



APPROVED RISK ASSESSMENT MANUAL

WIFE CARRYING COMPETITION

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COURSE DESIGNS

Courses Available

Two course designs are available. The Show Society can run an event in a circular direction or in a straight line. Course must be run at either 100mtrs or 150mtrs in full-length.

There are five (5) obstacles available to choose from to use in the Event. Obstacles include: sandpit, tyres, hurdle, and limbo bar. The Society can choose as many obstacles listed for use in the event as long as the obstacles are set apart by the minimum amount.

Obstacles on the 100mtr course must be at a minimum of 20mtrs apart along the course.

Obstacles on the 150mtr course must be at a minimum of 25mtrs apart.

Obstacle Descriptions

Sandpit – Competitors are to race running forward facing through the sand and run in the middle of the sandpit until obstacle is completed.



Hay Stack – There are to be two (2) hay bales lined up and joined by the end of each hay bale touching each other. Competitors are to approach the hay bales, while carrying the wife, at a safe pace, and slowly utilise the obstacle by placing one leg over the hay stack followed by the other leg for completion.



Tyre Run – there will be six (6) tyres laid on the ground (three tyres on the right hand side and three tyres on the left hand side joined together in the centre), these can be separated into lots of 3 if running 2 competitors at a time, competitors are to approach the tyres, slow down and walk through the tyres placing right foot then left foot in the centre of the tyres until all tyres have been utilised.



Hurdle – To complete the hurdle obstacle, the husband needs to approach the hurdle still carrying the wife at a safe pace, and slowly utilise the obstacle by placing one leg over the hurdle followed by the other leg for completion.



Limbo Bar - competitors are to approach the limbo bar proceeding to walk under the overhead bar without making contact. This may result in a competitor having to lower themselves under the bar to compete the obstacle.

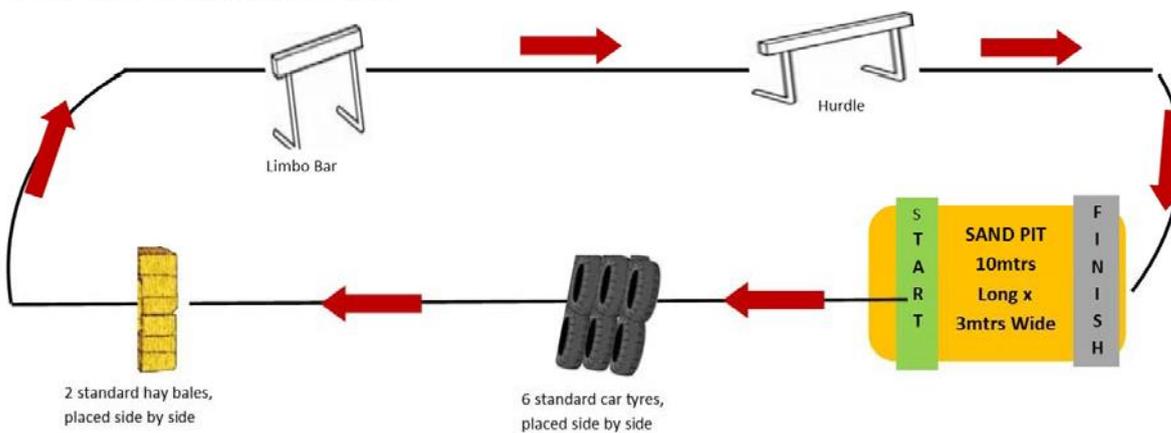


Example only of course layout

Course Length: 100-150 Metres

Obstacles: Tyre Tread, Limbo Bar, Hurdle, Haystack (Obstacles are to be placed 20- 25 metres apart)

Depending on the length of the course.)



- Course layout may be in a straight line or on a circular format.
- Limbo bar is to be a minimum 1.2 metres high, bar MUST be made of light weight poly pipe and NOT be full attached, allowing for the bar to drop if runners make contact with the bar.
- Hurdles are a minimum 600mm high and are not to exceed 800mm in height.

Steps

1. This course layout starts the race at the sand pit.
2. Step through each of the six tyres (these can be separated into lots of 3 if running 2 competitors at a time)
3. Step over the hay bales, step over the limbo bar, duck under the limbo bar (without touching the bar in any way otherwise penalties will apply) and finish the course at the Start/ Finish line back at the sand pit.

Areas to Evaluate

Are Your Grounds in Good Order?

- Level (no potholes)?
- Clean (no excessive waste from other events)?
- Trimmed (no long grass, overhanging bushes or dangerous trees)?

First Aid and Medical Emergency

- Is there adequate provision to deal with injury and medical emergency?
- Ambulance officers or certified first-aiders rostered for attendance at all times while Wife Carrying Event is being held?
 - Is a specialised lifting frame (stretcher) available for spinal injury cases?
 - Is the first-aid facility properly signposted and accessible?
 - Are competitors aware of the First Aid location?

Protective Clothing and Footwear Policy

- Bike/Scooter helmets that meet Australian/New Zealand standards 'must' be worn by the 'wife' during the Event at all times.
- Fully enclosed covered footwear must be worn by the “husband” for the duration of competing in the Event. Steel cap boots are not acceptable. Studs cannot be added to boots/joggers/running shoes.
- The “wife” can be bare foot during the race although it is recommended that enclosed footwear, such as joggers/running shoes be worn with the exception of steel cap boots, footwear with studs, and heels.

Drug & Alcohol Policy

Purpose

To acknowledge the Agricultural Show Society, responsibility and duty for the wellbeing of its Competitors and other authorised users of the Society property.

To provide practices at its property which reduce the risks associated with drug and alcohol use.

To provide an event free of discrimination, with clear guidelines which take into account the Society's social and legal obligations.

Objectives

1. Identify practices and tasks which pose a risk.
2. Prevent alcohol or drug misuse on the showground property.
3. Gain Competitors commitment to working together to achieve a safer and healthier showground environment.
4. Raise an awareness by Competitors of the risks associated with alcohol and drug abuse.
5. Assist Competitors in need or help or advice in a confidential and sensitive manner without prejudice.

Definitions

BAC - Blood Alcohol Concentration

1.1 BAC - zero grams of alcohol in the blood. All Competitors in the Event must have a zero BAC.

Drugs (including prescription drugs) - any substance may adversely affect a person's judgement and ability to perform duties safely or in accordance with legal requirements.

Substance abuse - harmful or dangerous use of alcohol or other drugs.

Background

Under common law and statute law, it is the duty of the Agricultural Society to protect its Competitors and any authorised persons using the Showground from damage or accident caused by anyone affected by alcohol or other drugs as well as to protect Competitors from entering an Event under the influence of alcohol or drugs where harm can be caused.

Alcohol, drugs and combinations of these substances can seriously impair a person's motor skills. Some drugs remain active in the body for days. Alcohol consumed at night can still be detected in the drinker's blood stream the nextday.

There is no way of speeding up the elimination of alcohol from the body. A little is excreted in urine, sweat and breath but most (about 90 percent) is broken down by the liver. It is a slow process. It takes the liver about one hour to break down one standard drink longer in some people. Nothing will sober a drinker up quickly.

There are many factors other than “what a drinker consumed” that affect the BAC level.

They include:

- A person’s weight
- The state of a person’s liver
- Whether or not a person is a regular drinker

Women need to be especially careful. Given the small amount of alcohol, their BAC levels normally read higher than men.

Policy

1. All Competitors and any authorised persons attending the Event at the Showground are to be at a 0.00BAC.
2. The Society requires all Competitors and any persons using the Showground or attending the Event to take all possible care for their own safety and wellbeing and the safety and wellbeing of all others and to comply with the requirements of this policy.
3. The Society recognises that its awareness of any Competitor or authorised persons using the Showground property drinking or drugs status/problem places it under a positive duty to take all reasonable precautions to remove the affected person from reasonable foreseeable accident.

Medication

Competitors in the Event and any other person performing a task on Showground property, and who believe prescribed medication may adversely affect their ability to perform duties or compete safely in the Event, or in accordance with legal requirements are required to advise the Society.

Harassment Policy

The Show Society holding the event is committed to a working and learning environment that is free from any form of harassment.

Any incident of harassment will be regarded seriously and may be grounds for disciplinary action.

Persistent or gross harassment and, in particular, sexual or racial harassment, will be treated as grounds for disciplinary action, in the case of competitors, expulsion from the Showground or site where the Society is conducting the Event.

Harassment causes distress and anxiety.

It interferes with people's ability to work as a volunteer, compete as a Show or Event competitor, or contribute in any other way to the wellbeing of the Society.

The Society will therefore take harassment to include any behaviour that is offensive, intimidating or hostile, which interferes with an individual's working role or social environment, or which induces stress, anxiety, fear or sickness on behalf of the harassed person.

Being under the influence of alcohol will not be admitted as an excuse for harassment.

Harassment may take many forms, such as violence or bullying, to less obvious actions such as ignoring a person. Some examples of harassment may include:

- Physical contact from touching to serious assault.
- Oral and written through offensive language, gossip and slander, jokes and similar.
- Visual display of posters, obscene gestures.
- Isolation or non-cooperation with a person.
- Coercion.
- Intrusion by pestering, sexual pressures.
- Bullying
- Racial discrimination

Preventing Harassment - Checklist

Make sure all competitors understand what the rules about behaviour are.

Make sure all competitors know how to deal with harassment if it happens to them.

Know the arguments supporting the need to get rid of harassment.

- Make sure the Event environment is free of any material that someone else could find harassing.
- Follow up on any competitor behaviour changes that could indicate harassment is going on.
- Act immediately.

Handling Complaints of Harassment and Discrimination

The following is a brief checklist on how to handle a discrimination or harassment complaint. Please note that this checklist is only a very general guide to good complaint handling.

- **Confidentially** - Always handle the complaint confidentially. Do not talk to anyone except those involved in resolving the complaint, and instruct those involved in the complaint talking to anyone else.
- **Impartially** – do not pre-judge, e fair
- **Promptly** – resolve it as quickly as possible
- **Sympathetically, sensitively & seriously** – what may seem sill to you may not seem silly to them
- Get full information from the complainant about their complaint and how they want it resolved...Listen, listen, listen.
- Decide if you are the appropriate person to continue handling the complaint - you may be too junior in the hierarchy or seen to be biased. If you can't handle it make sure that you refer the complaint to the appropriate person. Don't let it get lost.
- If you can continue to handle the complaint, put the information you've received from the complainant to the person/people they're complaining about and get their side of the story...Listen, listen,listen.

Work out whether you now have enough information to know whether the alleged discrimination or harassment happened, or didn't happen.

- If you don't have enough information, and the allegation is of a reasonably serious nature, you may need to speak to witnesses. If there are no witnesses, you may need to refer the complaint to the Show Society to decide what to do about it.
- Decide how the complaint should be resolved
- If you do need to speak to a witnesses, do this very carefully:
 - Only speak to a witness if you are the appropriate person to speak to that witness. You can't do this if you are too junior in the hierarchy. You also cannot do this if you are biased, or could be seen to be biased.
 - In order not to breach confidentiality, do not tell a witness any more than they already know, and make sure they don't talk to anyone else but you.
 - Never speak to any more witnesses than you need to speak too, in order to work out whether the discrimination or harassment happened, or didn't happen.

- Decide how the complaint should be resolved:
 - Where the complaint involves an allegation of a relatively minor nature – it may be possible to “mediate” the complaint by getting both parties together and coming to a joint agreement about how the complaint should be resolved”.
 - Where the complaint involves an allegation of a more serious nature, the Show Society will need to work out whether the discrimination or harassment did or did not happen, and then make a decision about how the complaint should be resolved. The type of discipline will obviously depend on the level of discrimination or harassment that has happened. Discipline should range from a verbal apology for a less-serious incident, through to expulsion for a very serious incident or series of incidents. Naturally discipline should be imposed in a fair and consistent manner across the Society.
- Act on your decision, letting both sides know what is going to happen and why, and telling them about other internal and external avenues of complaints if they’re not happy with your decision.
- Monitor the outcome of effected persons – you should make a note of the details of any relevant incidents, and should include a note on the way in which the incident caused you to change the pattern of your role or social life.
- If the harassment continues, you are urged to seek the help of a Harassment Advisor, enabling you to discuss the nature of your complaint in confidence and to arrive at an acceptable solution on an informal basis.
- If the harassment is serious or has not been resolved by the above means, then you or someone acting on your behalf has the right to make a formal written complaint to the Society and/or relevant authority

Vexatious complaints

- The Society should note that anyone making mischievous complain may result in disciplinary action taken against them.

What do to if you are Accused of Harassment.

- An accusation of harassment does not signify a judgement of guilt.
- You may contact a member of the Society Executive disassociated with the complaint. The aim of the person you contact will be to facilitate discussion with the view to resolving the problem at the source, if possible.
- A simple discussion between you and the person with the complaint may set matters straight.

Throughout any formal or informal procedures, the principal objective is that of identifying the underlying issues and eliminating the cause of the offence as quickly as possible and with minimal recrimination.

Any harassment or discrimination complaints should be advised to Jardine Lloyd Thompson so that Insurers can be notified.

Duty of Care Policy

The health and safety of all persons competing at the Event is considered to be of the upmost importance. Our Society is committed to ensuring health and safety through risk management initiatives aimed at, wherever practical, eliminating or reducing conditions, work practices or procedures that could cause injury.

What our Society will do:

- Identify risks and where appropriate take action to eliminate or reduce them.
- Provide information, instruction and training and competent supervision.
- Provide safe items, equipment and systems of work.
- Ensure that appropriate first aid is available for all injuries.

Medical Emergency

In the event of required medical assistance:

Office staff personnel or the Agricultural Society committee persons or other accredited officials should:

- Check for any threatening situation and remove or control (is safe to do so).
- Remain to ensure a responsible person remains with the casualty and provides appropriate support.
- Notify first aid personnel
- Notify the warden (chief)
- Notify the ambulance service by calling "000"
- Designate someone to meet the ambulance at the Showground main gateway (ensure ambulance is instructed to enter via Road entry) and direct it to the location of the casualty

Note:

- Provide support and appropriate assistance
- Arrange so that the casualty is not left alone
- Do not move the casualty unless they are exposed to a life threatening situation
- Report the incident to the designated Safety Officer if not already attended to.

Waiver

All participants must read and sign the waiver form.

Wife Carrying Titles Risk Assessment Checklist

Items Inspected	OK	NOT OK	N/A
Please tick where appropriate			
Final slip, trip and fall inspection			
Approach and exit areas free of obstruction			
House keeping requirements met			
Placement of directional signage			
Is adequate shelter from sun or rain available			
Marshalls required			
Press/Media reception available			
First Aid kit or facility in the area			
Pre race inspection completed			
Course and Safety walk through completed with all competitors			
Waiver read and signed			
Incident Procedure			
Procedures available			
5 minute safety talk			
Staff/Marshalls briefed in incident procedures			
Obstacles			
No sharp edges or screws to catch or tear clothing			
Clean sand only supplied for sandpit			
Total pool depth no more than 1.4 metres deep			
Safety Equipment			
Helmets available in adjustable size			
Power			
All leads tagged			
RCD's in good repair and operating			
All leads off ground and fixed securely			
External Equipment			
Tables, chairs, umbrellas and marquee in good repair (visual check)			
Marquee/ umbrella secured with stakes and pins			
Signage secured and not blocking traffic			

Check Carried out by: Date: Signed:.....