
Health and Safety – Schools Championships 2024, Rogaine

1. General Event Information

Event Description : Orienteering Foot Race, park / rogaine format
Event Organiser : Counties Manukau Orienteering Club (CMOC)
Event Location : Tōtara Park, Manurewa, Auckland (Wairere Road entrance)
Date : Wednesday, 29th May 2024
Start time: 10.00 am
Finish time: 1.00 pm

2. Emergency Information

Evacuation point :	Carpark located at .	
Safety Plan Location : (on-site)	CMOC Registration Caravan	
First Aider on event day	Sarah Steel / Val Robinson	
Location of First Aid Kit (on site)	CMOC Registration Caravan	
Medical facility location(s) :	Manukau Superclinic 901 Great South Road, Manukau City Centre, Auckland 2104 Distance 4.3km	Hillpark Family Medical Centre 32 Dennis Avenue, Hillpark, Auckland 2102 Distance 2.6km

3. Key Personnel

Designation	Name	Mobile	Notes
On Site Contact (main)	John Robinson	021 891 165	Event Director
CMOC 2 nd Contract	Anthony McGivern	021 199 1800	Volunteer

4. Which of the following are present at the event...

Please consider these elements in particular when completing the event hazard register below:



LPG/Gas
e.g. BBQ



Generator



Contractors
e.g. Food vendors



Power / PA
Electrical



Children



Bouncy Castle



Structures



Vehicles

5. Declaration

We are responsible for providing a safe environment for everyone, to the best of our abilities.

Printed Name :	John Robinson	Title :	Event Director, Counties Manukau Orienteering
Signature :	<i>John Robinson</i>	Date :	13 May 2024

Health and Safety Policy

Counties Manukau Orienteering Club is committed to providing an enjoyable and safe environment to all attendees (volunteers/staff, participants, supporters, et al) at every orienteering event.

CLUB RESPONSIBILITY:

- Have appropriate policies and procedures in place to support the protection of attendees (including but not limited to officials, supporters and participants, and in particular young people), and that can be followed in the case of injury, illness or incident,
- Ensure that all event officials (Controller, Planner, marshals, volunteers, etc.) are aware and follow the above policies and procedures,
- Design events and courses that minimise the risk of, and exposure to hazards, and
- Ensure all participants are aware of any hazards that they can be expected to encounter while participating at an event.

PARTICIPANT'S RESPONSIBILITY:

- Read all notices concerning the special hazards that may be associated with the event (to be displayed at the start),
- Listen to and obey all instructions and warnings given by any event officials,
- In the case of injury or illness, those responsible for the student(s) or young people are to advise the event Controller,
- Keep clear of any plant or equipment (operating or not),
- Keep clear of any unauthorised or out of bounds areas,
- Keep away from all work activities which will be marked as out of bounds, and
- Take care going up or down stairs, or other complex terrain.

LANDOWNERS RESPONSIBILITY:

Landowners, Counties-Manukau Orienteering Club and Orienteering NZ are not responsible for the natural hazards and risks associated with orienteering and attendant activities.

We are dependent on the goodwill of our landowners, so please take your responsibilities as a participant seriously.

Risk Assessment and Management / Hazard Register

HAZARD	COULD RESULT IN	CONTROLS
Student leaving mapped area		<ul style="list-style-type: none"> • Students assemble at starting place with teachers and parents • Event Controller will define the map boundaries relating map to ground • No one to leave the park which is bound by fencing and roads • Marshall in Botanical Gardens area ensuring students do not enter out of bounds area • In-field coaching and safety team within the field of event to observe and be available to provide assistance as required. • Parents and teachers in park observing students progress from finish area. • Teachers to inform officials if any student does not return by the 90 minute finish time.
Participant health issues		<ul style="list-style-type: none"> • School to review medical problems before leaving school • School to ensure students have in their possession all equipment and/or medication required • School to ensure Event Officials are provided all information that they need to be aware of
Moving (construction or park operations) vehicles on internal roads/tracks	Injuries to people or damage to property or assets as a result of being struck by a moving vehicle	<ul style="list-style-type: none"> • Vehicles driving onto the site to be managed • Drivers to use hazard flashers and drive no faster than 10 km/hr • Spotters in high-viz will be used to assist drivers reversing • Drivers will be asked to drive with window down so they can hear instructions from spotter
Manual handling and lifting/carrying heavy items	Strain, sprain injuries, pain, discomfort	<ul style="list-style-type: none"> • Discuss hazard and controls before starting work • We split loads to manageable weight and/or size – two person or team lifting • We lift with legs and control loads • Get help when needed and take rest breaks • Careful, controlled movements; no rapid movement, twisting, bending or repetitive movement

Strangers in the Park	Student approached and uncomfortable, or more	<ul style="list-style-type: none"> • At briefing students told to ignore any stranger, do not allow them to approach, return to Event Centre immediately, inform any officials met on the way • Inform Officials at Event Centre • Official or teacher to approach stranger and ask person to remove themselves from the area if official thinks this is needed. • Escalate to Police if required
Dogs in the Park	Student uncomfortable or injured	<ul style="list-style-type: none"> • Signage forewarning Dog Owners has been pre-placed in the Park • Participants not to approach dogs, or owners if uncomfortable
High Winds – falling trees or loose items on site	Someone being hit and injured by a falling branch or a loose item blowing around the site	<ul style="list-style-type: none"> • Isolate access to hazardous areas under or near trees in windy situations • Ensure temporary structures are adequately tied down or remove • Cancel or delay event if high winds are forecast
Heavy Rain/wet surfaces	Slip hazards which result in injuries	<ul style="list-style-type: none"> • Use matting to restrict access to slippery areas • Reconfigure site to avoid slippery areas • Use warning signage to alert public that surfaces are slippery • Ask staff, volunteers and participants to wear appropriate footwear • We cancel or postpone the event if very heavy rain is forecast
UV Exposure	Sunburn, heat stroke or dehydration	<ul style="list-style-type: none"> • Promote and provide sunscreen and wearing of weather appropriate clothing • We provide shade • We encourage and remind attendees to bring sufficient refreshments/water
Electrical cables	Tripping hazard, someone could be injured by a falling over or injured by cables coming into contact with water	<ul style="list-style-type: none"> • Electrical cables are laid away from traffic areas, they are also covered • Cables are laid away from any standing water
Water	Drowning/injury	<ul style="list-style-type: none"> • Children to be supervised at all times in or near water
Unruly members of the public	Vandalism, violence.	<ul style="list-style-type: none"> • We try to avoid potential conflict situations with members of the public • If a situation with the public develops into a conflict situation, withdraw from the situation • As soon as possible notify the Event Organiser for the altercation

		<ul style="list-style-type: none"> • Call for Police assistance if the situation continues or escalates
Gazebos/tents/marquees	Injuries to people or damage to property	<ul style="list-style-type: none"> • Two-man teams used to move and erect gazebos • Gazebos secured using leg pegs and ropes • Where gazebos are set up in groups, their legs will be tied together to provided additional support • Weather monitored and if wind speed increases above 25 km/hr gazebos will be taken down
Medical events or injuries (e.g. crossing fences)	Someone attending the event suffers a medical event or injury which requires treatment	<ul style="list-style-type: none"> • If Participant can move, return to the Event Centre for first aid • If Participant is unable to move, blow on whistle • Any (all) participants that observe an injured party are required to render aid as required, abandoning their course if necessary. Officials will do what they are able to make good on any abandoned courses. • Basic first aid to be supplied on site by a first aider • A Teacher, Parent or Official to take student to nearest medical centre if required • Call St John's Ambulance if necessary
Temporary signs, banners and flags	Trips and falls resulting in injuries	<ul style="list-style-type: none"> • Signage will not be set up in foot traffic areas • Barriers will have weighted feet installed • Barrier sections will be clipped together to additional support • Blade flags will have heavy bases installed • Checks of signage etc will be made throughout the event to ensure they remain in place and secure