

Hamilton City Netball Centre – RAMS 2024

Host	Hamilton City Netball Centre
Activity	Netball
Address	6 Moore Street, Minogue Park, Forest Lake, Hamilton
Date	March 2024 – ongoing

Updates from 2023 RAMS

Hazard	Potential Harm	Control/Mitigation	Emergency Management
Broken furniture	Bruising, Sprains & strains, Abrasions & lacerations, Fractures	Ensure all broken furniture (both indoors and outdoors) is removed either to eliminate or repair	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Bullying/Harassment/Lack of Communication/Conflict	Stress, Decreased Wellbeing, Absence, Low Morale	Consider the consequence of any action you take. Be kind and patient with others. Be respectful and responsible. Participate and empower others. Be sociable and a team player. Talk to the person directly. Ask your manager to help address the issue if required.	HCNC Staff/HCNC Volunteers to intervene if necessary.
Centre owned plant and equipment	Bruising, Sprains & strains, Abrasions & lacerations, Fractures	Safe Operating Procedures are written up for all plant and equipment. Only trained professional to operate. Ensure regular maintenance checks.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Concrete Wall	Bruising, Abrasions & Lacerations, Head Injuries, Fractures, Trips, Falls	Ensure no balls or team gear is left on the sideline of the court. Ensure the court conditions are not slippery (Clean up any mess spilled on court)	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Court condition	Trips, Falls, Bruising Sprains & strains, Abrasions & lacerations, Fractures	Inspect the court to ensure no trip hazards are present. Store extra balls and other equipment well off to the sides of the court. Ensure spectators/children are clear from courtside and base lines. Ensure post pads secure prior to starting of games	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Dangerous Play	Bruising, Sprains & strains, Abrasions & lacerations, Fractures	Ensure safe play rules are followed. Referees and Coaches to enforce rules and code of conduct. Ensure participants have kept fingernails short, tied back long hair, and removed jewellery.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

Drugs and Alcohol, Smoking and Vaping	Intoxication, Underage drinking, Anti-social behaviour, Second-hand smoke, Cancer, Fire	Alcohol is not for sale at the venue and security is checking at entry points for any concealed alcohol or drugs. Ensure entry is always refused to intoxicated/underage patrons. Ensure patrons exhibiting anti-social, noisy, intimidating behaviour receive immediate cautions from security staff and/or eviction. Ensure a no smoking and vaping policy is in place and is communicated fully around the venue by way of posters, signage, and public announcements.	Security is to be notified immediately and they will assess the situation. HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Electrical leads	Trips, Electrocutation, Fire	Do not use any appliances with faulty or frayed leads. Do not use appliances in wet or damp conditions without RCD or transformers. Cords should not exceed 50m in length. Leads are checked and tagged in accordance with NZS AS/NZS 3760:2010. All electrical work to be carried out by an authorised electrician. Do not leave leads lying around	Fire extinguishers are available throughout the building for small fires. Located: In the umpire's room, kitchen, and main hall. In the event of a serious fire, HCNC Staff with provide first aid and call 111
Emergency Management	Injury due to lack of planning and direction	Emergency exits signage and evacuation plan to be displayed throughout the facility. Assembly point to have signage. A full emergency plan to be documented. Ensure emergency contact numbers are distributed to visiting teams/officials.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Engaging Contractors	Unsafe Work/Playing Space. Injury to self or others	Ensure all contractors have been prequalified before being engaged and inducted before commencing work.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Entry and Exit doors blocked	Slips, Trips, Falls. Staff and visitors inhibited from exiting the premises in an emergency e.g., Fire	No obstacles in entry and exit ways. All staff are responsible for keeping these areas clear. All staff must be aware of exits. Ensure all walkways to exits and fire extinguishers are kept free from obstructions.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Excessive yelling	Vocal difficulties	Use microphone if present. Talk in small groups. Use visual signs and whistles. Voice Training	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Facilities (lack of)	Hygiene – infection	Ensure adequate bathroom facilities are available for all participants. Ensure facilities are adequately stocked and cleaned regularly. Ensure adequate hand washing and drying facilities are readily available	HCNC Staff/HCNC Volunteers to monitor the Hygiene bins and arrange for disposal: Initial Hygiene
Fighting/Side line Abuse	Bruising, Lacerations, Mental Harm	Event security/Event manager/HCNC Staff/Volunteer to be notified immediately	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

Fire	Smoke inhalation Burns	Fire Extinguishers serviced on a regular basis. Fire Extinguishers are accessible and easy to release. All staff are aware of exits	Fire extinguishers are available throughout the building for small fires. Located: In the umpire's room, kitchen, and main hall. In the event of a serious fire, HCNC Staff with provide first aid and call 111
General Floor Area	Slips, Trips, Falls, Bruising, Sprains & strains, Abrasions & lacerations, Fractures	Good Housekeeping – Keep areas tidy – rubbish swept up & place in bin. Ensure walkways are free from trip hazards. Spills are cleaned up straight away. Place safety signs in area if floor is slippery. Ensure lighting is adequate and working. Wear appropriate footwear. Ensure all unused power cords are wound up.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Grandstand/Temporary Structure	Slips, Trips, Falls, Bruising, Sprains & strains, Abrasions & lacerations, Fractures, Crushing	Ensure access to grandstand is clear, easy to identify and free of slip risks	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Hazardous Substances	Spill, Inhalation of fumes, Skin irritation, Eye injury, Poisoning, Fire	Check & follow storage and handling instructions for each item. Only store chemicals in the designated area and not in any soft drink or other containers – do not eat or drink around hazardous substances. Keep away from naked flames – keep flammable materials away from heat sources. DO NOT smoke. Know what to do in case of spillage – ensure a spill kit is onsite. Know the first aid measures to be taken – ensure first aid kit contains eye and skin wash. Treat all unlabelled containers with caution. Wear safety protective clothing, masks, etc. if required. Ensure inventory and safety data sheets are kept up to date and readily available	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Height Work	Falling objects, Falls from heights, Fractures, Head injury, Spinal injury, Crushing	All contractors working from height must be prequalified and approved – with working from height safety plans. Appropriate fall protection and exclusion zones in place. No work to be conducted on game days	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Ladders – Extension and single	Falling objects, Falls from heights, Fractures, Head injury, Spinal injury, Crushing	Use in accordance with manufacturer's instructions. Ensure stays and locks are fitted and fastened. Unsafe ladders should be tagged for repair and not used. Do not exceed max length restrictions (9m single and 15m extension). Never use as a horizontal work platform. Only one person on a ladder at a time.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

		Maintain three points of contact. Set angle at 1m out for every 4m up. Secure at both top and bottom. Always face the ladder and don't stand higher than 4 th rung from the top. Ensure non-slip feet are on the ladder and chock when necessary.	
Manual Handling	Sprains and strains	Ensure correct lifting techniques are used. Use trolleys	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Medical Emergency	Untreated injuries, Uncontrolled bleeding, Blood on the court	First aid kits checked regularly and product is replaced. First aid kits are accessible and easy to open. First aiders onsite. First Aid Kit is provided, and staff are aware of its location including wheelchair/stretchers. First aid to carry blood kit to attend to any blood issues. Please notify management if you have an incident or use any products from the first aid kit. Any injuries requiring first aid should be logged in the incident register Refer to Health and Safety manual for full incident procedure	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency. Defibrillator is located in the main hall of the building, across from the cafeteria. Please find a HCNC Staff member or HCNC Volunteer if you need to use the Defibrillator.
Non-Powered Hand Tools	Trip, Bruising, Sprains & strains, Abrasions & lacerations, Fractures, Eye injury	Use in accordance with manufacturer's instructions. Do not leave loose tools lying around. Use the correct tool for the right job and only for its intended purpose. Wear safety glasses and other PPE as required.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Personal Injury through participation	Sporting Injury	Ensure participants are properly warmed up/warmed down and aware of all safety procedures. Ensure adequate explanation and modelling of correct netball techniques. Correct footwear must be worn at all times. Ensure equipment is fit for purpose and well maintained.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Personnel/New Workers or Contractors	Injury due to unidentified risks	Full induction. Site specific induction. Ensure all qualifications/training/supervision are up to date.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Portable Display Boards	Trips, Falls, Bruising	Signage should be placed in visible positions which are not in the way of walkways. Signage should be well secured, so it doesn't fall over.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Power Outage	Loss of vision, trips, Falls	EXIT signs will light up to show the way out	HCNC Staff/HCNC Volunteers will contact the Power Company.
Security & Vandalism	Theft & Vandalism	CCTV installed throughout the facility. Motion sensor lighting. Security personnel. Alarm systems. Community involvement.	HCNC Staff/HCNC Volunteers will manage with security and/or police if necessary.
Shelving & Racks	Broken Bones. Falling Stack	All shelving to be fit for purpose and capable of retaining materials placed on them. Shelves are not to be overloaded. All shelving is stable and properly secured to the wall. No heavy	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

		items to be stored on top of shelves. Heavy items stored low to avoid falling.	
Smoking & Vaping	Fire. Breathing Difficulties. Cancer	Smoking and vaping are NOT permitted within the facility.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency. Fire extinguishers are available throughout the building for small fires. Located: In the umpire's room, kitchen, and main hall. In the event of a serious fire, HCNC Staff with provide first aid and call 111
Spectators	Slips, Trips, Falls, Bruising, Sprains & strains, Abrasions & lacerations, Fractures	At large events, housekeeping brief will be performed before commencing. Ensure safety signage is displayed in venue. Ensure workers including volunteers are briefed on venue emergency procedures. Ensure all children are supervised at the facility	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Stairs	Slips, Trips, Falls, Bruising, Sprains & strains, Abrasions & lacerations, Fractures	All stairs have compliant handrails. Steep stairs are clearly marked. Warning signage to be displayed	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Stress	Mental harm	Advise management without delay of your concerns	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Sunburn	Dehydration, Headaches, Eye strain, Skin Cancer	Wear sunglasses. Wear SPF30 always when in sun. Wear Sunhat and cover up arms and legs where possible. Drink water regularly	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Transport to Events	Collision, Crushing	Ensure any vehicles used are fully warranted, registered and road worthy. Ensure all drivers hold the correct licence and have signed the vehicle policy	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Unstable Goal Posts	Falling, Bruising, Lacerations	Regularly check the goal posts for any instability.	HCNC Staff/HCNC Volunteers to replace if need be. Call 111 in the event of an emergency.
Unsupervised Children	Harm to the child, Stress	Report to a HCNC Staff member/Volunteer immediately. Bring the child to the HCNC registration office (across from Court 1 & 2)	HCNC Staff/HCNC Volunteer to announce over the speakers – the child's name will not be mentioned, instead, provide a description. The parent should provide identification to claim the child. Record a Health & Safety Incident Report. Call 111 in the event of an emergency.

Vehicle access and parking	Collision, Crushing, Impeding access, Break Ins	Parking wardens are available to assist with parking, congestion and wearing hi vis. There will be sufficient clearly marked directional signage posted and clearly visible. Emergency vehicle access is always clear and emergency vehicle parking is clearly marked. Disability parking available. Alternate parking locations will be advertised. Security personnel to monitor car park. If required – consult with police and council re. management of traffic on public roads	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Venues	Injury due to unidentified risks	Ensure all venues are sent a venue application to complete and return. Ensure all venue information gathered is communicated to workers on that site	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Waste	Abrasions & lacerations, Infections	Clean work areas regularly and dispose of waste in the correct manner. Wear gloves and other appropriate PPE to ensure no injuries are incurred. Use the correct bins for disposal	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Weather	Slips, Trips, Falls, Bruising, Sprains & strains, Abrasions & lacerations, Fractures Lightning strike	Ensure sun protection is worn. Ensure signage is in place for wet areas, slippery areas / icy areas. Adequate lighting on when minimal light. Be aware of weather conditions. Stop if severe rain, winds, thunder or lightning is present and announce over sound system – as per weather policy. Contact schools/clubs/officials prior to competition day if weather is extreme – post to social media INSERT UNISS Facebook . Ensure venue has sufficient shade/rain protection for teams/spectators in event of inclement weather	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Working Alone	Lack of communication in the event of an emergency	Avoid working in isolation or alone – partner up. Access the physical and mental demands of the work and assess the risks involved in working in isolation. Staff to have access to a telephone. Never work in isolation without notifying Management and ensuring appropriate and regular communication procedures are in place – permits to work include check in arrangements, tests of communication equipment, length of work, first aid, PPE, equipment, emergency procedures. Ensure emergency procedures are communicated prior to commencing work. First Aid Kits must travel with anyone working in isolation	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

Working at Night	Assault	Use well-lit areas to access car/bus. Try to walk in pairs/groups. When working late, avoid working along. Parking in the top carpark where it is well lit and easily accessible to a door.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.
Workstations	Soft tissue damage, Muscle strain, Eye strain, Repetitive strain, Injury	Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz . Take regular breaks. Change work patterns to eliminate muscle strain.	HCNC Staff/HCNC Volunteers to provide first aid and call 111 in the event of an emergency.

Health and Safety Instructions for Hamilton City Netball Centre

In the event of an emergency, the Event Manager and/or a HCNC Staff Member will announce over the speaker for everyone to stop what they're doing and calmly walk to the Assembly points. These are on Court 18 & 19. In the event of a fire, the fire alarms will go off and everyone should calmly proceed to the Assembly points through the above Emergency Exits.

There are **five** emergency exit doors in the building which will lead to the Assembly points.

- The **first** exit is in the HCNC office. Exit through the door and down the ramp or steps towards Court 18 & 19.
- The **second** exit is inside the main hall. Exit through the door and down the ramp or steps towards Court 18 & 19.
- The **third** exit is beside the cafeteria inside the building. Exit through the door and turn right, towards the Courts. Walk down the ramp or steps towards 18 & 19.
- The **fourth** exit is in the umpire's room which is connected to the main hall. Exit through the door and walk around the building to your right. Walk towards the Courts and down the ramp or steps towards Court 18 & 19.
- The **fifth** exit is next to the registration office. Exit through the door and turn right, towards the Courts. Walk down the ramp or steps towards Court 18 & 19.

There will be a HCNC Staff member or HCNC Volunteer at each of the assembly points. It is the responsibility of the Team Manager to check for their own personnel – any absences should be reported immediately to the HCNC Staff member/HCNC Volunteer. If you are on the courts or grass verge during the event of an emergency, please calmly make your way towards the Assembly Points on Court 5 and 18. DO NOT enter the building. If there are any health concerns whilst at the assembly point, let the HCNC Staff member/HCNC Volunteer know immediately, and they will call 111. HCNC has a defibrillator located in the main hall if required.

Responding to an Incident

- Minor incidents will be treated on site with the Team Manager/Physio/Netball Smart. Ice will be available from HCNC First Aid room. In the unlikely event of a serious injury, the Team Manager in consultation with the Event Manager/or another suitably qualified person will assess the patient, call an Ambulance, keep the patient calm and reassured, treat any symptoms, and continually monitor until help arrives. An incident form will be completed after the event and the incident will be investigated with a report and given to the Event manager. Contact numbers: Waikato Hospital: 07 839 8899; Anglesea Accident & Emergency: 07 858 0800; Ambulance: 111