

# Safety Management Plan

## College Sport Duathlon 2023



Event Details			
Name of Event	College Sport Duathlon		
Location(s)	Ambury Park – Mangere Bridge		
Name of person completing this plan	Lynley Twyman	Date completed	16/04/23
Start Date of Event	28/06/23	Finish Date of Event	28/06/23
Pack in Date	28/06/23	Pack out date	28/06/23
	Participants: 200 Spectators: 100 Event Team/Staff/Volunteers: 25		
<b>Description of Event</b> <i>Provide a brief summary of your event</i>	<p>A Duathlon event with a run, bike and run leg. Distance varies by age groups.</p> <p>May be raced as an individual or team. If in a team each team member completes one discipline before tagging the next person</p> <p>Teams must be all the same gender.</p> <p>Road bikes or mountain bikes are allowed. Separate categories but same wave starts.</p>		

Company/Organiser Details	
Company Details	Company/Group Name: College Sport Auckland
	Company/Charity number (if applicable): CC23970 Incorporated Society 449148
Physical Address	14 Normanby Rd, Mount Eden, Auckland 1024
Postal Address	14 Normanby Rd, Mount Eden, Auckland 1024
Phone Number	09-845 8496
Email	<a href="mailto:dean@collegesport.co.nz">dean@collegesport.co.nz</a> <a href="mailto:lynley@franklydone.co.nz">lynley@franklydone.co.nz</a>

## Key Roles and Responsibilities

Role	Who	Phone	Notes
Event Director	Lynley Twyman	021 403036	Frankly Done
College Sport	Dean Flyger	021 613 648	
Transition Director	TBA		
Bike Course	TBA		
Run Director	TBA		
Medical Director	Chris Griggs	021 460 991	
Timing	Bart Muylie	021 535 800	MyTime
MC	Jason Herriman	021 081 62948	
Registration	Jigna Dhajnee		College Sport
Traffic Management	Chevron Traffic	0800 424 387	
Marshalls	School allocations		

## Event Schedule

Time	Activity	Who	Notes
5.45am	Pack in on site. Traffic mgt on site.	FD	
8.30am	Transition opens for racking / registration open		
9.00am	Marshalls Briefing		Marshall notes pre-sent to schools
9.15am	Transition Closes		
9.20am	Compulsory briefing for all athletes	LT	
9.25am	Safety briefing (U14 Athletes) (250m / 5km / 3km)	LT	
9.30am	U14 start (Males then females after 2mins   Teams go with gender)		
9.45am	Safety briefing (U16 Athletes) (500m / 10km / 4km)	SD	
9.50am	U16 start (Males then females after 2mins   Teams go with gender)		
10.20am	Safety briefing (U19 Athletes) (750m / 15km / 5km)	SD	
10.25 am	U19start (Males then females after 2mins   Teams go with gender)		
10.50am	Transition Open (as soon as last cyclist has racked their bike). Road will open after last cyclist expected by 11.30	TD	
11.15am	Last athlete expected to finish		
11.45am	Prize Giving (maybe earlier).	MC/College Sport	
1.00pm	Packed off site (aim 12.30pm)		

Please also refer to Athlete Guide

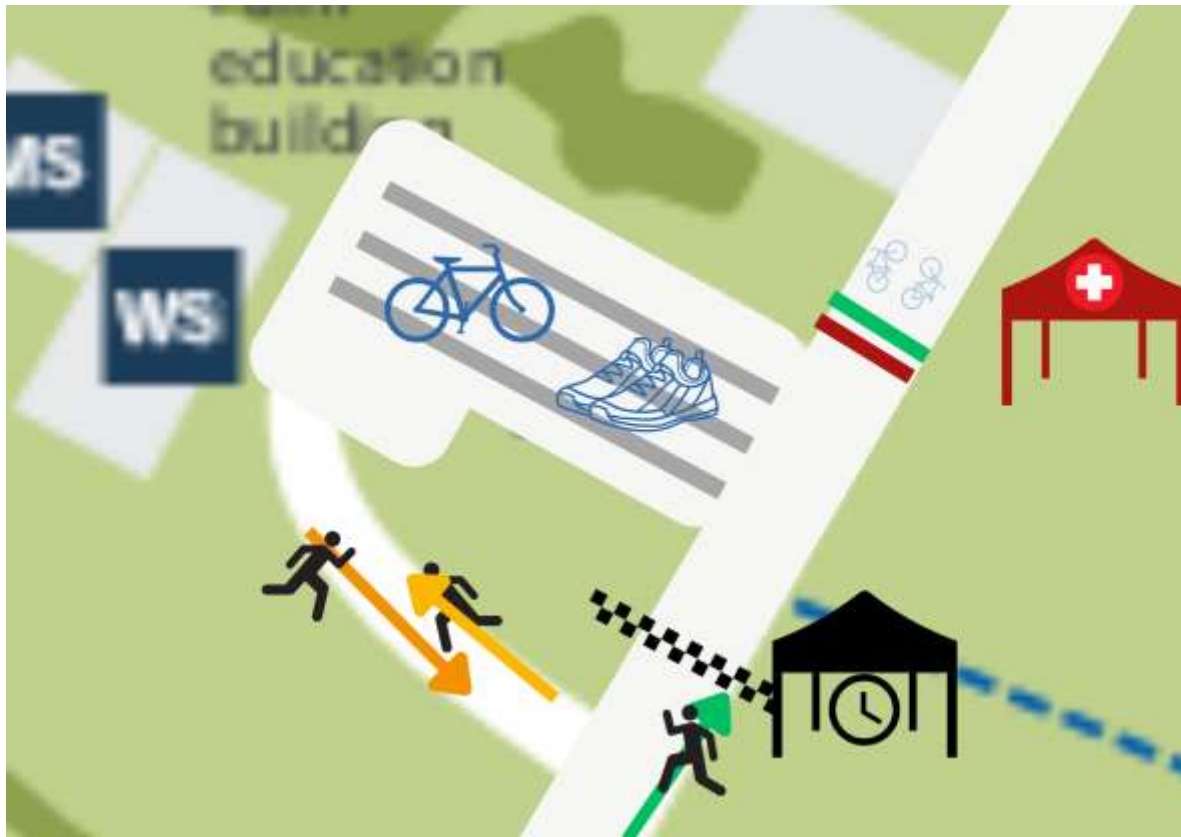
## Run Course

See Athlete Guide.

## Bike Course

See Athlete Guide and TMP

## Transition Setup



Toilets will be the existing onsite toilets.

Any event vehicles or school vans only will be parked in existing carpark. No other vehicles except EMS team / coffee van.

<b>Key Event Provisions</b>	
Give details of the following provisions as they apply to your event or state N/A if they do not apply	
<b>Item</b>	<b>Details</b>
First Aid and Medical Services	Event Medic Safety with full support
Food and water	Mobile Coffee van onsite. Athletes will be able to access water onsite.
Shade/Weather protection	Schools are encouraged to bring their school tents and set them up on the reserve.
Toilets	Existing toilets (provision for an additional 4 portaloos if required)
Event Security	Not applicable as event is setup on the same day that the event takes place. Low risk for small scale school event. In an emergency call 111.
Waste Management	This is a zero-waste event, all rubbish must be taking home with all participants. The event team will do a walk of the area and pick up and rubbish that has been left behind and dispose of at the refuse station.
Spectator Controls	The transition area and the finish area will be marked off using pigtales and tape. The transition area will have technical officials who will ensure that spectators do not interfere with the event
Parking	Ample parking around the venue
Event Insurance	Auckland Secondary Schools Heads Association General Insurance Package (includes public liability) HO-LSM-6153394 Underwriter – Vero Liability Insurance Ltd Valid until 31-12-2023
Media	N/A
Entertainment e.g. <ul style="list-style-type: none"> <li>• Sound</li> <li>• AV</li> <li>• Inflatable devices</li> </ul>	Jason Herriman will be providing the sound system for the event. A small generator will be used to power the AV system and all cords will be covered or placed away from spectator areas. No other entertainment will be at the event.
List any external contractors that will be used for the event (other than those listed above)	Chevron Traffic Management will be managing the traffic management and road closure for the event. MyTime will provide the timing for the event. Event Medics Safety will provide roaming on course monitoring and medic support

<p>What permits, consents and/or approvals do you require for your event?</p>	<p>Traffic Management Plan – as an additional document.  Approved by Auckland City Council and Transport Authority.</p>
<p>What contingencies do you have in place for the event?</p>	<p>If there is an incident on the cycle course the event, we will consider a run only option.</p>
<p>Signage</p>	<p>Only temporary signage in place. Navigational signage (arrows) for course clarity will be placed on the morning of the event and removed directly after.</p>

## Event Communications

Give details of the following provisions as they apply to your event or state NA if they do not apply

Item	Audience	When and by whom?	Details – e.g., content, how
Pre-event info <ul style="list-style-type: none"> <li>• Participants</li> <li>• Effected parties – businesses/residents</li> </ul>	Participants  Residents	2 March  10 - 14 days out from event	Athlete handbook will be available for all participants with all details that they need to know about the event.  Residents directly affected by the road closure will receive a letter to give them the details of the event. Chevron Traffic Management will also erect parking notification signage as per TMP.
Event Briefings <ul style="list-style-type: none"> <li>• Participants</li> <li>• Staff</li> <li>• Contractors</li> </ul>	Participants           Staff, Volunteers, Contractors	28 June Event Director       20 June and 28 June Event Director	Participants will receive a race briefing 10 minutes before their race start. This will inform them of any hazards they need to be aware of and rules for the event. Will include information such as not crossing the centreline on the cycle course and where the course will go. They will also be informed that there is a restricted vehicle access on course so they MUST expect vehicles on the course which will include residents, event vehicles and emergency vehicles. Road rules still apply. If they withdraw from the event, they must tell a marshal or event team member. The event is guided by Triathlon NZ competition rules and key rules will be identified to the athletes. This includes the rule that they must wear helmets during the cycle section.  All staff and volunteers will be briefed on what their role is for the day and what they need to wear for their role, including fully enclosed footwear. (By email prior and in person follow up on the day) High-viz vests will be distributed to all event team. Any hazards identified for the event will be explained and details on expected timeframes will be included.

## Event Communications

Give details of the following provisions as they apply to your event or state NA if they do not apply

Item	Audience	When and by whom?	Details – e.g., content, how
			Emergency procedures will be explained along with details of the medical team onsite.
<p>Event Day Communications</p> <ul style="list-style-type: none"> <li>• Cancellations</li> <li>• Changes/Contingencies</li> <li>• Weather</li> </ul>	Participants, staff, and contractors	28 <sup>th</sup> June – College Sport, Medical Team, Event Director, and Section Directors,	<p>Ten radios will be used for the event, for key team members.</p> <p>The weather will be monitored 7 days out from the event to monitor any potential weather issues.</p> <p>On race morning the course will be reviewed by the relevant section director, and it will be determined whether it is safe to conduct the run or bike. If required a contingency plan will be put in place.</p> <p>Participants will be informed of any changes when they arrive onsite at the venue and during their race briefing. This will be a chance to answer any questions that they might have.</p> <p>If there is a cancellation of the event, participants will be notified using direct email, through their school coordinator and social media. The event team would also be onsite to inform anyone that turned up to the venue.</p>
<p>Emergency Communications</p> <ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Lost Person</li> <li>• Emergency Services</li> <li>• Venue notification</li> </ul>	Participants, staff, and contractors	28 June Transition Director, Run Director and Bike Director, Medical Team, Event Director	<p>RTs, and the onsite Sound System will be used for communication during an emergency. All marshals and staff and info card with key numbers</p> <p>Lost dependents – refer to Lost/Found Dependent procedures on page 14 of this document. Follows the Auckland City Council Guidelines.</p>

## Event Communications

Give details of the following provisions as they apply to your event or state NA if they do not apply

Item	Audience	When and by whom?	Details – e.g., content, how
			<p>Evacuation – Main Event Crew will manage the communications of a mass evacuation of the venue. This will be using RT's, the Sound System. Event Team will conduct a sweep of the venue to ensure everyone has left. School Sport Coordinators will be responsible to ensure all their participants are accounted for.</p> <p>Emergency Services will be contacted when there is an emergency. Medical Staff are onsite who will review whether additional medical assistance is required.</p>
Media Communications	Media	28 June or post event	<p>College Sport representative will be the only authorised person to speak to media. All staff and volunteers will be informed to refer any media to the College Sport representative.</p>
Post Event reporting	College Sport, Auckland City Council	July 2023	<p>Frankly Done and College Sport will coordinate. This will be provided to College Sport and any other parties requiring the report. Manual recording will be used to record and report on any incidents that occur.</p>

Note: Document also parallels School RAMS forms provided



## Work Safe Notifications –

For more information go to the following link:

<https://worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/#f-doc-39637>

Type	What has occurred	What the event must do
Notifiable Death	A person has been killed as a result of work	Phone 111 Notify Work Safe on 0800 030 040 Notify venue manager
Notifiable Injury	Amputation, Serious Head Injury, Serious Eye Injury, Serious Burn Spinal Injury, Loss of bodily functions, Serious Lacerations or Skin Separate Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment. An injury that requires (or would normally require) the person to receive medical treatment with 48 hours of exposure to a substance.	Phone 111 Notify venue manager. Notify Work Safe either on their website <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> and select 'Notify WorkSafe.' or on 0800 030 040
Notifiable Illness	A person has been made unwell as a result of work	Phone 111 (where required) Notify venue manager. Notify Work Safe either on their website <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> and select 'Notify WorkSafe.' or on 0800 030 040
Notifiable Incident	Peoples' health and safety are seriously threatened or endanger as result of a work situation	Phone 111 (where required) Notify venue manager. Notify Work Safe either on their website <a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a> and select 'Notify WorkSafe.' or on 0800 030 040

## Risk Assessment & Management

Using the Risk Matrix below identify all your hazards and how they will be controlled. The methodology below sets out how to assess and assign a risk rating based on likelihood (how likely is this hazard to happen) and potential harm (what harm may result). Controls are then put in place to reduce the risk. Ensure that the venue risk register is reviewed, understood, and included as part of your assessment where applicable, or attached.

Likelihood	Potential Harm				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium


Potential Harm	Description of Harm	Likelihood	Description of Likelihood
Insignificant	No treatment required	Rare	Will only occur in exceptional circumstances
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Moderate	Injury requiring medical treatment or lost time	Possible	May occur within the foreseeable future, or within the project lifecycle
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	Likely	Likely to occur within the foreseeable future or within the project lifecycle
Critical	Loss of life, permanent disability or multiple serious injuries	Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety

### Control the Risk

1. List the hazards/risk you have identified
2. Rate their risk level
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred hierarchy of control

Hierarchy of Controls	
Most effective  Least Effective	<b>Elimination:</b> Remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. Induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. Helmets, mouth guards, high-vis)

## Risk Assessment Register

Risk Assessment Register											
What could go wrong?	Risk Level Before controls are in place			Controls					Action		
Hazard or Risk identified	Potential Harm Insignificant Minor Moderate Major Critical	Likelihood Almost-certain Likely Possible Unlikely Rare	Risk Level Low Medium High Extreme	Eliminate	Substitute	Control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Event Pack In	Insignificant	Unlikely	Low				Y		Ensure all event team understand safe practices including around handling and setting up/packing down the bike racks.	Transition Director	Refer to onsite first aid or 111 in an emergency
Sunburn/heat exhaustion Cold (See below for Hyperthermia and Hypothermia)	Moderate	Possible	High				√	√	Sunscreen available at info desk Shade / shelter provided around venue. Participants advised to bring warm clothes. Hot drinks available onsite. Participants and staff asked to wear a hat. Aid Station at finish line Participants told to be prepared for all weather conditions.	Event Manager All participants and school coordinators	Refer to onsite first aid or 111 in an emergency
Vehicles on course or in venue	Critical	Almost certain	Extreme			√	√	√	Volunteers briefed prior to event day on Safety and traffic awareness. Volunteers all required to wear Hi-Viz vests while 'on course' and advised not to put themselves in harm's way. Resident and business notification 7 days prior to event TMP in place for entire event and closed roads Parking resolution in place Event vehicles required to travel at no more than 10km/hr when in the venue and have their hazard lights on Participants briefed that they must obey road rules and must NOT cross the centreline. They are to expect vehicles on the course.	Volunteers Event Staff Chevron Traffic Participants	Refer to onsite first aid or 111 in an emergency
Participant collision or fall during the bike / run section	Moderate	Possible	Medium				√		All athletes to be competent riders and follow the athlete guide. Runners to be briefed this is an off-road run event and to be aware of obstacles. Course will be checked prior to start to ensure that is nothing obvious likely to be a hazard.	Participants Section Directors	Refer to onsite first aid or 111 in an emergency
Adverse weather conditions. Course requires changes due to unsafe conditions.	Moderate	Possible	High	√			√		Weather to be monitored in the lead up to the race. Event Team for event will meet on race day and decide if any contingencies need to be put in place. Refer to contingency plan	Event Staff	Contingency Plan Refer to onsite first aid or 111 in an emergency

## Risk Assessment Register

What could go wrong?	Risk Level Before controls are in place			Controls					Action		
Hazard or Risk identified	Potential Harm Insignificant Minor Moderate Major Critical	Likelihood Almost-certain Likely Possible Unlikely Rare	Risk Level Low Medium High Extreme	Eliminate	Substitute	Control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Athlete taking wrong turn on course during the race.	Moderate	Possible	High	√					Athletes receive course information prior to starting as well as a briefing. Course directional signage and marshals placed on all road intersections. Traffic Management staff at the end of each road closure Athletes told they must inform event team if they withdraw. Timing chips worn by athletes to be able to account for each athlete.	Event Staff Evolution Traffic	Timing points checked to see where the athlete was last seen. Follow similar procedures to lost dependant. Speak to school coordinator to see if they have withdrawn
Unknown medical conditions of athletes	Critical	Possible	High				√	√	Volunteers and staff inductions to include information of what to do in a medical emergency. Onsite medical team with AED available Staff with first aid training Participants are required to inform College Sport of any medical conditions prior to the event.	Event Staff Participants Medical team	Refer to onsite first aid or 111 in an emergency.
Participant Fatality	Critical	Rare	Medium				√		Refer to emergency procedures	Event Staff Medical team	Area to be isolated and emergency services called. <ul style="list-style-type: none"> <li>Identify any new hazard that may have caused the fatality and isolate/remedy to prevent any further risk.</li> <li>Police will inform family members of the fatality.</li> <li>Worksafe to be informed as soon as possible on 0800 030 040.</li> <li>Only College Sport to speak to the media.</li> <li>Ensure staff receive the required support post the incident.</li> <li>Debrief the incident and adjust plans where required</li> </ul>

## Risk Assessment Register

What could go wrong?	Risk Level Before controls are in place			Controls					Action		
	Potential Harm Insignificant Minor Moderate Major Critical	Likelihood Almost-certain Likely Possible Unlikely Rare	Risk Level Low Medium High Extreme	Eliminate	Substitute	Engineer Control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Exposed cords and other obstacles around the venue	Minor	Almost Certain	Medium	√					Power cables covered. Tent pegs to be covered or clearly visible. Any other hazards to be highlighted or pegged off	Event Staff / Sound System /Timing System Contractor	Refer to onsite first aid or 111 in an emergency.
Gazebos poorly secured cause injuries or damage	Minor	Unlikely	Low			Y			Gazebos installed with leg weights and ropes and pegs. Weather monitored and gazebos not used or taken down. if wind conditions are unpredictable or increase to in excess of 25 km/hr	Event Staff Schools Contractors	
Sharp objects in water or on run or cycle courses cause injury	Minor	Possible	Medium			Y			Inspection of courses to be undertaken to identify any sharp hazards. These to be eliminated where possible by removing or isolating using hazard tape to prevent access. All competitors receive a safety briefing, and any identified hazards will be pointed out to them. Runners to wear appropriate shoes	Event Team Athletes	
Portable toilets – chemical leak or spill  (N/A for this event as we are using onsite toilets)	Moderate	Rare	Low			Y		Y	Portable toilets supplied by competent contractor. Toilets installed on flat and stable ground. Spill kit or absorbent materials available on site. If a leak/spill occurs kit or absorbent materials used to contain spill and prevent it getting into water way. Competitors kept clear of area until spill/leak has been contained and cleaned up. Appropriate PPE (i.e., barrier gloves, glasses, and masks) are used when dealing with chemicals.	Contractor Event Staff	Call toilet provider for assistance. Notify Auckland Council environmental team if chemicals enter the waterway
Generator – injuries or damage due to generator use on site	Minor	Rare	Low			Y			Checks made to ensure the generator is properly grounded. Generator placement allows for fumes to vent into open space. Generator is not set up near vegetation or combustible materials. Fire extinguisher is held on site. An RCD device is used on equipment plugged into a generator.	Contractors Event Staff	Use fire extinguisher and RCD device

## Risk Assessment Register

What could go wrong?	Risk Level Before controls are in place			Controls					Action		
Hazard or Risk identified	Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
	Insignificant Minor Moderate Major Critical	Almost-certain Likely Possible Unlikely Rare	Low Medium High Extreme								
Noise – noise complaints are received from local residents.	Minor	Rare	Low			Y			PA system is set up so that majority of noise is directed inwards onto the site. Keep use of PA system to information and away from idle chatter/commentary. Monitor levels and adjust as necessary.	Event Team	Reduce the volume
Temporary signage – trips and falls resulting in injuries.	Minor	Unlikely	Low			Y			Signage is secured using pigtailed, pegs or cable tied to solid item. Wind blade flags will be installed with heavy bases and any a-frame signage will have ballast installed internally	Event Team	Remove insecure signage if it can't be made safe
Barriers/CCB's / Bike Racks	Minor	Unlikely	Low			Y			Ensure footings are placed on level surfaces. Fencing sections are clipped together with brackets or clamps for additional support. Do not locate closer than 1m to any edge, penetration or step down on site.	Event Team	Remediate
PA system – injuries such as electrocution or damage to equipment from power surge	Minor	Possible	Low			Y			Equipment supplied and installed by a competent contractor. Equipment is inspected during installation to ensure it is free of any damage and that it is suitable for use in an outdoor environment. Speakers are weighted down to prevent tip over. RCD device used on equipment.	Event Team Contractors	Disable safely
Hypothermia – competitor becomes hypothermic	Minor	Unlikely	Low			Y			Ensure that thermal blankets are available in first aid kits. Remind competitors to have warm and dry clothing. available when they complete the event.	Event staff First Aiders	First aid / ensure sheltered and clothed.
Hyperthermia – competitor becomes overheated and suffers illness	Minor	Unlikely	Low			Y		Y	Competitors encouraged hydrate in the 24 hours before racing and to bring a water bottle and hydrate throughout the cycle and run legs. First aid treatment available on site if required.	Athletes First Aiders	Ice packs available in first aid kits.
Bike mechanical failures – results in injuries	Minor	Possible	Low			Y			All bikes are checked for mechanical soundness prior to event and must be roadworthy. All cyclists should wear a helmet and enclosed toe shoes to limit damage to body should they fall. Anyone suffering a bike failure during the event will be required to withdraw from racing.	Events Staff Competitors	First Aid on site Mechanical support on site prior to race

## LOST/FOUND DEPENDANT PROCEDURES

The registration tent will be used as the information tent during the event, which is where any lost children can be taken, or caregivers can report any lost children to this location.

### Communication

Radios will be used to inform all staff about the lost dependant.

The sound system can be used to make announcements of the dependant, of which only a description will be used, no name.

### Staffing

The registration tent will be staffed with College Sport staff who are used to working with Children. They will be required to capture all the relevant information as per the form.

### Procedures

Caregiver (incl. School TIC) reports missing dependent.

- When a staff member is approached by a participant who has lost a dependent, they will be referred to the registration tent. The Staff inside the registration tent will then obtain the following information:
  - Description – sex, age, ethnic group, hair colour, clothing description, name. Also does the dependent understand their name (this can be particularly helpful with older children).
  - Location dependent was last seen.
  - Approximate time dependent has been missing.
- The Registration tent will confirm details over radio with event staff, they will also speak to Alan Reeves (Sound System) and arrange an announcement through the main sound system. Only description is to be used (no name).
- All staff hearing a lost dependent announcement over the main sound system or RT are to survey the immediate area they are in to ascertain if the dependent is there.
- As the event is located near a waterway staff within that area should search immediately and report back to the registration tent. This will include the water safety team.
  - If after 5 minutes the dependant is not found further announcements will be made.
  - If after 30 minutes the child hasn't been located ensure, the Police are contacted.
- When the dependent is found the Registration tent should ensure all staff are notified and to stop the search. An announcement will be made of the Sound System and RT's.
- Staff at Lost Child Tent to ensure correct person collects dependent.
  - Caregiver's name and details to be recorded when reunited with dependent (ID REQUIRED). Record information on the Lost dependent form.
  - Use common sense for identification, people do not always carry a lot of identification on them. Ensure contact numbers are recorded.
  - Check dependant's reaction. This is very important - if child becomes distressed or seemingly fearful staff MUST contact security /Police and pass on your concerns.
  - Dependents are not to be given to any caregiver unless staff are satisfied with identification of the caregiver and the reaction of the dependent. Get them to sign for the dependent and print name as well in the register.

Lost dependent found.

- Dependent taken to the Registration Tent by the person who finds the dependent.
  - Do not let the dependent go with another member of the public to the Lost Child Tent, even if they offer and seem trustworthy – take the dependent yourself.
- The Lost dependent will be looked after by College Sport Staff.
- College Sport Staff will confirm details over radio with event staff, then make/arrange an announcement with Alan Reeves (Sound System). Description only to be used – no name.
- The caregiver should now make their way to the Lost Child Tent location for collection.
- Repeat announcement in 10 minutes if no caregiver has been found.
- If care giver is found
  - Caregiver's name and details to be recorded when reunited with dependent (ID REQUIRED). Record information on the Lost Dependent form.
  - Use common sense for identification, people do not always carry a lot of identification on them. Ensure contact numbers are recorded.
  - Check dependant's reaction. This is very important - if child becomes distressed or seemingly fearful staff MUST contact security /Police and pass on your concerns.
  - Dependents are not to be given to any caregiver unless staff are satisfied with identification of the caregiver and the reaction of the dependent.
  - Get them to sign for the dependent and print name as well in the register.
- At the end of the event, if children are still present, Police to assist in repatriation.



**LOST DEPENDENT REPORT**

Lost Dependent Report for <i>EVENT NAME</i>	
Date:	Time in:
Report written by:	
Information about dependent (as known)	
Name	
Address	
Age	
Phone number	
Location dependent was found	
Who found dependent	
Description of dependent	
Gender	
Ethnicity	
Clothing description	<i>Top</i> <i>Skirt/pant</i> <i>Footwear</i> <i>Hat</i> <i>Other</i>
Unique physical features	
Information about Caregiver	
Name	
Address	
Phone Number	
Identification	
Signature of caregiver	
Signature of staff member	
Time out	

This form was sourced from [www.civildefence.govt.nz](http://www.civildefence.govt.nz)

# INCIDENT/ACCIDENT REPORT FORM

## PARTICULARS OF ACCIDENT / INCIDENT (please circle which)

Date:	Time:	Location:
Weather Conditions <input type="checkbox"/> Fine <input type="checkbox"/> Rain <input type="checkbox"/> Wind <input type="checkbox"/> Calm <input type="checkbox"/> Snow <input type="checkbox"/> Hail <input type="checkbox"/> Ice <input type="checkbox"/> Stormy <input type="checkbox"/> Sun strike <input type="checkbox"/> N/A as inside		Course/Venue Conditions <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Dust <input type="checkbox"/> Damp <input type="checkbox"/> Dark <input type="checkbox"/> Dim <input type="checkbox"/> Light <input type="checkbox"/> Bright <input type="checkbox"/> Slippery <input type="checkbox"/> Cluttered <input type="checkbox"/> Confined <input type="checkbox"/> Ice <input type="checkbox"/> Cold <input type="checkbox"/> Hot

## DETAILS OF PERSON(S) INVOLVED

Name	Age	Phone Number	Race Number
Address			

Name	Age	Phone Number	Race Number
Address			

## THE ACCIDENT/INCIDENT

Description of Accident/Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Action did you take? (Any management of hazards/was medical attention administered)

\_\_\_\_\_

\_\_\_\_\_

What action did any others take?

\_\_\_\_\_

\_\_\_\_\_

If a car was involved record the following:

Make	Registration Number:	Number of passengers:	
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## TREATMENT

Was medical assistance called for? Y / N	Name of First Aider:
Type of treatment given: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Taken to Hospital	
If an athlete did, they continue <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	

## WITNESSES – if present record names and details