



Gymnastics
New South Wales

Work Health and Safety

Risk Management Solution (RMS)

RMS USER GUIDE **V1: 2021**



The Risk Management Solution (RMS) app is a key benefit of your Gymnastics NSW Affiliation.

The RMS App has several features designed to help identify risk and mitigate it within your club. The results gained from this app will help to protect the health and safety of employees, volunteers, athletes, and spectators in your club.

This guide outlines the most common actions that clubs will use the application for. As developments to the app are made over time, this user guide will be updated and posted onto the [GNSW Business Hub](#);

The RMS videos [here](#), can be used in addition to this user guide.

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Signing into your RMS account

The RMS website is located on the [Business Hub](#) under a new tab labelled "RMS".

The RMS tab is divided into three sections:

1. The website containing the RMS system.
2. The user guides and videos on how to use the system.
3. The product roadmap for the system

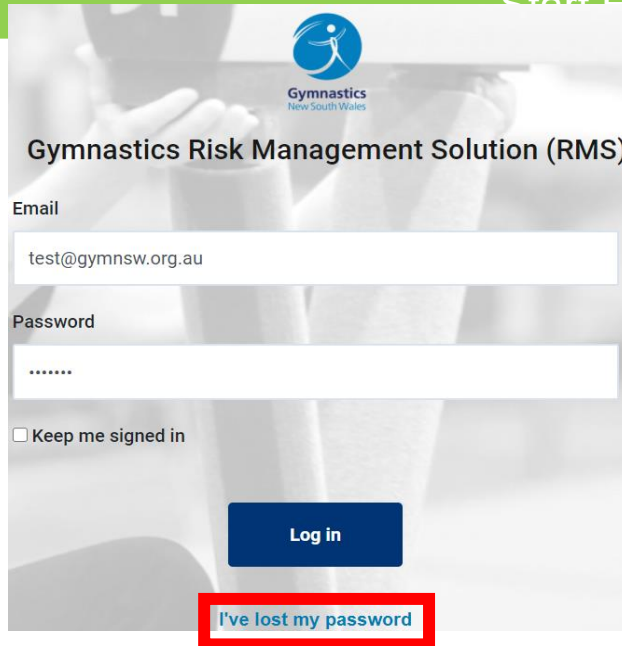
All clubs have a log in username or password for those that opted into the system. If your club hasn't already been given access, request access by filling out [this form](#).

Access will then be given by GNSW.

To access the website:

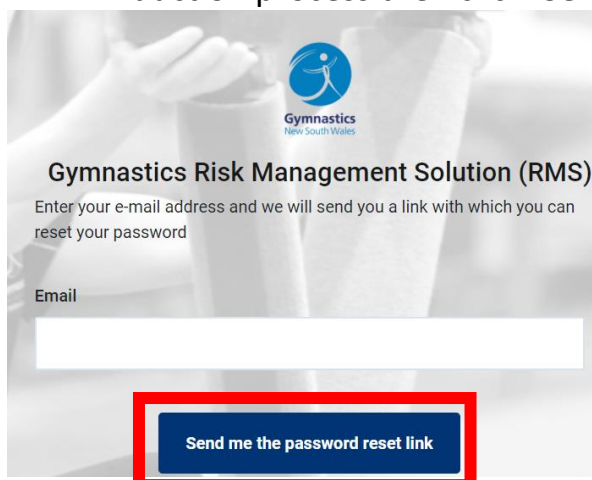
- 1) Open the email the GNSW staff member sent and enter the designated email address and click forgot your password.

[Note: The application can be accessed via desktop and mobile devices.](#)



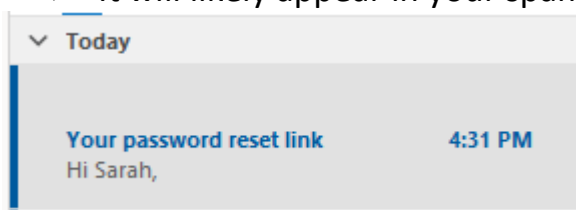
The image shows the login page for the Gymnastics Risk Management Solution (RMS). It features the Gymnastics New South Wales logo at the top. Below the logo, the title "Gymnastics Risk Management Solution (RMS)" is displayed. There are two input fields: "Email" with the text "test@gymnsw.org.au" and "Password" with masked characters "*****". A checkbox labeled "Keep me signed in" is present. A blue "Log in" button is at the bottom. A red box highlights a link that says "I've lost my password".

- 2) Enter the email your club manager provided when signing up to the RMS induction process then click 'Send me the password reset link'.



The image shows the password reset page for the Gymnastics Risk Management Solution (RMS). It features the Gymnastics New South Wales logo at the top. Below the logo, the title "Gymnastics Risk Management Solution (RMS)" is displayed. Underneath, it says "Enter your e-mail address and we will send you a link with which you can reset your password". There is an "Email" input field. A blue button labeled "Send me the password reset link" is at the bottom, highlighted with a red box.

- 3) Open the email similar to the one pictured below.
➤ It will likely appear in your spam folder so please check!



- 4) You will then receive a link to reset your password via email.

An example of this is pictured below.

Your password reset link

(via gymnasticsnsw.biz)
To Sarah Watt

Reply Reply All

Retention Policy Junk Email (30 days)

Expires 8/08/2021

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
This message was marked as spam using a junk filter other than the Outlook Junk Email filter.
The actual sender of this message is different than the normal sender. Click here to learn more.
We converted this message into plain text format.

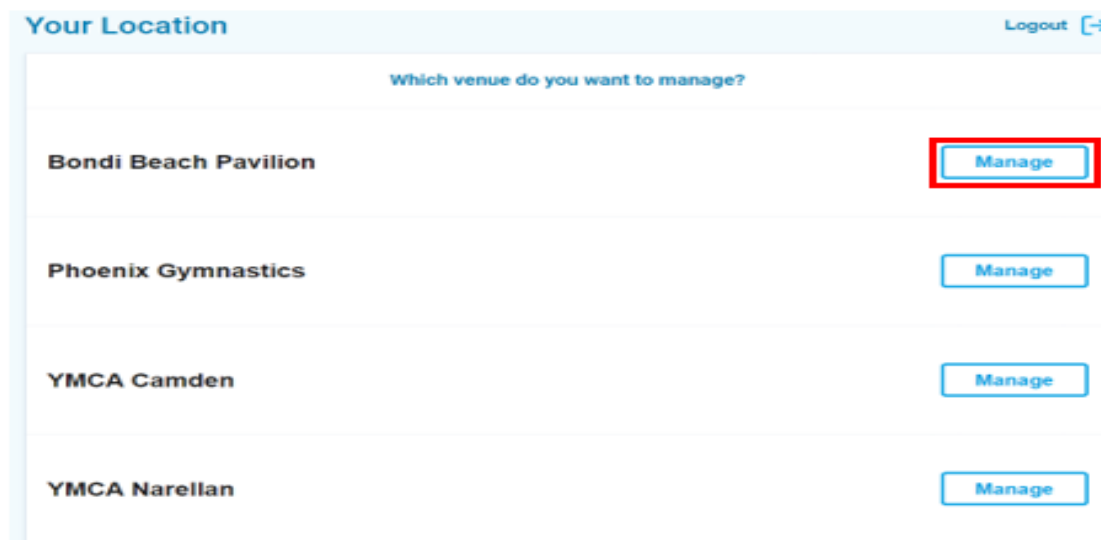
Hi Sarah,

Here is your password reset link <<https://gymnasticsnsw.biz/Security/changepassword?m=15&t=18db460a5537ca35fc6e7249abd72023f5fdd8e4d5e9fba5973297f8f9784920a4982f1d6b2c529baf6ee62093c330f9c467c5a162af02631c1c408627963d22>> for <https://gymnasticsnsw.biz/>.

If you experience any issues, please reach out to southern@gymnsw.org.au.

Selecting a site to manage

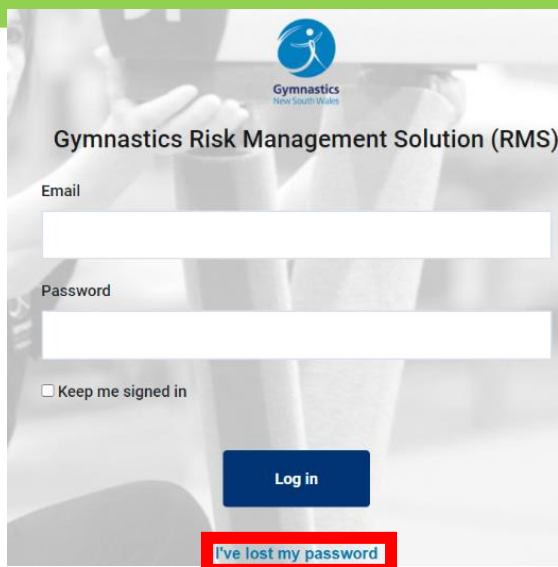
Once logged in, select your site to manage (for multiple sites only).



Your Location		Logout
Which venue do you want to manage?		
Bondi Beach Pavilion	Manage	
Phoenix Gymnastics	Manage	
YMCA Camden	Manage	
YMCA Narellan	Manage	

Changing your password

If you need to change your password, click 'I've lost my password' on the webpage and follow the same steps on page 5.



The login screen for the Gymnastics Risk Management Solution (RMS) features a background image of gymnasts. At the top center is the Gymnastics New South Wales logo. Below it, the title "Gymnastics Risk Management Solution (RMS)" is displayed. The form includes an "Email" label above a white input field, a "Password" label above another white input field, and a checkbox labeled "Keep me signed in". A blue "Log in" button is positioned below the password field. At the bottom, a red-bordered button with the text "I've lost my password" is visible.

Gymnastics
New South Wales

Gymnastics Risk Management Solution (RMS)

Email

Password

☐ Keep me signed in

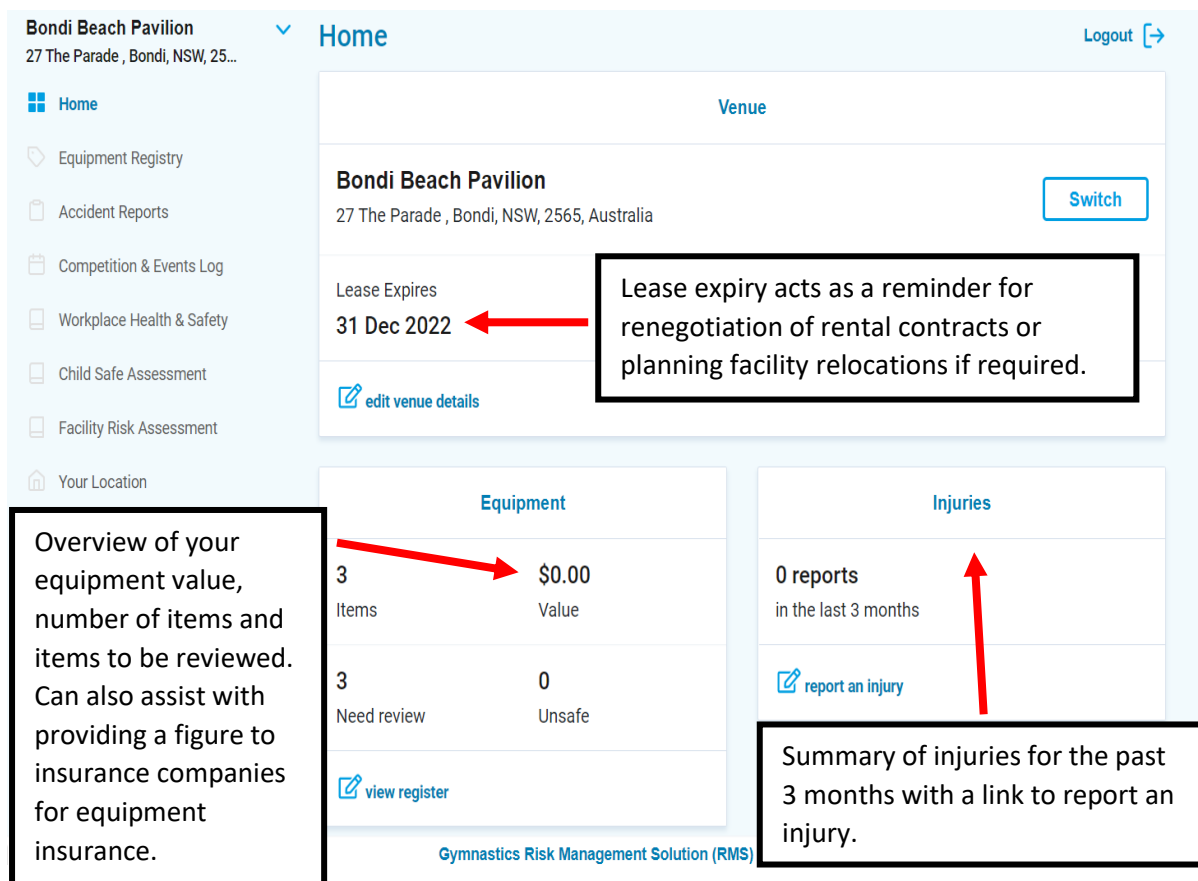
Log in

[I've lost my password](#)

Navigating your home page

The Home Page provides a summary of your venue details, equipment registry and injury reports.

See below for a summary as to why these sections were included:



Bondi Beach Pavilion
27 The Parade , Bondi, NSW, 25...

Home Logout →

Venue

Bondi Beach Pavilion
27 The Parade , Bondi, NSW, 2565, Australia [Switch](#)

Lease Expires
31 Dec 2022 ← Lease expiry acts as a reminder for renegotiation of rental contracts or planning facility relocations if required.

[edit venue details](#)

Equipment

3 Items Value \$0.00

3 Need review 0 Unsafe

[view register](#)

Injuries

0 reports in the last 3 months

[report an injury](#)

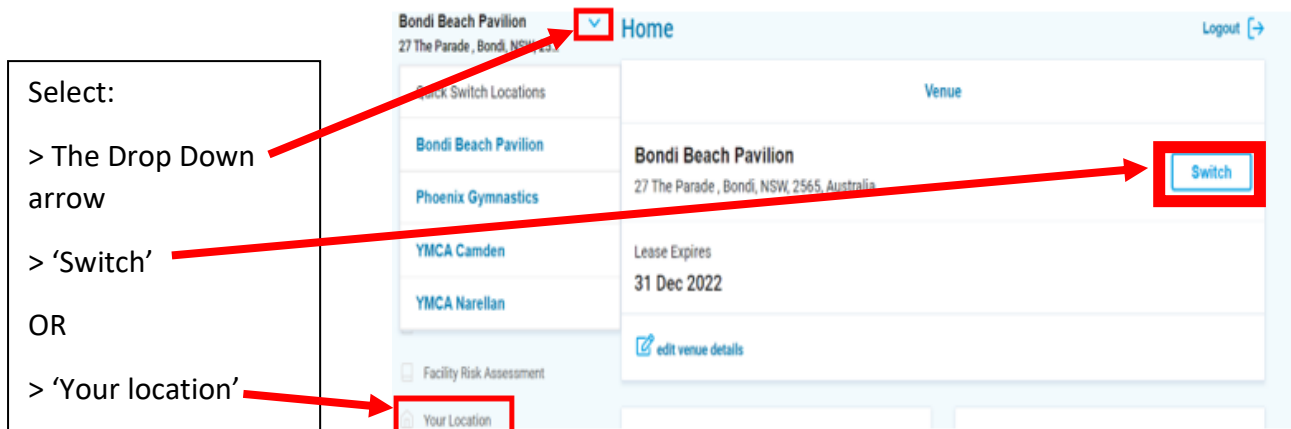
Summary of injuries for the past 3 months with a link to report an injury.

Overview of your equipment value, number of items and items to be reviewed. Can also assist with providing a figure to insurance companies for equipment insurance.

Gymnastics Risk Management Solution (RMS)

Switching between site locations

To change your venue location:



Select:

- > The Drop Down arrow
- > 'Switch'
- OR
- > 'Your location'

Bondi Beach Pavilion
27 The Parade , Bondi, NSW, 25...

Home Logout →

[Switch Locations](#)

Bondi Beach Pavilion
27 The Parade , Bondi, NSW, 2565, Australia [Switch](#)

Lease Expires
31 Dec 2022

[edit venue details](#)

[Your Location](#)



The first steps: Checking your club's venue information

Click 'Edit venue details' to check your venue details are correct and to fill in your WHS officer information.

Bondi Beach Pavilion
27 The Parade, Bondi, NSW, 25...

Home

Equipment Registry

Accident Reports

Competition & Events Log

Workplace Health & Safety

Child Safe Assessment

Facility Risk Assessment

Your Location

Venue

Bondi Beach Pavilion
27 The Parade, Bondi, NSW, 2565, Australia

Lease Expires
31 Dec 2022

[edit venue details](#)

Equipment

3	\$0.00
Items	Value
3	0
Need review	Unsafe

[view register](#)

Injuries

0 reports
in the last 3 months

[report an injury](#)

Edit Bondi Beach Pavilion

IMISID *

2231239

Key contact *

Gymnsw

Contact phone *

0400 000 000

Notification email address *

test@gymnsw.org.au

WHS officer

WHS training completed

Your WHS officer should be a responsible individual over the age of 18. Appropriate WHS training is also required

According to [SafeWork NSW](#): As an employer, you are responsible for ensuring your workers are properly instructed and trained on how to do their work safely.

- Employees must know all relevant health and safety information about their jobs, their workplace, the risks and how to control the risks
- Training and the associated instruction, needs to be easy to understand

You need to:

- Undertake induction and workplace safety training for new workers
- Train workers for the specific tasks they will have to perform
- Commit to appropriate supervision of workers and
- Support regular refresher training

WHS training may include:

- Ladder safety
- PPE training AND
- Equipment use and handling

The 'Equipment Registry' tab

The Equipment Register keeps track of all equipment in a gymnastics facility.

In the RMS app, all pieces of equipment are:

- Added to the system;
 - Given a safety rating and;
 - Scheduled for reviews every three months (via an email reminder)
-
- NOTE: The equipment reviews can be completed as often as the club deems necessary.
 - Make sure to review the Marsh Insurance Education module [here](#) to comply to insurance requirements.

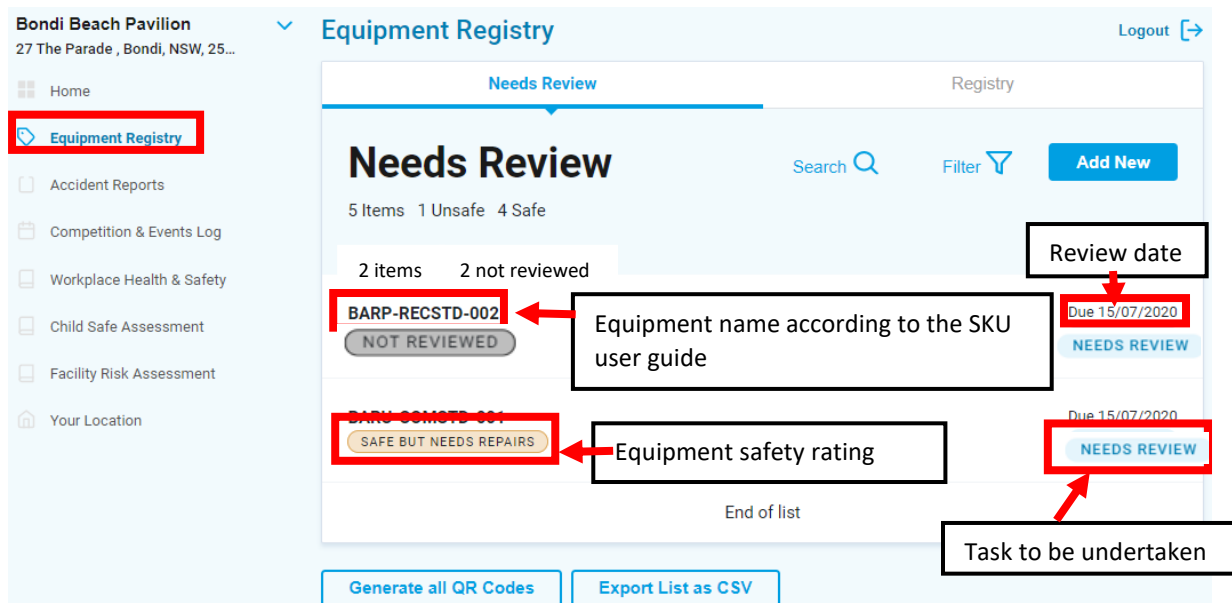
The SKU user guide is a key document that will be used to assign equipment throughout your facility according to a standard code. As there is no standard naming system for naming gymnastics equipment, the SKU user guide has been developed.

Gymnastics NSW staff will assist clubs with the initial labelling of equipment by following the below process:

1. The staff member will take pictures of the equipment or will guide the user to remotely do so in person.
 2. The staff member will use the SKU user guide to name all equipment consistently throughout a facility.
 3. A temporary label will be attached to the piece of equipment so the club can then choose how to label the equipment permanently.
 4. GNSW will help the administrator of the club to enter the details of the equipment into the RMS system.
-
- This process of adding in equipment is outlined in “adding in new equipment”.

Labelling equipment

See an overview of the equipment registry tab below:



The screenshot shows the 'Equipment Registry' interface for 'Bondi Beach Pavilion'. The 'Needs Review' tab is active, displaying a list of equipment items. Annotations highlight key features:

- Equipment Registry**: The main navigation menu item is highlighted with a red box.
- Equipment name according to the SKU user guide**: Points to the item ID 'BARP-RECSTD-002'.
- Equipment safety rating**: Points to the status 'SAFE BUT NEEDS REPAIRS'.
- Review date**: Points to the date 'Due 15/07/2020'.
- Task to be undertaken**: Points to the 'NEEDS REVIEW' button.

Other visible elements include a sidebar with navigation options (Home, Equipment Registry, Accident Reports, etc.), a search bar, and buttons for 'Generate all QR Codes' and 'Export List as CSV'.

The next steps of labelling and reviewing the equipment will be conducted by the club.

Prior to conducting the equipment review, permanently label your equipment to avoid lost labels in the reviewing process.

For fixed equipment permanent labels can be created by:

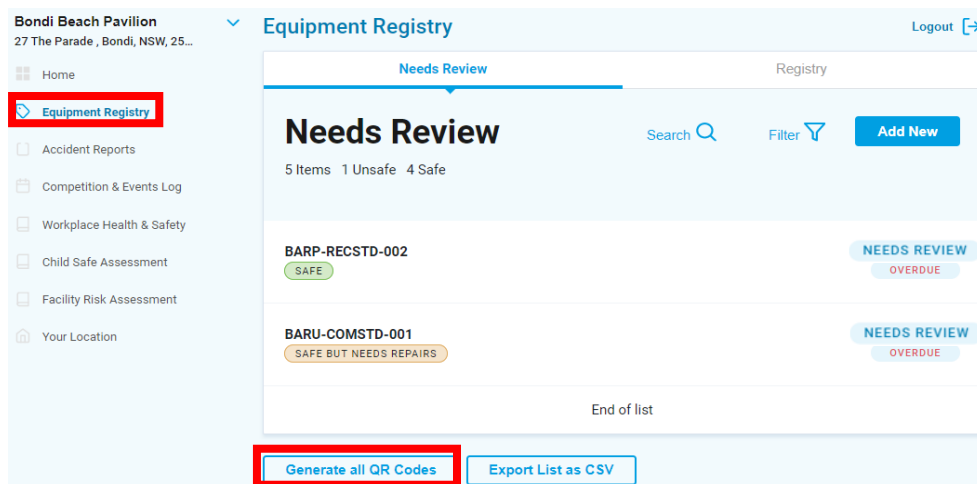
- Printing QR codes, laminating the code and affixing to the equipment with Velcro stickers and/or
- Printing QR codes on sticky paper to attach to equipment

Examples of fixed equipment may include:

- Bars
- Beams
- Pommel horses
- Vaults

Generating your QR codes

On the *Equipment Registry* page click the button 'Generate all QR codes'.



The screenshot shows the 'Equipment Registry' page for 'Bondi Beach Pavilion'. The 'Needs Review' section lists two items: 'BARP-RECSTD-002' (SAFE) and 'BARU-COMSTD-001' (SAFE BUT NEEDS REPAIRS). Both items have a 'NEEDS REVIEW' button. The 'Generate all QR Codes' button is highlighted with a red box.

Equipment Registry
Equipment Registry / All QR Codes

QR Code for BARP-RECSTD-002

QR Code for BARU-COMSTD-001

To print these codes use:

- *Command P* for Macbooks
- *Control P* for PC's or
- Right click and click print

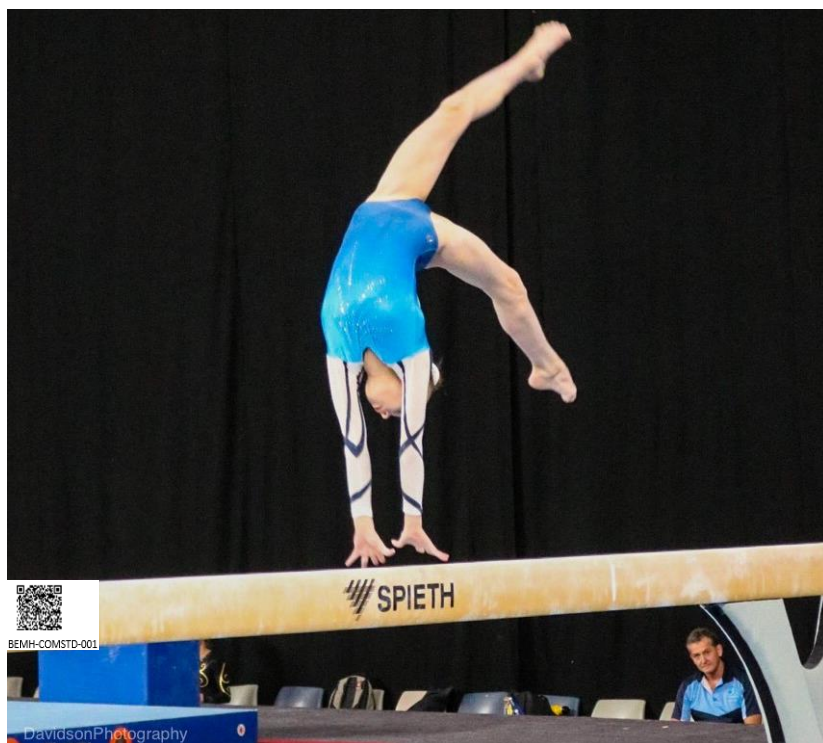
HANDY TIP: You can increase the size of the images by clicking more settings and increasing the scale number of the image

For equipment that is moved often GNSW recommends labelling the equipment itself with a permanent marker (if appropriate).

This can work well with boxes and mats.

Using your QR Codes:

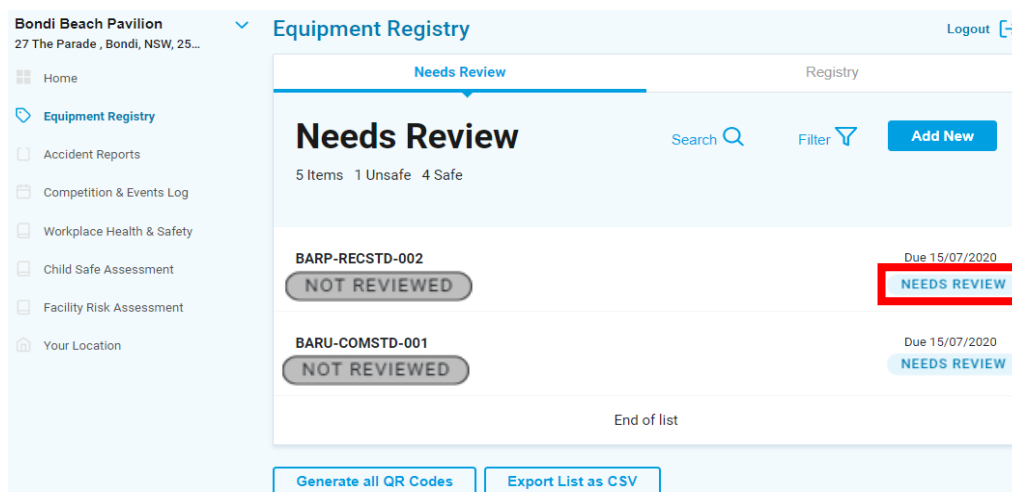
Examples of equipment label positioning are below:



Reviewing equipment; assigning a safety rating

Once all equipment is entered into the RMS and labelled permanently, a review of this equipment can be conducted.

Click 'Needs Review' to pull up the Review Page.



To start a renew, click 'Review Now' and follow the steps below:

BARP-RECSTD-002

1. Watch the video on how to review equipment

spectators in your gym. Your equipment should be inspected each session prior to use.

A visual inspection from all angles should be conducted with particular attention to identify wear, damage and looseness. Check the item by hand. Be careful of sharp pieces on springs or wires or mat edges

Test the items stability and secureness by carefully applying load to the supports and apparatus.

Any unstable item should be immediately secured and any unsafe item should be immediately taken out of action and removed from gym as soon as possible then fixed or replaced

How to Inspect - Bars



Look out for / common faults

- Condition of bar rails
- Fasteners of bars/uprights
- Height & Width Adjustment
- Nuts, bolts, screws
- Pads under base
- Secure floor plates

× Status

2. Change the equipment status as required

Inspection Comments

3. Write the reasoning for the status given and any additional comments. E.g. Safe but replace bolts in 3 months

Upload photos

Attach files by dropping them in here, or You can also [browse your computer]

4. Review 'XXX' in the SKU user guide on how to take your photos. Up to 5 photos can be uploaded

Inspected by
Sarah Watt

5. Submit

Complete Inspection

6. Once submitted, the item is moved from the 'Needs Review' tab to the 'registry' list

7. If equipment has been labelled unsafe or safe but requiring repairs → Take action ASAP to reduce your risk!

Adding in new equipment

It is understandable that new equipment may be purchased after the initial inspection.

See the steps below for how to add your new equipment to the registry.

Add new Equipment Item

Equipment Registry / [Add an new Equipment Item](#)

Equipment category *

Bars

Equipment SKU *

BARP-FIGSTD-001

Manufacturer

AAI

Short description *

FIG Parallel Bars

Long description

Model Name: {Elite AAI Parallel Bars}, Model Number: {001},
Material: {Constructed with heavy-duty steel. the bar mounting
saddles has a spring pin for secure and stable rail setting},
Colour: {Powder coated navy vein finish, resists chipping, fading and
regular wear, },
Dimensions: 41-71 cm (W) x 350 cm (L) x 40 cm (H) {},
Weight: {221kg}, Location: {Far right hand side of the gym}

Acquisition date *

10/08/2020

Purchase value

\$5670.00

Save

1. Open the equipment tab and select 'add new equipment'

2. Choose your equipment category

3. Use the SKU User guide to select the right name. If you are unsure, contact your CRDO to assist.

4. List the equipment manufacturer

5. Describe the equipment according to the item name

6. Divide the description into; Model name, colour, material, dimensions (WxBxH), weight and location, new or second-hand equipment.

7. List the date you obtained the equipment

8. If purchased second hand, list that price.

9. Once you click save, you are taken back to the 'Needs Review' page



Changing the status of; previously reviewed equipment or equipment not currently in use

The ongoing review of equipment is important to maintain the low risk of equipment use in a gymnastics environment.

The RMS app will send email reminders to conduct a review every 3 months, however, equipment can be reviewed as often as you like.

To change the equipment status of equipment not currently in use or to interchange between the assigned equipment status:

1. Open the equipment registry
2. Open the registry list
3. Click on the equipment name
4. Click '*Review Now*'
5. Change the status of the equipment as needed
6. Edit the inspection comments
7. Upload new photos
8. Complete inspection

Changing the status of; permanently broken or damaged equipment

1. Open the Equipment Registry
2. Select the piece of equipment to edit
3. Click 'Edit (insert equipment name)'
4. Edit and save as necessary.

Edit Equipment Item
Equipment Registry / Edit Equipment

Your Equipment Item was edited.

Equipment category *
Bars

Equipment SKU *
BARP-FIGSTD-001

Manufacturer
AAI

Short description *
FIG Parallel Bars

Long description
Model Name: {},
Model Number: {},
Material: {},
Colour: {},
Dimensions: 000 cm (W) x 000 cm (L) x 000 cm (H) {}.

Acquisition date
10/08/2020

Status *
Inactive

Disposal date
10/08/2020

Purchase value
\$5,670.00

Save

Active= equipment in use
Inactive= equipment no longer in use
Archived= equipment is broken or sold

Add in the disposal date if equipment is permanently broken or sold



The 'Accident Reports' registry tab

Reporting accidents at your business is a crucial part of mitigating risk in the workplace and managing Work, Health and Safety (WHS) obligations.

Before reporting it is important to remember:

- No matter how small the incident, an accident report **MUST** be filled out.
- WHS and reporting obligations relate not only to your employees but can also apply to anyone on site including volunteers, athletes, carers, families and delivery personnel.
- Your responsibility expands to more than just your indoor facility, to other areas such as the carpark.
- A trained first aid officer must always be on site.

Alongside incident reporting, you must notify the Work Health and Safety regulator (SafeWork NSW) of certain '[notifiable incidents](#)' at work.

Notifiable incidents may relate to any person that can include:

- The death of a person;
- A serious injury or illness; or
- A dangerous incident.

Prior to reporting an accident please ensure the below procedure is followed:

1. Appropriate first aid is given at the scene by a trained first aid officer
2. If a notifiable incident has occurred;
 - SafeWork NSW and GNSW are contacted before reporting and
 - The accident scene remains undisturbed
3. A separate accident report is made for each affected individual

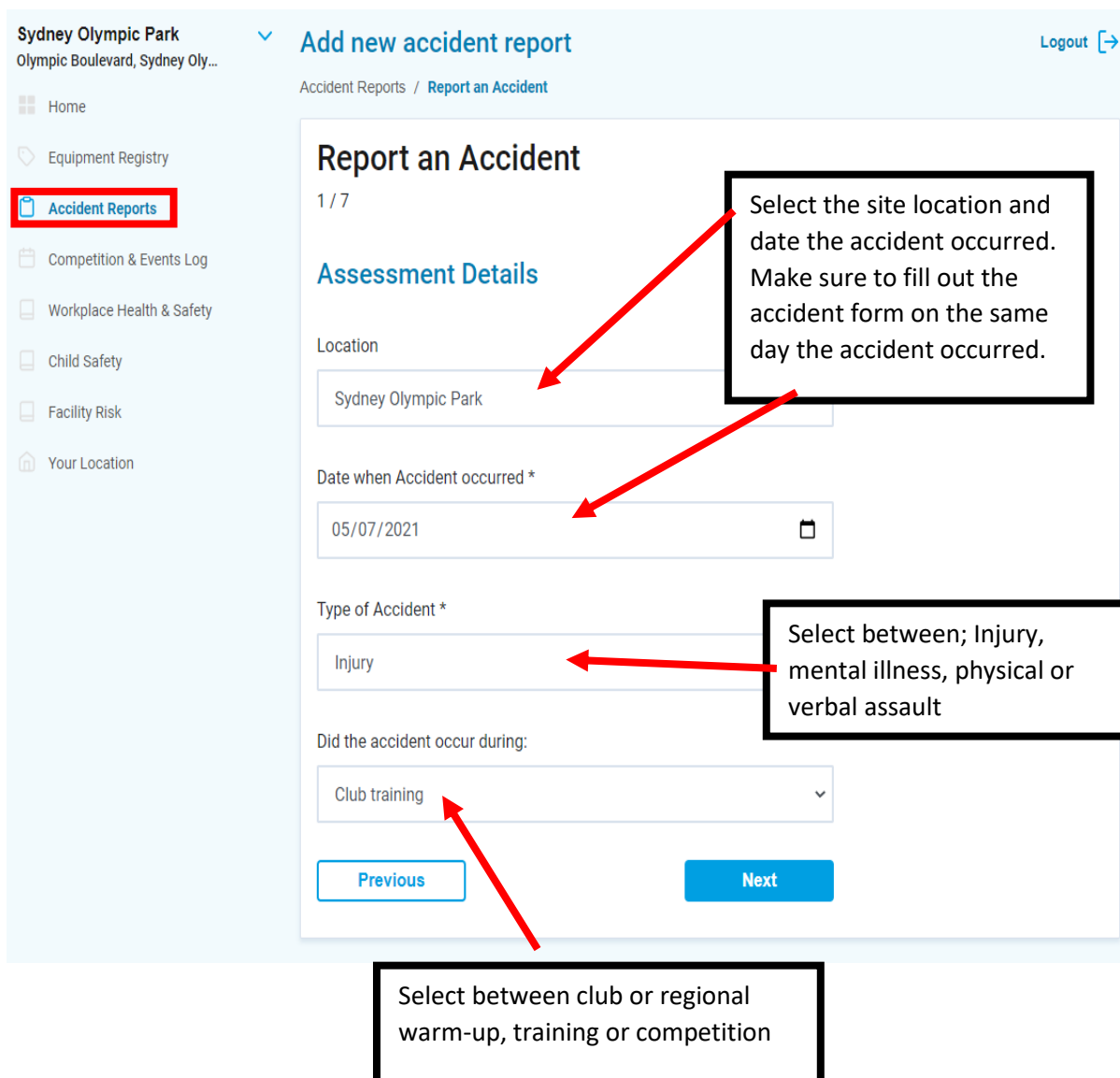
Starting a new Accident Report

To start your report click the 'Accident Reporting' tab on the left hand side of the page.

Fill out the appropriate athlete information for pages 1-2.

Follow the notes below for the proceeding pages:

Step 1: Report an Accident



The screenshot shows the 'Report an Accident' form in the Sydney Olympic Park system. The left sidebar contains a menu with 'Accident Reports' highlighted. The main form area is titled 'Report an Accident' and includes the following fields and annotations:

- Location:** A text field containing 'Sydney Olympic Park'. An annotation box states: 'Select the site location and date the accident occurred. Make sure to fill out the accident form on the same day the accident occurred.'
- Date when Accident occurred *:** A date picker field showing '05/07/2021'. An arrow points from the annotation box to this field.
- Type of Accident *:** A dropdown menu with 'Injury' selected. An annotation box states: 'Select between; Injury, mental illness, physical or verbal assault'. An arrow points from this box to the dropdown.
- Did the accident occur during:** A dropdown menu with 'Club training' selected. An annotation box states: 'Select between club or regional warm-up, training or competition'. An arrow points from this box to the dropdown.

At the bottom of the form are two buttons: 'Previous' and 'Next'.



Step 2: Personal details of injured person

Full Name *

Kerry Bent

Date of Birth *

01/01/2008

Gender

Female

Address *

123 Fake Street, Sydney, NSW

Postcode *

2000

Injured persons role

Athlete

Gymnastics injured person was primarily involved with at time of injury

Women's Artistic

Previous Next

If the injured person is not an athlete or coach, select 'other' and type in the role of the individual into the box that appears.

Step 3: Body parts injured

Diagram of body parts: HEAD, NECK, CHEST, RIBS, STOMACH, GROIN, THIGH, SHIN, TOES, FOOT, ANKLE, KNEE, FINGERS, WRIST, LOWER ARM, UPPER ARM, CLAVICLE, SHOULDER, BACK, SPINE, CERVICAL, THORACIC, LUMBAR, BUTTOCKS, ELBOW, HAND, CALF, ACHILLES, FOREHEAD, SKULL, EYE, CHEEK, MOUTH, NOSE, TEETH, CHIN, EAR.

Add location

Ankle: Right

Thigh: Left

Previous Next

When selecting the injury site, the injured area can be:

- Clicked on using the diagram pills followed by selecting the side of injury in the drop down list

OR

- Selected from the dropdown list (suggested for mobile phone users)

Make sure ALL affected body parts are listed.

To add multiple body locations, select 'Add location'

If you need to remove a section, click the '-' button.



Step 4: Symptoms of injury

Symptoms of the injury

- ☐ Bleeding
- ☐ Bleeding nose
- ☐ Blisters
- ☒ Bruising/contusion
- ☐ Burn
- ☐ Cardiac problem
- ☐ Concussion/Head injury
- ☐ Cramp
- ☐ Cut
- ☐ Dislocation/subluxation
- ☐ Electric shock
- ☐ Graze/abrasion
- ☒ Inflammation/swelling
- ☐ Insect bite/Sting
- ☐ Loss of consciousness
- ☐ Open wound/laceration/cut
- ☐ Overuse injury to muscle/tendon
- ☐ Poisoning
- ☐ Respiratory Problem
- ☐ Spinal Injury
- ☒ Sprain eg ligament tear
- ☐ Strain eg muscle tear
- ☐ Suspected bone fracture
- ☐ Unspecified medical condition
- ☐ Other

Tick the symptoms of the injury for all body parts.

Describe injuries *

Kerry fell off the 1000mm height adjusted beam whilst performing a round off on the beam. As she was falling she grazed her outer left thigh and fell awkwardly onto her right ankle as it twisted upon landing.

Describe where all the symptoms occurred on the body

Previous

Next



Step 5: Accident details

How did the injury occur

Fall from height/akward landing eg fall from apparatus or from

Was protective equipment worn on the injured body part? *

No

What type or protective equipment was worn? eg wrist brace, taping

N/A

Extra detail regarding how the injury occurred

Kerry was a level 6 gymnast who was performing the skill as supervised by myself as an advanced silver coach.

Initial treatment

RICER

Referred to

Physiotherapist

Subsequent treatment (if known)

N/A

Are you aware of any return to train or work program or process? *

No

Do you require a doctor's clearance for return to work or the gym? *

Yes

Was a parent or next of kin notified *

Yes

Severity of injury *

Minor

Previous

Next

Defining the nature of an injury:

New injury: Just occurred from the incident

Recurrent injury: An injury to the body that previously sustained the same injury

Aggravated injury: The aggravation of a previous work-related or non-work-related injury.

Record the detail of the incident in accordance to the S.T.A.R method is preferable. See below for more information:

Situation: How the incident occurred

Task: The task performed by the injured person

Action: How the person became injured or involved

Result: Result from the action occurring

Returning to training:

If you are unsure of a return to train process or if a clearance is needed, GNSW will support you.

Notification:

For an injury to an individual under the age of 18, parents must be notified.

Severity of injury:

Minor: Only requires basic first aid and management

Major, medical attention required: Ambulance, physio or hospital visit required

Major, reportable incident: Reportable to SafeWork NSW (major incident or death)

Workcover: An employee incident



Step 6: Accident Details

Name of Coach *

Glady Beri

Signature

[Clear Signature](#)

Witness Name *

Scott Mori- Club Owner

Signature

[Clear Signature](#)

First Aid provided by *

Glady Beri

Signature

Supervisor Name *

Scott Mori- Club Owner (manager)

Signature of supervisor/manager

[Clear Signature](#)

Statement by Supervising Coach *

Kerry was performing a skill that she has many times before and didn't need a mat on the beam when doing so. She had performed it safely and had lost her balance.

Name of Parent/Guardian

Barry Chant

Phone number of Parent/Guardian

0400 000 000

Email of Parent/Guardian

Barry@nsw.org.au

Signature of Parent/Guardian

[Clear Signature](#)

Witness Statements Completed

Yes



Additional notes

N/A

Additional email address

N/A

Role of person completing the form *

Coach

Signature of person completing the form *

[Clear Signature](#)

[Previous](#)

[Next](#)

The name and signatures of the below personnel are required when submitting a report:

- Coach on duty
- Witness to the accident
- First aid provider and
- Supervisor

>Some of these roles may overlap for individuals however a name and signature are required in all fields.

If an individual is missing, for example they attended hospital with the individual, you can proceed to the submission page and add the missing signature on return of the individual.

Step 7: The Confirmation page

A summary of your submission is included on this page.

Read through each section and make sure the details are correct.

If any details need to be changed use the back arrows to go back to the appropriate page.

You will **not** lose any data by going back and editing a page.

Once a submission is made, it is final. For any edits required, you will need to submit another form.

Remember to follow Risk Mitigation process and Quality Improvement Processes

After every incident report:

- Identify cause/s
- Review and assess likelihood of incident reoccurring
- Implement Mitigation Plan
- Monitor and Control

Report an Accident

7/7

Confirm

Assessment Details

Location	Five Dock Leisure Centre
Date when Accident occurred	2021-07-29
Type of Accident	Injury
Did the accident occur during	Club Training

Personal Details of Injured Person

Full Name	Harry Chan
Date of Birth	2009-07-07
Gender	Female
Address	123 Main Street, Sydney, NSW
Postcode	1500
Injured person's role	Officer

Consent: Injured person was properly notified with all terms of injury

Body Parts Injured

Body Parts Injured	Ankle Right Thigh Left
--------------------	------------------------

Symptoms of Injury

Symptoms of the Injury	Swelling, bruising, inflammation, swelling, pain
------------------------	--

Describe the injury Harry fell off the 1000mm height adjusted beam while performing a round off on the beam. As she was falling she placed her right left thigh and left arm directly onto the right ankle as it landed upon landing.

Accident Details

How did the injury occur?	Harry fell backwards landing on her left arm, ankle and on her leg.
---------------------------	---

Was protective equipment worn on the injured body part? No

What type of protective equipment was worn? eg wrist brace, taping? No

Extra detail regarding how the injury occurred? Harry was a level 6 gymnast who was performing the skill as supervised by myself as an advanced coach.

Initial treatment? RICE

Referred to? Physiotherapist

Subsequent treatment (if known)? No

Are you aware of any other risks to this or such program or process? No

Was a parent or next of kin notified? Yes

Severity of injury? Minor

Do you require a doctor's clearance for return to work or the gym? Yes

Key Personnel

Name of Coach: Jack Bell

Signature:



The 'Competition and Events Log' tab

Currently, the Competition and Events Log will not replace the GNSW Event Application and Event Sanctioning process.

In future developments made to the RMS app, the Competition and Events log's use will be expanded upon.

The Event Registration Log is designed to **support** the event application process at this time.

The Event and Competitions Log may be used for the below events:

- Birthday parties
- Holiday programs
- Regional or State Events and
- Friendly competitions

This log should be completed the day before an event.

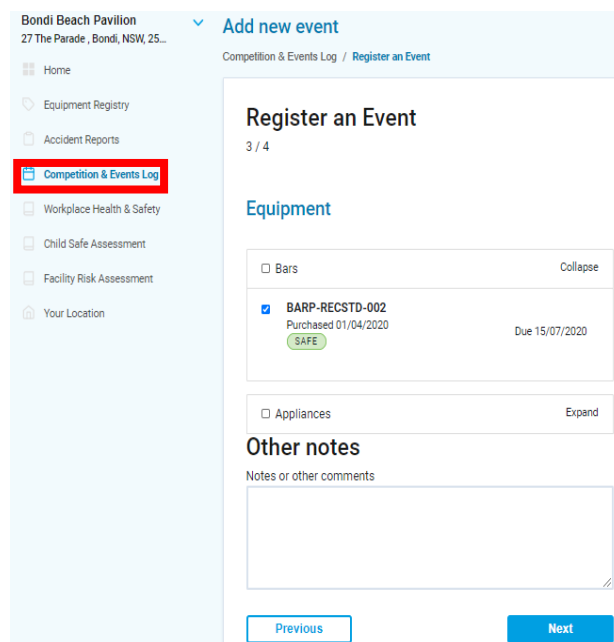
Click on the **competition and events** tab to start your sanctioning process.

The process of adding an event requires the event details to be filled out on Pages 1-2. On Page 3 (pictured) you only need to select the equipment required for your event.

- Click Expand to select specific equipment.
- If an equipment item is not there, it may have been marked as unsafe.
- In order to register it for the event, change the status via the equipment registry tab.

Once submitted, print or save the summary page that is generated and keep on file. View Page 8 on how to print.

Once the equipment is submitted, the event details cannot be edited. If you need to edit the submission, please create a new form.



Bondi Beach Pavilion
27 The Parade, Bondi, NSW, 25...

Home
Equipment Registry
Accident Reports
Competition & Events Log
Workplace Health & Safety
Child Safe Assessment
Facility Risk Assessment
Your Location

Add new event
Competition & Events Log / Register an Event

Register an Event

3 / 4

Equipment

☐ Bars Collapse

☒ BARP-RECSTD-002
Purchased 01/04/2020 Due 15/07/2020
SAFE

☐ Appliances Expand

Other notes

Notes or other comments

The 'Workplace Health and Safety' tab

This section of the RMS app will be developed over time to expand upon WHS Risk Management solutions.

Currently, this section of the RMS will help you to:

- **Review Gymnastics Australia and NSW Work Health & Safety policies**
 - These policies can be adopted and edited depending on your club's needs!
- **Understand SafeWork practices from the regulatory WHS body, Safe work NSW**
 - The starter kit can help to understand and develop WHS compliance and next steps to take about being proactive about health and safety in the workplace
 - Utilise the WHS Notifiable Incident Factsheet to understand when incidents need to be reported to SafeWork NSW.
- **Manage your business with GNSW's Partnerships**
 - Marsh Advantage Insurance: Gymnastics Australia Insurance provider.
 - HR Plus: Advice on Human Resources issues including Awards, pay rates, leave entitlements and policy development.
 - Realise Business: NSW Government initiative to provide business development for small businesses.
- **Utilise the GNSW Business Hub and training for coaches and staff members**
 - Learn about your WHS responsibilities from your insurer, HR experts and business experts through GNSW's partners
- **Support WHS induction training for coaches and staff members**
 - The online induction looks at WHS practices and roles and responsibilities in the gym environment
- **Create a safer, healthier and more successful business**

The 'Child Safe' tab

Gymnastics NSW strives to provide a safe, fair, and inclusive environment for everyone involved in our sport.

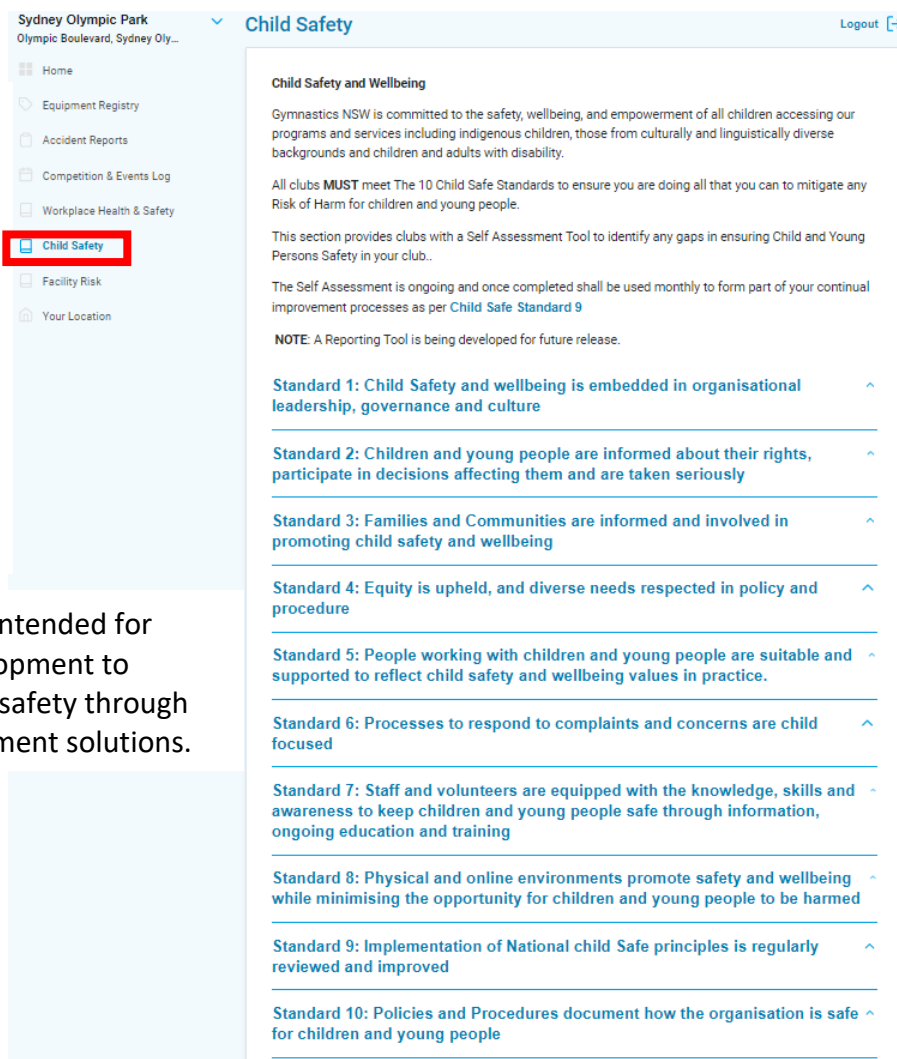
Gymnastics Australia and NSW require certain standards of behaviour by all involved in the sport. These codes of behaviour are outlined in the [Member Protection Policy](#) (Part B) and [Child Safe Policy](#) (Attachment K).

The 10 principles of child safety under the '*United Nations Rights of The Child*' are reflected in this tab.

Clubs need to ensure their actions, policies and procedures are up to date and comply with the standards.

Clubs should:

- Review each principle to determine what actions need to be undertaken. This will strengthen Child Safety at your club.
- This page is intended for future development to ensure child safety through risk management solutions.



The screenshot shows the 'Child Safety' tab selected in the left-hand navigation menu. The main content area displays the 'Child Safety and Wellbeing' section, which includes a commitment statement, a self-assessment tool, and a list of 10 standards. The standards are as follows:

- Standard 1:** Child Safety and wellbeing is embedded in organisational leadership, governance and culture
- Standard 2:** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
- Standard 3:** Families and Communities are informed and involved in promoting child safety and wellbeing
- Standard 4:** Equity is upheld, and diverse needs respected in policy and procedure
- Standard 5:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 6:** Processes to respond to complaints and concerns are child focused
- Standard 7:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through information, ongoing education and training
- Standard 8:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
- Standard 9:** Implementation of National child Safe principles is regularly reviewed and improved
- Standard 10:** Policies and Procedures document how the organisation is safe for children and young people

The 'Facility Risk' tab

The Facility Risk Assessment will be designed to help clubs identify their facility risks.

Currently, the tab features information from SafeWork NSW on managing hazards and risk.

Check the links on the tab to find out more information on managing risk.

It is important to remember that every gymnastics club is different and as such this information is not all inclusive and will not identify all risks facing every club. Professional legal, WHS and Insurance advice should be sought in conjunction to this information.

This tab may be developed in the future to include a facility risk assessment template for clubs to complete.

