

# RISK MANAGEMENT PLAN



MAITLAND FEDERATION CENTRE  
10 BENT STREET, MAITLAND

## **BACKGROUND & DISCLAIMER:**

Welcome to the Maitland Federation Centre (MFC). MFC is the Hunter's premier indoor sporting facility. While Basketball is a key focus of the facility, MFC has more than 40,000 people come through its doors each year to attend both sporting and non-sporting events. With this volume of people comes some level of risk. This document provides details of known risks associated with the facility and should be used by facility patrons to implement appropriate risk management controls.

It is not reasonably practicable to eliminate all risks within the MFC given it is a sporting facility and with all sport comes some level of risk. This document provides guidance to patrons of MFC on the hazards and potential risk associated with usage of the facility as required by the Work, Health & Safety Act & Regulation 2011 (NSW).

While this document is reviewed on a regular basis as part of the ongoing maintenance and site inspection process at MFC, the information contained herein is not meant to imply every possible hazard has been identified, or that no other hazards exist as the report is only representative of conditions observed during the audit and site inspection timeframe. Therefore, although reasonable care has been taken in the preparation of such information, the Board of Directors and General Manager of Maitland Basketball Association recommend that each and every patron of the MFC utilise the listed information to develop their own Risk Management Plan for the activities they wish to undertake within the MFC **BEFORE** using the facility.

The Board of Directors and General Manager of Maitland Basketball Association specifically disclaims any warranty or representation that compliance with any advice contained herein will make any activity carried out on the premises of the MFC to be safe, or in compliance with any law, rule or regulation.

We hope you enjoy your activities which you undertake at the MFC.

***This report was last updated on 15 March 2017.***

## **KEY CONTACT DETAILS:**

- Maitland Basketball Association & MFC
  - P: (02) 4934 3503
  - A: 10 Bent Street, MAITLAND NSW 2320

## OVERVIEW OF THE FACILITY

MFC is run by Maitland Basketball Association, a not for profit sporting association established in 1957. There are 5 main areas of the facility:

- 1) Main Court and surrounding grandstand
- 2) Courts 2, 3 and 4
- 3) Mezzanine area
- 4) Main Foyer & Canteen/Kitchen
- 5) Outside surrounds including rear carpark

There are also multiple other rooms around the facility including: Offices, toilets, changerooms, storerooms, Corral (sitting room at end of court 2). Patrons are able to access most areas of the MFC as they wish. However, the following areas are **OUT OF BOUNDS AT ALL TIMES**:

- Inside the canteen/kitchen area
- Inside the offices & any storage rooms
- Inside any change rooms (unless during a tournament/major event)
- Inside the laundry (near water bubblers under mezzanine area)
- Supervisors office (in alley way opposite canteen door)

Water (to fill water bottles) can be obtained in the toilets (situated under the mezzanine area) or at water bubblers under the mezzanine area towards the rear carpark. There is also a disabled toilet under the mezzanine area near main court. This should be opened at all times but if it is not please advise a staff member and they will open it for you.

The mezzanine area of the MFC is typically open to patrons using the facility. However, it is a **MANDATORY** requirement for use of the facility that if patrons use this area of the facility that a supervisor be available on this area at **ALL TIMES** due to the reasonable risk of falls in this area. There is also a bar in this area with alcohol, although the fridges are locked at all times, and children should be kept away from this area at **ALL** times.

MFC staff all have valid Working With Children Checks. However, as the facility is run by a non for profit association and has a number of volunteers and over 800 members, not all volunteers/members will necessarily have a valid working with children check. MFC staff should always be wearing a Maitland Mustangs shirt for ease of identification. It is advisable for patrons being children on to the facility that appropriate risk management controls are implemented to ensure children's safety at all times.

MFC also has public liability insurance for the facility. If you require a copy please ask one of the facility staff for a copy.

# RISK MANAGEMENT PLAN

## AREA: Emergency Procedures

HAZARD	ASSOCIATED RISKS	RECOMMENDED CONTROLS
Emergency Evacuation	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Death</li> <li>• Broken Bones</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of an emergency, MFC patrons should exit in a controlled manner via one of the emergency evacuation doors situated around the sides of the building. There are 7 exits to the MFC. There are two emergency evacuation assembly points situated on Bent Street (near high school) and in the rear car park.</li> <li>• Please be mindful of crossing the road (Bent Street) during any emergency to avoid users being hit by motor vehicles.</li> <li>• No one should re-enter the MFC until emergency personnel have provided clearance.</li> <li>• It is recommended that patrons discuss their own emergency evacuation procedures with the users prior to utilising the facility to ensure familiarity in case of emergency.</li> <li>• Full details of assembly points and fire fighting equipment (extinguishers, fire hoses, etc) can be viewed on the Emergency Evacuation Plan for the MFC situated at various points around the facility.</li> </ul>
Lock Down	<ul style="list-style-type: none"> <li>• Death</li> <li>• Assault</li> <li>• Kidnap</li> </ul>	<ul style="list-style-type: none"> <li>• If required, MFC can institute a Lock Down Procedure. While this is typically associated with schools it can be utilised within the MFC as well, especially when school children are onsite.</li> <li>• In the event of a lock down, a MFC staff member will go around to all doors and lock these. In most situations the only doors which will be open and needing to be locked are the front doors. All other doors should be locked at all times.</li> <li>• Patrons should then congregate under the mezzanine area in the hallways and be guided by their supervisor and MFC staff as to when the situation becomes safe to leave this area.</li> <li>• It is recommended that patrons discuss their own emergency evacuation procedures with the users prior to utilising the facility to ensure familiarity in case of a lockdown needing to be implemented.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Strains/strains</li> <li>• Blood</li> </ul>	<ul style="list-style-type: none"> <li>• MFC has two first aid supplies areas: The first is in the kitchen and the second is a dedicated room near the rear carpark next to court 2.</li> <li>• If someone is injured and blood is spilled onto the courts/facility, please advise MFC staff immediately so that first aid can be rendered and then the blood can be appropriately cleaned up.</li> </ul>

**AREA: Main court and courts 2 to 4**

HAZARD	ASSOCIATED RISKS	RECOMMENDED CONTROLS
Playing sport	<ul style="list-style-type: none"> <li>• Sprains, strains</li> <li>• Body contact</li> <li>• Dehydration</li> <li>• Anger towards other sporting users</li> </ul>	<ul style="list-style-type: none"> <li>• Players to have an appropriate warm up period with stretching</li> <li>• Players to take regular rest/water breaks, especially during the warmer months</li> <li>• Players to play by the rules of the sport and should be officiated/monitored at all times during play to ensure appropriate verbal and physical plays is maintained at <b>ALL TIMES</b>.</li> <li>• Ensure courts are clean of water, rubbish, debris <b>BEFORE</b> playing on the surface. Remove any hazards before playing on the surface. Bins are located around the court areas and towels are available under the score benches to wipe up any spills/water, etc.</li> <li>• Be mindful of objects around the side of the courts to ensure players do not run off the sidelines. Items close to the courts include: score benches, other people, chairs, portable grandstands.</li> </ul>
Wet weather	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>• During wet weather, there are areas on the main court and courts 2 to 4 where water leaks onto the floor. MFC has available towels under the score benches to wipe up this moisture as needed. However, it is advisable that patrons of the MFC undertake a specific risk assessment of their own in such circumstances to ascertain whether games/sport should continue during these periods. Alternatively some courts may be closed if the risk of injury is deemed too high by MFC staff.</li> </ul>
Basketball rings	<ul style="list-style-type: none"> <li>• Fall from height</li> </ul>	<ul style="list-style-type: none"> <li>• No users of the MFC should hang from the basketball rings at any height.</li> </ul>

**AREA: Toilets**

HAZARD	ASSOCIATED RISKS	RECOMMENDED CONTROLS
Water on floor	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>• Users should be mindful that at times there may be water/urine splashed onto the floors of the toilet areas. MFC staff undertake regular checks of these facilities but cannot always guarantee there will be no water on the floor.</li> <li>• If the toilets are found to be unclean, users of the facility are encouraged to advise a staff member of the MFC to get this cleaned up asap.</li> </ul>

**AREA: Outside MFC**

HAZARD	ASSOCIATED RISKS	RECOMMENDED CONTROLS
Various uneven surfaces.	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>Patrons to be mindful of these potential trip hazards (marked in <b>YELLOW</b>) and watch where they are walking <b>AT ALL TIMES</b>. Do not read/play mobile phones while walking in these areas.</li> <li>Supervisors should guide large groups of users in double file around these areas to minimise the risk of slips, trips and falls.</li> </ul> <p>Main trip hazard areas are:</p> <ul style="list-style-type: none"> <li>--- At top of ramp at front entry</li> <li>--- Sewer manhole partway along ramp to front of MFC</li> <li>--- Concrete path near bike racks and gardens on Western Side of MFC</li> </ul>
Security of patrons walking to cars (especially at night)	<ul style="list-style-type: none"> <li>Assault</li> </ul>	<ul style="list-style-type: none"> <li>While the crime level around Bent Street is not high there remains a risk, especially of an evening, of patrons being assaulted walking to their cars. It is advisable that patrons walk with another person and/or talk to someone on the phone until they have entered their car.</li> </ul>
Flood prone land	<ul style="list-style-type: none"> <li>Flood</li> <li>Drowning</li> </ul>	<ul style="list-style-type: none"> <li>During periods of high rain, areas of the MFC (mainly the rear carpark) can become flooded. It is advisable during these periods not to use the rear carpark in either a car or walking.</li> </ul>
Thick gardens and rainwater drains	<ul style="list-style-type: none"> <li>Snake bites</li> <li>Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>Running along the western side of the MFC is a large garden area. During periods of hot weather there is risk of snakes living in this area and patrons should be cautious walking through this area during these periods.</li> <li>Patrons should also avoid walking or parking their vehicle near the storm water drain on the western side of the MFC.</li> </ul>

**AREA: Mezzanine**

HAZARD	ASSOCIATED RISKS	RECOMMENDED CONTROLS
Mezzanine is > 2 metres high	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Objects falling from height</li> </ul>	<ul style="list-style-type: none"> <li>Users of the MFC should <b>NOT</b> be left unsupervised in this area of the facility at <b>ANY TIME</b>.</li> <li>Users should not throw objects off the mezzanine floor down to any of the courts/grandstand areas</li> <li>Users should <b>NOT</b> lean against the black fencing</li> <li>Users should ensure 3 points of contact at all times when ascending/descending the stairs to this area</li> <li>Users should remain away from the bar area at <b>ALL TIMES</b>.</li> <li>Users should not run in this area. The area should <b>ONLY</b> be used as a walking/sitting zone and ball games should <b>NOT</b> be played in this area.</li> </ul>

**AREA: Glory League**

<b>HAZARD</b>	<b>ASSOCIATED RISKS</b>	<b>RECOMMENDED CONTROLS</b>
Gloryleague Filming	<ul style="list-style-type: none"><li>• Issues related to cyber-bullying</li></ul>	<ul style="list-style-type: none"><li>• All users will be required to follow code of conducts from BNSW and BA. Users to report issues to staff if any arise regarding filming.</li><li>• Videos are only available for those who participate in the match and access their log in.</li></ul>

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