

Chiggy's Skateboarding / Risk Assessment & Management Plan / Skate Lessons

Role	Person/s	Responsibilities	Phone	Email
Skateboard coach	Mat Chigwidden	Lesson instruction / Supervisor		
Skateboard coach	Taniah Meyers	Lesson instruction / Supervisor		
Skateboard coach	Mikayla Senior	Lesson instruction / Supervisor		
Skateboard coach	Kea Kubicki-Malins	Lesson instruction / Supervisor		
Skateboard coach	Jakeb Clark	Lesson instruction / Supervisor		

Checklist – Coaches, supervisors & volunteers

Blue Card	Accreditation	Health info	First Aid	CPR	Mobile phone	Open Licence	Reg'd vehicle
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

Checklist - Participants

Registrations	Consents	Waivers	Emergency contacts	Health info	Medications & info	Allergen advice	Anaphylaxis plans
YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO

Risk Area	Risk	Risk Management Strategies	Person Responsible
Internal & External Providers	An internal or external provider (skate coach, volunteer, activity centre eg. water park, indoor skate park, physical recovery centre/gym) has not been adequately trained / appropriately certified to conduct operations safely which may result in injury or harm	<p>Check all internal providers have adequate training, experience and certification to provide services & supervision (BlueCard checks, accreditation checks).</p> <p>Check to ensure all external providers have certification & accreditation.</p> <p>Ensure participants have completed registration and waivers for participation in services provided by both internal/external parties under supervision.</p>	Chiggy's Skateboarding
Natural Environment	Injury or harm to persons during skateboarding activities in the natural environment	<p>Conduct terrain assessments to determine how hard ground is for tent pegs etc.</p> <p>Check for grip and slipping hazards (cordon off appropriately with signage and orange markers).</p> <p>Use of flagging tape to section off safe zone areas for camp participants.</p> <p>Removal of debris and obstacles for safe physical movement.</p>	Coaches & Supervisors
Natural & Built Environment – Public Skate Parks/skate areas	A participant may be injured or harmed while using a public skate park/skate area	<p>Conduct risk assessment prior to skate park use.</p> <p>Implement risk management strategies for safety of park use (removal of rubbish/debris such as leaf matter and rocks that could act as an obstacle and cause an accident while skateboarding)</p> <p>Complete Australian Skateboarding Federation (ASF) Online Risk Assessment form before commencement of park use.</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSe6-z4kXVMZINrUXKKi5jqX7y6icr_DjmG7n6F8G9UUwZ1SKw/viewform</p>	Coaches & Supervisors
Built Environment – Public toilets	A participant may be injured or harmed while using a public toilet facility	<p>Monitored bathroom use.</p> <p>Indirect adult supervision and 'toilet-buddy' management protocol for participants using public toilets.</p> <p>Toilet buddies ensure participants do not have to visit high-risk areas alone.</p>	Coaches & Supervisors

Built Environment – Public places & businesses (public areas, restaurants, shopping centres, gyms)	A participant may injure or harm themselves while in a public place/private business	Adult supervision of all activities carried out in public places and whilst visiting private businesses (crossing roads, visiting restaurants & shopping centres etc).	Coaches & Supervisors
Communication	A participant might be injured or harmed and Coaches/Supervisors are unable to immediately call for help or notify concerned parties	Ensure all Coaches/Supervisors have charged phones ready for immediate use. Communicate a safety plan to all camp participants at commencement of all camp activities. Develop and implement a communication strategy for day-to-day camp operations and potential emergency situations. Develop and communicate strategies for emergency plans in all locations that includes protocols for updating parents/guardians	Coaches & Supervisors Everyone involved
Weather	Participants may be injured or harmed in the event of extreme weather or other weather-related risks (bushfires, floods, cyclones etc pose a risk to health and safety)	Check weather forecasts prior to the camp and each day before commencing all outdoor activities. Ensure all participants carry appropriate & warm clothing. Ensure coaches & supervisors are trained in wet weather contingency plans. Check emergency service alerts.	Coaches & Supervisors
Staff	Staff may be physically injured or worsen pre-existing injuries when carrying out coaching and camp activities	Management and staff should ensure coaches and supervisors are medically and physically fit to perform camp-related activities. Provide staff with sufficient information about activities to enable them to make an informed decision. Ensure all staff and participants complete a medical form and that the information communicated to all concerned parties and is handled in accordance with privacy legislation.	Chiggy's Skateboarding Coaches Supervisors

Volunteers	A volunteer acts outside of the scope of his or her duties putting participants at risk of injury or harm	Provide adequate preparation and training to all volunteers before camp. Volunteers are managed by Coaches & Supervisors at the direction of Chiggy's Skateboarding management. Require all volunteers to show evidence of a current Working with Children Check.	Chiggy's Skateboarding
Supervision	Camp participants come to harm or injury from lack of adequate supervision and direction of camp organisers and coaches	All sleeping arrangements and use of shower & toilet facilities are under the appropriate adult supervision. Students are adequately supervised with 1:10 ratio. Regular head-counts and participant roll calls at each location to ensure participants are safely supervised.	Chiggy's Skateboarding, Coaches, Supervisors & Volunteers
Transport and travel	Vehicles providing transport during the camp pose a variety of risks	Ensure vehicles comply with road authority's registration requirements. Ensure drivers comply with all licencing requirements. Ensure all equipment carried inside vehicles is stowed so as not to create a risk of injury to persons or damage to vehicle or property. Ensure all occupants are safely seated and secured while in vehicle.	Chiggy's Skateboarding, Coaches & Supervisors
Informed consent	A participant is involved in activity his/her parents/guardians have not consented that results in harm or injury	Provide parents/guardians with sufficient information to enable them to make an informed decision. Ensure all consent forms are completed and noted. Ensure all staff and participants complete a medical form. Ensure all participants have completed waiver forms for all activities (and that those that don't do not participate in said activities).	Chiggy's Skateboarding, Coaches & Supervisors

<p>Allergies and medical conditions</p>	<p>Food, allergens and medications can trigger anaphylaxis or other adverse medical episodes</p> <p>Adverse medical conditions can result in harm or injury</p>	<p>Food allergies are catered to strictly where possible or those with the potential to be affected are given other options to cater to their needs.</p> <p>Ensure parents/guardians of the food-allergic participants supply information and education about their child's allergies and medical conditions, including an up-to-date action plan for anaphylaxis signed by their doctor. Make sure this documentation is brought to or supplied prior to camp.</p> <p>Ensure all coaches and supervisors are First Aid & CPR certified and trained to know how to respond.</p> <p>Communicate with camp operators and camp cook in advance. Ensure all details are confirmed in writing.</p> <p>Ensure emergency plans cover the location of the nearest hospital in each location.</p>	<p>Chiggy's Skateboarding, Coaches & Supervisors</p>
<p>Skateboarding related activities</p>	<p>A participant who is not competent may injury themselves while skateboarding</p> <p>Slips and trips</p> <p>Head injuries and concussion</p>	<p>Check the skateboarding abilities in a safely controlled environment prior to continuation of skateboarding-related activity.</p> <p>Work with participants to improve their skills, providing clear instructions on safe skateboarding and landing techniques.</p> <p>Ensure correct footwear, helmets and appropriate safety gear is worn at all times.</p> <p>Ensure coaches have appropriate qualifications when coaching and supervising skateboarding activities.</p> <p>Conduct a safety check of all skate parks and ramps.</p> <p>Ensure direct supervision of participants at all times by qualified coaches.</p> <p>Consult concussion protocol and incident response for head impact injuries.</p> <p>Complete incident report for all reportable injuries and incidents.</p>	