

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.



Event Day - Safety Check List



Coordinator	HARM Form completed	CONTROLLER & COORDINATOR	Controller	Have read and understood the current SMP (Safety Management Plan).	List last minute information or specific hazards for start line briefing.	
	Communication and contact procedures passed on to all event officials			First aid / paramedic personnel known and listed. Location of First Aid kit known.	Any specific action required due to weather	
	Hazard ID and Emergency Procedure notice completed and posted			<div style="border: 1px solid black; padding: 5px;"> <p>Associated Documents</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Hazard ID Notice</div> <div style="border: 1px solid black; padding: 2px;">Emergency Procedures notice</div> <div style="border: 1px solid black; padding: 2px;">Missing Person (SAR) Process</div> <div style="border: 1px solid black; padding: 2px;">Event type SOP: Generic, MTBO, Rogaine Sprint</div> </div> </div>		
	Wide area map available for rural events(5km radius of the event area)					
	Keys to locked areas for expansive vehicle searches.					

Event Name	Auckland Secondary Schools Rogaine		Date	16 May 2023	Start and finish times	11:30 – 13:00	
Event Description	Rogaine – 90 minutes time limit – All students Mass start						
Event Officials (Name)	Controller	Neill McGowan		Location	Event Address	Stoneybrook Farm, Waimauku	
	Planner	Martin Crosby			Landowner	Ian Humphrey	
					Event Centre Grid Ref	-36.747908, 174.470073	
	Coordinator	Sandra Hutchinson			Terrain Type	Farmland, some patches of trees, marshes, streams and river. Steep hills and rugged gullies	
Emergency Shelter Provided?	Club Tents x 2. Event Centre proximity to small, covered forest			Toilet Facilities	Portaloos x 4 on site	Water Supply	Water at finish
Does the area have mobile reception (Which provider is best?)	Yes	Where is nearest reliable communication site	N/A				
Is there a PLB available? (if required for extraction location on course)	N/A						
Paramedics: Is there a list of paramedics, or a first aid provider available?	First Aid trained volunteers	Medical & Emergency Facilities (Name, Location Ph Number)	Waitakere Hospital, Lincoln Road, Henderson, Waitakere (30 minute drive) Phone 09 839 0000				

Use a separate sheet for map location and access roads if required.

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Event Hazards

Hazard Identification & Management – include Significant Hazards only

Eliminate [E] by ensuring that the hazard no longer exists, or is no longer part of the activity;

Minimise [M] by doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Rural/Park Environment	1. Kaipara River on the southern end of the map.	M	Water hazards marked as impassable on the map	Controller
	2. Uneven ground, rooty and rocky ground, steep ground, unstable ground.	M	Competitors notified of terrain hazards in event information (bulletin)	Controller
	3. Varying ground cover including; dense bush, undergrowth, and tree material which could be slippery and/or unstable when wet or rotten.	M	All hazards written on Hazard Notice board and communicated by microphone at the event briefing	Planner
		M	Vegetation 'runnability' identified on map.	Controller
		M	Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate.	Controller
		M	Display Emergency Procedure notice, describing evacuation process.	Controller
Risk: Sprains, falls, grazes, abrasions. Risk of drowning.				

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Weather	1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat.	M	Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		M	Shelter provided at Event Centre.	Coordinator
		M	Drinking water provided at finish.	Controller
		E	If necessary, notice of cancellation will be sent to competitors and given on website or Facebook as soon as possible.	Controller
	Risk: Injury from falling branches/trees, hypothermia or hyperthermia.			
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants.	M	Registration process and on-course briefing describes course types and terrain for participants to choose as appropriate.	Controller
		M	Participants advised to carry a whistle at all times.	Coordinator
	2. Participant lost / leaving the mapped area.	M	Wide area map available for use on searches.	Coordinator
	3. Insufficient briefing.	M	Missing Person Procedures available.	Coordinator
		M	Participant on course times monitored.	Coordinator
		M	Safety bearing advertised.	Coordinator
	Risk: Participants getting lost and/or exposed to hazardous weather conditions for too long.			

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment.	M	Fire extinguisher available.	Coordinator
	2. Electrocutation.	E	On course Electric Fences will be switched off and verified before course start.	Controller
	3. Tents failing and equipment falling or blown about in strong winds.	M	Tents will be securely anchored and moved to nearby Forest cover in low gully if strong wind eventuates.	Controller
		E	On course Electric Fences will be switched off and verified before course start.	Controller
Risk: Fire. Injury or serious harm caused by equipment.				
Built Environment	1. Potential for traffic collisions between competitors and vehicles, or between vehicles (including farm vehicles).	E	Courses designed to avoid access road to/from the event centre and the railway line	Planner
		M	All cars/vehicles expected to arrive before event start and not leave until after conclusion of the event.	Controller
	2. Potential to be hit by a train.	M	Competitors will be told at event briefing railway line is strictly out-of-bounds	
Risk: Injury caused by being hit by a moving vehicle or train				

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Emergency Plan		
Ensure everyone knows what to do in case of an emergency such as, where the emergency equipment is including; a communication device and first aid kit.		
Death: <ol style="list-style-type: none"> 1. Controller assume command roles. 2. Keep others physically safe, and informed. 3. Police notified. 4. Treat body with respect and leave protected from elements but undisturbed for police investigation. 	<ol style="list-style-type: none"> 5. End Event, all evacuate or as Police directs. 6. Request confidentially from all involved so Police can notify next of kin. 7. Organise Debrief and counselling. 8. Appropriate paperwork completed. Notify Orienteering NZ 	<ul style="list-style-type: none"> • Cell phones and VHF radio • A first aiders in attendance.
Major Injury (Head injuries, fractures, etc.): <ol style="list-style-type: none"> 1. Controller assumes command role. 2. Keep others physically safe and informed. 3. Call ambulance. 4. Protect scene. 5. Remove affected person(s) and discuss situation. 	<ol style="list-style-type: none"> 6. Organise debrief and counselling. Complete appropriate paperwork. 7. Notify Orienteering NZ. 	<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • Emergency shelter/vehicle. Comms to Emergency Services. • Defibrillator on-site
Minor injury/illness (sprains, eye injury, grazes, etc.): <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 		<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • First aider attendance. • Emergency shelter/vehicle.
Medical condition arising: <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 3. Assist with administration of any medications. 	<ol style="list-style-type: none"> 4. Call ambulance if necessary. 5. Complete appropriate paperwork. 	<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • Personal medications. A first aider in attendance. • Comms to Emergency Services.
Weather related illness/condition: <ol style="list-style-type: none"> 1. First aid given. 2. Ambulance notified if necessary. 		<ul style="list-style-type: none"> • First aid kits. • Personal medications. • Comms to Emergency Services.
FIRE, EARTHQUAKE, NATURAL DISASTER Note the following needs to be flexible and common sense should prevail depending on the situation. <ol style="list-style-type: none"> 1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role. 2. Ensure everyone is removed from immediate danger. 3. In an emergency dial 111 if this has not already been done. 4. Determine a safe Assembly Point and Exit Route as soon as possible (upwind from any fire). 5. Activate warning system by having cars, bikers or runners moving along safe roads and tracks continuously sounding car horns or air horns. They can collect participants en-route and return them to the Event Centre of safe Assembly Point. 6. Exit Route should be determined according to the circumstances on the day, with signage if necessary. 7. Controller should ensure everyone accounted for and someone signs off participants as they leave. 		
Sign Off		
Coordinator:	Controller:	Planner: