



Date:

Health and Safety Plan Road Events.

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1.0 Policy

The Board and sub committees of Athletics Auckland Incorporated (Track and Field, Cross Country **and Road** and Juniors) are committed to the establishment and maintenance of safe competition areas in which to carry out their events for the benefit of competitors, officials and volunteers within that environment. It is the responsibility of the Auckland Centre to implement this safety management plan.

2.0 Introduction

Athletic competitions are conducted under **IAAF** Competition Rules. Some athletic events are considered to have a high risk. For example, implements can be thrown in excess of 70 metres, and athletes can jump vertically to a height of up to six metres then fall, landing on regulation soft landing areas. Athletic events are generally carried out by athletes with some level of skill, though the degree of skill can vary considerably. Track and field athletic competitions take place in areas constructed for this purpose. Most situations are repeated regularly throughout the season. Athletic equipment (throwing implements, throwing safety cages, hurdles, high jump bars and pole vault poles and bars) must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

Events must be sufficiently staffed by Officials with suitably qualified Officials in charge of the event. It is key to the safety of all concerned that Officials:

- be fully briefed before the going to the event,
- assess the likelihood of danger / take appropriate action before the competition begins,
- remain alert and focussed throughout the competition.

Cross country and road races are carried out in a non-stadia environment where other factors come into play. But the principles for Stadia competition still apply, as do the Rules governing the sport.

3.0 Accident Record Form

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Accident & Injury Report

Particulars of Athletics Meet		Injury to Which Part of the Body:	
		Head	
		Neck	
		Trunk	
		Upper limb	
		Lower limbs	
		Multiple Locations	
		Systemic (Internal Organs)	
Location		Nature of Injury:	
		Superficial Injury	
		Bruising or crushing	
		Sprain or Strain	
		Fractures	
		Foreign Body	
		Dislocation	
		Open Wound	
Personal Data of Injured Person		Burns	
Name:		Head Injury	
Address:		Puncture Wound	
		Nerves or Spinal Cord	
		Multiple Injuries	
DOB:		Fatal	
Sex (Male/Female)		Other	
		Where and how did the accident happen:	
Occupation or Job Title of Injured Person			
Treatment of Injury			
Nil:			
First Aid:			
Doctor (Not Hospitalised):			
Hospitalised: Name			
Time & Date of Accident (AM/PM)			
Time:			
Date:			
Course of Accident:			
Fall, Trip or Slip			
Hitting Objects with part of the body			
Being hit by moving objects			
Heat radiation or energy			
Chemicals or other substances			
Other:			
Completed by: Name:		Has an investigation been carried out? Yes/No	
Signature:		Position:	
		Date:	

Accident & Emergency Details

ROAD Event Address: Moire Park, Granville Road , Massey

On the day of event there will be First Aid response team available through local event commissioned venue **Doctor** or **Registered Nurse** and availability of **St John's Ambulance** Staff

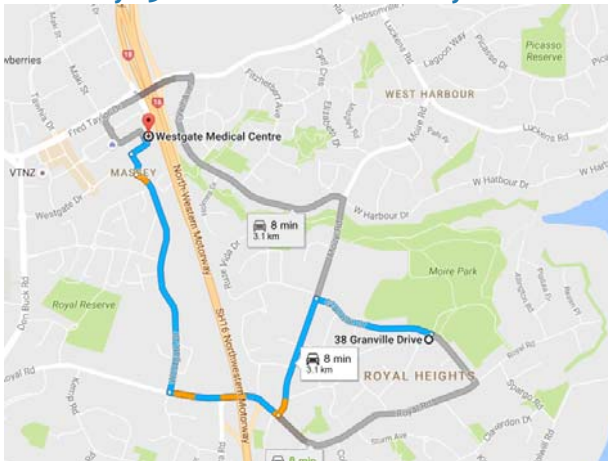
In Event of Major Accident or Emergency for NZSS ROAD Race

In Emergencies requiring Police, Ambulance or Fire - **DIAL 111**

Westgate Medical Centre – OPEN 7 Days - 8.00am to 8.00pm

<http://www.wgmc.co.nz/wp/>

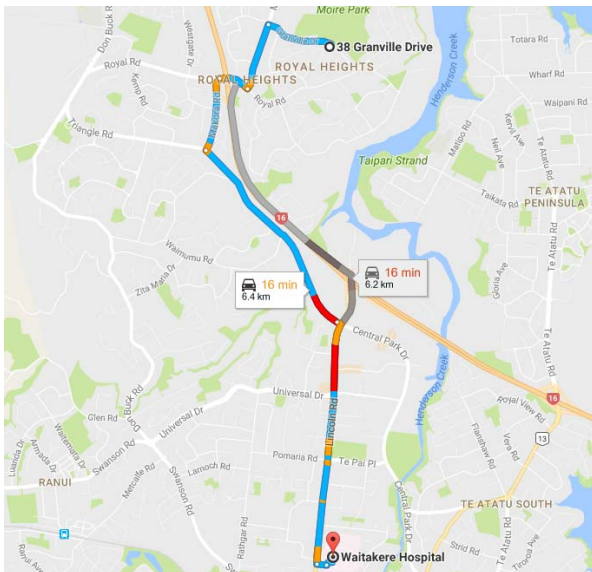
Proximity: 3.1km 8 min Drive via Royal Road



Waitakere Hospital Emergency Department Open 24 Hours ; 55-75 Lincoln Road, Waitakere

<http://www.waitematah.govt.nz/hospitals-clinics/waitakere-hospital/>

Proximity: 6.4km 16 min Drive via Royal Road and Triangle Road



Notes

4.0 Summary of Safety Management Plan

This safety plan endeavours to cover all situations that normally occur in an athletic meeting. However some situations may arise that are not covered by this safety plan. If officials, volunteers or competitors discover situations that are not adequately covered by this safety plan, they are to notify the meeting manager immediately.

This safety plan has been prepared to provide the requirements necessary to actively manage safety. A summary of these requirements is listed below.

- * To identify hazards.
- * To develop procedures, in conjunction with officials, volunteers and competitors, to eliminate, isolate or minimise each hazard.
- * To ensure these procedures are implemented.
- * To regularly monitor the competition area to ensure continuing implementation of these procedures and that these procedures are effective.
- * To ensure officials and participants within the competition area are aware of these hazards.
- * To ensure officials and volunteers have appropriate training.
- * To ensure emergency procedures are established and those involved are clearly notified.
- * To ensure accidents are reported, investigated and any recommendations acted upon.

Note: These procedures have been prepared in line with the requirements of the Health and Safety Act 1992 and the Health and Safety Employment Regulations 1995 and further amendments.

5.0 Meeting Manager or Race Director.

The term Meeting Manager or **Race Director** means the person who is responsible for the correct conduct of the competition and who has been appointed to this position. The Meeting Manager or Race Director shall delegate some of these responsibilities to the following.

- * Technical manager.
- * Referees.
- * Judges.
- * Umpires.
- * Officials.

6.0 Identifying Hazards

It is the responsibility of the organiser to ensure that the environment in which an athletics meeting takes place is safe and complies with all relevant statutory provisions. To discharge this duty of care it is necessary to develop and implement a risk management strategy. Such a strategy must cover the welfare of all groups of people involved in the meeting including athletes, competition officials, coaches, spectators, etc.

A. Definitions

1. Hazard

A hazard is something with the potential to cause harm to an individual. This can be an object, activity, substance or condition. Examples of potential hazards at an athletic meeting include:

Objects –

Activities - running

Substances - Water, rain, hail, etc.

Conditions - temperature, humidity, wind, lighting, level of light.

2. Risk

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as follows:

Low - no or minimal likelihood of injury or harm.

Medium - some likelihood of injury or harm.

High - significant likelihood of injury or harm

B. Principles for developing a risk management strategy.

Risk management strategy

- Collection and assessment of all relevant health and safety regulations.
- Identification of hazards, those who might be harmed and how they might be harmed.
- Risk evaluation. (Low, medium, high).
- Assessment of precautions and control measures.
- Recording of findings.
- Implementation of agreed precautions and control measures.
- Review and, if appropriate, revision of the strategy.

7.0 Details of the safety management plan.

Hazard identification and risk evaluation.

Figure 1.1 illustrates the hazard identification and risk evaluation procedure

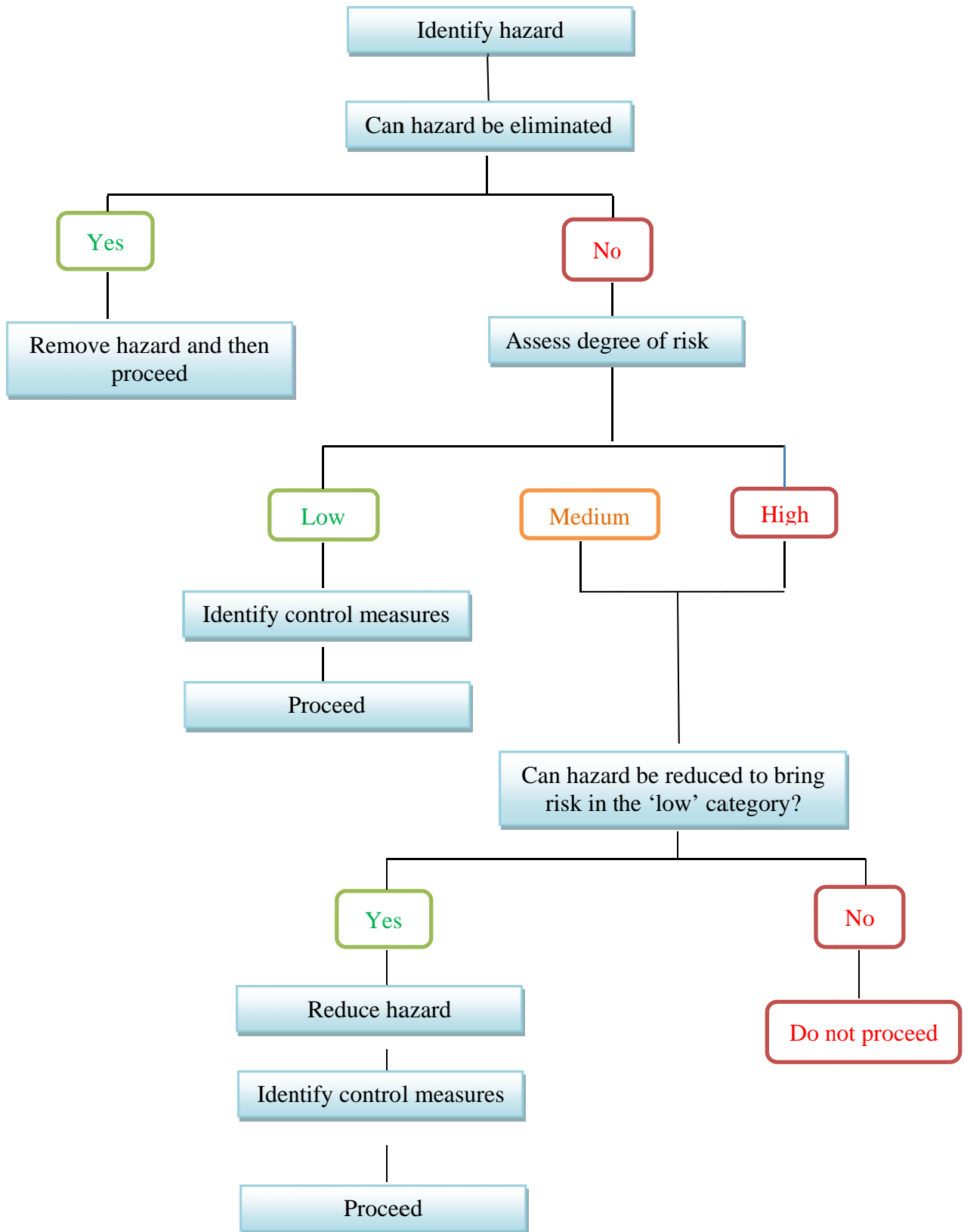
Cross Country and Road Events

- a. An appropriate traffic control or **traffic management plan** is required to be organised and in place throughout the event.
- b. Courses are to have the appropriate barriers in place with adequate markings.
- c. Officials, competitors and volunteers are to treat the course as a road and they must always look before stepping on to the course.
- d. Road running events require special care as they are held on roads and will generally have traffic movement prior to and after the event.

Hazards

The following hazards are common for most **Road Races** and given here as a guide to be considered in a risk management strategy. Identification and Assessment of Risk and evaluation procedures is outlined in Figure 1.1

Figure 1.1 Schematic outline of the hazard identification and risk evaluation procedures



General and Specific Risk for Road Races

Risk Assessment – ROAD RACE

Hazards	Who/How affected	Control Assessment	Eliminate - E Isolate - I Minimise - M	Risk Rating	Control Measure Responsibility
General					
Weather and Lighting	Wind and rain - Athletes and officials - injury from slipping on a wet surfaces	Inspect course regularly and insure it has clear drainage, free of holes, remove possible debris of fallen branches and course marking maintained	E	Low	Race Director Technical Delegate Race officials
	Heavy Rain Electrical Storm	Delay or stop event until concluded Delay or stop event until concluded	E E	Low Low	
	Heat	Hydration – water available on course for athletes	M	Likely	
	UV Exposure	Promote use of sunscreen and have freely available for use	M	Likely	
	Time of day - low level visibility from or fog/mist not enabling vision of competitors or hazards	Have course well marked with course cones - Increase Marshalls if foggy	M	Low	
Athletes, officials and spectators, Public Pedestrians	Injury from collisions on the course with other athletes	Announce on PA prior to the start of each event it is about to commence Brief athletes on start line and have Start Marshall instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress. Officials all wear high Visibility jackets	M M M	Low Low Low	Race Director Start Marshalls PA Announcer
	Officials				
	Pedestrians collision by stepping on to course	Spectators/ Pedestrians requested to be behind course tapes, barriers and cones on side of course Advertise to locals of event and schedules	M	Low	
Pre & Post Event Warm-up & Cool down areas	Collisions with Athletes, Coaches and Supporters	Have clearly designated Warm areas off the course with appointed Warm Zone Marshalls	M	Low	Race Director Event Marshalls
		Control warm area for access from public Instruct athletes of 'right of way' and etiquette in warm up zones	M M	Low Low	
		Ensure Announcement can be heard for start call to prevent stress points	M	Low	
Road Event Specific					
Vehicular Traffic	Collision with moving or stationary vehicles by athletes or public	Traffic Management Plan	M	Low	TM Contractor Race Director Course Marshalls
Road surface and kerb	Athletes tripping or slipping	All surface changes including speed bumps [highlighted] or kerbs are well marked with cones and supervised with Marshall Any greasy [surface mud, algae etc.,] removed or gritted	M E or M	Low Low	Race Director Course Marshalls
	Athletes injuring feet	Encourage athletes to wear appropriate footwear.	M	Low	
Control Cones and Signs for	Injury from collision with defective or	Inspect barriers and cones regularly and ensure they are adequately maintained in	M	Low	Race Director Technical

Traffic Management	improperly set up barriers. Officials, Marshall staff injury from incorrect handling /lifting barriers.	position Check any barriers/cones for dangerous surfaces/fixings and that they are not damaged prior to use Ensure barriers/cones are correctly positioned. Ensure safe manual handling practice when placing and removing barriers/cones.	E M M	Low Low Low	Delegate Course Marshalls
Finish Timing Equipment	Injury from moving or falling banners/ stands barriers Electrical Cables for Power to computers	Ensure any structures and bases are stable and joined onto finish chute appropriately prior to use including secure for wind gusts Cables laid under mats and covered to source and supply	M M	Low Low	Race Director Technical Delegate Chief Finish Marshall

RISK RATING SCALE

1. **Low:** 0-5% chance of occurrence
2. **Unlikley:** 6-29% chance of occurrence
3. **Moderate:** 30-49% chance of occurrence
4. **Likley:** 50-79% chance of occurrence
5. **Very Likely:** 80-100% chance of occurrence

Additional points for ROAD events

Cones or flags used to mark the edge of the **road** must be carefully positioned so as not to cause a tripping hazard for competitors. 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.