

ACT Little Athletics Risk Management Safety Audit Procedures

For ACTLAA
Affiliated
Centres

Version 1, October 2013



**AUSTRALIAN CAPITAL TERRITORY
LITTLE ATHLETICS ASSOCIATION**

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CENTRE: _____

COMPLETED ON: _____

1.1 Introduction

These Risk Management Safety Audit Procedures are provided for implementation at ACTLAA affiliated Centres.

They are extracted from Version 3 of the Risk Management Safety Audit Procedure dated June 2003. These procedures are subject to regular review and updates and will at all times be subordinate to the Risk Management Safety Audit Plan.

When Centres implement the safety audit plan, they will use these procedures to guide their internal investigations and to document their findings. It is important that the audit procedures be adapted for local conditions. Little Athletics Centres can be very different, and each set of suggested practices should be reviewed from a Centre perspective.

1.2 Guidelines for Implementation

Centres will be expected to conduct annual Safety Audits of their Centres and Centre activities in accordance with these procedures. Following the conduct of a safety audit, Centres will provide copies of this completed procedure to the Association's Health and Safety Officer and the ACTLAA office. Risks highlighted by the audit will be reviewed with the Health and Safety Officer. Centres will be required to address safety shortfalls and mitigate risk by implementing the agreed actions and reporting their closure.

RISK FORM

Event/Situation: _____

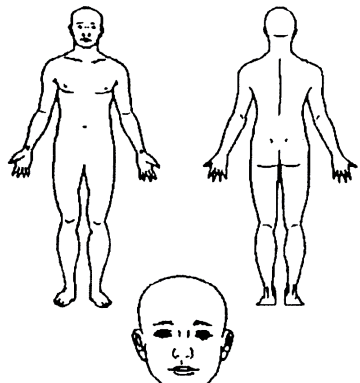
Centre Name: _____ Date: _____

Risks Accident, Injury, or other forms of loss.			
Causal factors Hazards, perils, dangers	People	Equipment	Environment
Required and Common Practice			
Suggested Practice			
Skills required by coaches, parents, officials			
NORMAL CENTRE OPERATION <i>Your Centre's standard practice/specifications</i>			

TRACK AND FIELD INJURY REPORTING FORM

Name: _____ Initials: _____ DOB: __/__/__ Gender: M F Event: _____

Circle Person Injured Athlete/Official/Coach/Spectator Centre at which injury occurred: _____ Centre No. _____

<p>Date of Injury __/__/__</p> <p>Type of activity at time of injury</p> <p><input type="checkbox"/> training/practice</p> <p><input type="checkbox"/> competition</p> <p><input type="checkbox"/> other _____</p> <p>Reason for Presentation</p> <p><input type="checkbox"/> new injury</p> <p><input type="checkbox"/> exacerbated/aggravated injury</p> <p><input type="checkbox"/> recurrent injury</p> <p><input type="checkbox"/> illness</p> <p><input type="checkbox"/> other _____</p> <p>Body Region Injured</p> <p>Tick or circle in colour body part/s injured &</p> <div style="text-align: center;">  </div> <p>name _____</p> <p>Body part/s</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Nature of Injury/Illness</p> <p><input type="checkbox"/> sprain eg ligament tear</p> <p><input type="checkbox"/> strain eg muscle tear</p> <p><input type="checkbox"/> abrasion/graze</p> <p><input type="checkbox"/> bruise/contusion</p> <p><input type="checkbox"/> inflammation/swelling</p> <p><input type="checkbox"/> fracture (including suspected)</p> <p><input type="checkbox"/> dislocation/subluxation</p> <p><input type="checkbox"/> open wound/laceration/cut</p> <p><input type="checkbox"/> overuse injury to muscle or tendon</p> <p><input type="checkbox"/> blisters</p> <p><input type="checkbox"/> concussion</p> <p><input type="checkbox"/> cardiac problem</p> <p><input type="checkbox"/> respiratory problem</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> unspecified medical condition</p> <p>other _____</p> <p>Provisional diagnosis/es</p> <p>_____</p> <p style="text-align: center;">CAUSE OF INJURY</p> <p>Mechanism of Injury</p> <p><input type="checkbox"/> overexertion (e.g. muscle tear)</p> <p><input type="checkbox"/> overuse</p> <p><input type="checkbox"/> fall/stumble on same level</p> <p><input type="checkbox"/> jumping (eg long, high, hurdles)</p> <p><input type="checkbox"/> fall from height/awkward landing</p> <p><input type="checkbox"/> slip/trip</p> <p><input type="checkbox"/> collision with other competitor</p> <p><input type="checkbox"/> collision with fixed object</p> <p><input type="checkbox"/> struck by other competitor</p> <p><input type="checkbox"/> struck by ball or object</p> <p><input type="checkbox"/> throwing (javelin, shot, hammer)</p> <p><input type="checkbox"/> temperature related eg heat stress</p> <p><input type="checkbox"/> other</p>	<p>Explain exactly how the incident occurred</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, competition surface, equipment?</p> <p>_____</p> <p>_____</p> <p>Protective Equipment</p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg ankle brace, taping.</p> <p>_____</p> <p>Initial Treatment</p> <p><input type="checkbox"/> none given (not required)</p> <p><input type="checkbox"/> RICER <input type="checkbox"/> massage</p> <p><input type="checkbox"/> sling, splint <input type="checkbox"/> manual therapy</p> <p><input type="checkbox"/> dressing <input type="checkbox"/> stretch/exercises</p> <p><input type="checkbox"/> strapping/taping only</p> <p><input type="checkbox"/> crutches</p> <p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> none given - referred elsewhere</p> <p><input type="checkbox"/> other _____</p>	<p>Action</p> <p><input type="checkbox"/> immediate return to activity</p> <p><input type="checkbox"/> unable to return today to activity</p> <p><input type="checkbox"/> able to return but chose not to</p> <p><input type="checkbox"/> referred for further assessment before return to activity</p> <p>Referral</p> <p><input type="checkbox"/> no referral</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> chiropractor or other professional</p> <p><input type="checkbox"/> ambulance transport</p> <p><input type="checkbox"/> hospital</p> <p><input type="checkbox"/> other _____</p> <p>Provisional severity assessment</p> <p><input type="checkbox"/> mild (1-7 days modified activity)</p> <p><input type="checkbox"/> moderate (8-21 days modified activity)</p> <p><input type="checkbox"/> severe (>21 days modified or lost)</p> <p>Treating person</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> nurse</p> <p><input type="checkbox"/> sports trainer</p> <p><input type="checkbox"/> other _____</p> <p>Signature of treating person</p> <p>_____</p> <p>Name of treating person</p> <p>_____</p> <p>Signature of parent/guardian</p> <p>_____</p> <p>Today's Date: __/__/__</p>
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Specific Recommendations:

2.1.1 Long jump and Triple jump

Event or factor		Long Jump and Triple Jump
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Inspect runway for slipperiness. Sweep loose sand from runway, especially at take-off area, unless sand is sprinkled on a take-off metre or half metre to assist in measurement in U6 to U12 age-groups. 2. Ensure sufficient washed river sand is in the pit to cushion landings. 3. Dig over landing pit and remove any foreign objects. 4. Ensure that rakes and/or shovels not being used are safely located as suggested in 5 (below). 5. When laid on the ground rake spikes or blades should point toward the ground. 6. Two or three officials run this event (If three officials: a spiker, a chief, and a recorder; if two officials either the spiker or recorder will be designated as chief).
Suggested practice in addition to above Common Practice.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. Inspect rake and/or shovels for splits or breakage at the end of each competition. Encourage officials to report disrepair to the equipment manager. 3. Four to six people run this event depending on numbers of athletes and availability of parents. 4. Coaches have knowledge of code of practice, competition regulations, and Centre regulations. 5. Officials have knowledge of competition regulations, including mat size and placement. 6. Parents have knowledge of Centre regulations. 7. For <u>triple jump</u>, ensure that when selecting take-off boards/mats, all athletes are capable of landing safely within the pit at the completion of the jump phase. 8. Where take-off mats are used, the mats should have a non-slip backing or be sufficiently heavy as to not move with the impact of the athlete's take-off.
Link		Stretching and warm-up 2.2.2 Bloodborne infection 2.2.4

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.2 High jump

Event or factor	High jump	
COMMENT	Insurance statistics of Australian Little Athletics show that more injuries occur in this event than any other track and field event. Landing on the bar is the most common injury in this event. This is usually due to children over-estimating their capacities to do the Fosbury style correctly, which in turn is usually caused by lack of adequate coaching. Firm handling of athletes who have demonstrated lack of competence in the Fosbury style, (e.g. by landing on the bar and risking injury), may lead to a Centre policy of forbidding them to use the style until they have demonstrated competence in training with a sponge rope. See Suggested Practice 8 (below).	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Inspect runway for slipperiness. IAAF High Jump rules permit two markers on the runaway for each athlete. These markers should lie flat on the ground and not project upwards. 2. Equipment should not be looked after by athletes or used by athletes for other purposes, e.g. jumping or somersaulting onto the bags. 3. A minimum of three volunteers run this event. 4. Landing mats are not ripped or torn. Sufficient bags should be supplied to prevent athletes from hitting the ground. 5. Uprights should be placed on a level surface. 6. Bar should not be cracked or split. 7. When multiple bags are used top bag/mat layer is continuous and the top is fixed to the bottom bag.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. Particular care should be taken in the preparation of the run-up and landing area. Uprights and landing mats to be checked regularly for serviceability. 3. Athletes should receive instruction and coaching in technique prior to participation in high jump. 4. Inspect all equipment at the end of each competition. Either repair it or report disrepair to the equipment manager. 5. Four volunteers run the event. 6. Landing mat has sufficient absorption to cushion the landing for the oldest and heaviest athletes. 7. In training, use of a sponge rope (segments threaded onto elastic) is strongly encouraged to develop the confidence of the athlete in using correct style. 8. Coaches have knowledge of code of practice, competition regulations 9. Officials have knowledge of competition regulations, particularly starting heights
Link	Stretching and warm-up 2.2.2	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.3 Javelin

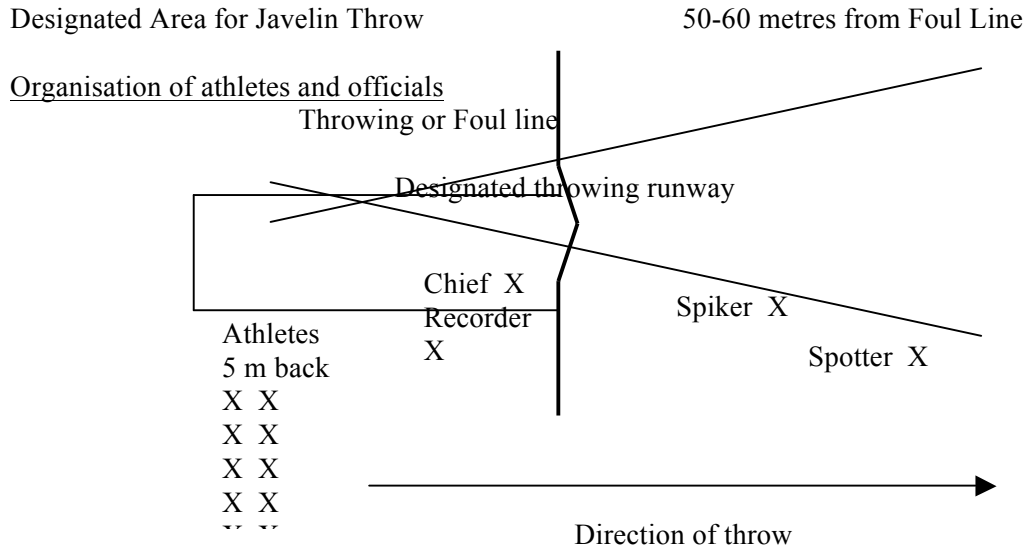
Event or factor	Javelin	
COMMENT	JAVELIN IS A DANGEROUS EVENT. IT CAN KILL.	
Common practice	<input type="checkbox"/> 1. Javelin is an event for U11 athletes and older. Alternatives for younger athletes include ‘turbo jav.’. <input type="checkbox"/> 2. Correct weights must be used. <input type="checkbox"/> 3. During the javelin event the area around the throwing sector must be kept clear. All athletes waiting to throw should stand at least five metres behind the designated throwing runaway (see diagram). <input type="checkbox"/> 4. Four officials run this event: chief, spiker, spotter, and recorder/marshall. See diagram. <input type="checkbox"/> 5. The chief measures the throw and the spotter retrieves the javelin. Javelins are carried between throws with one hand in an upright position in front of the carrier with the tip pointing toward the ground. <input type="checkbox"/> 6. The javelin is NEVER thrown back to the throwing line. <input type="checkbox"/> 7. Athletes waiting for their turn must be well behind the throwing or foul line.	
Suggested practice	<input type="checkbox"/> 1. Equipment must not be used without supervision. <input type="checkbox"/> 2. Information stating correct weights for each age group is clearly displayed on the storage and transport boxes, and the official’s information. <input type="checkbox"/> 3. Any area that a throw could land should be roped off. There should be a physical barrier such as a raised rope or flags. That area should accommodate a javelin landing 50 to 60 metres from point of delivery. <input type="checkbox"/> 4. During conduct of the event the designated area (see diagram) is declared out-of-bounds to all but essential officials, coaches, and javelin competitors. <input type="checkbox"/> 5. Javelin is held when the Centre is not busy, such as at the end of the day’s activities, when younger athletes have finished or gone home.. Alternatively (or in addition), javelin is conducted in a separate location, well away from the rest of the events. <input type="checkbox"/> 6. Athletes should be coached to avoid techniques that pose a threat to their safety and danger to others. <input type="checkbox"/> 7. In wet conditions, when spikes are not used, athletes should be advised to show particular caution in the final stride and in the deceleration zone. <input type="checkbox"/> 8. During practice sessions the same safety standards must be applied as on days of competition.	
Link	Stretching and warm-up 2.2.2	

Javelin Diagram on next page.

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

Actions:



Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

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2.1.4 Shot put

Event or factor	Shot Put
Common practice	<ul style="list-style-type: none"> <input type="checkbox"/> 1. Correct weights must be used. <input type="checkbox"/> 2. During the shot put event the area around the throwing sector must be kept clear. <input type="checkbox"/> 3. One responsible person spikes the put. Only this person can give clearance to the next athlete to put. <input type="checkbox"/> 4. The shot is not thrown or rolled back to the throwing line. The shot put is always carried and either placed on the ground or handed to the next participating athlete. <input type="checkbox"/> 5. Athletes waiting for their turn (and others) must be 2 metres behind the putting circle.
Suggested practice	<ul style="list-style-type: none"> <input type="checkbox"/> 1. Equipment must not be used without supervision. <input type="checkbox"/> 2. Information stating correct shot put weights for each age group is clearly displayed on the storage box, the transport box, and the official's information. <input type="checkbox"/> 3. Shot put is conducted within a designated area. [No diagram included to clarify this.] <input type="checkbox"/> 4. Athletes should be coached to avoid techniques that pose a threat to their safety and danger to others. ACTLAA has a competition recommendation that the shot be held against the neck, i.e. touching it, prior to the attempt. <input type="checkbox"/> 5. Three officials run the event. A spiker, a recorder/marshal, and a chief.
Link	Stretching and warm-up 2.2.2

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.5 Discus

Event or factor		Discus Throw. NOTE: MOST ACTLAA CENTRES DO NOT HAVE A THROWING CAGE.
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>1. Officials stand outside the cage while an athlete is throwing. Particularly if the athlete is performing a spin. If a Centre does not have a throwing cage, Common Practice 3 applies.</p> <p>2. Correct weights must be used.</p> <p>3. During the discus event the area around the throwing circle must be kept clear. A minimum distance of 5 metres behind the circle must be clear. If the Centre does not have a throwing cage, it is recommended that athletes not be permitted to use a turn unless rigorous Centre-specific practices are adopted.</p> <p>4. One responsible person spikes the landing and retrieves the discus.</p> <p>5. Centres are encouraged to adopt protocols for retrieval and return of the discus specific to their circumstances.</p> <p>6. Athletes waiting for their turn must stand outside the cage. Those waiting or watching should be 1 metre away from the cage, with no part of their body touching the cage, including fingers gripping the wire mesh.</p>
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>1. Equipment must not be used without supervision.</p> <p>2. See above (Common Practice 1 and 3).</p> <p>3. Under no circumstances should anyone other than the athlete be in the cage during a throw.</p> <p>4. Information stating correct weights of the discus for each age group is clearly displayed on the storage and transport boxes, and the official's information.</p> <p>5. Any area in which a discus could land (e.g. 40 metres from the circle) should be roped off. There should be a physical barrier such as a raised rope or flags.[A diagram would be helpful here.]</p> <p>6. A cage that extends beyond the circle (throwing area) should surround thrower.</p> <p>7. Netting is added to the inside of the cage to absorb most of the impact energy, and to prevent possible rebounding.</p>
Link		Stretching and warm-up 2.2.2

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.6 Hurdles

Event or factor		Hurdles
Common practice	<input type="checkbox"/>	1. Hurdles are set out in accordance with ACTLAA competition regulations.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Equipment must not be used without supervision. 2. All athletes should undertake skill development activities to prepare them for future competition in the event. 3. Aim to have some Centre officials trained in hurdle technique. 4. Ensure that running track is free of ruts, foreign objects, and indentations prior to the commencement of the event. 5. If competitors are using blocks-at the start, ensure that they have received at least basic training in the use of the apparatus. 6. Check all hurdles regularly for sharp or protruding edges. Ensure that the slide mechanisms are functioning properly and that counter balances in legs are in the correct location (where fitted). 7. In training and competition never permit athletes to run back in the wrong direction over hurdles. 8. If athletes are learning the event, consider moving hurdle events to an infield grassed area where athletes are less likely to suffer from abrasions if they fall.as compared to learning on a tartan track. 9. If competing on a grass surface, delay or postpone event if grass is wet or affected by dew.
Link		Stretching and warm-up 2.2.2

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.7 Sprints

Event or factor		Sprints
Common practice	<input type="checkbox"/>	1. Athletes are supervised while assembled in the starting area.
Suggested practice	<input type="checkbox"/>	1. Ensure that running track is free of ruts, foreign objects, and indentations prior to the commencement of the event.
	<input type="checkbox"/>	2. Athletes to stretch and warm-up prior to event.
	<input type="checkbox"/>	3. If competitors are using blocks, ensure that they have received at least basic training in the use of the apparatus.
Link		Stretching and warm-up 2.2.2

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

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2.1.8 Starting pistol and caps

Event or factor		Starting pistol and caps
Required practice		Most starting pistols are exempt under firearms regulations. Any non-prohibited person may carry and use a starting pistol. The starting pistol must, however, be stored in a locked cabinet.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. All caps are to remain in the original packaging except for a minimum quantity for immediate use. 2. No more than 10 caps are to be removed from the original packaging at any one time. 3. When removing caps from the original packet care is to be taken to ensure no sharp objects come into contact with the caps. This includes fingernails, keys, pens and the like. 4. If a strip of 10 caps is removed from the original packaging then the paper sheet from the original packaging must be placed between any cap surfaces that may rub together. 5. Any caps removed from the original packaging and not placed in the starting pistol must be placed in either an empty cap packet or a dedicated non-metallic container; such as a “bum bag” or leather pouch. 6. Under NO circumstances are individual caps to be stored other than in original packaging and if stored individually then ensure separating paper is between all cap surfaces. 7. When loading caps into the starting pistol do not use any sharp hard material (i.e. fingernails, keys, or pen) to push the caps into place, use only the pad area of your finger. 8. Keep naked flame away from any storage of caps. 9. Keep pistol and caps away from children and store in a safe place 10. All disused or misfired caps are to be disposed of in a safe manner. 11. Starters should be mentored by an experienced Starter in order to learn correct starting and safety principles.
Link		Hearing protection – starting 2.1.9

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.9 Hearing protection - starting

Event or factor	Hearing protection - starting	
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. All starters should be provided with hearing protection devices with a minimum SLC80 rating of 25 DB (personnel choice of HPD). 2. All starters must wear hearing protection devices when they are firing their starting pistol. 3. Ensure that all people are kept as far away as is practicable from the starter during races. A minimum distance of 5 metres should be enforced. People who stay in this close vicinity should also be provided with hearing protection. 4. Ensure hearing protection devices are manufactured to comply with A.S. 1270-1988 Acoustics - Hearing Protectors. 5. Starters should be mentored by an experienced Starter in order to learn correct starting and safety principles.
Link	Starting pistol and caps 2.1.8	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.1.10 Distance events

Event or factor	Distance events	
Common practice	<input type="checkbox"/>	1. Athletes are supervised while assembled in the starting area.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. These events should be scheduled in the cooler part of the day. 2. Age group managers should ensure that the distance event is within the capability of individual athletes, especially on hot and/or humid days 3. Do not push athletes to run the whole distance if it is not within their capabilities; encourage them to use walk-run-walk technique and stress that participation is more important than competition. 4. Encourage all athletes to have a good liquid intake before any distance event, irrespective of weather conditions. 5. Athletes to stretch and warm-up prior to event. 6. Pay particular regard to the conduct of events in hot and/or humid weather conditions. If in doubt cancel the event or plan alternative activities. 7. Encourage all athletes to drink more fluid after the completion of the event. 8. Do not allow athletes to “collapse” at the completion of the event. Encourage athletes to walk slowly, control their breathing and allow the body to naturally regain normal breathing and heart rate. 9. Coaches have knowledge of code of practice, competition regulations, and Centre regulations. 10. Officials have knowledge of competition regulations. 11. Parents have knowledge of Centre regulations.
Links	Stretching and warm-up 2.2.2 Sun and heat exposure 2.2.5	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

<p>Actions:</p>

2.2 Overall Venue Operation

2.2.1 *Twilight meetings*

Event or factor	Twilight meetings	
Suggested practice	<input type="checkbox"/> <input type="checkbox"/>	1. Centres need to consider the available light. 2. Events are scheduled to use optimal lighting conditions, in particular field events where spotters may have difficulty tracking implements or athletes may have difficulty defining specific zones.

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.2 *Stretching and warm up*

Event or factor		Stretching and warm up
Common practice	<input type="checkbox"/> <input type="checkbox"/>	1. For athletes to warm up prior to the commencement of any events. 2. For athletes to cool-down and stretch, particularly following strenuous events.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. All athletes should take part in a supervised warm-up as a condition of participating in the Centre's training or regular competition activities. The warm up should take approximately 10 to 15 minutes, however environmental conditions need to be considered. For example in cold weather the warm up should be longer. 2. The warm-up should be lead into the activity. Therefore if there is a long break between events athletes should warm-up again. 3. Stretching activities should be interspersed throughout the warm-up. 4. The warm up should be fun and include games relevant to the events. 5. Warm up and stretching should be supervised. 6. Seven rules for stretching to ensure maximum safety: <ul style="list-style-type: none"> 6.1. Warm up prior to stretching 6.2. Stretch before and after exercise 6.3. Stretch all muscle groups that will be involved in the activity through the full range of movement to be performed. 6.4. Stretch gently and slowly 6.5. Never bounce or stretch rapidly 6.6. Stretch to the point of tension, never pain 6.7. Do not hold your breath when stretching. Breathe normally.
Links		All events

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.3 First aid

Event or factor	First Aid
Common practice	<input type="checkbox"/> 1. Centres have a first aid kit to meet their needs. These kits include ice packs, elastic bandages, and wound dressings. <input type="checkbox"/> 2. Centres have a designated first aid person.
Suggested practice	<input type="checkbox"/> 1. It is highly recommended that Centres have a trained first aid person in attendance <input type="checkbox"/> 2. That Centres have a first aid area equipped with the following: <ul style="list-style-type: none"> • Container for disposal of medical items used in first aid • Soap and nail brush • First aid kit container (solid, sturdy and dust proof). Clearly identified with white cross on a green background. Not locked; transportable. Stocked with items selected from the “Comprehensive First-Aid Kit” below.
Link	Bloodborne infection 2.2.4

A Comprehensive First-Aid Kit

A comprehensive aid kit should have the following contents:

- ✓ List of contents
- ✓ Emergency services telephone numbers and addresses (e.g. doctor, hospital and ambulance)
- ✓ Basic first aid instructions
- ✓ Antiseptic cream (25g)
- ✓ Band-aids 1007A (individually wrapped) (100)
- ✓ Basic dressing pack (4)
- ✓ Basic first aid scissors (1 pair)
- ✓ Betadine (100ml)
- ✓ Chlorhexadine (30ml)
- ✓ Tissues (50)
- ✓ Cotton buds (100's)
- ✓ Cotton gauze bandages 7.5cm (2)
- ✓ Cotton gauze bandages 10cm (2)
- ✓ Dressing strips 4003 (1)
- ✓ Eye pads (2)
- ✓ Gauze swabs 7.5 x 7.5 (1)
- ✓ Disposable latex gloves (6 pr.)
- ✓ Glucose – jelly beans (4 pks)
- ✓ Kidney dish small (1)
- ✓ Sports tape 38mm (1)
- ✓ Leukofoam 1m 7.5cm (1)
- ✓ Leukopore 1.25cm (1)
- ✓ Melolin 10 x 10 (4)
- ✓ Normal saline 30ml (1)

- ✓ Peg bandage 3” (4)
- ✓ Peg bandage 4” (4)
- ✓ Pen light torch (1)
- ✓ Plastic bags (pkt 100)
- ✓ Safety pins (1)
- ✓ Second skin 3 x 6” (1)
- ✓ Slick waterproof tape (1)
- ✓ Sling (2)
- ✓ Steri-strips (1)
- ✓ Sunscreen (50g)
- ✓ Thermometer (1)
- ✓ Tweezers (1)
- ✓ Ice packs (2)

Recommended optional additional items for the first aid kit:

- ✓ Arm/leg splint (1)
- ✓ Cutifilm 5 x 7 cm (4)
- ✓ Drinking cups (25)
- ✓ Needles (1)
- ✓ Spenco heel pads (1)
- ✓ Emergency blanket (1)

The first aid area is equipped with the following:

- ✓ Blankets and pillows
- ✓ Chair
- ✓ Stretcher
- ✓ Crutches (1)
- ✓ Ready access to a telephone or mobile telephone

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.4 Bloodborne infection

Event or factor	Bloodborne infection
Suggested practice	<ul style="list-style-type: none"> <input type="checkbox"/> 1. If bleeding occurs during competition or practice, the wound should be covered with an occlusive (closed to the air) dressing as soon as practicable. <input type="checkbox"/> 2. Clothing or equipment covered in blood is changed before the athlete returns to competition. <input type="checkbox"/> 3. Disposable gloves are available and always worn by a person working with bodily fluids. Disposable gloves are never decontaminated or washed for reuse. <input type="checkbox"/> 4. Mouth pieces, resuscitation bags, or other ventilation devices are in the first aid kit and available for use. The dressing should be suitable to withstand the demands of competition. <input type="checkbox"/> 5. Coaches, athletes, and assistants cover their own wounds with an occlusive dressing prior to the event. <input type="checkbox"/> 6. It is recommended that a person with a current first aid certificate is in attendance. <input type="checkbox"/> 7. Officials, athletes and coaches report bleeding injuries as soon as possible. <input type="checkbox"/> 8. Hand washing facilities are available. <input type="checkbox"/> 9. Coaches and officials are made aware of basic first aid and infection prevention. <input type="checkbox"/> 10. Each Centre should have safety gloves, tongs, a shovel, and solid plastic biohazard container for the disposal of items such as used syringes. If an item such as a syringe is found when examining the venue prior to activities, it should not be picked up by hand. ACT Urban Services (Parks) or the local municipal council should provide safety containers and a means of proper disposal of biohazard items. <input type="checkbox"/> 11. If blood gets on the skin, wash well with soap and water. <input type="checkbox"/> 12. Clean a blood spill area with paper towel and dispose of paper towel in a sealed plastic bag. Wash area with disposable towel using a 1:10 solution of bleach. Wear gloves.
Links	First Aid 2.2.3 Athletic Environment – Spectator Areas 2.2.8

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.5 Sun and heat exposure

Event or factor	Sun and heat exposure. NOTE: ACTLAA HAS A SUNSMART POLICY.	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Athletes and officials are encouraged to drink before they arrive, also to bring and drink fluid regularly. 2. Access to fresh drinking water is freely available. 3. Centres maximise use of natural shade provided from buildings, trees, and other structures.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Where possible, events and training times should be scheduled outside the hours of 11am and 3pm (daylight saving time). 2. Centres promote wearing of hats, shirts with long sleeves and collars, and sunglasses whenever practical. 3. Clothing should be light colored, lightweight, be made of natural fibre or fabrics specifically manufactured for hot conditions, and have adequate ventilation. 4. SPF 15+ or higher sunscreen is promoted or provided by the Centre. Athletes and officials are encouraged to apply sunscreen to exposed body parts 5. Officials will act as Sunsmart role models. 6. Where natural shade does not exist, Centres provide portable shade structures for use by athletes, officials, and spectators. 7. Programs, newsletters and public announcements are used to prompt sun protective behaviour. 8. Officials should be aware of the symptoms of heat illness and continually monitor athletes for signs of heat illness.
Link	Distance events 2.1.10	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.6 *Bad weather and lightning*

Event or factor	Bad weather and lightning.	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Do not train or compete during a thunderstorm 2. If you hear thunder 10 seconds after a lightning flash, it is only about three kilometres away. So take shelter in a solid building or hardtop vehicle. Avoid small open structures or fabric tents. Never shelter under small groups (or single) trees 3. In a thunderstorm stay away from metal poles and fences 4. In wet and cold conditions <ul style="list-style-type: none"> ➤ Avoid standing exposed for long periods ➤ Wet clothing should be changed as soon as practicable ➤ Wear appropriate clothing <ul style="list-style-type: none"> ◆ Dress in layers to trap the heat and prevent heat loss ◆ Add or remove layers of clothing as necessary according to exercise level/conditions ◆ Hat and gloves to reduce the amount of heat lost
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Temporary postponement of the event or practice is required when lightning is within 5km of the venue, until the weather clears. <i>To judge how far the lightning is away from the venue it is recommended that the flash-to-bang method is used. This technique measures the time between seeing the flash of lightning and hearing the bang of associated thunder. The flash-to-bang measurement is approximately a 15-second count for the lightning to be approximately 5km away.</i> 2. In wet and cold conditions allow athletes to dress for the occasion. 3. In wet and cold conditions it may be necessary to postpone/cancel certain events, for example hurdles, high jump, long jump and triple jump due to slippery run-up conditions. 4. Avoid using telephones during a thunderstorm. If you must use the phone during a thunderstorm because of an emergency, then reduce the risk by: <ul style="list-style-type: none"> ❖ Keeping the call brief ❖ Not touching electric appliances, concrete walls, or metal objects ❖ Not standing in bare feet on uncovered concrete floors

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.7 Transporting athletes in private cars

Event or factor	Transporting Athletes in Private Cars	
COMMENT	This page refers to athlete transportation organised by the Centre. For example, car-pooling to regional events. A Working With Vulnerable People Check may be required. Refer to the ACT Government website for guidance.	
Required practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. The driver(s) must have a current driver license. 2. The vehicle(s) must have current vehicle registration. 3. The capacity of the car must not be exceeded. 4. All occupants must wear a seatbelt.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. When a private vehicle is used to transport athletes, the parent/guardian should be advised of the name of the driver(s) and requested to sign consent for their child to travel in a vehicle(s) driven by the named driver(s). 2. The driver shall have proof of a valid ACT “Working with Vulnerable People”. 3. Accurate records should be kept by the Centre of the names of athletes travelling in each vehicle. In the event of an accident, this information may be needed by emergency services. 4. The vehicle should have comprehensive insurance with damages liability.

SAMPLE FORM

Gungahlin Little Athletics Centre

Child’s Name: _____

Address: _____

Age: _____

Home telephone number: _____

Emergency contact number: _____

I, _____, parent or legal guardian of the above mentioned child, give my permission for my son/daughter to travel to _____ with _____ in their private motor vehicle, on _____ date.

Name of parent or legal guardian: _____

Signature: _____

Date: _____

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.8 Athletic environment – spectator areas

Event or factor	Spectator areas NOTE THAT MANY ACTLAA VENUES ARE OPEN AREAS, ie THEY HAVE MEMBERS OF THE PUBLIC TRANSITTING THROUGH THE COMPETITION AREA WHEN TRAINING OR WEEKLY MEETINGS ARE NOT BEING HELD. THE LIKELIHOOD OF FOREIGN OBJECTS BEING LEFT BEHIND IN SUCH AREAS IS THEREFORE INCREASED.	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Most athletic activities are conducted in public venue such as parks, school yards or purpose built athletic venues. Most Centres carry out an inspection of the venue before the day’s activities to ensure the immediate surrounds are free of debris such as broken glass and that the venue is safe for spectators and officials. That means a “walk-around” by members of the Committee or other parents to spot and remove foreign objects.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/>	1. Ensure the arena is inspected for used syringes or other material that may pose a health and safety risk to athletes, officials, and spectators. Used syringes should be collected and disposed of in accordance with the guidelines on bloodborne infection 2. Each Centre should have a published policy on use of play areas and equipment during competition. This includes climbing of trees when athletes are in free time between events.
Link	Bloodborne infection 2.2.4	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.9 Athletic environment – clubrooms and storerooms

Event or factor	Clubrooms and storerooms	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Many Centres make sure of clubrooms for recording or computer data entry during competition activities and these areas are generally off limits to spectators and athletes. Storerooms generally remain open during the day’s activities to allow equipment to be retrieved or put away after use.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Each Centre should have a published policy on use of clubrooms to ensure that they are properly used and that risk of harm is minimised. 2. If the clubroom needs to be left open during the day it should not be left unattended. 3. Storerooms should be locked when not in use as children may enter and injure themselves. Each Centre should undertake their own risk assessment of their storeroom and where necessary implement safety practices such as providing a locked cupboard for poisons, and safe racks for equipment storage. 4. Plan storage of equipment to minimise the physical demands of packing and unpacking. 5. Follow the guidelines displayed in the storage area and return equipment to the designated position. 6. Report to your equipment officer if trolleys and equipment need maintenance or repairs.
Link	Lifting and manual handling 2.2.14	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.10 Food safety

Event or factor	Food safety
Required practice	<input type="checkbox"/> <p>The law requires that every Centre that sells food must comply with the relevant ACT or NSW food legislation.</p> <p>If you sell food you will need to appoint an event coordinator who will be responsible for all food safety supervision at every event where your Centre sells food including the canteen, sausage sizzles and cake stalls.</p> <p>A copy of the Heart Foundation's Healthy Catering Guidelines follows.</p>

Healthy Catering Guidelines

Suggestions for making your menu items healthier

- Include several fresh salad fillings (which are dressing and mayonnaise free) with rolls and sandwiches. For example: grated carrot, alfalfa, tomato, cucumber, lettuce, beetroot, sliced/grated apple, sultanas and capsicum.
- Use low fat cheese (either grated or sliced).
- Give customers the choice of either wholegrain/wholemeal or white bread/rolls. Do not butter the bread/rolls. Leave it for the customer to ask for it if they want it. Offer polyunsaturated or monounsaturated margarine instead of butter.
- Avoid adding oil to food items and if unavoidable add only small amounts of polyunsaturated (eg sunflower or safflower oils) or monounsaturated oil (e.g. olive oil).
- Include a variety of vegetables with kebabs.
- Use low fat milk in tea, coffee, fruit smoothies, etc.
- Coleslaw and pasta salad can be made with low fat natural yoghurt instead of dressing.
- Offer 100% fruit juices.
- Avoid frying or deep-frying.
- Do not add high oil dressings to salads. Use low fat or low oil salad dressings if absolutely necessary, or better still none at all.
- Try mixing vinegar, lemon juice, herbs and a dash of oil (e.g. olive oil) to make a low fat salad dressing.
- When using meat, choose lean cuts of meat: trim any visible fat from the meat before cooking. There are even low fat hotdogs available.
- Include at least two salad vegetables with BBQ'd lean meat, for example sliced tomato, lettuce, tinned beetroot, grilled or raw pineapple rings.
- Low fat toppings for potatoes include: baked beans, low fat cottage cheese, crushed pineapple, corn kernels, diced beetroot, low fat cheese.

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.11 Athletic environment – playground areas

Event or factor	Playground areas	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Many athletic venues have community playground equipment as part of the environment. Many Centres allow children, when not involved in competition, to have access to this equipment on the basis that the children are outside of the competition venue. Other Centres have strict policies on supervised and unsupervised use of play equipment.
Suggested practice	<input type="checkbox"/>	2. Each Centre should undertake a risk assessment of any play equipment inside their venue and develop strict policies on how the equipment may be used. This policy should be circulated to all members together with an agreed policy on penalties for misconduct.
Link	Personal safety 2.2.12	

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

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2.2.12 Personal safety

Event or factor	Personal safety
Suggested practice	1. Parents should ensure that their children remain inside the athletics area. Centre officials should also be alert to the possibility that a child may leave the area unattended and meet with an accident, eg fall into a drain or nearby creek or run onto a road.
	2. Children should only go to the toilet in pairs, preferably after alerting the event officials or age-group manager in advance.
	3. When police attendance is required call 000.
	4. Little Athletes should be told never to go with someone they do not know.
	5. Little Athletes should tell their parents or a Centre official e.g. a member of the Club Committee if they feel unsafe or unsure with a person or situation.
	6. Centre officials should report anything of concern to the local police.
	7. Centres should promote personal safety in Programs and newsletters.
Link	Athletic environment – spectator areas 2.2.8 Athletic environment – playground areas 2.2.11

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.13 Footwear

Event or factor	Footwear	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Athletes should wear suitable shoes as foot covering. 2. Spikes are permitted for U9-U17 athletes 3. Maximum spike lengths are <ul style="list-style-type: none"> • Synthetic surface, 7mm or less • Non-synthetic surface, 12 mm or less 4. The wearing of shoes designed to hold spikes, but with the spikes removed, is permitted. 5. The wearing of shoes is mandatory at ACTLAA competition-level for the triple jump and hurdles, and for all events conducted at the AIS.
Suggested practice	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Centres should encourage little athletes to wear appropriate shoes. Appropriate shoes should: <ul style="list-style-type: none"> • Fit the foot type, i.e. normal, high or flat arch • Be a snug fit • Absorb shock where the foot contacts the ground to decrease the impact, e.g. forefoot or rear foot. • Have a firm heel counter for stability of the shoe

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions:

2.2.14 Lifting and manual handling

Event or factor	Lifting and manual handling
Suggested practice	<p><input type="checkbox"/> Ensure all people who will be involved in moving equipment are aware of the following guidelines to safe manual handling:</p> <ol style="list-style-type: none"> 1. Before beginning, assess whether you are capable of lifting, pushing or pulling the equipment safely. 2. If the load is beyond your capabilities seek assistance, and if necessary, report this to your equipment manager; reduce the load; or use an aid such as a trolley. 3. Safe lifting includes <ul style="list-style-type: none"> • Standing close to the load • Keep your back as straight as possible, but not upright, bend your knees and hips and take a firm grip of the load • Hold the load close to your body • Use a slow, smooth action throughout the lift • To turn, stop with your feet, avoid twisting your back • Remember that the same care is also necessary when putting the load down 4. Safe pushing or pulling includes <ul style="list-style-type: none"> • Make sure you have a good grip with your hands and firm footing • Keep your back as straight as possible and use your legs to apply force • Where possible, push rather than pull as this is less stressful on your back 5. When lifting as a team, select a leader who should give the command to lift e.g. “On the count of three lift the bag.” If you lose your grip tell the leader, stop and start again. 6. High jump mats should be lifting by four or more adults. 7. Carry only 1 – 4 hurdles at a time 8. When shoveling, place one foot in front of the other, keep your back straight, bend at the hips and knees and use your legs to lift the load. Take small shovel loads, use your feet to turn, and use an appropriate size shovel.
Links	Athletic environment – clubrooms and storerooms 2.2.9

Audited By: _____ Signature: _____ Position: _____ Centre: _____ Date _____

Actions: