

Risk Assessment and Management Plan

North Island Secondary Schools Athletics Association Championships
 Massey Park and Bruce Pulman Park, Papakura and Mt Smart, Penrose,
 Saturday/Sunday 28/29 March 2026

Introduction

The North Island Secondary Schools Athletics Association Championships will be held on Saturday/Sunday 28/29 March at Massey Park and Bruce Pulman Park, Papakura and Mt Smart, Penrose. This event has been organised by the Counties Manukau Secondary Schools Athletics Organising Committee.

This plan has been developed to cover Saturday from 7.00am – 6.30pm and Sunday 8.00 am – 2.00pm.

This plan is applicable to all event spectators, participants, organisers, officials, volunteers and any contractors.

EVENT MANAGEMENT		
Meeting Directors	John Tylden Terry Jensen	Mob:0272645030 Mob:0274742366

North Island Secondary Schools Athletics General Risks

The Risks and management plans outlined below are for hazards that could result in serious illness, injury and/or death whilst undertaking the planned activities. Risks associated with normal daily life have not been included as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

What Could Go Wrong?	Why would this happen?	Our plan to prevent / manage it is...
Accident or injury whilst on site	Officials and volunteers are in a new environment / not aware of hazards Not following instructions	<input type="checkbox"/> Ensure officials and volunteers are briefed fully on ensuring they follow instructions given to them by the Event organisers and Managers Meeting <input type="checkbox"/> Remind people to stay vigilant to their environment and strict adherence to safety rules
	Slip, Trip or Fall	<input type="checkbox"/> Officials and volunteers should walk cautiously when carrying equipment <input type="checkbox"/> Officials and volunteers should use footpaths and walkways where provided <input type="checkbox"/> Officials and volunteers should follow their own H&S practices and policies when bringing hazards onto site <input type="checkbox"/> When using the stairs, officials and volunteers should always use the handrail provided.
	Crossing the road / Driving onsite	<input type="checkbox"/> Stay vigilant of cars. <input type="checkbox"/> Parking should be in designated areas only. <input type="checkbox"/> Officials and volunteers should drive slowly and cautiously.
What Could Go Wrong?	Why would this happen?	Our plan to prevent / manage it is...
	Failure to carry / lift in a safe way	<p>No person should be required to lift more than they are capable of lifting on the Day. Always ensure the pathway is clear prior to moving anything.</p> <p><i>For loads that can be carried by the individual:</i></p>

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<p>Accident or injury or stress while travelling between competition venues</p>	<p>Strong wind hazards</p> <p>Hurrying to check in for events at the different venues that may be clashing</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load. <input type="checkbox"/> Always try to lift when standing or at least half squatting rather than kneeling <input type="checkbox"/> Using your legs, keep your back as straight as possible whilst lifting and carrying. <input type="checkbox"/> Always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going. <input type="checkbox"/> Do not twist your body to change direction, use your feet. <p>Team Lifts (Preferred Method):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure one person is in charge during a team lift. <input type="checkbox"/> Where possible, ensure members of a team lift are of similar height. <input type="checkbox"/> Position people for the lift having regard to the size, shape and balance of the load. <input type="checkbox"/> Ensure all tents are tied down securely and pack them away if necessary. <input type="checkbox"/> Weight, tie down or remove any equipment in the competition arena eg high jump covers, indicator boards, tents for shelter at event sites and chairs for officials and athletes. <ul style="list-style-type: none"> <input type="checkbox"/> Team managers to make organisers aware of those athletes with a potential clash of events through TIC (Technical Information Centre) so that decisions can be made as to whether it is possible to compete in both events. <input type="checkbox"/> Check in officials at both venues to be aware of those affected who may be delayed with compromises made to accommodate their late arrival if practicable. Communication by mobile phone between the different venues to key decision-making officials to achieve the best outcome. <input type="checkbox"/> LOC will provide maps of the best and safest routes to follow to other venues highlighting any pressure points or areas of high risk
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Event Specific Risks

Safety is our primary concern. With that in mind, the North Island Secondary Schools Athletics Association reserves the right to cancel any event / activity that, in the opinion of the event organisers, it deems a danger or jeopardises safety in any way.

Track Athletes and officials - injury from

- 1) Inspect track regularly and ensure it is level, free of holes and adequately maintained.
- 2) Check track regularly to remove debris.
- 3) Encourage athletes to wear appropriate footwear.

Control measure responsibilities:

1,2,3-Track referee and staff and helpers

Officials and other Athletes

Athletes - injury from collision

- 1) Announce prior to the start of each event with other persons. it is about to commence.

Weather Athletes and officials - injury

- 1) Inspect track regularly during meetings in wet weather from slipping on a wet synthetic track.

Control measure responsibilities:

1-Track and field referees and any Athletics trained officials.

Additional points for track events

- 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.
- 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.

Track - Additional to above for 100 metres, 200 metres, 400 metres, short and long hurdles

Starting blocks Athletes - injury from slipping due to worn/poorly adequately maintained blocks or incorrect positioning of blocks

- 1) Inspect blocks regularly and ensure they are adequately maintained,
- 2) Inspect blocks before use.
- 3) Ensure blocks are secured in track.

Control measure responsibilities:

1, Athletics track gear person

2, Officials and volunteers.

3. Athletes

Track - Additional to above for 800 metres, 1500 metres, 3000 metres, 2000 metres steeplechase, track walks

Kerb 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.

Control measure responsibilities:

1-Technical Manager, Officials.

Start 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.
- 2) Line up athletes in an orderly fashion.
- 3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress.

Control measure responsibilities:

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1 Officials responsible as starters assistants

800m break line Athletes - Injury from collision

- 1) Ensure break line is clearly identified with other competitors.
- 2) Remind athletes prior to the start of the relevant rule.

Control measure responsibilities:

1,2-Starters assistants, Track umpire responsible for break line management

Track - Additional to above for - 80/100/110/ metres Hurdles, 300/400 meters hurdles

Start Athletes - injury from collision encroaching in their lane

- 1) Ensure blocks are correctly positioned in each lane

Control measure responsibilities:

1-Athletes, Officials and volunteers.

Hurdles Athletes - injury from collision with defective or improperly set up hurdles

- 1) Inspect hurdles regularly and ensure they are adequately maintained.
- 2) Inspect the mechanisms for
 - a) Fixing the hurdles at the right height,
 - b) Positioning the counter balance weight, immediately prior to use
- 3) Set weight adjustable hurdles correctly.
- 4) Ensure hurdles are correctly placed in lanes.

Control measure responsibilities:

- 1- Athletics gear steward
- 2 Officials and volunteers

Field

Hazards Who/How affected Control Assessment

High jump, Pole Vault

Run-up area (including track)

Athletes - Injury, slipping/ tripping due to defective surface, or track kerbing being in the runway line

- 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained
- 2) Place sections of kerbing moved to facilitate high jump or other events in a safe area (replace immediately after the event is completed).
- 3) Encourage athletes to wear appropriate footwear.

Box Athletes - injury (and pole damage) due to defective box, box not flush with runway or incorrect back plate angle

- 1) Ensure that box conforms to relevant rules and specifications
- 2) Inspect box regularly and ensure adequately maintained

Control measure responsibilities:

- 1, Ground staff and field referee
- 2 Technical Manager, Officials and volunteers

Uprights Athletes and officials - Injury from being struck by falling uprights.

- 1) Inspect uprights regularly and ensure they are regularly maintained
- 2) Ensure bases are stable and joined onto the upright prior to use.
- 3) Ensure cross bar supports face each other.
- 4) Ensure uprights are properly positioned during warm up and competition.

Control measure responsibilities:

- 1 Gear steward
- 2 Officials and volunteers

Crossbar Athletes - Injury from splinters and sharp edges

- 1) Ensure that only crossbars that conform to the relevant rules and specifications are used.
- 2) Inspect cross bars regularly and ensure they are adequately maintained.

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3) Ensure cross bars are undamaged and free of splinters prior and during competition.

Control measure responsibilities:

- 1 Gear steward
- 2 Officials and volunteers

Surrounds 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.

Control measure responsibilities:

- 1 Officials and volunteers

Landing mats 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.
- 2) Inspect landing mats regularly and ensure they are (with particular attention to impact foam, tears and holes).
- 3) Ensure landing mats are securely fastened together and covered with a topper mat prior to competition.
- 4) Ensure that where landing mats are placed on timber pallets or other material that objects are protected.

Control measure responsibilities:

- 1 Field referee
- 2 Gear steward
- 3 Officials and volunteers

Poles Athletes, officials - injury from pole breaking or falling onto officials

- 1) Inspect poles regularly to check for damage
- 2) Prevent poles from dropping onto hard surfaces
- 3) If possible, poles should be caught after each vault, and be aware of falling poles

Control measure responsibilities

Athletes, Coaches and Officials

Weather Athletes and officials - injury from inclement weather

- 1) Ensure run up area surface is cleaned regularly to avoid slipping on wet run up area and allow drainage.
- 2) Sweep run up area during completion to remove any excess water grit or debris
- 3) Ensure landing mat is covered with a waterproof cover to prevent rain ingress.

Control measure responsibilities:

Field referee, Officials and volunteers.

Warm-up/Competition Athletes - Injury from collision with other competitors

- 1) Supervise all warm-up competition jumps
- 2) Ensure each athlete jumps in turn and does not encroach on the approach of other competitors whilst waiting his/her turns.
- 3) Ensure athletes whose approach runs conflict with other events are made aware of potential collisions.

Control measure responsibilities

- 1 Officials and volunteers

Additional points for high jump

- 1) A 'Traffic control official' must be present when there are track events taking place adjacent to the run up area if high jump athletes need to extend their run up onto the track
- 2) ensure any sections of kerbing removed during competition are placed in a safe place and are replaced at the completion of the competition
- 3) ensure any cones placed to mark the inner edge of the track where the kerb is removed do not pose a trip hazard to competitors.
- 4) Ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy

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Additional points for pole vault

- 1) If the run up area encroaches onto the track, officials need to be aware of what track events are taking place and control their pole vault athletes accordingly.
- 2) If the run up crosses another field event competition area, officials need to be aware of what the competitors at the other competition are doing and control their pole vault athletes accordingly
- 3) Officials need to be aware of the need to stop the competition if the weather conditions become dangerous.
- 4) Ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy

Horizontal Jumps

Long Jump/Triple Jump

Runway Athletes and Officials - Injury from slipping/tripping due to defective surface, or objects on the runway.

- 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained
- 2) Clean runway surface regularly to allow drainage.
- 3) Ensure no obstructions check marks are placed on runway.
- 4) Ensure that measuring tapes do not encroach onto runway.
- 5) Encourage athletes to wear appropriate footwear.

Control measure responsibilities

- 1 Ground staff,
- 2 Officials and volunteers

Take-off boards Athletes and Officials - Injury from slipping, tripping on inappropriate or defective take-off boards.

- 1) Ensure that take-off boards conform to relevant rules, regulations (they should be made of wood of wood composite insert soft enough to absorb the impact of spikes.

Officials - injury from lifting ill-fitting boards or using incorrect lifting implements.

- 2) Ensure that take off boards fit adequately without being too difficult to remove.
- 3) Ensure the board lifting implements are available and suitable for the purpose of lifting the boards.

Control measure responsibilities

- 1,2 Field referee, Ground staff

Landing Area Athletes - Injury from landing on to a compacted sand, extraneous objects or concrete edging of landing area.

- 1) Ensure that only sand that will not cause injury an athlete will be used.
- 2) Ensure that sand is dug over prior to the competition.
- 3) Check that landing area is free of dangerous extraneous material.
- 4) Ensure that there are no fixed barriers that could impede athletes exiting the landing area.
- 5) Ensure that the landing area is covered when not in use.
- 6) Rakes, shovels, brooms, etc. used for levelling and cleaning should be kept away from landing area and prongs of rakes should face the ground.

Control measure responsibilities:

- 1, Ground staff,
- 2 Officials and volunteers

Throws

Discus, Hammer Shot Put,

Circle Athletes - Injury from slipping due to defective surface or materials in the circle; stepping on defective metal rim of circle.

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1) Inspect circle regularly to ensure it is level, free of or holes or damaged areas, the metal rim has no; protrusion or shards of metal and that it is adequately maintained.

2) Ensure that the circle is free of dirt, grit and standing water during competition (sweep if necessary).

Control measure responsibilities:

1-Ground Staff

2 Officials and volunteers

Shot Put Athletes- injury from damaged or poorly fitted stop board

1) Inspect stop board regularly for damage

2) Ensure stability throughout competition

Control measure responsibilities

Technical Manager and officials

Landing area Officials- injury from uneven surface of landing area

1) Inspect landing area before competition

2) Ensure holes in the landing sector from implements landing during the competition are filled when they occur

Control measure responsibilities

Technical Manager and officials

Implements – Discus, Hammer

Cage- Discus, Hammer

Athletes, Officials, Spectators – Discus, Hammer escaping due to poorly maintained or improperly set up cage

1) Inspect cage regularly for damage to the net structure and ensure It is adequately maintained.

2) Ensure all officials and athletes maintain a safe distance

Control measure responsibilities:

1, Ground staff.

2, Staff and helpers.

Discus 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.

Control measure responsibilities:

1 Officials and volunteers.

Hammer Athletes, officials, Public- injury from being struck due to failure of hammer

1) Check hammers/weights before and during the event to ensure they conform to the rules and that they are serviceable particularly the handle, the wire, and swivel assembly.

Control measure responsibilities

Technical manager, officials and athletes

Gloves Athletes - injury to hands due to inadequate protection for hammer

1) Ensure gloves, if worn, give adequate protection

Control measure responsibilities

Athletes, coaches and officials

Light Conditions: Athletes, officials - injury from not being able to see event area layout, objects, or other dangers

1) ensure adequate lighting for meetings in hours of twilight / darkness

Control measure responsibilities

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Ground staff, Technical Manager and Officials

Weather: Athletes, officials - injury from slipping on wet surface or Injury from poor control of wet implements or effects of sun/heat/cold

- 1) Ensure circle surface and drains are cleaned regularly to allow drainage
- 2) Sweep circle during competition to remove any excess water, grit or debris
- 3) Provide mats for wiping shoes in wet weather
- 4) Provide towels to wipe implements
- 5) Provision of shelter, sunscreen, water

Control measure responsibilities

Ground staff, Officials, Technical Manager and Athletes

Warm-up/Competition Athletes/officials- injury from being hit by implement

- 1) Ensure the central throwing area is coned and access is controlled during warm-up and competition
- 2) Supervise all warm-up and competition throws
- 3) Ensure each athlete throws in correct order and from circle only.
- 4) Once competition has started implements not to be used for practice purposes

Control measure responsibilities

Ground staff, Technical Manager, Officials and Athletes.

Additional points for throws from a circle

- 1) All officials, volunteers, media personnel and athletes in and near the competition area must be aware of the need for concentration at all times
- 2) Practice throws are to be supervised by officials and in competition order
- 3) Practice throws are not allowed outside the circle
- 4) Only officials allowed forward of the circle
- 5) Officials forward of the circle should stand outside the sector lines and face the circle or thrower
- 6) Implements to be returned by carrying only.
- 7) "Danger Throwing in progress" signage and roping off of throwing areas to be in place at all times

Javelin Throw

Runway Athletes and Officials - Injury from slipping/tripping due to defective surface or objects on the runway.

- 1) Inspect runway area regularly and ensure it is level, free of holes and adequately maintained.
- 2) Clean runway surface regularly to allow drainage.
- 3) Ensure no obstructions check marks are placed on runway.
- 4) Ensure that measuring tape's do not encroach onto runway.
- 5) Encourage athletes to wear appropriate footwear.

Control measure responsibilities:

1 Ground staff

2.-Athletes, Officials and volunteers

Implements Athletics, Officials - Injury from handling or being struck by a defective javelin.

- 1) Check javelins before the event to ensure they conform to the rules and they are serviceable particularly the grip and point.

Control measure responsibilities:

1, Field referee, Officials and volunteers and athletes.

Weather Athletes and officials - injury from slipping on wet surface.

- 1) Ensure runway surface and drains are cleaned regularly to allow drainage.
- 2) Sweep runway during completion to remove any excess water grit or debris.

Control measure responsibilities:

1-Ground Staff

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2, Officials and volunteers

Warm-up/Competition Athletes, Officials- Injury from being hit by Javelin.

- 1) Ensure the central throwing area is roped off and access is controlled during warm-up and competition.
- 2) Supervise all warm-up and completion throws.
- 3) Ensure each athlete throws in turn and from the runway only.

Control measure responsibilities:

- 1-Field referee and staff.
- 2 Officials and volunteers and Athletes.

Additional points for Javelin

- 1) All officials and volunteers and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are to be supervised and signalled to throw.
- 3) Only officials and volunteers are allowed forward of the runway.
- 4) Officials and volunteers 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.

Note the above details have been sourced from the World Athletics Competition Organisation Manual - A Practical Guide. Some details have been adapted to suit local conditions.

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Appendix One – Briefing

PRE-EVENT BRIEFING OF ATHLETES, OFFICIALS / USERS OF STADIUM

1. Our sport is one where there is an element of potential danger from a variety of injuries. Our duty is to minimise the potential risks.
2. The **meeting manager** (or person responsible) must appoint the officials appropriate to the event.
3. Safety is the responsibility of all parties – athletes, officials and spectators.
4. All teams attending are required to bring their own first aid kits. There is also a basic first aid kit at each site.
5. Medical assistance may be required.
 - a. Accident & Injury report forms are available to place with the first aid kit.
 - b. First aid kit is available from the office at each venue. Recommend cold packs are available with the first aid kit.
 - c. Any supplies used from the first aid kit should be noted in the first aid log.
 - d. A **defibrillator** is located at –
Massey Park - the Massey Park Pools, next to Massey Park (092988526)
Bruce Pulman Throw Centre – Westpac Takanini lobby, Takanini Town centre 30 Walters Rd (use any bank cash card for entry 24/7)
Mt Smart – Mt Smart athletics track, athletics lounge.
 - e. The field referees / Office will have a phone with them should outside medical aid be required.
 - f. In an **emergency Dial 111**. If an ambulance is called the address of each venue is –
Massey Park – 2 Ron Keat Drive Papakura
Bruce Pulman Park, Throws Centre – 90 Walters Road, Takanini.
Mt Smart Stadium – Athletics Arena, 19 Beasley Ave, Penrose.
 - g. The nearest Accident and Emergency clinics [**A&E**] are -
 - i. Massey Park – Counties Medical Centre, 06/18 O’Shannessey St Papakura (09-2999384)
8am - 8pm 7 days.
 - ii. Bruce Pulman Park, Throws Centre – Same as Massey Park.
 - iii. Mt Smart Stadium – The Doctors Onehunga, 73 Church Street Onehunga (09-6345184)
8am – 8pm 7 Days.
6. Be aware of any safety hazards – regardless of whether the athletics event is within a stadium or ex stadia. This will include weather, light levels (especially for long throws), as well as other potential hazards.
7. If an official believes unsafe activity is happening it is their responsibility to take appropriate action. That may be to stop the competition or advise the chief judge / referee.
8. **The level of “prevention”, e.g. Barrier use, signage**, is in part dependent upon the event status and athlete age / responsibility i.e. younger athletes require greater supervision / protection.
9. **The competition area should be kept clear** of all personnel not involved in the running of the current events. This includes officials who have finished their duties.
10. **Athletes cannot cross the grassed infield**. They are to walk around the perimeter of the track to access their competition area.
11. Make sure that athletes do not wander off from an event – they should be supervised to, at least, the outside of the competition area.

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12. Chief judges must recognise that some officials may not be able to maintain a high level of concentration for long periods and so should appoint them to roles where that will not cause danger to any party.
13. **No implements are to be left unsupervised in the competition area.**
14. **All implements should be returned to the gear shed at the completion of an event.**
15. **No throws or jumps are to be undertaken by athletes without a minimum of 2 officials being in attendance.**
16. Any incidents / near misses are to be reported using the incident report