



Judges Elevated Platform Guidelines

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Kiwi Health & Safety

For Marching New Zealand

July 2016

Judges Elevated Platform Guidelines

Policy Statement:

Marching New Zealand encourages BEST PRACTICE in its day to day operation, and has developed strategic Health and Safety guidelines to ensure its competitors, coaches, volunteers, officials and spectators are kept safe.

This operating guideline is intended to develop safe practices when using, setting up and installing a Judges Elevated Platform.



*Extract taken from WorkSafe New Zealand Good Practice Guidelines.

1.1 What is the relationship between this document and the Health and Safety at Work Act 2015

These guidelines are not law, but are a statement of what actions WorkSafe New Zealand considers to be practical to ensure safety.

These guidelines may be used by the Courts to help decide whether or not someone has failed to comply with any provision of the Health and Safety at Work Act 2015. If you follow the guidelines, it is likely that you will be able to show that you are doing everything reasonably practicable to keep people safe.

With the exception of wearing safety equipment (PPE because these are specifically covered in the Health and Safety at Work Act), you are able to put safety measures that differ from those set out in these guidelines in place – as long as they achieve the same level of safety (or better) for people.

If you do this, be aware that you'll need to be able to justify why you took a different action instead of what was stated in the guidelines – especially if something goes wrong. The responsibility to make safe decisions remains with you.

Ignoring the information in the guidelines and not doing anything to manage risk is just not an option.



Overview

New Zealand as a nation loves all sports, both in a participatory and spectator capacity. Marching's popularity is growing and offers competitors of all ages a great way to enjoy the sport and the social aspects of team events and competitions.

As such, everyone involved in the sport be they competitors, coaches, volunteers, judges, officials or spectators have every right to expect that the equipment used in the sport is of an appropriate standard of safety and suitability.

To ensure that we give everyone involved in the sport the best experience we can we have developed guidelines around the use of elevated judging platforms in New Zealand.

These guidelines are to be used by association members wherever elevated judging platforms are to be used or required to raise a judge off the immediate ground level to afford them a better view of the competition. These guidelines have been designed for a platform for single standing judge ONLY.

For safety reasons, judging platforms (including those which are portable and not installed permanently) at a venue must always be anchored securely to the ground. The platform should be well constructed and checked for damage prior to being used.

Portable judging platforms can be made of lightweight material for easy transportation and installation. Particular attention is drawn to the fact that if not properly constructed, portable judging platforms may tip over and cause injury. Portable judging platforms should not be left in place after use, but should be dismantled, removed, and placed in a safe and secure storage area to prevent unauthorized use.

Safety is always of paramount importance and everyone involved in Marching must play their part and ensure that the following guidelines are adhered to in order to prevent incidents and events occurring in the future, where judges or competitors could be injured. Marching New Zealand is committed to making safety a top priority within the sport at all levels.

These guidelines are designed to support the activities of our members and improve the safety within our sport.

Assessing the Risk:

When it comes to Risk Assessment look at 2 factors;

One is the Inherent Risk Factor – (Amount of harm or injury that is associated with the hazard)

The other is the Control Risk Factor - the amount of control required to remove the harm that can be caused.

Audit Risk Matrix

RMM = IR x CR

	Low (1)	Moderate (2)	High (3)
High (3)	Moderate 3 (1x3)	High 6 (2x3)	High 9 (3x3)
Moderate (2)	Low 2 (1x2)	Moderate 4 (2x2)	High 6 (3x2)
Low (1)	Minimal 1 (1x1)	Low 2 (2x1)	Moderate 3 (3x1)

The **lower** the Inherent Risk is the **lower** the Controls are required to remove the harm that can be caused.

The **higher** the Inherent Risk is the **greater** the Controls are required to remove the harm that can be caused.

For example:

Climbing a step ladder may be considered low risk, with a low level of harm being caused, therefore less control or safeguards are required.

Climbing a ladder in the rain has greater risk, which may cause greater harm if not death, therefore greater controls and safeguards are required.

When looking at a potential hazard assign an Inherent Risk Factor and a Control Risk Factor, multiply the two numbers to establish the Risk Management Rating.

Low IR x Low CR= Low Risk

Management Rating **(1 x 1= 1) = Low Level Risk = Low Level Control**

High IR x High CR = High Risk Management Rating

(3 x 3= 9) = High Level Risk = High Level Control

See table next page.

Audit Risk Matrix

$$RMM = IR \times CR$$

		Low (1)	Moderate (2)	High (3)
Inherent risk (IR)	High (3)	Moderate 3 (1x3)	High 6 (2x3)	High 9 (3x3)
	Moderate (2)	Low 2 (1x2)	Moderate 4 (2x2)	High 6 (3x2)
	Low (1)	Minimal 1 (1x1)	Low 2 (2x1)	Moderate 3 (3x1)
		Low (1)	Moderate (2)	High (3)
		Control Risk (CR)		

In the ladder example simply ensuring the step ladder is set up on even ground may be enough to remove the harm that can be caused by climbing the step ladder.

However climbing a ladder in the rain requires greater controls, such as having a second person with you, tying the ladder in, ensure it has anti-slip feet attached, or better still NOT climbing the ladder at all to be the best option, thereby removing the risk.

Managing Hazards:

As in a workplace hazards are an ongoing issue. Our Association has adopted a “best practice” approach to hazard management within our sport as if it were a workplace as we want to take all “reasonable and practicable steps” to assess the risks associated with and the control required with all hazards at your venues.



1. The first thing to be considered is how to eliminate the hazard.

Examples of hazards being eliminated are: Replacing the ladder with an elevated work platform.

2. If you cannot eliminate the hazard, we need to minimise it.

Examples of hazards being minimized are: Ensuring the ladder is correctly tied in and at the right angle before use.

On-going monitoring:

If you can only minimise a hazard, then on-going monitoring is required. This means, for instance, checking that judges platforms are correctly installed, safe and fit for purpose on a regular basis, and not using broken old boxes to stand on that may collapse.

Platform Types:

There are a wide variety of types of platforms that can be used from home-made timber or aluminium platforms to professional staging platforms with non-slip surfaces.

Marching New Zealand highly recommends the use of professional staging platforms that can be hired or purchased.

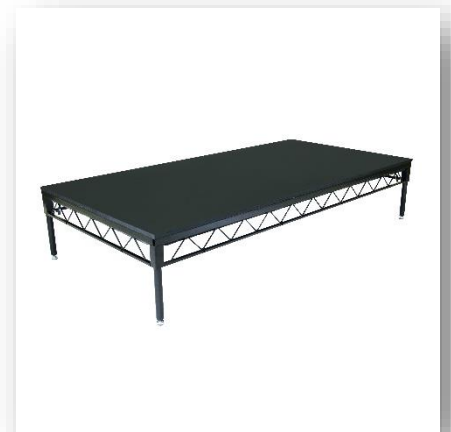
When deciding which platforms to invest in make sure that they are fit for purpose at all times and well maintained.

The features of the recommended elevated platforms are as follows;

- Platform Dimensions
 - 1200mm (w) x 1200mm (d) Surface Area Minimum
 - 300mm maximum from ground to top of platform
 - Well constructed or engineered design
 - Anti slip surface
 - Lightweight materials
 - Portable

NOTE: The surface area should be large enough to ensure that the judge standing on the platform feels comfortable and confident that they are safe and at no risk of falling off the platform causing injury. The height from the ground to the top of the platform should be no more than 300mm, where appropriate and a step to the platform to allow easier access for platforms where the height from the ground to the top of the platform is greater than 200mm .

When deciding on the materials to be used do not use second hand or damaged materials in their construction and always check the condition prior to each use. DO NOT use damaged or broken platforms.



Stability, Fixture and Support

- a) For safety reasons, platforms of any size must only be installed or set up on firm, even ground.
- b) Ground conditions can affect the stability of platforms and it is therefore important to take into consideration weather conditions and the geography of the land.
- c) Where lightweight platforms are being installed they should be securely anchored to the ground to prevent the platform from tipping over, and where they are used indoors weight bags can be used to ensure stability of the platform is achieved.
- d) Ensure that once the platform is installed that the surface of the platform is as level as the terrain will allow to avoid any slipping hazards occurring.
- e) Ideally, portable platforms should not be left in place after use – they should be dismantled and removed to a place of secure storage.
- f) Always follow the manufacturers installation guidelines.
- g) Ensure that when installing and setting up platforms correct lifting and carrying techniques are used. A single person should not lift more than 25kg in weight.



Testing

- a) Before use, event organisers should test the platform to ensure that it is stable it is essential that the structure's security has been established prior to commencing usage.
- b) If the platform is unstable remove the platform and re-install in another location or increase the stability controls on the platform to ensure they are safe to use. If in doubt do not use an unstable platform.
- c) Do not exceed the maximum load limit on manufactured elevated platforms.
- d) Carry out regular maintenance checks on the elevated platforms and ensure all repairs are carried out prior to use.



Disclaimer:

Marching New Zealand has made every effort to ensure that the information contained in this publication is reliable, but makes no guarantee of its completeness. Marching New Zealand may change the contents of this guide at any time without notice.

If purchasing manufactured platforms always follow the manufacturers recommendations in conjunction with these guidelines.

Signed _____ **Date** _____

Marching New Zealand Health & Safety Officer

Signed _____ **Date** _____

Marching New Zealand CEO

**** This is a living document and may be updated at any time.**