



## Safety Management Plan

Event Details	
<b>Name of Event</b>	College Sport Auckland Cycling Team Time Trial
<b>Location(s)</b>	Otaua
<b>Name of person completing this plan</b>	Hamish Muirhead
<b>Name of person responsible for this plan at the event</b>	Hamish Muirhead – Race Director
<b>Date of Event/s</b>	16/06/24, 11/08/24
<b>Location(s)</b>	Otaua
<b>Expected Numbers</b>	Participants: 60 Teams (approx. 250 students) Spectators: 100 Event Team/Staff/Volunteers: 25
<b>Description of Event</b> <i>Provide a brief summary of your event</i>	This is a Team Time Trial raced over a 16km course. Teams start with one-minute gaps and are seeded on past times from fastest to slowest. Racing starts at 10:01 and is expected to be finished by 12:30pm

Company/Organiser Details	
<b>Company Details</b>	College Sport Auckland
<b>Physical Address</b>	14 Normanby Rd, Mt Eden, Auckland 1024
<b>Postal Address</b>	PO Box 67088, Mt Eden Auckland 1024
<b>Phone Number</b>	09 845-8496/ Mob 021 221 9000
<b>Email</b>	hamish@collegesport.co.nz

### Safety Commitment

Everyone has a responsibility towards Health and Safety at an event.


The safety of the riders, officials, volunteer and spectators are included in the event planning. This includes (but not limited to) road restrictions and traffic management.

The event takes place a mix of urban residential and rural roads. It is your responsibility to manage your own safety during the event, to be aware of other road users at all times and to make responsible decisions. There is traffic management in place however, the roads are OPEN and there will be public and official traffic on the circuit during our race.

If you have any questions or concerns regarding Health and Safety please report to the Race Director.

### Commitment from Management

**I have reviewed this document and approve the intent and its content**

<b>Name</b>	Hamish Muirhead
<b>Position in the organisation</b>	Operations Manager College Sport Auckland
<b>Signed</b>	

### Key Contacts and Responsibilities during event (including key contractors and suppliers)

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>	<b>Mobile Number</b>
Hamish Muirhead	Event Director	Overall responsibility for the event	021 221 9000
Logan Townsend	Event Manager	Race Manager	022 097 9599
Chris Grigg	Event Medical	First Aid responsibility for the event	021 460 991

### Event Rules and terms and Conditions

The event will run under College Sport and Cycling New Zealand Schools rules. Where there is conflict College Sport rules will take priority.

College Sport Handbook:

[Microsoft Word - Cycling Handbook 2024 \(collegesport.co.nz\)](#)

Cycling New Zealand Schools Rules:

[Microsoft Word - Cycling New Zealand Schools - Rules - at 8 April 2024](#)

### **Schedule of events**

Start: 10:01am

Finish: 12:30pm (approximately)

Start lists are available from the College Sport website:

<https://collegesport.co.nz/sports/cycling/cycling-information/>

### **Venue and Course Maps**

Details on the event can be found in the Handbook:

### **Management of Contractors**

**List of external contractors you are engaging with (including any food vendors) and your plan to manage them and their H&S**

**Official vendor:**

Peter Ellis

Espresso on the go

### **Information to participants**

All event information will be communicated to schools and is available on the College Sport Website: <https://collegesport.co.nz/sports/cycling/>

A managers/marshals briefing is to be held at 9am in the registration hall.

### **Waste Management**

Schools are expected to look after their own waste to ensure that when schools depart the spaces are in the same condition as when they arrived. Rubbish bags available if required.

Portaloos onsite.

### **Traffic Management**

Traffic management will be in place on the course and surrounding streets in accordance with the traffic management plan approved by local authorities.

All attendees are expected to follow the road code. While there is traffic management in place the roads always remain open.

### **People Movement**

Spectators can move freely about the event; however they should follow the road code at all times.

Pedestrians to use the footpath.

Cyclists to ensure they are wearing a helmet when riding their bikes (for transport included)

### **Vehicle Movement**

Vehicles can drop of gear and riders in the drop off zone (please refer to the handbook)

Vehicles to remain off the course. Where official vehicles must ride on course they are to drive slowly and with hazard lights on.

### **First Aid**

First Aid is supplied by Event Medical Services – Chris Griggs (021 460 001).

There will be a vehicle on the course and a medical base near the registration hall.

### **Incident Reporting**

Any incidents of accidents should be reported to:  
Event Director – Hamish Muirhead (021 221 9000)  
Event Manager – Logan Townsend (022 097 9599)  
Event Medical – Chris Griggs (021 460 001)

Marshal positions will have RT access and can use these to communicate with event organisers

### **Emergency Response**

Each marshal position is given instructions on the process to follow in an emergency.

In a medical emergency:

1. Inform Event Medical via phone or RT
2. Inform Event Director/Manager

### **Communication**

Communication can be via:

- Face-to-face
- RT
- Cellphone

### **Briefings**

There will be a manager/marshal briefing at 9am in the registration hall.

All teams will have a race briefing prior to racing.

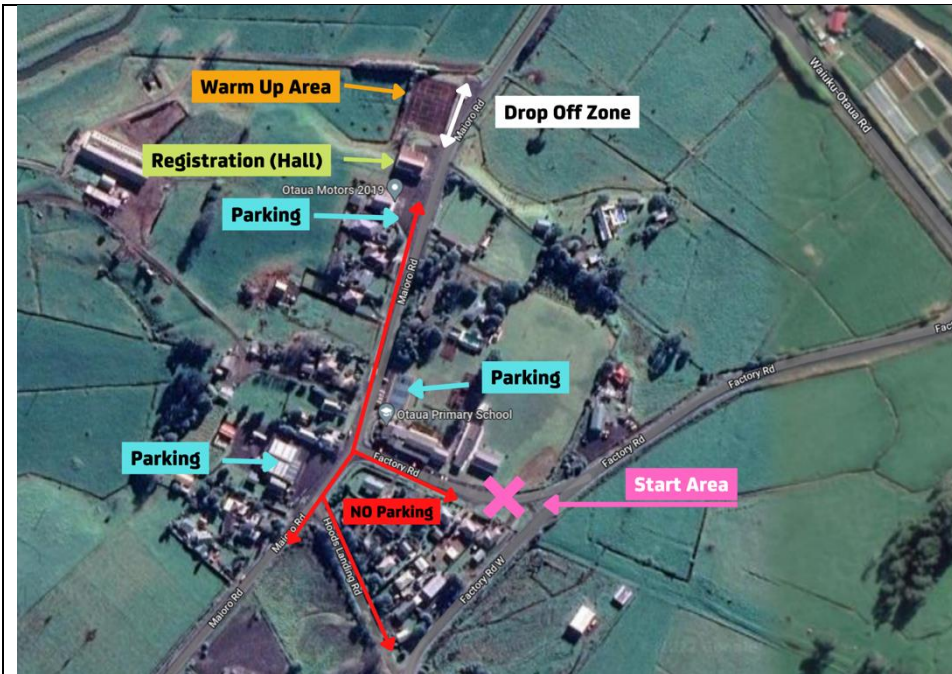
### **Parking**

Parking is limited.

Parking is only allowed in the designated areas:

School are being informed they are to carpool as vehicle restrictions are in place. We now have arranged to have a few paddocks available through the local primary and we will be having marshals on the parking allocations. All vehicles will be parked in the local school with the cut off time of 8.30am, which gives us 30mins before the start of the event.

Schools have been informed there is no parking on grass verges only designated parking.



### Toilets

There are port-a-loo toilets available along the side of the registration hall

### Post Event Debriefing and Reporting

College Sport will hold an internal debrief meeting on the Monday following the event.

### Risk Assessment & Management

A risk assessment has been completed using the system detailed below.

Please refer to the risk register below for identified risks

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Moderate – 3	30-49% chance of occurrence	Moderate – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	Major – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix			IMPACT				
			Insignificant 1	Minor 2	Medium 3	High 4	Extreme 5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
<b>EXTREME</b>	<p><b>Intolerable</b></p> <ul style="list-style-type: none"> <li>• Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced.</li> <li>• Highest event decision making authority to be informed (i.e. Club/Organising Committee)</li> <li>• Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.</li> </ul>
<b>HIGH</b>	<p><b>Tolerable level of risk if all practicable measures in place</b></p> <ul style="list-style-type: none"> <li>• Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP).</li> <li>• Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk?</li> <li>• Ensure verification is undertaken that all prescribed control measures are in place, and in practice.</li> <li>• Ensure all person(s) exposed to this risk are aware of the risk level.</li> <li>• If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.</li> </ul>
<b>MODERATE</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>• Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).</li> <li>• If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.</li> </ul>
<b>LOW</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>• No change required. Ensure existing control measures remain in place and is effective.</li> </ul>



Risk Register					
RISK	IMPACT	Rating prior to controls	RISK CONTROLS	Rating after controls	RESPONSIBILITY
Rider Crashes or collides with other rider	Injury to rider/s	Probability = 4 Impact = 3	<p>Review course prior to race start to minimize any hazards</p> <p>Advise in Team Managers meeting and/or start line briefing of any hazards</p> <p>Medical personal on site at all times</p> <p>Local medical centres advised event taking place</p> <p>Riders receive race briefing prior to start</p> <p>Approved Traffic Management Plan in place and marshals on course.</p>	Probability = 3 Impact = 2	Race Director/Manager
Vehicle collides with rider	Serious Injury to rider/s	Probability = 3 Impact = 5	<p>Approved Traffic Management Plan in place and marshals on course.</p> <p>Marshalls in key places</p> <p>Medical personal on site at all times</p> <p>Local medical centres advised event taking place</p> <p>Riders receive race briefing prior to start</p>	Probability = 2 Impact = 2	Race Director/Manager

			Mail drop to local residents to notify of the event		
Event communication failure	Not being able to communicate in an emergency	Probability = 1 Impact = 3	Carry out RT testing prior to event to find black spots  Brief RT users on relaying messages  Mobile phones as a back-up and number of key people are available to volunteers  Volunteers briefed on the emergency procedures	Probability = 1 Impact = 1	Race Director/Manager
Poor weather	Creating conditions reducing the safety of riders.	Probability = 3 Impact = 5	Delay/Stop/Alter racing until conditions improve	Probability = 3 Impact = 2	Race Director/Manager
Road safety issue	TMP and staff not in place	Probability = 3 Impact = 5	No racing until the course is signed off by STMP to Event Director  STMP to communicate with Event Director/Event Manager to ensure safe operations and modify TMP as needed	Probability = 2 Impact = 2	Race Director/Manager
Bike safety	A problem with the control or braking systems on the bike	Probability = 3 Impact = 4	Bike safety check at part of the mustering to the start line – handlebar, brakes, QRs  Rider briefing about the conditions of the course and safety considerations	Probability = 2 Impact = 3	
Volunteers not sufficiently briefed for roles	Delay in Competition  Effect the rider experience  Loss in reputation	Probability = 4 Impact = 3	Volunteers are sent event information prior to the event  Volunteers are briefed prior to their first shift and encouraged to ask questions.  Race Manager to monitor on the day.	Probability = 2 Impact = 2	Race Director/Manager

Movement of spectators around the course and venue.	General public/ spectators getting in the way of riders, causing an accident.	Probability = 4 Impact = 4	Spectators to keep off the course (in vehicles or on foot) Marshals to assist with movement of spectators if necessary	Probability = 2 Impact = 2	Race Director/Manager
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