framework within which risk exposure can be identified, monitored and controlled.

Risk management is a tool which persons involved in sport can use to meet their duties of care and therefore avoid liability and injury or damage to others.

### Duty of Care

Association and event officials will owe a duty of care to participants in the sport of figure skating activities where there is a reasonably foreseeable risk of harm or injury to participants and spectators as a result of their actions.

In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants and spectators as a result of those risks which are foreseeable.

This is the rationale which underpins any risk management program – in this case, the process of identifying risks involved in conducting skating events and activities, and then adopting strategies and actions to reduce these risks wherever possible.

### ISA's Duty of Care to Children

In keeping with [SCHEDULE C ~ CHILD PROTECTION REQUIREMENTS](#) and in accordance with the updated Child Protection Guidelines as outlined in the ISA Member Protection Policy V8 2016, ISA Inc. requires its affiliates and APSA to submit the following documentation on request:

- An updated list of its committee/council members, managers, judges, volunteers, administrators, coaches or any other relevant persons who have completed the mandatory State Legislative screening or checking processes.

### Risks which can be covered by a Risk Management Process include:

- **Legal Risks:** Losses and costs arising from legal actions for breach of a common law or a statutory duty of care
- **Physical Risks:** Injuries to participants or the public
- **Financial Risks:** Increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs.

- **Moral and Ethical** Risks: Loss of quality of participant experiences and confidence, adverse publicity and damage to image or reputation
- **Environmental** Risks: Damage to the environment resulting from association activities
- **Governance** Risks: Loss to the association as a direct result of inappropriate management processes or decisions

### **Which risks need to be managed?**

The Law does not required associations to provide a completely risk-free environment. In fact, by agreeing to participate in figure skating activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Associations will not be required to take steps to counter risks where it would be reasonable to expect an association to do so in the circumstances. Associations will however be expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

### **The Australian and International Standards and this Document**

The approach adopted in this document is based on the Australian and International Standards on Risk Management – AS/NZS ISO 31000:2018.

As such, this document seeks to simplify the steps set out in the standards and includes the stages in the Risk Management Process as outlined below.

This document is not a finite resource however it may serve as a useful defence to claims of breach of duty of care.

Risks will vary from club to state to event, depending upon the circumstances and the way in which the association operates. It is up to the board/council/committee when using this document to consider any and all risks, including those not identified here, and plan for their treatment accordingly.

All risks, whether generic or specific to the context, should be included in the Risk Register for subsequent assessment and treatment.

## **Who should be involved in the Risk Management Process?**

It is important that all *key* people, from organising committee to officials to volunteers, are all involved in each step of the risk management process. Key people, including experienced competition convenors, coaches, judges and officials have the training and knowledge that is required when risk questions regarding the sport of figure skating are asked. Therefore, it is vital to involve *key* people in the risk management process.

## **Appointment of a Risk Management Officer**

It is recommended that a responsible and respected member of the Association to be the focal contact for all risk management issues, and they can:

- Manage all risk management issues, including documentation, assessment and reporting
- Raise awareness of issues relating to specific events
- At ISA level, be the primary point of contact for all members and their affiliates
- To follow up on issues as they arise and report to the Board

## **Documentation**

It is vital that all documents are completed, retained and accessible, and remain 'living and breathing' evidence of the risk management process.

Each phase of the Risk Management process should be documented in order to:

- Record what and how decisions were made for future justification
- Demonstrate that the process has been undertaken in a planned and systematic manner
- Communicate outcomes of the process
- Provide an audit trail
- Provide evidence of the due care undertaken for the process in the event a legal defence is required.
- Form an important part of the Association's compliance memory
- Educate incoming Association members
- Monitoring progress of Treatment plans
- Review the risks on a regular basis and ensure the controls and treatments are operating as intended
- Facilitate continuous process improvement

## What documentation should be maintained?

The documentation maintained should provide the audit trail (story) of the Risk Management process at the Association.

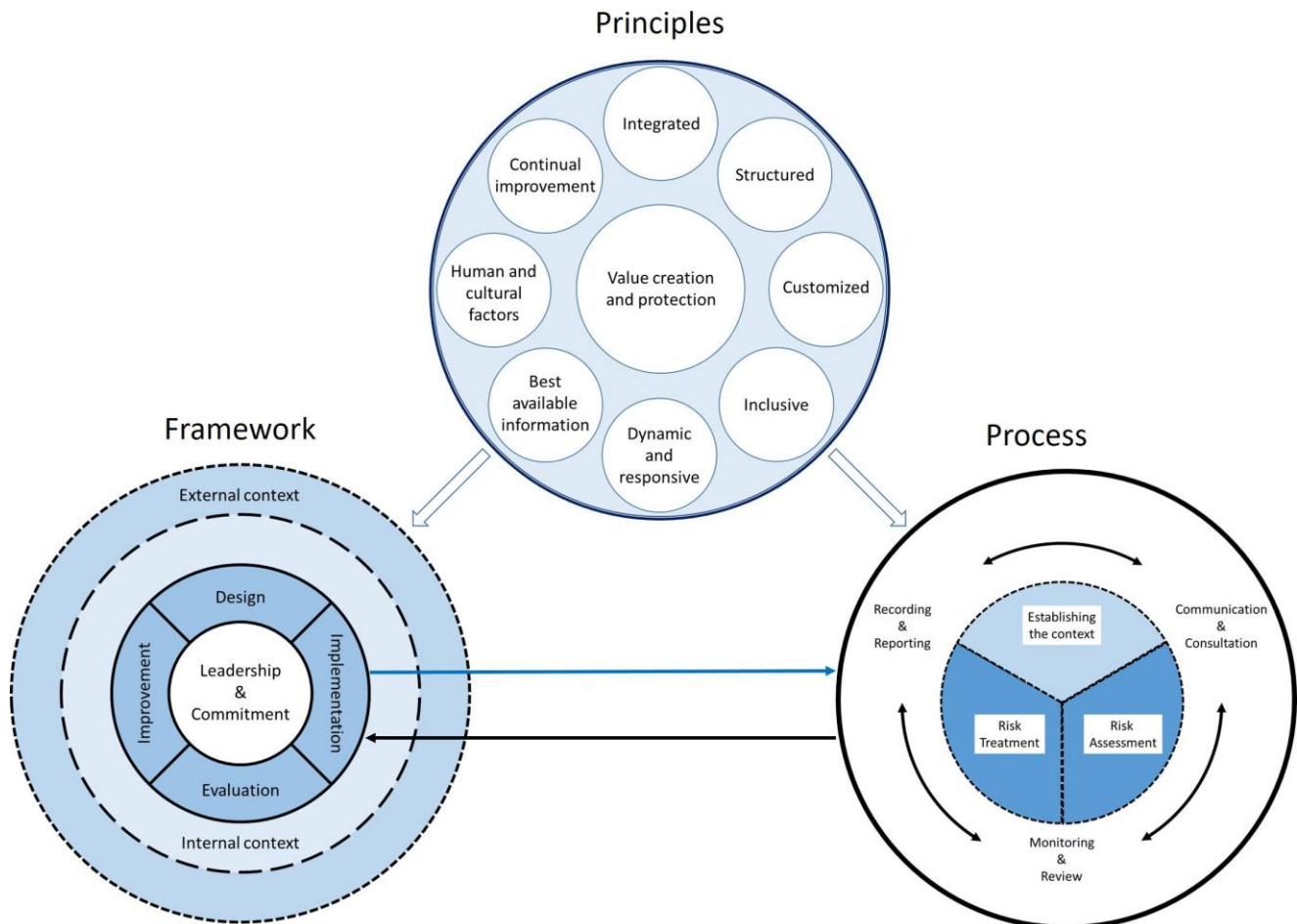
- **Risk Register** identifies the Risks, associated controls existing, assessment of the Risk for effectiveness, Treatments to be undertaken, Action Plan for the Treatments, responsibility for actions, timelines for treatments and resultant Review of the Risks.
- **Incident Register** records any safety Incidents that have occurred including any immediate actions undertaken, recommendations for treatment and when the matter was discussed by the Committee.
- **Decisions** of the Committee relative to the Risk Management discussions of Incidents and identified Risks. This documentation is generally contained within the Association's Minutes. Communications to Association members and others should provide enough information to enable members to understand the safety issues and provide for a mechanism for members to report safety issues / incidents. Every member of the Association should be aware of who to make a report of a safety Incident or Risk.
- **Monitoring and Review** documents should record the process undertaken and the results of the review.



## RISK MANAGEMENT FRAMEWORK AND PROCESS

According to ISO 31000:2018, a risk management framework is a set of components that support and sustain risk management throughout an organization.

### Risk Management Framework



### Risk Management Framework Process:

- Establish the Context
- Identify Risks
- Analyse & Evaluate Risks
- Treat Risks
- Monitor & Review Risks

## **SECTION 3     RISK MANAGEMENT PROCESS**

Within the Risk Management Framework above, incorporating Ice Skating as a unique context, and based on the principles of ISA Inc., the following processes and tools are to be observed and utilised:

### **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 association 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 association operates
- The organizational context – the objectives, core activities and operations of the association

### **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 association 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 prioritised 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.

## Risk Matrix

CONSEQUENCE	LIKELIHOOD			
	Very Likely	Likely	Unlikely	Very Unlikely
<b>Major</b>	High Risk	High Risk	High Risk	Medium Risk
<b>Moderate</b>	High Risk	High Risk	Medium Risk	Low Risk
<b>Minor</b>	High Risk	Medium Risk	Low Risk	Low Risk
<b>Insignificant</b>	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:

<b>Very Likely</b>	Could happen at any time (i.e. will most likely occur within the next year)
<b>Likely</b>	Could happen sometime (i.e. will probably occur within the next one to ten years)
<b>Unlikely</b>	Could happen but very rarely (i.e. may well happen within ten to fifty years)
<b>Very Unlikely</b>	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:

<b>Major</b>	Death or extensive injury, major financial loss and/or legislative non-compliance
<b>Moderate</b>	Medical attention and more than three days needed for recovery, high financial loss
<b>Minor</b>	Medical attention and three days or less needed for recovery, medium financial loss
<b>Insignificant</b>	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 risks 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 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 association 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 4    POLICIES

### ISA Inc. 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 members and their affiliates with information and instruction to increase their understanding of risk management.
- Comply with legislation and acceptable sporting standard practices.
- Involve ISA's members and their affiliates 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 and Protocols 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 the state associations in any risk management strategy which may affect their members and spectators.

**Authorised by:**

**Date:**

\_\_\_\_\_  
**ISA President**

## PROFORMA

Name of State Association / Club Inc.

LOGO

### Risk Management Policy

**State Association / Club** is committed to providing a safe environment for its members, including skaters and officials, coaches, and spectators.

**State Association / Club** recognises that risk management strategies must be integrated in all operations of the organisation.

**State Association / Club** aims to:

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

**State Association / Club** is committed to encouraging consultation and co-operation between its members, including skaters and officials, and coaches.

It will formally involve its stakeholders in any risk management strategy which may affect their members and spectators.

Authorised by:

Date:

\_\_\_\_\_  
State/Club President



## SECTION 5 DEFINITIONS

### **Risk**

The Australian and New Zealand standard (AS/NZS/ISO 31000:2009 Risk Management) definition for risk is '*The effect of uncertainty on objectives*'.

Characteristics of risk include:

- an effect is a deviation from the expected, positive or negative;
- objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process);
- risk is often characterised by reference to potential events and consequences, or a combination of these;
- uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence or likelihood.

### **Risk Management**

The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects within ISA's environment.

### **Risk Management Framework**

A risk management framework defines the manner in which risk management is conducted throughout the organisation. Its purpose is to embed risk management across all major practices and business processes.

ISA's risk management framework is composed of this policy, protocols, and supporting tools.

ISA's risk management framework is consistent with the Australian/International risk management standard defined in the publication AS/NZS/ISO 31000:2018 Risk Management.

### **Risk Management Process**

The systematic application of management policies, procedures and practices to the tasks of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk.

### **Risk Assessment**

The overall process of risk identification, risk analysis and risk evaluation.

### **Risk Identification**

The process of determining what, where, when, why and how something could happen.

**Risk Analysis**

The systematic process to understand the nature of and to reduce the level of risk.

**Risk Evaluation**

The process of comparing the level of risk against risk criteria. Risk evaluation assists in decisions about risk treatments.

**Risk Treatment**

The process of selection and implementation of measures to modify risk.

Risk treatment measures can include avoiding, modifying, sharing or retaining the risk.

**Risk Management Policy**

A policy statement defines a general commitment, direction, or intention. A risk management policy statement expresses an organization's commitment to risk management and clarifies its general direction or intention.

## SECTION 6: PROTOCOLS AND FORMS

### 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

## SECTION 6: PROTOCOLS AND FORMS

Quarterly Child Protection List	
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## SECTION 6: PROTOCOLS AND FORMS

### Protocol for First Aid & Emergency

#### **Purpose**

The purpose of this protocol is to provide guidance for the initial management of accidents, emergencies and minor incidents during any figure skating event.

#### **Scope**

This protocol applies to the ISA Inc., the ISA Board, ISA members and their affiliates

#### **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**

##### **Organiser: Committee / Council (OC)**

Prior to an event, competition or test being conducted, the OC must ensure that there is a procedure in place to manage accidents, emergencies and minor incidents.

The OC should ensure that the Judging, Competition and/or Test Convenor are aware of the Competition First Aid and Emergency Procedure.

The procedures 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
- Concussion protocols

In the event of an accident, emergency or minor incident, the procedure should provide the details of the person nominated by the OC to be contacted during the event, such as the Test Convenor, Competition Convenor, First Aider or designated Risk Management Officer.

## SECTION 6: PROTOCOLS AND FORMS

### Procedure for First Aid and Emergency ~ Events, Tests, Shows

#### 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 events.

#### Scope

Any figure skating event, competition or test session

#### 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

##### OC or Committee/Council Risk Management Officer

The Risk Management Officer in consultation with relevant stakeholders should use the first aid checklist (attached) in order to determine if the First Aid Kit is complete and in readiness for the event.

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.

## SECTION 6: PROTOCOLS AND FORMS

### 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 member is taking on the role of first aider they should be up to date with 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
  - 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.

**Procedure for First Aid and Emergency p2.**

## SECTION 6: PROTOCOLS AND FORMS

### *First Aid Checklist*

<b>Date:</b>	<b>First Aid Kit number:</b>
<b>Location of First Aid Kit:</b>	<b>Name of person checking kit:</b>

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 labelled in order to make it easily recognizable?			
<b>First aid kit contents include:</b>			
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			



## SECTION 6: PROTOCOLS AND FORMS

Item	Expiry Date	Does item require replacement?	Comment
Triangular bandages			
Safety pins			
Small, Medium and Large sterile un-medicated wound dressings			
Wound closure clips			
Jelly Beans			
Roll Non-allergenic tape 25mm			
Rubber thread or crepe bandage			
Scissors			
Tweezers			
15ml sterile saline solution			
Plastic bags for disposal			
First Aid Checklist p2.			

## SECTION 6: PROTOCOLS AND FORMS

### 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

<b>DATE:</b>			<b>VENUE:</b>		
<b>EVENT:</b>			<b>Person(s) Inspecting:</b>		
Subject	General Area	Change Rooms	Judges & Officials	Marketing Stall Holders	Comment or Corrective Action
	Yes, No or Not Applicable <input type="checkbox"/>				
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.					
Competition / Event Hazard Checklist p1.					

## SECTION 6: PROTOCOLS AND FORMS

Subject	General Area	Change Rooms	Judges & Officials Areas	Marketing Stall Holders	Comment or Corrective Action
	Yes, No or Not Applicable <input type="checkbox"/>				
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					
Competition / Event Hazard <input type="checkbox"/> Checklist p2.					

### Now what?

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

## SECTION 6: PROTOCOLS AND FORMS

### Procedure for Incident Reporting

#### **Purpose**

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

#### **Scope**

Any figure skating event, competition or test session

#### **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 regard to injuries. By analysing 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 involving a skater's head striking the ice or other object, regardless of the level of impact.

#### **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.

## SECTION 6: PROTOCOLS AND FORMS

### Incident Report Form

Date of incident:	Time of incident:
Injured person's 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, paramedics) assist? Provide details:	
OC 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 Club/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 6: PROTOCOLS AND FORMS

### Applying Risk Management Documents

The table below indicates situations in which you would 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	x
Ice Show	x	x	x	x	x
Test <del>Session</del>		x		x	x
Club <del>Session</del>	x	x	x	x	x
AFSC	x	x	x	x	x

## SECTION 6: PROTOCOLS AND FORMS

## Post-Event Risk Management Report Form

As part of the governance and support structure for Ice Skating Australia Inc., its members and their affiliates, OC // Risk Management Officers // Convenors are required to demonstrate diligence, planning and care in the events and activities they organise. For Major Events this includes an Event Plan as well as a Post-Event Report. Using this template as a guide, please provide information regarding your recent event or competition.

Club/State:	Event:
Event Date(s):	Event Location:

Please provide a summary of the event:

Details of Attendance: (competitors / volunteers / officials)

Were there any incidents at the event?	YES / NO
If yes, please outline the incident, any action taken as well as outcomes:	

## SECTION 6: PROTOCOLS AND FORMS

Details e.g. if the event ran as per the Event Plan; any differences; did the preparation of an Event Plan and Risk Assessment assist in running the event

Thoughts on recommendations for the next event; areas for improvement; what would be changed?

Any other comments or feedback

Post-Event Risk Management Report Form p2.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Thank you for completing the Post-Event Report as well as contributing to the knowledge base of ISA.

Please submit the completed Report to [administration@isa.org.au](mailto:administration@isa.org.au)