

### **Responsibility**

The Race Manager has overall responsibility for Health and Safety including briefing all volunteers of their responsibilities.

Appropriate briefing sheets should be prepared to issue to volunteers.

Start/Finish officials will be responsible for Health and Safety at the Start/Finish area and each Course Marshal will have responsibility for their section of the course.

### **Hazards**

Each event is reviewed by experienced event officials using the experience of running that event and other events in past years and the following hazards have been identified as likely to be present and need managing:

Course:

The course is walked by key officials prior to the event starting and any hazards are identified, removed, taped off.

The course is clearly marked using proven cross country and road marking equipment and marshals are posted at key points along/around the course to ensure it is clear at all times and runners go the correct way.

The surface can be grass, shingle roads, dirt/sand walking tracks, asphalt footpaths and roads etc.

Public Traffic:

Public Traffic on or near courses can include walkers, cyclists, horses, motor bikes and vehicles.

Marshals are positioned along the course at key points to control competitors and advise the public of the need for care.

Public Users of the same area:

All events share public parks with other users. To minimise the risk to the health and safety of competitors, officials, spectators and the public the following actions are taken:

1. The event is positioned to minimise contact and disruption to other park users.
2. Marshals are posted around the course to warn and give guidance to other park users who stray onto the course.
3. Warning signs are used at points where other paths and shingle roads join the course

Control of Hazards:

The course and equipment has to be checked for safety and cleared or marked prior to the start of an event.

### **First Aid**

Chris Griggs from Event Medic and Safety on-site  
Tel:+64 21460 991  
NZ Free Call: 0800 383686 (0800 EVENT MEDIC)  
Chris@EventMedicSafety.nz

### **Emergencies**

There are no expected emergencies that are considered as moderately or highly likely to occur during the events in public parks or on private land.

Emergencies may result from fire, stormy weather conditions causing rain, snow, hail, ice, high winds, flooding etc. All these may present a danger to competitors, officials and spectators.

Athletes, event officials, spectators and members of the public may need first aid treatment by the first aiders at the event.

If such conditions arise prior to or during the event, the event manager with consultation with course manager will review health and safety aspects and contact schools if event is to be cancelled. It is the responsibility of the Race Manager to make the decision to cancel in such conditions and to ensure that Marshals clear the course.

### **Qualified Staff**

The Race Manager and principal officials have experience in the organising and safe running of cross country.

All other volunteers will be fully briefed to ensure they have the necessary knowledge of their duties and responsibilities.

Key officials will normally be in constant communication by two-way radio and most officials will have personal cell phones with them.

### **Public Safety**

Due to the nature of these events, the event is not expected to provide any likely danger to the public.

The public may stray onto the course. Warning signs appropriately placed and properly briefed Marshals at frequent intervals around the course are considered adequate to control this risk.

If parking is an issue, cars used for travel to or within the event will be directed to park in appropriate places that cause as minimal danger as possible. Usually this will be considered in the TMP.

### **General**

The nature of these events and each one in particular means that it provides only a low Health and Safety risk to competitors, officials, spectators and other users. The auctioning of this Plan and a review of the Event after each year it is run are considered to cover all reasonable measures to minimise risks.



## **Health and Safety Management Plan**

This event has prepared a Health and Safety Management Plan for this Event. It is available for inspection with the Race Manager.

While overall responsibility for the operation of the Plan lies with the Race Manager, each Official and Course Marshal has a part in ensuring the Plan is adhered to and the Event is completed safely.

## **Officials and Course Marshals Responsibilities**

As well as the responsibility of ensuring the health and safety of competitors, officials and spectators, all Officials and Course Marshals must remember that at all times the venue is open to other users and that their safety is our concern also.

At the same time as carrying out your duties in conducting the races you are responsible for the safe conduct of the Event on your section of the course.

In particular you must:

1. Ensure that the course is clear and that there are no unusual conditions that could pose a risk to competitors, officials or spectators.
2. Ensure that appropriate warning signs to alert other venue users of the race are in place.
3. Alert other venue users to the running of the race and where competitors will be running. In the event of any condition arising that you consider to be a danger to the health or safety of any competitor, official, spectator or member of the public you must notify by two-way radio, cell phone or face to face, the Race Manager or the Course Manager.

## **Registration Officials**

The Registration Officials must ensure that a copy of this Health and Safety Management Plan is available in the Registration, that Event Medic and Safety have arrived. In the event of an accident you must ensure that the Accident Register is filled in.

## **Emergencies**

If the Race Manager cancels the Event because of conditions which present a danger to competitors, spectators or officials, marshals must immediately clear their section of the course of competitors and spectators.

## COLLEGE SPORT SAFETY ACTION PLAN

**DATE** Wednesday 22<sup>nd</sup> May 2024  
**EVENT** CSA Cross Country Championships  
**EVENT MANAGER** College Sport Auckland – Shani Clark  
**PHONE NUMBER** 845 8496, 021-124-1457  
**PARTICIPANTS** **Who** Secondary School Students  
**Age** 13-19  
**How Many** 350-450

**SPECIAL CONSIDERATIONS:**

**OFFICIALS** **Who** Pakuranga Athletics Club & School volunteers  
**How many** 20-30 approx.  
**Qualifications** Athletic/sport event experience

**VENUE** **Manager/Contact** College Sport Auckland  
**Address** Lloyd Elsmore park  
**Phone Number** 021-124-1457

**Evacuation Procedure**  Check venue (pre event)  
 Part of briefing of competitions  
**Building/WOF**

**FIRST AID** **Organisation** Event Medic and Safety  
Tel:+64 21460 991  
NZ Free Call: 0800 383686 (0800  
EVENT MEDIC)  
Chris@EventMedicSafety.nz  
**How Many** 1-2 First Responders

**VENUE CHECKLIST** **Vehicle Access for Emergencies Completed**  **yes**  
 **111**

**SAP** **Completed**

**COMMUNICATION** **Walkie Talkie/RT**

Mobile Phone

Speaker/PA

**WAIVERS/  
MEDICAL/  
ENTRIES**

School responsibility

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**FRESH  
WATER ON SITE?**

**TOILET HYGIENE**

Public Toilets

Race Director-Pakuranga Athletics Club/  
CSA/

**BRIEFING**

**Responsibility**

Starter.Marshals and competitors to be  
briefed

**Content**

Rules, safety, behaviour

**Evacuation  
Procedure**

Where to assemble

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**ROLES &  
EXPECTATIONS**

**Event marshals** Attend briefing

**TIC** Pass on info to competitors   
Duty schedule

**Team manager** Check in on arrival   
Make student aware of safety   
issues

**ESTABLISH AN EMERGENCY ACTION PLAN CHECKLIST**

|   |     |                                     |    |                          |
|---|-----|-------------------------------------|----|--------------------------|
| 1. Immediate contact with medical support             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Phones are obvious, accessible & working           | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Emergency phone list – obvious & available         | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Who will take control of an emergency?             | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Special details available?                         | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Exits & access for support identified              | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Everyone knows the location / or is available      | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Process for getting assistance                     | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Crowd control procedure                            | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Process for contacting parent (maybe via manager) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

**COMMUNICATION**

|  |     |                                     |    |                          |
|--|-----|-------------------------------------|----|--------------------------|
| ▪ Contact the College Sport Office CEO         | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ CEO/Office will notify Board, Media, Schools | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

**POST EVENT**

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| ▪ Have you recorded all accidents, incidents or near misses | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Accident reports are done & filed                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ▪ Review the Emergency Action Plan                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## ON THE DAY CHECKLIST

**FIRST AID**

*Personnel*

*Event Medic and Safety  
Tel: +64 21460 991  
NZ Free Call: 0800 383686 (0800 EVENT MEDIC)  
Chris@EventMedicSafety.nz*

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*Ambulance*

*111*

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*First Aid Kits*

*Event Medic & Safety, College Sport*

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**CELL PHONE NUMBERS**

*Event Manager*

*Shani Clark 021-124-1457*

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*Ambulance*

*111*

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*First Aid*

*Tel: +64 21460 991, CSA 021-124-1457*

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**EQUIPMENT**

*Cones*

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*Marshall vests*

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*Pigtails*

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*Cones*

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*Bunting*

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*Finish chute/flags*

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NOTE: This checklist relates to Health and Safety only, and may not include management resources.

## STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
  - Physical injury
  - Social / psychological
  - Material (gear or equipment)
  - Programme interruption
2. List the factors that could lead to each risk/loss.
  - People
  - Equipment
  - Environment
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
  - Eliminate            If possible
  - Isolate                If can't eliminate
  - Minimise             If can't isolate
  - Cancel                 If can't minimise
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
  - Step by step management
  - Equipment/resources required
5. Continual monitoring of safety during the activity.
  - Assess new risks
  - Manage risks
  - Adapt plans

### RISK ASSESSMENT FACTORS TO CONSIDER

| <i>People</i>  | <b>Resources and Equipment</b>  | <b>Environment</b>  |
|--|---|---|
| <ul style="list-style-type: none"> <li>▪ Outside providers / instructors</li> <li>▪ Experience</li> <li>▪ Ratios</li> <li>▪ Medical</li> <li>▪ Physical size/shape</li> <li>▪ Fitness</li> <li>▪ Anxieties / Feelings</li> <li>▪ Motivation</li> <li>▪ Special needs               <ul style="list-style-type: none"> <li>▪ Educational</li> <li>▪ Language abilities</li> <li>▪ Cultural abilities</li> <li>▪ Behaviour</li> <li>▪ Physical disability</li> </ul> </li> <li>▪ Social and psychological factors</li> <li>▪ Dropping your guard</li> <li>▪ Unsafe act/s by participants</li> <li>▪ Error/s of judgement by teacher/instructors</li> </ul> | <ul style="list-style-type: none"> <li>▪ Information Parents/Whanau</li> <li>▪ Plan</li> <li>▪ Food and Drink</li> <li>▪ Transport</li> <li>▪ Special Equipment               <ul style="list-style-type: none"> <li>▪ Rope</li> <li>▪ Canoe/Kayaks</li> <li>▪ Maps/compass</li> <li>▪ Cameras</li> </ul> </li> <li>▪ Equipment, maintenance, quantity, quality.</li> <li>▪ Safety equipment</li> </ul> | <ul style="list-style-type: none"> <li>▪ Weather</li> <li>▪ Terrain</li> <li>▪ Emergency services</li> <li>▪ Security</li> <li>▪ Animals/Insects</li> <li>▪ Road use</li> <li>▪ Traffic density</li> <li>▪ Fences</li> <li>▪ Human created environment</li> </ul> |

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**    **CSA Cross Country Championships**    **Manager**    **College Sport Auckland 021 124 1457**    **Date**    **Wednesday 22<sup>nd</sup> May 2024**

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| Risk:<br>What could go wrong? | Cause               | Prevention:<br>Eliminate/ Isolate/ Minimise   | Equipment  | Check<br>(tick) | Who is responsible?         |
|-------------------------------|---------------------|---|--|-----------------|-----------------------------|
| Injury to competitor          | Course Conditions   | Check course prior to event<br>Warn competitors of any hazards<br>Course to be marked by cones                              | Cones  |                 | CSA                         |
|                               | Running Injury      | First aid personal on course and able to get around course<br>Have a trailing vehicle where possible<br>Radio communication | Event Medic & Safety<br><br>Vehicle/bike<br>Hand held radios |                 | Event Medic & Safety<br>CSA |
|                               | Injury by public    | Course to be marshalled<br>Marshalls and participants briefed<br>Radio communication  | Vests<br><br>Hand held radios                                |                 | CSA and Event Medic         |
|                               | Bad weather         | Possible cancellation if weather too bad  |  |                 | CSA                         |
|                               | Dehydration         | Participants to bring own water bottles, have water available at finish   | Access to water taps   |                 | Individuals/School /CSA     |
|                               | Bad conduct         | Competitors to be briefed of codes of conduct   |  |                 | Schools/CSA                 |
| Injury to spectator           | Collision on course | Marshals to control any spectators as well as competitors   |  |                 | CSA                         |
|                               |                     |   |  |                 |                             |