



# **Event Risk Management Plan**

**North Island Secondary Schools  
6-8 April 2018**

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# Section 1: Event Context

## Event introduction and overview

The North Island Secondary Schools Track and Field Championships are for any year 9 to 13 athletes who have met the qualifying standard in their chosen track and field event. Athletes represent their region with competitors grouped according to their age group (year9, under 14/Junior, under16/Intermediate, under 18/Senior).

The event runs over 3 days with track and field events seeded or heats and semis are used to find finalists and place getters.

Upon the completion of the event all place getters will have their certificates sent out to them.

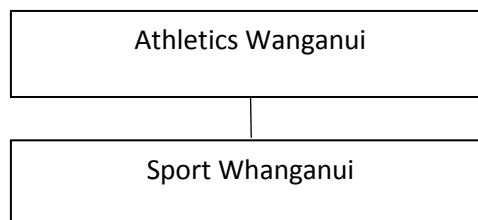
## Aims and objectives for the event

The aims of the event are:

- To provide a quality experience for all athletes, officials and volunteers and spectators.
- To provide a well presented venue and event infrastructure befitting the event.
- To ensure all safety objectives are met and the event is safe for all involved.
- To showcase the sport of athletics to the widest possible audience.
- To host regional and national athletics competitions locally.

These will be measured by participant data and post event surveys.

## Event governance and decision making



All people with a role on event day should be aware of the risk management procedures and report any incidents, accidents or concerns to their event day lead or facility manager.

## Roles and Responsibility Definitions

### Event Manager – Alec McNab

Is responsible for the overall management of the event. Creates and implements safety plans and briefs all key event staff and volunteers in their roles. The Events Manager should possess technical knowledge as to the safe delivery of the event and consult with identified experts to ensure this knowledge is as accurate and up to date as possible. The Events Manager must be ready and able to halt any activity should they consider safety to be compromised to a level that in their opinion harm could be caused to an event attendee, staff member, volunteer or participant.

### **Local Organising Committee**

The Local Organising Committee are the planners for the event and work closely with the Events Manager to organise and run the event. They will be consulted as part of the creation of the Event Risk Management Plan. The Committee must have full confidence that the plan is thorough and appropriate for the specific venue. They may provide specialist knowledge as to the venue/location and may have existing venue Risk Management plans of which elements can be borrowed for the event specific plan. The committee may choose to nominate specific members to form a Risk Management subcommittee to engage in this process on their behalf.

### **Competition and Officials Director**

Responsible for the technical management of the athletic events taking place – ensuring they are managed safely and according to regulated safety best practice. Officials should alert the Competition Director or Events manager should they feel safety's compromised. Technical officials should be appropriately qualified and should stay up to date with latest safety practice, including undergoing regular training and development. It is recognised that some senior Technical officials are experts in the delivery of athletics events and as such should be consulted on the creation and execution of risk management plans.

### **Facility Representatives**

Must ensure the venue is presented in a safe manner and is appropriate for the event and activities due to take place. Facility representatives may request any activity is halted should they consider safety is compromised to a level that in their opinion harm could be caused to an event attendee, staff member, volunteer or participant, particularly if the integrity of the facility is being compromised in a way that could lead to safety concerns.

### **Volunteers and Staff**

Are assigned specific tasks and should be aware of the appropriate Health and Safety requirements for that activity. They should be aware of the evacuation process and what to do in any sort of incident, accident or emergency. Volunteers should report any issues or concerns to the person who is assigned as their lead in the first instance or if unavailable the Events Manager. Athletics NZ staff members involved or attending the event should have an understanding of the Risk Management Plan and make sure that any person under their management is aware of the above procedures.

### **Event rules**

The Competition is to be run under IAAF Competition Rules 2016-1. A link to these regulations can be found here: <https://www.iaaf.org/about-iaaf/documents/rules-regulations>

In addition the Competition will be run under Athletics New Zealand Competition Regulations. A link to these regulations can be found here:

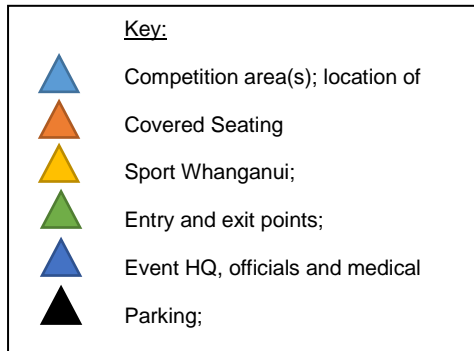
<http://www.athletics.org.nz/LinkClick.aspx?fileticket=upDo9eKs1UI%3d&portalid=24>

## Industry guidelines and compliance requirements

Industry guidelines and compliance requirements Industry guidelines and legislation concerning this event include:

- ISO31000:2009 – Risk Management, Principles and Guidelines
- Health and Safety at Work Act 2015

## Event site map for Cooks Classic



## Weather and climate information

Weather and climate information will be gathered from the NZ Meteorological Service website: [www.metservice.com](http://www.metservice.com). Average highest temperature for April is 18°C, average lowest temperature: 10°C, average monthly rainfall: 50mm.

## Allocation of officials and volunteers

A schedule of the technical officials; marshals and volunteers, including their name; contact number; role; location; report in time, and any other relevant information is yet to be completed and confirmed.

## Onsite medical, first aid, security and safety resources

On-site medical services will be provided by a trained first aider and an AED will be onsite during the event.

## Medical facilities and accessing emergency services

An ambulance will be on site for the duration of the event. The nearest hospital is Whanganui Hospital, Heads Road, Gonville – approximately 3km from the venue.

## **Initiating emergency response plans**

The following have designated authority (ideally in consultation with the other) to enact the emergency response plan, including but not limited to; cancelling or postponing the event, activating evacuation procedures, or activating one or more of the emergency response plans.

- NISS Event Manager
- NISS Competition Director

## **Schedule of key stakeholder, role designation and contact information**

Competition Director: Richard Drabczyski – ph. 021767230 Radio Channel 3

Events Manager: Alec McNab – ph. 021421145 Radio Channel 3

First Aid Coordinator: Radio Channel 3

## **Event communication overview**

Internal communication on event day between officials will be undertaken by Wireless Radio communication. Backup communication will be undertaken by Mobile Phone and or runners with written communications.

Communication with participants and spectators at the competition will be made via PA system announcements and or face to face communication.

Communication with entrants and officials prior to the day of competition, including notification of emergency response procedures and/or race postponement or cancellation will be made via email, phone and social media including Athletics Whanganui Facebook page.

## Section 2: Event Risk Assessment

| Cooks Classic - Risk Register                      |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| <b>Last updated:</b> 8 <sup>th</sup> February 2018 |  |  |  |  |  |  |  |  |  |  |
| <b>Review due:</b> 10 <sup>th</sup> April 2018     |  |  |  |  |  |  |  |  |  |  |
| <b>Review lead:</b> Alec Mc Nab                    |  |  |  |  |  |  |  |  |  |  |

| RISK ID | HAZARD   | RISK DESCRIPTION<br>(What could go wrong?)  | PROBABILIITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS   | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER           | REVIEW TERM               |
|---------|--|---|---------------------|---------------|------------------|--|----------------|--|----------------------|---------------------------|
| 1       | <i>Power cables around desks in event admin area</i> | <i>Admin volunteer could trip on power cable and hit desk/floor causing head injury.</i>          | <i>Possible</i>     | <i>Medium</i> | <i>H9</i>        | <i>Daily admin area checks to ensure cables are not in walkway areas. Cable covers put over any cables that cross walkways.</i>  | <i>M6</i>      | <i>N/A</i>                             | <i>Event Manager</i> | <i>Daily during event</i> |
| 1       | Weather (sun, air, temperature, wind ,rain, snow)    | Injury or death to competitor, staff and/or marshals, through exhaustion, exposure or hypothermia | Possible            | Moderate      | H9               | <ul style="list-style-type: none"> <li>Advise spectators and competitors they take appropriate safety precautions. E.g. Use sunscreen, bring appropriate clothing, move to shade/shelter if effects of weather are felt</li> <li>Ensure suitably trained medical staff and equipment is readily available to respond. Have emergency extraction procedures.</li> </ul> | M4             | N/A                                    | Event Manager        | Event Day                 |



| RISK ID | HAZARD  | RISK DESCRIPTION<br>(What could go wrong?)                                       | PROBABILITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS  | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER    | REVIEW TERM |
|---------|---|--|--------------------|---------------|------------------|---|----------------|--|---------------|-------------|
|         |   |  |                    |               |                  | <ul style="list-style-type: none"> <li>Provide adequate hydration options for staff, volunteers, athletes and spectators</li> </ul>   |                |  |               |             |
| 2       | Underfoot Conditions:<br>Uneven surfaces,<br>loose ground covers,<br>dangerous steps/stairs | Injury to competitor/spectator through loss of footing /falling.                 | Possible           | Minor         | M6               | <ul style="list-style-type: none"> <li>Track surface is suitable for competition.</li> <li>Inspect spectator areas prior to gates opening and cover/rope off or cone any areas deemed potential trip hazards.</li> <li>Ensure suitably trained medical staff and equipment are readily available to respond. Have emergency extraction procedures.</li> </ul> | L4             | Covers, cones, ropes required          | Event Manager | Event Day   |
| 3       | Cables around competition venue area are potential tripping hazard                          | Admin volunteer / spectator/broadcaster could trip on power cable causing injury | Possible           | Moderate      | H9               | <ul style="list-style-type: none"> <li>Event staff check to ensure cables are not in walkway areas.</li> <li>Cable covers put over any cables that cross walkways.</li> </ul>   | M6             | N/A                                    | Event Manager | Event Day   |

| RISK ID | HAZARD  | RISK DESCRIPTION<br>(What could go wrong?)   | PROBABILITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS  | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER    | REVIEW TERM |
|---------|---|--|--------------------|---------------|------------------|---|----------------|--|---------------|-------------|
| 4       | Competitors/spectators struck by flying or falling implement                      | Injury to competitors/spectators hit by athletics instrument if not in assigned safe zones | Possible           | Moderate      | H9               | <ul style="list-style-type: none"> <li>Event Risk Management Plan to show assigned safe zones.</li> <li>Where necessary cones, fencing or tape to be used to clarify safe zones.</li> <li>Event staff/volunteers to adhere to these and make sure any spectators are within these during warm up and competition procedures.</li> </ul>   | L4             | N/A                                    | Event Manager | Event Day   |
| 5       | Competitors/spectators ingest impairment causing drugs or alcohol prior to event. | Injury to competitor and/or spectators/ media /public through drug or alcohol impairment.  | Rare               | Moderate      | L3               | <ul style="list-style-type: none"> <li>Competitors agree to compete under IAAF regulations – where competing under the influence of drugs or alcohol is not permitted</li> <li>Competitors are subject to Drug Free Sport NZ protocols and may be tested post-event.</li> <li>The Competition Director, Security Duty Manager or Events Manager may remove participants or spectators from the event at any stage if they are believed to be under the effect of drugs or alcohol.</li> </ul> | L3             | N/A                                    | Event Manager | Event Day   |

| RISK ID | HAZARD            | RISK DESCRIPTION<br>(What could go wrong?)                         | PROBABILITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS  | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER                          | REVIEW TERM |
|---------|-------------------|--|--------------------|---------------|------------------|---|----------------|--|-------------------------------------|-------------|
|         |                   |  |                    |               |                  | <ul style="list-style-type: none"> <li>Competitors agree to being subjected to testing by Drug Free Sport NZ.</li> </ul>  |                |  |                                     |             |
| 6       | Medical Emergency | Injury or death to competitor/spectator through medical emergency. | Possible           | High          | H12              | <ul style="list-style-type: none"> <li>Ensure participants are aware of the physical demands of the event through briefing and event descriptions.</li> <li>Ask competitors to disclose any existing medical conditions that may affect them in their competition.</li> <li>First response medical staff at venue to respond quickly to medical emergencies. Race Radio communication to First Aid coordinator.</li> <li>Defibrillator on site</li> <li>Emergency plan in place – patient can be transported to hospital via ambulance</li> </ul> | M6             | N/A                                    | Event Manager, Competition Director | Event Day   |

| RISK ID | HAZARD                         | RISK DESCRIPTION<br>(What could go wrong?)                                       | PROBABILITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS  | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER    | REVIEW TERM |
|---------|--------------------------------|--|--------------------|---------------|------------------|---|----------------|--|---------------|-------------|
| 7       | Vandalism/Outside interference | Injury to people and/or loss/damage to equipment through interference, vandalism | Unlikely           | minor         | L4               | <ul style="list-style-type: none"> <li>Course equipment set up on competition day and packed down on same day.</li> <li>All equipment monitored by marshals/event organisers throughout the day.</li> </ul>   | L4             | N/A                                    | Event Manager | Event Day   |
| 8       | Terrorism                      | Injury or death from terror event.   | Rare               | Extreme       | M5               | <ul style="list-style-type: none"> <li>If any threats or suspicious activity are identified Race Organisers shall call 111 and request police.</li> <li>An appropriate evacuation procedure may be enacted.</li> </ul>  | M5             | N/A                                    | Event Manager | Event Day   |
| 9       | Acts of God                    | Injury or death from earthquake, storm, fire                                     | Rare               | Minor         | M4               | <ul style="list-style-type: none"> <li>Events Manager/Competition Director to halt competition should adverse conditions/acts of god put participants/spectators/officials/volunteers at risk. Emergency procedures in place and Event Manager to provide directions to event attendees. Earthquake: Drop/Cover/Hold</li> <li>Fire: Assembly point is centre of the track infield.</li> </ul> | M4             | N/A                                    | Event Manager | Event Day   |

| RISK ID | HAZARD | RISK DESCRIPTION<br>(What could go wrong?) | PROBABILITY RATING | IMPACT RATING | GROSS RISK LEVEL | CONTROLS  | NET RISK LEVEL | ADDITIONAL RECOMMENDED CONTROL ACTIONS | RISK OWNER | REVIEW TERM |
|---------|--------|--|--------------------|---------------|------------------|---|----------------|--|------------|-------------|
|         |        |  |                    |               |                  | <ul style="list-style-type: none"> <li>Storm: Shelter inside AUT Millennium buildings.</li> </ul> |                |  |            |             |

### Quick reference guide for completing the Event Risk Assessment

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

## Risk Matrix

| Risk Matrix |                |   | IMPACT        |          |          |          |          |
|-------------|----------------|---|---------------|----------|----------|----------|----------|
|             |                |   | Insignificant | Minor    | Medium   | High     | Extreme  |
|             |                |   | 1             | 2        | 3        | 4        | 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  |

| 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 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. Event Management 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>   |

## Competition Specific Risk Assessments – Track & Field Events

The details in this document have been sourced from the IAAF Competition Organisation Manual - A Practical Guide. Some details have been adapted to suit local conditions.

| Hazards  | Who/How affected   | Control Assessment   | Control measure responsibilities:   |
|--|--|--|---|
| <b>TRACK</b>   |  |  |   |
| <b>GENERAL</b>   |  |  |   |
| <b>Track</b>   | Athletes and officials - injury from   | 1) Inspect track regularly and insure it is level, free of holes and adequately maintained.<br>2) Check track regularly to remove debris.<br>3) Encourage athletes to wear appropriate footwear. | 1) Ground staff, Technical Manager, Officials<br>2) Ground staff, Technical Manager, Officials<br>3) Athletes, Coaches, Officials |
| <b>Officials and other Athletes</b>  | Athletes - injury from collision with other persons                                  | 1) Announce prior to the start of each event it is about to commence.  |   |
| <b>Weather</b>   | Athletes and officials – injury from slipping on a wet synthetic track               | 1) Inspect track regularly during meetings in wet weather.   | 1) Technical Manager, Officials   |
| <b>Lighting Conditions</b>   | Athletes - Injury from not being able to see other competitors, obstacles or dangers | 1) Ensure adequate flood lighting for meetings in hours of twilight or darkness.   | 1) Ground staff, Technical Manager, Officials   |
| <p><b>Additional points for track events</b></p> <p>Areas of kerbing that have been moved to facilitate High Jump or Javelin should be placed in a safe area. They should be replaced immediately after the event is completed.</p> <p>Cones or flags used to mark the edge of the track must be carefully positioned so as not to cause a tripping hazard for competitors.</p> <p>Should there be a need for drinks to be provided during an event, the station should be positioned so as not to constitute a hazard to the competitors.</p> |  |  |   |
| <b>TRACK - Additional to above for 100 metres, 200 metres, 400 metres</b>  |  |  |   |
| <b>Starting blocks</b>   | Athletes - injury from slipping/tripping due to worn/poorly                          | 1) Inspect blocks regularly and ensure they are adequately maintained.<br>2) Inspect blocks before use.  | 1) Technical Manager, Officials<br>2) Technical Manager, Officials  |



| Hazards | Who/How affected                                      | Control Assessment                     | Control measure responsibilities: |
|---------|---|--|-----------------------------------|
|         | maintained blocks, or incorrect positioning of blocks | 3) Ensure blocks are secured in track. | 3) Athletes, Officials            |

| Hazards  | Who/How affected  | Control Assessment  | Control measure responsibilities:   |
|--|---|---|---|
| <b>TRACK - Additional to above for 800 metres, 1500 metres, 3000 metres, 5000 meters, 10000 meters</b> |   |   |   |
| <b>Kerb</b>  | Athletes and officials – Injury from slipping/tripping due to incorrect positioning of removed kerb | 1) Place sections of kerbing moved to facilitate steeplechase, high jump, javelin in a safe area. They should be replaced after the event is completed.   | 1) Technical Manager, Officials   |
| <b>Start</b>   | Athletes - injury from collision  | 1) Ensure that the number of competitors does not exceed capacity of the facilities or the limits set by the relevant rules.<br>2) Line up athletes in an orderly fashion.<br>3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress.                          | 1) Officials<br>2) Officials<br>3) Officials  |
| <b>800m break line</b>   | Athletes - Injury from collision with other competitors   | 1) Ensure break line is clearly identified.<br>2) Remind athletes prior to the start of the relevant rule.  | 1) Technical Manager, Officials<br>2) Officials   |
| <b>TRACK - Additional to above for - 80/100/110 meter hurdles, 300/400 meter hurdles</b>               |   |   |   |
| <b>Start</b>   | Athletes - injury from collision encroaching into their lane  | 1) Ensure blocks are correctly positioned in each lane.   | 1) Athletes, Officials  |
| <b>Hurdles</b>   | Athletes - injury from collision with defective or improperly set up hurdles                        | 1) Inspect hurdles regularly and ensure they are adequately maintained.<br>2) Inspect the mechanisms for:<br>a) Fixing the hurdles at the right height,<br>b) Positioning the counter balance weight, immediately prior to use to ensure they are lubricated and in working order.<br>3) Set weight adjustable hurdles correctly. | 1) Ground staff<br>2) Ground staff, Technical Manager<br>3) Ground staff, Technical Manager<br>4) Officials |

|  |  |  |  |
|--|--|--|--|
|  |  | 4) Ensure hurdles are correctly placed in lanes. |  |
|--|--|--|--|

| Hazards   | Who/How affected   | Control Assessment   | Control measure responsibilities:   |
|---|--|--|---|
| <b>TRACK - Additional to above for - Steeplechase</b> |  |  |   |
| <b>Kerb/Cones</b>                                     | Athletes and officials - Injury from slipping/tripping on improperly placed kerbing or cones | <ol style="list-style-type: none"> <li>1) Ensure removable kerbs are in place, except for the approach to and exit from the water jump, with protruding edges and sections securely fixed down.</li> <li>2) Use cones in the vicinity of the water jump to provide track edge markings until water jump comes into use.</li> <li>3) Keep cones and removable kerbs safely away from athletes and officials when not in use</li> </ol>  | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager, Officials</li> <li>2) Ground staff, Technical Manager, Officials</li> <li>3) Ground staff, Technical Manager, Officials</li> </ol> |
| <b>Start</b>  | Athletes - injury from collision with other competitors                                      | <ol style="list-style-type: none"> <li>1) Ensure that the number of competitors does not exceed capacity of the facilities or the limits set by the relevant rules.</li> <li>2) Line up athletes in an orderly fashion.</li> <li>3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress.</li> <li>4) It is recommended that the first hurdle taken in the race should be at least 5m in width.</li> </ol> | <ol style="list-style-type: none"> <li>1) Officials</li> <li>2) Officials</li> <li>3) Officials</li> <li>4) Ground staff, Technical Manager</li> </ol>  |
| <b>Barriers (fixed and portable)</b>                  | Athletes - injury from collision with defective or improperly set up barriers                | <ol style="list-style-type: none"> <li>1) Inspect barriers regularly and ensure they are adequately maintained.</li> <li>2) Check uprights of barriers for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins) prior to use.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Ground staff, Technical Manager</li> </ol>   |

|  |  |  |  |
|--|--|--|--|
|  | Officials, ground staff- injury from incorrect handling/lifting barriers | <ul style="list-style-type: none"> <li>3) Check top rail of barriers for secure fixings and that the surface s are not damaged prior to use.</li> <li>4) Ensure barriers are correctly positioned.</li> <li>5) Ensure safe manual handling practice when placing and removing barriers.</li> </ul> | <ul style="list-style-type: none"> <li>3) Ground staff, Technical Manager</li> <li>4) Ground staff, Officials</li> <li>5) Ground staff, Officials</li> </ul> |
|--|--|--|--|

| <b>Hazards</b>    | <b>Who/How affected</b>  | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>   |
|-------------------|--|---|--|
| <b>Water Jump</b> | <p>Athletes - Injury, slipping/ tripping on defective barrier or landing on defective barrier or landing in unsafe water</p> <p>Athletes, Officials - Injury from stepping on exposed taps or infection from contact with contaminated water</p> <p>Athletes, Officials - Injury from stepping on exposed taps or infection from contact with contaminated water</p> | <ul style="list-style-type: none"> <li>1) Inspect barrier and landing area regularly and ensure it is adequately maintained.</li> <li>2) Check uprights for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins) prior to use.</li> <li>3) Check top rail of barrier for secure fixings and that the surfaces are not damaged prior to use.</li> <li>4) Inspect water jump for any damage obstruction etc. and repair.</li> <li>5) Ensure water jump is full, i.e. water is level with the track surface and free from debris (kept water jump empty accept when in use.</li> <li>6) Ensure water supply tap is concealed and covered.</li> </ul> | <ul style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Technical Manager, Officials, Ground staff</li> <li>3) Technical Manager, Officials, Ground staff</li> <li>4) Technical Manager, Officials, Ground staff</li> <li>5) Technical Manager, Officials</li> <li>6) Ground staff</li> </ul> |

| Hazards                              | Who/How affected   | Control Assessment   | Control measure responsibilities:   |
|--------------------------------------|--|--|---|
| <b>FIELD</b>                         |  |  |   |
| <b>HIGH JUMP</b>                     |  |  |   |
| <b>Run-up area (including track)</b> | Athletes - Injury, slipping/tripping due to defective surface, or track kerbing being in the runway line | <ol style="list-style-type: none"> <li>1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained.</li> <li>2) Clean for secure fixing (particularly check adjustable.</li> <li>3) Place sections of kerbing moved to facilitate high jump or other events in a safe area (replace immediately after the event is completed).</li> <li>4) Encourage athletes to wear appropriate foot ware.</li> </ol> | <ol style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Ground staff</li> <li>3) Technical Manager, Officials, Ground staff</li> <li>4) Athletes, Coaches, Officials</li> </ol>  |
| <b>Uprights</b>                      | Athletes and officials – Injury from being struck by falling uprights                                    | <ol style="list-style-type: none"> <li>1) Inspect uprights regularly and ensure they are regularly maintained.</li> <li>2) Ensure clamping screws are lubricated and easily adjusted prior to use.</li> <li>3) Ensure bases are stable and joined onto the upright prior to use.</li> <li>4) Ensure cross bar supports face each other.</li> <li>5) Ensure uprights are properly positioned during warm up and competition.</li> </ol>       | <ol style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Ground staff, Technical Manager, Officials</li> <li>3) Ground staff, Technical Manager, Officials</li> <li>4) Ground staff, Technical Manager, Officials</li> <li>5) Technical Manager, Officials</li> </ol> |
| <b>Crossbar</b>                      | Athletes - Injury from splinters and sharp edges   | <ol style="list-style-type: none"> <li>1) Ensure that only crossbars that conform to the relevant rules and specifications are used.</li> <li>2) Inspect cross bars regularly and ensure they are adequately maintained.</li> <li>3) Ensure cross bars are undamaged and free of splinters prior and during competition.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager</li> <li>2) Ground staff, Technical Manager</li> <li>3) Ground staff, Technical Manager, Officials</li> </ol>   |

| <b>Hazards</b>             | <b>Who/How affected</b>   | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>  |
|----------------------------|---|---|---|
| <b>Surrounds</b>           | Athletes - Injury from falling onto a hard surface or objects   | 1) Ensure no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mat.  | 1) Ground staff, Officials  |
| <b>Landing mats</b>        | Athletes - Injury from defective, poorly maintained or incorrectly set up landing mats                  | 1) Ensure landing mat units are correct size and otherwise conform to relevant rules and specifications.<br>2) Inspect landing mats regularly and ensure they are adequately maintained (with particular attention to impact foam, tears and holes).<br>3) Ensure landing mats are securely fastened together and covered with a topper mat prior to competition.<br>4) Ensure that where landing mats are placed on timber pallets or other material that objects are protected. | 1) Technical Manager  |
| <b>Weather</b>             | Athletes and officials - injury from slipping on wet run up area<br><br>Athletes - Injury from coldness | 1) Ensure run up area surface is cleaned regularly to allow drainage.<br>2) Sweep run up area during completion to remove any excess water grit or debris.<br>3) Ensure landing mat is covered with a waterproof cover to prevent rain ingress.   | 1) Ground staff, Technical Manager<br><br>2) Officials<br><br>3) Ground staff, Technical Manager, Officials |
| <b>Light Conditions</b>    | Athletes - Injury from not being able to see event area layout, objects, or other dangers               | 1) Ensure adequate lighting for meeting in hours of twilight or darkness.   | 1) Ground staff, Technical Manager, Officials   |
| <b>Warm-up/Competition</b> | Athletes - Injury from collision with other competitors   | 1) Supervise all warm-up competition jumps.<br>2) Ensure each athlete jumps in turn and does not encroach on the approach of other competitors whilst waiting his or her turn.  | 1) Officials<br>2) Officials<br><br>3) Officials  |

| Hazards | Who/How affected | Control Assessment  | Control measure responsibilities: |
|---------|------------------|---|-----------------------------------|
|         |                  | 3) Ensure athletes whose approach runs conflict with other events are made aware of potential collisions. |                                   |

| Hazards                                 | Who/How affected  | Control Assessment  | Control measure responsibilities:  |
|---|---|---|--|
| <b>JUMPS - Long Jump/Triple Jump</b>    |   |   |  |
| <b>Runway</b>                           | Athletes and Officials - Injury from slipping/tripping due to defective surface, or objects on the runway   | <ol style="list-style-type: none"> <li>1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained.</li> <li>2) Clean runway surface regularly to allow drainage.</li> <li>3) Ensure no obstructions check marks are placed on runway.</li> <li>4) Ensure that measuring tapes do not encroach onto runway.</li> <li>5) Encourage athletes to wear appropriate foot ware.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager</li> <li>2) Ground staff, Technical Manager, Officials, Athletes</li> <li>3) Athletes, Coaches, Officials</li> <li>4) Athletes, Coaches, Officials</li> <li>5) Athletes, Coaches, Officials</li> </ol> |
| <b>Take-off boards and blank boards</b> | <p>Athletes and Officials - Injury from slipping, tripping on inappropriate or defective take-off /blanking boards, slipping off top of plasticine blanking boards</p> <p>Officials - injury from lifting ill-fitting, insert boards and blanking boards or use incorrect lifting implements.</p> | <ol style="list-style-type: none"> <li>1) Insure that take-off board, plasticine insert board and plasticine blank boards conform to relevant rules and regulations (they should be made of wood of wood composite insert soft enough to absorb the impact of spikes.</li> <li>2) Ensure that insert boards are and blanking boards are capable of being adjusted so as to be stable and level with the runway.</li> <li>3) Ensure that plasticine insert boards and plasticine insert blanking boards fit adequately without being too difficult to remove.</li> </ol> | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager</li> <li>2) Ground staff, Technical Manager</li> <li>3) Ground staff, Technical Manager</li> <li>4) Ground staff, Technical Manager</li> </ol>   |

| <b>Hazards</b>      | <b>Who/How affected</b>   | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>  |
|---------------------|---|---|---|
|                     |   | 4) Ensure the board lifting implements are available and suitable for the purpose of lifting the boards.<br>5) Clean off insert board recess.<br>6) Clean and grease adjustable bolts within recess and blanking boards.  | 5) Ground staff, Technical Manager<br>6) Ground staff, Technical Manager  |
| <b>Hazards</b>      | <b>Who/How affected</b>   | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>  |
| <b>Surrounds</b>    | Athletes - Injury from falling on to hard surface or objects  | 1) Ensure that any hard surface within 2m of the sides or a hard surface or objects rear of the landing mat is covered with an impact absorbing material.<br>2) Be aware of any raised surface around landing area.   | 1) Ground staff, Technical Manager, Officials<br>2) Ground staff, Technical Manager, Officials, Athletes  |
| <b>Landing Area</b> | Athletes - Injury from landing on compacted sand, extraneous objects or concrete edging of landing area | 1) Ensure that only sand that will not cause injury to an athlete will be used.<br>2) Ensure that sand is dug over prior to the competition.<br>3) Check that landing area is free of dangerous extraneous material.<br>4) Ensure that the edges of the landing areas are covered with impact absorbing material (grass).<br>5) Ensure that there are no fixed barriers that there are no fixed barriers that could impede athletes exiting the landing area.<br>6) Ensure that the landing area is covered when not in use.<br>7) Rakes, shovels, brooms, etc. used for levelling and cleaning should be kept away from landing area and prongs of rakes should face the ground. | 1) Ground, Staff, Technical Manager, Officials<br>2) Ground, Staff, Technical Manager, Officials<br>3) Ground, Staff, Technical Manager, Officials<br>4) Ground, Staff, Technical Manager, Officials<br>5) Ground, Staff, Technical Manager, Officials<br>6) Ground, Staff, Technical Manager |

| Hazards | Who/How affected | Control Assessment | Control measure responsibilities:              |
|---------|------------------|--------------------|--|
|         |                  |                    | 7) Ground, Staff, Technical Manager, Officials |

| Hazards                                  | Who/How affected  | Control Assessment  | Control measure responsibilities:  |
|--|---|---|--|
| <b>THROWS - Discus, Hammer, Shot Put</b> |   |   |  |
| <b>Circle</b>                            | Athletes - Injury from slipping due to defective surface or materials in the circle; stepping on defective metal rim of circle  | <ol style="list-style-type: none"> <li>1) Inspect circle regularly to ensure it is level, free of holes or damaged areas, the metal rim has no protrusion or shards of metal and that it is adequately maintained.</li> <li>2) Ensure that the circle is free of dirt, grit and standing water during competition (sweep if necessary).</li> </ol>  | <ol style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Officials</li> </ol>  |
| <b>Cage - Discus, Hammer</b>             | <p>Athletes, Officials, Spectators<br/>Discus, Hammer escaping due to poorly maintained or improperly set up cage</p> <p>Athletes, Officials, Spectators<br/>Discus, Hammer escaping due to poorly maintained or improperly set up cage</p> | <p>Discus/Hammer</p> <ol style="list-style-type: none"> <li>1) Ensure that cage is constructed and erected in accordance with relevant rules and specifications.</li> <li>2) Inspect cage regularly for damage to the net structure and ensure it is adequately maintained.</li> <li>3) Secure netting at ground level as appropriate.               <ol style="list-style-type: none"> <li>3a) Check that the gates can move freely and be secured in both open and closed positions.</li> </ol> </li> <li>4) Secure or ballast netting at ground level as appropriate.               <ol style="list-style-type: none"> <li>4a) Discus - Ensure netting hangs vertically from gallows arms and is not tied to the uprights, particularly at the mouth.</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>1) Ground staff</li> <li>2) Ground staff</li> <li>3) Ground staff, Technical Manager</li> <li>4) Ground staff, Technical Manager</li> <li>5) Ground staff, Technical Manager</li> </ol> |



| <b>Hazards</b>            | <b>Who/How affected</b>  | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>                                      |
|---------------------------|--|---|---|
|                           |  | 5) Check that netting tension when erected has sufficient retardation and minimal bounce.<br>6) Ensure all officials and athletes maintain a safe distance.<br>7) Ensure that gates are correctly positioned for left or right hand throwers. (Hammer)<br>7a) Ensure that gates, where fitted, are correctly positioned for each throw (locked in the open position) (Discus) | 6) Ground staff, Technical Manager<br><br>7) Officials                        |
| <b>Implements, Discus</b> | Athletes, Officials – Injury from handling a defective discus                        | 1) Check discus before the event and each throw to ensure they conform to the relevant rules, are not damaged in such a way as to cause injury and are adequately maintained.<br>2) Ensure holes in sector are filled level with the ground to avoid damaged discus.  | 1) Ground staff<br><br>2) Officials   |
| <b>Implements, Hammer</b> | Athletics, Officials, Public – Injury from being struck due to failure of the hammer | 1) Check hammers before the event to rules and that they are serviceable particularly the handle, the wire and the swivel assembly.   | 1) Ground staff, Technical Manager  |
| <b>Gloves</b>             | Athletes - Injury to hands due to inadequate protection                              | 1) Ensure gloves, if worn, give adequate protection; alternatively if optional protection is used.  | 1) Athletes, Coaches, Officials   |
| <b>Weather</b>            | Athletes and officials - injury from slipping on wet surface                         | 1) Ensure circle surface and drains are cleaned regularly to allow drainage.<br>2) Sweep circle during competition to remove any excess water grit or debris.<br>3) Provide coir mats for wiping shoes in wet weather.  | 1) Ground staff<br><br>2) Officials<br><br>3) Ground staff, Technical Manager |

| <b>Hazards</b>   | <b>Who/How affected</b>  | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>  |
|--|--|---|---|
| <b>Light Conditions</b>  | Athletes, Officials - Injury from not being able to see event area layout objects or other dangers | 1) Ensure adequate lighting for meeting in hours of twilight or darkness.   | 1) Ground staff, Technical Manager, Officials   |
| <b>Warm-up/Competition</b>   | Athletes, Officials- Injury from being hit by Discus, Hammer or Shot                               | 1) Ensure the central throwing area is coned and access is controlled during warm-up and competition.<br>2) Supervise all warm-up and completion throws.<br>3) Ensure each athlete throws in turn and from the circle only. | 1) Ground staff, Technical Manager, Officials<br>2) Officials<br>3) Officials, Athletes |
| <b>Hazards</b>   | <b>Who/How affected</b>  | <b>Control Assessment</b>   | <b>Control measure responsibilities:</b>  |
| <b>Additional points for Discus Throw</b>  |  |   |   |
| <ol style="list-style-type: none"> <li>1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.</li> <li>2) Practice throws are not allowed outside the circle.</li> <li>3) Only officials are allowed forward of the circle.</li> <li>4) Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.</li> <li>5) The discus should be returned by hand only.</li> <li>6) Check cage netting regularly.</li> </ol> |  |   |   |
| <b>Additional points for Hammer</b>  |  |   |   |
| <ol style="list-style-type: none"> <li>1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.</li> <li>2) Practice throws are not allowed outside the circle.</li> <li>3) Only officials are allowed forward of the circle.</li> <li>4) Officials forward of circle should stand outside the sector lines and face the circle or thrower.</li> <li>5) Hammers must be returned by carrying only.</li> </ol>  |  |   |   |
| <b>Additional points for Shot put</b>  |  |   |   |
| <ol style="list-style-type: none"> <li>1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.</li> <li>2) Practice throws are not allowed outside the circle.</li> <li>3) Only officials are allowed forward of the circle or throwing board.</li> <li>4) Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.</li> <li>5) The shot must be returned by carrying the use of a shot shut.</li> </ol>       |  |   |   |

| <b>THROWS – Javelin</b>   |  |  |  |
|---|--|--|--|
| <b>Runway</b>   | Athletes and Officials - Injury from slipping/tripping due to defective surface or objects on the runway | <ol style="list-style-type: none"> <li>1) Inspect runway area regularly and ensure it is level, free of holes and adequately maintained.</li> <li>2) Clean runway surface regularly to allow drainage.</li> <li>3) Ensure no obstructions check marks are placed on runway.</li> <li>4) Ensure that measuring tapes do not encroach onto runway.</li> <li>5) Encourage athletes to wear appropriate footwear.</li> </ol> | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager</li> <li>2) Ground staff, Technical Manager</li> <li>3) Ground staff, Technical Manager</li> <li>4) Athletes, Officials</li> <li>5) Athletes, Officials</li> </ol> |
| <b>Implements</b>   | Athletics, Officials – Injury from handling or being struck by a defective javelin                       | <ol style="list-style-type: none"> <li>1) Check javelins before the event to ensure they conform to the rules and they are serviceable particularly the grip and point.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager, Officials, Athletes</li> </ol>  |
| <b>Weather</b>  | Athletes and officials - injury from slipping on wet surface   | <ol style="list-style-type: none"> <li>1) Ensure runway surface and drains are cleaned regularly to allow drainage.</li> <li>2) Sweep runway during completion to remove any excess water grit or debris.</li> </ol>   | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager, Officials</li> <li>2) Officials</li> </ol>  |
| <b>Light Conditions</b>   | Athletes, Officials - Injury from not being able to see event area layout, objects or other dangers      | <ol style="list-style-type: none"> <li>1) Ensure adequate lighting for meeting in hours of twilight or darkness.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager, Officials</li> </ol>  |
| <b>Warm-up/Competition</b>  | Athletes Officials- Injury from being hit by Javelin   | <ol style="list-style-type: none"> <li>1) Ensure the central throwing area is coned and access is controlled during warm-up and competition.</li> <li>2) Supervise all warm-up and completion throws.</li> <li>3) Ensure each athlete throws in turn and from the runway only.</li> </ol>  | <ol style="list-style-type: none"> <li>1) Ground staff, Technical Manager, Officials</li> <li>2) Officials</li> <li>3) Officials, Athletes</li> </ol>  |
| <b>Additional points for Javelin</b>  |  |  |  |
| <ol style="list-style-type: none"> <li>1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.</li> <li>2) Practice throws are to be supervised and singled to throw.</li> <li>3) Only officials are allowed forward of the runway.</li> </ol> |  |  |  |

- 4) Officials forward of runway should stand outside the sector lines and face the thrower.
- 5) The javelin must be returned by carrying vertical and not thrown.
- 6) Track kerbing removed whilst the event is in progress should be placed in a safe area and replaced at the completion of the competition.

## Section 3: Emergency Response Plan

### General Emergency Response Plan – NISS

| <b>MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY</b> |   |
|--|---|
| <b>Initial action</b>                            |   |
| <b>Ascertain details:</b>                        | <ul style="list-style-type: none"> <li>Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).</li> </ul>   |
| <b>Complete Incident Log:</b>                    | <ul style="list-style-type: none"> <li>Record time; date; informant details; arrival of additional support; any treatment provided; patient information.</li> </ul>   |
| <b>Notify:</b>                                   | <ul style="list-style-type: none"> <li>Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.</li> </ul>   |
| <b>Consider:</b>                                 | <ul style="list-style-type: none"> <li>Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?</li> </ul>   |
| <b>At scene</b>                                  |   |
| <b>Actions:</b>                                  | <ul style="list-style-type: none"> <li>DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</li> <li>Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).</li> </ul>   |
| <b>At completion</b>                             |   |
| <b>Debrief:</b>                                  | <ul style="list-style-type: none"> <li>In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded.</li> <li>The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul> |
| <b>Reporting:</b>                                | <ul style="list-style-type: none"> <li>Ensure an Event Incident Report Form is completed for any incident.</li> <li>Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul>  |

## Specific Emergency Response Plan A – NISS

| <b>FIRE</b>                   |   |
|-------------------------------|---|
| <b>Initial Action</b>         |   |
| <b>Ascertain details:</b>     | <ul style="list-style-type: none"> <li>• Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.</li> </ul>  |
| <b>Notify:</b>                | <ul style="list-style-type: none"> <li>• Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.</li> </ul>  |
| <b>Consider:</b>              | <ul style="list-style-type: none"> <li>• Is there a risk/hazard posed for people or property?</li> <li>• Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?</li> </ul>   |
| <b>Complete Incident Log:</b> | <ul style="list-style-type: none"> <li>• Record time; date; informant details; arrival of additional support; any treatment provided re patient information.</li> </ul>   |
| <b>At scene</b>               |   |
| <b>Actions:</b>               | <ul style="list-style-type: none"> <li>• All involved are reminded that self-preservation is a priority in any response.</li> <li>• People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.</li> <li>• Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</li> <li>• For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</li> <li>• Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</li> </ul>   |
| <b>At completion</b>          |   |
| <b>Debrief:</b>               | <ul style="list-style-type: none"> <li>• In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded.</li> <li>• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>• In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul> |
| <b>Reporting:</b>             | <ul style="list-style-type: none"> <li>• Ensure an Event Incident Report Form is completed for any incident.</li> <li>• Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul> |
|--|--|

## Section 4: Contingency Planning

### Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

### The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain
3. Earthquake
4. Fire
5. Bomb or Terror Threat

### History of potential threat events occurring at the event location

Athletics Wanganui will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or the entire event, rests with Athletics Wanganui.

### The chain of command and decision making

Athletics Wanganui will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the Athletics Wanganui.

### Athletics Wanganui

| Position             | Name               |
|----------------------|--------------------|
| Events Manager       | Alec McNab         |
| Competition Director | Richard Drabczyski |

The decision to enact this Contingency Plan is the responsibility of the Athletics Wanganui. The Event Management Team including all officials, volunteers and employees are responsible to Athletics Wanganui for implementing any contingency options associated with the event. The Event Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each Athletics Wanganui meeting:

- a) Risk Assessment of the current conditions; and
- b) Injury management statistics;
- c) Current weather predictions; and
- d) Other relevant event statistics (such as withdrawals, and complaints received etc).

## **Contingency options**

We have assessed that there are two feasible contingency options available. These are:

### **Option One – Cancellation of the event**

In consultation with the Competition Director the Event Manager will make the decision to cancel the event. This may occur up to seven days before the event or earlier if conditions necessitate. Cancellation may occur at any stage up to and including Event Day if deemed necessary. The protocol for informing all affected parties is:

- More than 48 hours before competition day – All entered athletes contacted by email. Notices posted on Athletics Wanganui website and Social Media Channels. Athletics Centres notified by phone and asked to pass information on to affected athletes in their region. All officials notified via email and phone.
- Prior to competition commencing but within 48 hours of competition day – All athletes notified by email. Notices posted on Athletics Wanganui website and Social Media Channels All officials notified via email and phone.
- During Competition – Meeting called with athletes and Officials to inform them of decision. Notification to spectators via PA Announcements and Athletics Wanganui social media channels.
- As soon as practicable: Cooks Gardens Trust and relevant event stakeholders contacted by phone and advised of cancellation.

### **Option Two– Suspend the event**

In consultation with the Competition Director the Event Manager will make the decision to suspend the event. This will occur whilst competition is ongoing. The protocol for putting this option into place will be:

- PA Announcement made that the event is suspended, simultaneously all officials are instructed via Race Radio. Athletes and spectators may be directed to gather in relevant marshalling points/



safe places – i.e. in case of fire – infield of main arena, in case of severe weather event- inside Cooks Gardens buildings.

- Event organisers will meet with key stakeholders such as medical support, key officials, athletes and Cooks Gardens to brief them on the current position and requirements for competition to be restarted. Latest weather data will be checked to make an estimate of possible return to Competition.
- Athletes, spectators and volunteers will be kept up to date via verbal announcements where possible.
- Notification of suspension will be made via Athletics Wanganui social media channels.
- The Events Manager, in consultation with the Competition Director will make a decision on re-starting competition. Should Competition be delayed by more than two hours, a decision shall be made on whether to Cancel or postpone the event; this may be made in consultation with athletes and other officials. Emergency Procedures: Reconnaissance/Assessment of conditions The Reconnaissance Group will consist of the Competition Director, Technical Manager and other appropriate persons, where possible, who will jointly assess the situation and report to Event Manager for a decision.

### **Timings and early warning**

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the conditions. Athletics Wanganui through its staff is responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

- Event participants
- All event officials
- All event volunteers
- Sponsors
- Broadcasters
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel
- Security
- Event spectators

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

### **Weather forecasting**

Weather forecasts will be used by Athletics Wanganui to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, Athletics Wanganui may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

## Section 5: Evacuation Plan

### Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly and decisively should the need to evacuate the event site be required.

### Initiation of evacuation

An evacuation will be signalled by announcement over the Public Address system. The following people are authorised to initiate an evacuation:

- Event Manager – Alec McNab
- Competition Coordinator – Richard Drabczyski

### Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility: •

- Richard Drabczyski, Competition Director – Evacuation of Officials
- Alec McNab, Event Manager – Evacuation of spectators, staff, suppliers and volunteers.  
Overall responsibility for safe evacuation. The non-example version of this document would also list out specific people that will be in attendance on the day assigned to areas. i.e. Facility Manager – Toilets and surrounding grass area, food trucks etc.

### Evacuation plans

Evacuation may be required immediately in situations such as severe weather, fires, hazardous materials incidents, and earthquake or bomb threats or in coordination with community emergency response efforts for cyclones or approaching storms. The type of emergency will determine the evacuation procedure. All announcements shall be made via the PA system as to the best course of action to take. If the PA system is not operational, event organisers will directly communicate with event attendees.

Depending on the emergency the race organisers may act under instruction from the Police, Fire Service or Civil Defence. Should representatives from these organisations arrive on site they may assume responsibility for communication and evacuation procedures.

*Sheltering:* Depending upon the type of incident, sheltering inside adjacent facilities or parts of these facilities) may be the most appropriate protective action. Should this be required, all will be notified via the PA system and directed to follow procedures and report to their designated shelter areas within the facility. In addition officials will be notified via Race Radio.

*Earthquake Response:* Employ the Drop, Cover, Hold method. Try to find shelter away from buildings, trees and other things that could fall. After shaking has stopped head towards the start/finish area and await instructions over the PA system.

*De-Activation:* When emergency conditions have dissipated or stabilized, and normal operations have resumed, a formal announcement will be disseminated via the audio/video system.