

NZ SECONDARY SCHOOLS X-COUNTRY CHAMPS 2016 Event Management Plan



podium
PODIATRY & FOOTWEAR



NEW ZEALAND
SECONDARY SCHOOLS
X-COUNTRY
CHAMPIONSHIPS
ROTORUA 2016

Written by Jason Cameron

Major Events Coordinator, Rotorua Lakes Council & Designated Meet Manager

Note that this document includes details on Risk Management

For client NZ Secondary Schools Athletic Association at www.nzssaa.org.nz

Contents

1	DOCUMENT CONTROL	3
2	EVENT DESCRIPTION	3
3	EXCLUSIONS.....	4
4	KEY EVENT MANAGEMENT CONTACTS	4
5	SCHEDULE FOR THE DURATION OF EVENT	4
6	INSURANCE.....	7
7	EVENT STAFF	7
7.1	Staff Personal Protection Equipment.....	8
7.2	Staff Training	8
7.3	Management Meeting & Staff Briefing.....	8
7.4	Staff induction	9
8	COMMUNICATION.....	9
8.1	Radios	9
8.2	Mobile Phones.....	9
9	HEALTH AND SAFETY MANAGEMENT	9
10	CAR PARKING	10
11	RISK MANAGEMENT	10
12	MEDICAL PLAN.....	10
12.1	General injury or illness procedures for the Safety Manager and event staff to follow 11	
13	TEAM MANAGERS MEETING & FINAL COMPETITOR INSTRUCTIONS.....	11
14	ACCIDENT /INCIDENT REPORTING, RECORDING AND INVESTIGATION	11
14.1	Major Incident.....	12
15	TRAFFIC MANAGEMENT	12
16	OVERNIGHT SECURITY.....	12
17	CONTINGENCY PLANNING	12
18	APPENDICES – TERMS	13
19	APPENDICES – NZ SECONDARY SCHOOLS X-COUNTRY CHAMPS 2016 STAFF BRIEFING & INDUCTION FORM	14

Other key documents to be read in conjunction this event management plan:

- Event Personnel For Event
- Location Map
- Course Map & Site Plan
- Risk Assessment Management System (RAMS)
- Event Radio Communications Allocation
- Other Event Staff Mobile Phone Contacts
- Key Volunteer Job Descriptions
- Traffic Management Plan
- Parking Management Plan
- Awards Ceremony Run-sheet

1 DOCUMENT CONTROL

Document updates

Version	Date	Author	Comment
V1	31 May 2016	Jason Cameron	First version created
V2	12 June 2016	Jason Cameron	Detailed version created
V3	13 June 2016	Jason Cameron	Amended version created
V4	14 June 2016	Jason Cameron	Amended version created

This plan will be updated leading up to the event date. Prior to the final staff briefings, the plan will be finalised and used for briefings, training and procedures. All previous versions must be destroyed.

2 EVENT DESCRIPTION

NAME OF EVENT: Podium New Zealand Secondary Schools X-Country Championships 2016

PRINCIPAL VENUE: Lower A&P Oval, Agrodome

DATE: Saturday 18 June & Sunday 19 June 2016

Note: there is no contingency date for this event although the decision may be taken to defer/substitute events from one day to the next

The 43rd New Zealand Secondary Schools Cross Country Championships will be staged in Rotorua on the weekend of 18 & 19 June 2016 at the lower A&P Oval at Agrodome and adjacent Ngati Whakaue Tribal Lands farmland. It will be the first time the event has been staged in Rotorua during the event's long history and was secured from the New Zealand Secondary Schools Athletic Association (NZSSAA here in known as the client) through a bid process by the Major Events team at the Rotorua Lakes Council (RLC) in August 2014. In the vicinity of 1,000 students representing one hundred and twenty five secondary schools throughout New Zealand are expected to participate. In addition the event will be attended by a large number of coaches and managers who are teachers and managers at the secondary schools and parents, siblings, friends, extended family and the wider public. So much more than a national sporting event, the Podium NZ Secondary Schools Cross Country Championships is arguably the most diverse gathering of secondary school talent on the national secondary schools events calendar with a great depth of young sporting, cultural and academic achievers participating in this team and individual focussed event. The event is being led and funded by the Major & Community Events team of the Sport & Recreation division at the RLC with support from other interested individuals and organisations in Rotorua.

The event features;

- Individual cross country running races with an integrated team's competition on the Saturday at Agrodome covering four categories and seven separate events.
- An inaugural regional cross country relay championship on the Sunday morning at Agrodome covering four categories and three separate events including community charity relay.
- An awards ceremony for the Saturday events staged at Unison 3 in the Rotorua Energy Events Centre.
- An awards ceremony for the Sunday events staged at the Barn venue at Agrodome.

Entry for secondary schools to the championships is by online entry through the NZSSAA portal. Entries opened on Monday 18 May and close at midnight on Friday 10 June. Late entries are accepted by email up until the event through oe@nzssaa.org.nz.

3 EXCLUSIONS

This plan does not incorporate the health & safety plan for the awards ceremony. This plan comes under the directive of the Rotorua Energy Events Centre. This plan does not incorporate the health & safety plan for the athletes social. This plan comes under the directive of Rotorua Girls High School and the Rotorua Energy Events Centre.

4 KEY EVENT MANAGEMENT CONTACTS

Meet Manager	Jason Cameron	027 2498 020	jason.cameron@rotorualc.nz
Assistant Meet Manager	Christine Hutchison	027 951 4856	christine.hutchison@rotorualc.nz
Safety Manager	Nick Reader	021 632 721	readers4@icloud.com

5 SCHEDULE FOR THE DURATION OF EVENT

***Note: content & timings may be subject to change. This will be communicated at management meetings and staff briefings. All staff shall commence work only after being inducted and briefed.**

Thursday 16 June

8.00am	Organising team can access the Farmhouse and Barn in preparation for the day. Tea and coffee station available for 20 pax in Farmhouse to be replenished throughout day
8.00am-8.30am	Agreed boundary fence lowered by Agrodome operations staff at boundary fence line between lower A&P Oval and Ngati Whakaue Tribal Lands farmland. To be supervised by Course Manager or designate
11.30am-12.30pm	Inductions and briefings for all staff commence at the Farmhouse, Agrodome. NOTE: all staff MUST be inducted ONCE for the duration of the event by the Safety Manager (this will take approx. 5mins) before starting work at the venues
12.00pm	Key access provided to boundary gates lower A&P Oval and gates unlocked by Farm Manager on Stembridge & AMP blocks & Stembridge Rd gate on Ngati Whakaue Tribal Lands farmland for the set up day
12.00pm	Course set up commences on lower A&P Oval and Ngati Whakaue Tribal Lands farmland
2.00pm approx.	Delivery of two seven metre long, 550mm high logs to set up on the course by appointed contractor (Clark McCarthy, RLC Parks). Plan is to position one on the back straight of the lower A&P Oval and one on the Ngati Whakaue Tribal Lands farmland (exact placement of subject to suitable ground conditions)
12.00pm-5.00pm	Start and finish area set up
5:00pm	Course set up concludes
5:00pm	Overnight security (VR Security) on lower A&P Oval commences

Friday 17 June

7.00am	Overnight security (VR Security) concludes with handover to Meet Manager or designate
7.00am	Organising team can access the Farmhouse and Barn in preparation for the day. Tea and coffee station available for 50 pax in Farmhouse to be replenished throughout day
7.00am-5.00pm	Inductions and briefings for all staff commence at the sign-posted Staff HQ Tent next on lower A&P Oval to the left of the building known as the A&P Pavilion. NOTE: all staff MUST be inducted ONCE for the duration of the event by the Safety Manager (this will take

	approx. 5mins) before starting work at the venues
8.00am	Key access provided to boundary gates lower A&P Oval and gates unlocked by Farm Manager on Stembridge & AMP blocks & Stembridge Rd gate on Ngati Whakaue Tribal Lands farmland for the set up day NOTE: Gate 8 entrance open and main Agrodome entrance need to be marshalled (1 volunteer at each entrance) during the day to ensure only key suppliers, contractors & event staff ONLY until official course inspection commences at 1.00pm
8.00am-12.00pm	Course, start & finish area set up continues on lower A&P Oval and Ngati Whakaue Tribal Lands farmland
8.00am-12.00pm	Gate 8 access for key suppliers, contractors & event staff ONLY bringing in equipment to set up for the event at venue. NOTE: All MUST be inducted prior to starting work by Safety Manager
12.00pm	Venue is set up and ready for competitors and supporters
12.00pm	NZSSAA representative goes around venue and the course for final inspection with Course & Meet Manager prior to course being opened for viewing at 1.00pm
12.45pm	Gate 8 schools van & bus parking area opened. Gate 5 Pony Club Paddocks opened.
1.00pm	Official course viewing opens for schools. Event information desk on lower A&P Oval under gazebo near finish line
1.00pm-8.00pm	Team Managers registration packet pick up at Podium Podiatry & footwear store on upper no 1266 Tutanekai St in central Rotorua
3.00pm	Athlete's sheep herding event registration commences in Barn (subject to sufficient numbers decision will be made 48 hours before event)
3.30pm	Athlete's sheep herding event commences in fenced paddock opposite Agrodome main building
4.30pm	Athlete's sheep herding event concludes
5:00pm	Official course viewing & information desk concludes
5:00pm	Overnight security (VR Security) commences on lower A&P Oval

Saturday 18 June

From 6.00am	Traffic management equipment put out on Western Road & Agrodome entrance left hand-side walkway by 50 Fifty Traffic Management
6.45am	Traffic management & parking implementation briefing for Air & Army Cadets with Safety Manager opposite Agrodome entrance, 141 Western Road, Ngongataha
7.00am	Organising team can access the Farmhouse and Barn in preparation for the day. Tea and coffee station available for 50 pax in Farmhouse to be replenished throughout day
7.00am	Overnight security (VR Security) concludes with handover to Meet Manager or designate
7.00am-9.00am	Inductions and briefings for all staff commence at the sign-posted Staff HQ Tent next on lower A&P Oval to the left of the building known as the A&P Pavilion. NOTE: all staff MUST be inducted ONCE for the duration of the event by the Safety Manager (this will take approx. 5mins) before starting work at the venues
7.00am	Air & Army Cadets Parking Team in place at Gates 5 and 8 Western Road and Agrodome entrance and along driveway (to allow vehicles with official parking passes to enter). Venue is not open to schools or supporters until 8.15am
7.00am to 8.00am	Gate 8 access for key suppliers, contractors & event staff ONLY bringing in equipment to set up for the event at venue. NOTE: All MUST be inducted prior to starting work by Safety Manager
8.00am	Key access provided to boundary gates lower A&P Oval and gates unlocked by Farm Manager on Stembridge & AMP blocks & Stembridge Rd gate on Ngati Whakaue Tribal Lands farmland for event day one
8.15am	Gate 8 schools van & bus parking area opened. Gate 5 Pony Club Paddocks opened
8.00am-8.20am	IMPORTANT Management meeting at to be confirmed location at Agrodome to be attended by all event staff in management positions for event e.g. Meet Manager, Start Manager etc. (not mandatory for officials as final instructions and briefing will be given to them by their Manager approx. 30 mins prior to the start of the first event for the day at their designated area). NOTE: Event information desk will be staffed in the Barn during this

	meeting to field questions or queries handled by Registration Manager and volunteers
8.30am	Official course viewing re-opens for schools
8.30am	Team Managers registration packet pick up opens in Barn with event information desk
8.30am	Event background music commences with Event MC's on lower A&P Oval
9.00am-9.20am	COMPULSORY staff briefings commence in respective event areas with managers leading briefings. NOTE: all staff must be inducted prior to the start of these briefings
9.15am	Secondary Schools Team Managers Meeting commences in the Barn led by NZSSAA representatives with Meet Manager
9.45am	Secondary Schools Team Managers Meeting concludes in Barn
10.00am	All event staff in position ready for first race
10.30am	Year 9 Girls 3km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
11.00am	Year 9 Boys 3km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
11.30am	Junior Girls 3km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
12.00pm	Junior Boys 4km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
12.30pm	Senior Girls 4km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
1.00pm	Senior Boys 6km event commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
1.45pm approx.	Course & start/finish area set up modified for regional relay. NOTE: some staff (to be confirmed) will remain to have a presence before overnight security (VR Security) commences at 5.00pm
2.00pm	Majority of competitors and supporters have departed Agrodome
3.30pm	Competitors & supporters commence arriving for Awards Ceremony at Unison 3, Rotorua Energy Events Centre
4.00pm	Awards ceremony commences at Unison 3, Rotorua Energy Events Centre
5.00pm	Overnight security (VR Security) commences on Lower A&P Oval (or 3pm if required)
5.00pm	Awards Ceremony concludes. Transition into set up for Athletes Social
5.15pm	Regional relay team managers meet in the function room above Unison 3 to finalise regional team relay selections with timing & results provider on hand
7.00pm	Athletes Social commences in Unison 3, Rotorua Energy Events Centre
7.30pm	Team Managers function commences in Lobby Bar Area at Holiday Inn Rotorua
10.00pm	Athletes Social concludes in Unison 3, Rotorua Energy Events Centre

Sunday 19 June

From 6.00am	Traffic management equipment put out on Western Road & Agrodome entrance left hand-side walkway by 50 Fifty Traffic Management
7.00am	Overnight security (VR Security) concludes with handover to Meet Manager or designate
7.00am	Air & Army Cadets Parking Team in place at Gates 5 and 8 Western Road and Agrodome entrance and along driveway (to allow vehicles with official parking passes to enter). Venue is not open to schools or supporters until 7.45am
7.00am	Organising team can access the Farmhouse and Barn in preparation for the day. Tea and coffee station available for 50 pax in Farmhouse to be replenished throughout day
7.00am-9.00am	Inductions and briefings for all staff commence at the sign-posted Staff HQ Tent next on lower A&P Oval to the left of the building known as the A&P Pavilion. NOTE: all staff MUST be inducted ONCE for the duration of the event by the Safety Manager (this will take approx. 5mins) before starting work at the venues
7.00am to 7.45am	Gate 8 access for key suppliers, contractors & event staff ONLY bringing in equipment to set up for the event at venue. NOTE: All MUST be inducted prior to starting work by Safety Manager
7.45am	Gate 8 schools van & bus parking area opened. Gate 5 Pony Club Paddocks opened
8.00am-8.20am	IMPORTANT Management meeting at to be confirmed location at Agrodome to be

	attended by all event staff in management positions for event e.g. Meet Manager, Start Manager etc. (not mandatory for officials as final instructions and briefing will be given to them by their Manager approx. 30 mins prior to the start of the first event for the day at their designated area). NOTE: Event information desk will continue to be staffed during this meeting to field questions or queries by Registration Manager and volunteers
8.00am	Official relay course viewing opens for teams
8.00am	Relay Team Managers registration packet pick up opens in Barn with event information desk
8.30am-8.50am	COMPULSORY staff briefings commence in respective event areas with managers. NOTE: all staff must be inducted prior to the start of these briefings
9.00am	All event staff in position ready for first relay race
9.30am	Girl's 5 x 2km regional relay commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
10.20am	Community Charity relay 4 x 1km commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
11.00am	Boy's 5 x 2km regional relay commences. NOTE: Athletes need to be at start area 10mins prior to start announcement made by event MC
12.00pm	Regional relay awards ceremony commences in Barn
12.30pm	Competitors & supporters begin exiting the venue
12.30pm	Staff briefing before pack-down commences at Staff HQ tent on Lower A&P Oval
12.30pm approx.	Fence re-erected by Agrodome operations staff at boundary fence line to be supervised by Course Manager
3.00pm	Pack-down concludes Ngati Whakaue Tribal Lands farmland
5:00pm	Pack-down concludes Lower A&P Oval, Agrodome

Monday 20 June

8.00am	Key event personnel on lower A&P Oval for final collections
8.30am	Key suppliers & contractors commence collecting equipment from lower A&P Oval

6 INSURANCE

Rotorua Lakes Council has \$50 million public liability insurance. An insurance certificate is available.

REFER ROTORUA LAKES COUNCIL INSURANCE CERTIFICATE

7 EVENT STAFF

The objective is to engage event staff who are competent, experienced, well trained, well equipped and briefed for the tasks assigned to them. This is to ensure the staff perform well and contribute to running an enjoyable and safe event for themselves, other staff and the competitors and supporters attending the event.

Note that paid employees, contractors and volunteers are all collectively referred to, and treated as 'event staff'. All staff must abide by the policies and procedures contained in this plan.

REFER STAFF LIST & KEY VOLUNTEER JOB DESCRIPTIONS

7.1 Staff Personal Protection Equipment

- All event staff working on the lower A&P Oval an Ngati Whakaue Tribal Lands farmland will wear high visibility vests and be identifiable by an identification tag within a lanyard with neck tie.
- All event staff undertaking specific work requiring any manoeuvring of heavy equipment will be required to wear hard cap boots.
- As the event is being staged at the onset of winter where weather conditions are expected to be cold and variable - all staff will be requested to bring warm clothing including thermals and a weather barrier jacket and over-trousers.
- All staff will be supplied with a merino event branded beanie for insulation from the cold whilst being out in the open environment for the event.

7.2 Staff Training

- The key instruction manual for the event is called the NZ Secondary Schools Cross Country Champs 2016 EVENT MANAGEMENT PLAN with supporting documents. This comprehensive plan contains the majority of key information that most of the staff need to know.
- All event staff including management, contractors, officials, volunteers and groups will be briefed prior to the event and will be given a copy of the Event Management Plan with supporting documents and must sign to say they have received, read, understood and will comply with the plan and the requirement placed upon them.
- If further training is required by a staff member, then the training will be provided by the Meet Manager or staff member approved by the Meet Manager.

7.3 Management Meeting & Staff Briefing

- A management meeting will take place each morning of event weekend from 8.00am to 8.20am in the Agrodome Farmhouse facility.
- All relevant aspects of the event management plan will be discussed.
- It is compulsory for all senior event staff who supervise other staff and those involved in safety to attend the briefing. Some key contractors may also be involved for e.g. Peak Safety.
- A record of attendance will be kept.
- Those key staff who cannot make it to the management meeting shall be individually briefed.
- Similarly staff briefings will take place each morning of event weekend for all event staff being managed by senior staff in charge of key areas such as course management, start management and finish management from 9.00am-9.20am on Saturday and 8.30am-8.50am on Sunday.

Daily staff briefing general format

- Welcome and thank you.
- Event introduction & objectives.
- Safety first approach.
- Introduction of all including role.
- Event timeline for the day.
- Outline event emergency and contingency plans.
- Communications – radios (if applicable by allocation plan and mobile phones). You must make sure your radio is dropped to the dispatch centre at the marked Staff HQ Tent at the end of each day. Discuss how to use the radios.
- All staff will have previously read the Event Management Plan and sign the **staff induction form** to say they have done so on site.
- Proof of induction will be by blue coloured wrist bands.

- Copies of Event Management Plan and supporting documents are available for staff to view.

Staff meeting will then break into smaller groups for more detailed discussion as required.

The majority of staff will need to walk all or part of the event course. Some staff may use approved vehicles.

7.4 Staff induction

- All Staff shall fill out an induction form prior to commencing working at the event. There are set induction times in the days leading into and on event weekend itself. All staff must be inducted once and will be issued a blue wrist band as visual proof of induction.

REFER APPENDICES – STAFF INDUCTION

8 COMMUNICATION

The objective is to have efficient and reliable communication to coordinate the event and respond to any situations that arise.

A combination of radios and mobile phones will be used.

8.1 Radios

All key event staff will be allocated and shall carry a radio. Refer to radio communications allocation plan for those who actually have a radio. The radio protocol shall be explained in the management meeting and staff briefings. Radios will be used professionally, with clear short messages and no small talk and humour. Safety incidents take precedence over all other matters. There will be three operational channels utilised for the event. Channel one is a management channel, channel two is the event operations channel and channel three is the event parking channel. Radio coverage has been successfully tested with the radio communications devices during site visits on Thursday 26 May and at the regional lead-in event – the Waikato Bay of Plenty Secondary Schools Cross Country Championships on Tuesday 7 June.

8.2 Mobile Phones

Secondary communication shall be done by Mobile phones, especially if confidentiality is important. A list of other mobile contact numbers will form part of this plan.

9 HEALTH AND SAFETY MANAGEMENT

Safety of all people associated with the event is of paramount importance. The event will be run to a very high standard with a strong focus on staff and customer safety and will comply with the Health and Safety at Work Act 2015 and any requirements from Worksafe NZ. Safety systems used will include; hazard management, staff and participant briefings, traffic management and medical recovery systems.

Rotorua Lakes Council, as the event organiser is aware of the fact that the events they operate are run in a variety of potentially hazardous terrain and situations. All reasonable practicable steps will be taken to mitigate hazards and to protect staff, participants and the general public from harm.

10 CAR PARKING

Vehicles shall park in one of three locations. REFER PARKING PLAN. The area referred to as the Pony Club Paddocks on the northern side of Western Road and accessible through Gate 5 will be used on Friday 17, Saturday 18 & Sunday 19 June by spectators, competitors, supporters, event staff and the general public for parking. The area referred to as Gate 8 off Western Road will be used on Friday 17, Saturday 18 & Sunday 19 June by school vans and buses only. The area referred to as the Agrodome Visitor carpark will be used on Friday 17, Saturday 18 & Sunday 19 June by event officials and VIP's with specific car-parking passes to be displayed on the dashboard of vehicles. There will be a maximum of 30 vehicles accessing this area.

The Safety Manager will be responsible for briefing the voluntary group implementing the parking plan with the traffic management contractor at 6.45am on Saturday 18 and 7.00am on Sunday 19 June.

11 RISK MANAGEMENT

The following table outlines the key risks and how they will be managed. The risk management assessment has been written under the following basis. Firstly consideration of the significance and likelihood of the hazard. Secondly the treatment of the hazard. Where possible, hazards are eliminated. If it is not possible to eliminate the hazards then the hazards will be isolated or minimised. KEY E=Eliminate, I = Isolate, M=Minimise

The following represents a summary of the risks with the most likelihood and frequency of occurring at this event. This is taken directly from the Risk Analysis & Management Systems Plan developed for this event. Importantly, a copy of the Risk Analysis & Management Systems Plan needs to be read as part of this plan. The risk with the most likelihood and frequency of occurrence at the Podium NZ Secondary Schools X-Country Championships would be injured or ill competitor. From the expected 1,000 competitors, our medical team would expect to treat approximately 2%-3% of total competitors. Therefore with three medical staff on board, we have excellent resources in place to cater for these situations. The most severe incidents/risk would include vehicle on vehicle, vehicle on person.

Risk	EIM	Controls required	Person responsible
Vehicle on vehicle	IM	Traffic management plan with reduced speed limit	Safety Manager
Vehicle on pedestrian	IM	Coned and sign posted pedestrian lane for main entrance and parking marshals in place	Safety Manager
Harm to competitors during event	IM	Medical plan implemented	Medical Director
Harm to supporters during event	IM	Medical plan implemented	Medical Director

12 MEDICAL PLAN

The objective is to be able to provide medical support to the competitors, supporters and staff quickly and safely with efficient extractions as required.

Medical Personnel

- Peak Safety will provide three field medics at the event including a Medical Director.
- The Medical Director will coordinate the dispatch of medical assistance.
- In instances of Serious Harm, the Medical Director shall involve the Safety Manager.

Medical Base

- A primary medical base will be set up at the event finish line that is private and that has access to the secured event recovery area behind the finish line and provides access for ambulances to come and go if needed.
- A secondary medical point will be set up at the top part of the course on an elevated section of the Ngati Whakaue Tribal Lands farmland with good visibility of competitors.
- Peak Safety will also use a mobile UTV vehicle around the course and between the primary and secondary medical points as required.

Emergency Access

- For the lower A&P Oval access will be through Gate 8, Western Road. Note: Agrodome is located at 141 Western Road, Ngongataha.
- For the Ngati Whakaue Tribal Lands farmland access will be through the unlocked (during the event) farmgate at the very end of Stembridge Road.

12.1 General injury or illness procedures for the Safety Manager and event staff to follow

1. Incident is reported by radio, mobile phone or in person to Peak Safety medics by staff.
2. Safety Manager may also dispatch medical assistance as required.
3. Once the Peak Safety medic(s) reaches the person, assesses and treats them, the Peak Safety medic(s) contact the Safety Manager to devise an extraction plan if required.
4. If the patient can be safely transported by UTV, they will be transported to the event medical base at the finish area for further assessment and possible transport to hospital by an ambulance that will be called out to the event.
5. For more serious injuries, helicopters may be used to transport the patient to the appropriate hospital. The Medical Director will call 111 and emergency services will decide what assistance to send.
6. Medical Director and the Safety Manager will be advised once the injured person is back at the primary base, or being transported to hospital.
7. An injury form is completed and filed securely.

13 TEAM MANAGERS MEETING & FINAL COMPETITOR INSTRUCTIONS

The objective is to brief all team managers in order to convey to competitors that they have a fun and safe event. Final competitor instructions will also be given prior to the start of each race with key health & safety messaging for individual competitors.

14 ACCIDENT /INCIDENT REPORTING, RECORDING AND INVESTIGATION

All accidents, incidents and near misses (collectively known as incidents) are to be reported to the Safety Manager immediately.

The benefit of 'near miss' incidents being reported is so that new hazards can be identified and lessons learnt without anyone actually being harmed. This is part of the on-going quality management system of event management.

All incidents will be recorded by the Safety Manager.

The Safety Manager is to take steps to remedy the incident or near miss straight away.

All incidents are investigated in order to discover the causes and causal factors involved, and identify corrective actions that should be taken to prevent the accident happening again.

In the case of serious harm, details of the accident shall be reported to Work Safe within the prescribed seven day period using the standard reporting format provided on the DOL website. This is a statutory requirement.

14.1 Major Incident

In the case of a major incident (such as a fatality), nobody connected with the event is authorised to speak to the media without the express permission of the Meet Manager.

Following a major incident the Meet Manager will be involved in creating a media release and speak to media as directed by the Chief Executive of the Rotorua Lakes Council. This will only take place after they have all of the information about the incident and have had time to digest it and develop a well-balanced response on behalf of the event and its stakeholders.

15 TRAFFIC MANAGEMENT

The objective is to ensure that the event causes no disruptions to traffic and there are no vehicle accidents caused by the event.

50 Fifty Traffic Management Ltd will design and implement a traffic management plan for the event.
REFER TRAFFIC MANAGEMENT PLAN

16 OVERNIGHT SECURITY

The objective is to protect equipment from vandalism and theft at the venue overnight.

17 CONTINGENCY PLANNING

In the unlikely instance the event cannot take place on the scheduled days there is no replacement date and the event will be cancelled. The event has never been cancelled in its 43 year history. The nature of the event is that it can operate in most weather conditions because it is recognised as a

winter sport with known challenges of weather and terrain. If the event did need to be postponed from one day to the next the people who will form the team to make the decision to postpone include: Meet Manager, Jason Cameron; Safety Manager, Nick Reader; NZSSAA President, John Tylden and Agrodome and Ngati Whakaue Tribal Lands management. John Tylden as NZSSAA designated representative would have the ultimate say on the event proceeding.

An act of god occurrence may prevent the event from happening in the worst case scenario.

18 APPENDICES – TERMS

UTV	Utility Terrain Vehicle.
Competent person	Person able (through knowledge, training and / or experience) to perform an assigned task.
Harm and Serious Harm	Harm is illness, injury, or both, and includes physical and mental harm caused by work-related stress. Serious harm is death, or harm of a kind defined to be serious for the purposes of the HSW Act 2015.
Hazard and Significant Hazard	A hazard is anything that does or could cause harm, and includes a situation where a person’s behaviour may be an actual or potential cause or source of harm to themselves or to another person (for example, due to the effects of fatigue or drugs and alcohol). A significant hazard is one that does or could cause serious harm, or harm from prolonged exposure, or harm that does not usually occur or become apparent until later.
Incident	Event that caused or could have caused harm to any person. Note: An incident that did not cause harm is also called a ‘near miss’, ‘close call’, ‘near-accident’, or similar. The HSW Act uses the term ‘accident’ to define the duties of employers, self-employed persons and principals to record and report certain accidents and incidents.
Injury	Harm or damage to a person.
Must and Should	‘Must’ refers to requirements that are essential for compliance with the SMS. ‘Should’ refers to matters that are recommended.
Competitor	Person competing in the event. In this context, a person of secondary school age.
Supporter	A person supporting competitors in the event could be teachers, managers, parents, general public etc.
Policy	Intentions and direction of the operator as formally expressed by the top leadership.
Principal	A person who engages any person (other than as an employee) to do work for gain or reward.
Procedure	How the organisation implements the policy.
Risk Management	A process of identifying and managing risks in order to prevent an accident, incident or loss.
Safe	(a) In relation to a person, means not exposed to any hazards; and (b) In every other case, means free from hazards, - and “unsafe” and “safely” have corresponding meanings.
Staff	Any person contributing to the organisation or running of the event, including paid or unpaid, employee or contractor

19 APPENDICES – NZ SECONDARY SCHOOLS X-COUNTRY CHAMPS 2016 STAFF BRIEFING & INDUCTION FORM

The purpose of this form is to ensure that employees, contractors and volunteers (collectively referred to as ‘staff’) have received all the information and training that is required for them to undertake their job as safely as possible.

Being involved in an event can be hazardous. There are a multitude of risks associated with events including vehicles, operating machinery, moving equipment, erecting marquees etc. However with the right attitude, behaviour, training and equipment the risk of injuries and serious harm can be minimised. Health & safety is the responsibility of both the employer & staff/contractors/volunteers.

Key Instructions for staff/contractors/volunteers

1. Act with safety foremost in mind at all times.
2. Be familiar and comply with the PODIUM NZ SECONDARY SCHOOLS X-COUNTRY CHAMPS 2016 EVENT MANAGEMENT PLAN including relevant supporting documents, hazards and emergency procedures.
3. Be sure you know what is expected from you. Ask if unsure.
4. Take all practicable steps to ensure your own safety while at work.
5. Ensure that none of your actions or inaction’s cause harm to another person.
6. Do not undertake any task without the appropriate safety equipment.
7. Know and use appropriate procedures for any task undertaken.
8. Observe and enforce the Health & Safety at Work Act 2015 and regulations that apply to the place of work.
9. Report all accidents that occur in the work place as soon as practical to your immediate supervisor or to the Safety or Meet Manager.
10. Ensure that all the staff assigned to you (if any) are competent, have undergone sufficient training for and have the appropriate safety equipment for the tasks they are expected to undertake.
11. You have the authority to halt an activity if a hazard threatens the safety of any person associated with the activity.
12. Treat customers with respect.
13. Stick to the facts on the radio – no jokes, unnecessary talk or swearing, return them to the dispatch after use.
14. Be drug and alcohol free.

Staff member Declaration:

By signing this form, I agree with all of the above instructions, I am competent, I have been well briefed and I am ready to ready to work at the Podium NZ Secondary Schools X-Country Championships 2016:

Date	
Time	
Staff member Name	Signature:
Name of person who did	

the induction	Signature:
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