



Health and Safety Plan NZSS Track & Field Championship

- 1.0 Policy.
- 2.0 Introduction.
- 3.0 Accident and Emergency Details and Accident/Incident Report Form.
- 4.0 Summary of Safety Management Plan.
- 5.0 Meeting Manager
- 6.0 Identifying Hazards.
- 7.0 Details of the Safety Management Plan.
- 8.0 Appendix 1 – Hawkes Bay Regional Sports Park Hazards/Risk Register – Athletic Precinct
Appendix 2 – Hawkes Bay Regional Sports Park Health & Safety Information
Appendix 3 – Hawkes Bay Regional Sports Park Map

Date: 11 August 2017

1.0 Policy

The Board and sub committees of Athletics Hawkes Bay Gisborne Incorporated (Athletics Hawkes Bay Gisborne, East Coast Secondary Schools, Napier Harriers) 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 Hawkes Bay Gisborne 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.

3.0 Accident & Emergency Details

TRACK & FIELD Event Address:

Hawkes Bay Regional Sports Park,
42 Percival Road,
Tomoana,
Hastings
Phone: 06 650 4040
Email: info@sportspark.co.nz

On the day of event there will be a First Aid response team available through **St John's Ambulance** Staff

In Event of Major Accident or Emergency for NZSS Track & Field Championships

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

Your location is the grandstand/athletics track, HB Regional Sports Park, 42 Percival Road, Tomoana, Hastings. If asked the suburb is Tomoana.

First Aid:

St John's Ambulance: Staff will be located outside the main foyer of the grandstand beside the hockey fields.

First Aid Room: This is located in the foyer of the grandstand including first aid kit

Other Emergency and Safety Information:

The emergency assembly point is on the grass infield of the athletics track opposite the grandstand.

The HB Regional Sports Park is connected to the Hastings Water Supply.

There is a portable AED defibrillator is situated on the wall outside the first aid room.

CO2 fire extinguishers are in the grandstand and are located beside the lift in the foyer and in the grandstand administration and café rooms.

High Viz vests and torches are available in the first aid room.

Emergency centres:

Hawkes Bay Fallen Soldier's Memorial Hospital
Emergency Department
Omahu Road, Hastings
Open 24 Hours
Phone 06 8788109

Proximity:

Route 1 – 4.6 km 8 min Drive via Percival Road, Everden Road, Pakowhai Road and Omahu Road

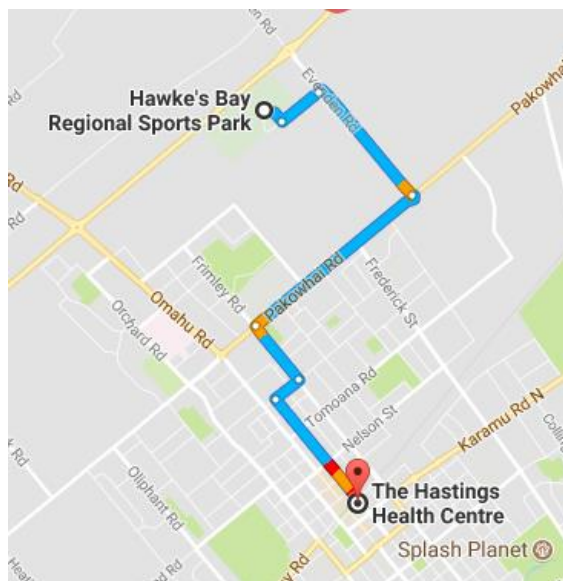
Route 2 – 5.6 km 8 min Drive via Percival Road, Everden Road, State Highway 50A and Omahu Road



Hastings Health Centre,
Cnr Russell Street and Queen Street East,
Hastings
Phone: 06 873 8999

Proximity:

5.6 km 11 mins Drive via Percival Road, Everden Road, Pakowhai Road, St Aubyn Street West, Grays Road, Queen Street West.



3.0 Accident/Incident Report

IMPORTANT: Complete both sides of this report (Page 1 of 2)

Injured Person: <input type="checkbox"/> Employee <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer (state role) <input type="checkbox"/> Other (please state)			
Name: First Middle Last			
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:	
Phone:		Email:	
Address:			
Parent / Guardian (If injured person is a minor - Under 16)			
Name: First Middle Last			<input type="checkbox"/> Male <input type="checkbox"/> Female
Phone:		Email:	
Address:			

Accident/Incident Information

Name of Event or Workplace where incident occurred:			
Event or Workplace Address:			
Specific Location of incident:			
Classification: <input type="checkbox"/> Non-Injury <input type="checkbox"/> Minor Injury <input type="checkbox"/> Serious Injury			
Date:		Time: am/pm	
Weather conditions at time of incident (if outdoors):			
Type:	<input type="checkbox"/> Struck object with part of body		<input type="checkbox"/> Verbal abuse
(Mechanism of	<input type="checkbox"/> Struck by falling/flying/moving object		<input type="checkbox"/> Animal/Insect bite/sting
	<input type="checkbox"/> Slip/Trip/Fall		<input type="checkbox"/> Other (please state)
Body Part:	<input type="checkbox"/> Head	<input type="checkbox"/> Eye L / R	<input type="checkbox"/> Ear L / R
	<input type="checkbox"/> Nose	<input type="checkbox"/> Tooth	<input type="checkbox"/> Neck
	<input type="checkbox"/> Shoulder L / R	<input type="checkbox"/> Wrist L / R	<input type="checkbox"/> Finger L / R
	<input type="checkbox"/> Back	<input type="checkbox"/> Knee L / R	<input type="checkbox"/> Ankle L / R
	<input type="checkbox"/> Internal (state)	<input type="checkbox"/> No Injury	<input type="checkbox"/> Other:
Primary Injury:	<input type="checkbox"/> Allergy		<input type="checkbox"/> Amputation
(Nature of injury)	<input type="checkbox"/> Laceration/deep cut		<input type="checkbox"/> Heat Exhaustion
	<input type="checkbox"/> Cold Injury		<input type="checkbox"/> Electrical Shock
	<input type="checkbox"/> Abrasion/graze		<input type="checkbox"/> Illness
	<input type="checkbox"/> Nausea		<input type="checkbox"/> Burn
	<input type="checkbox"/> Pain		<input type="checkbox"/> Cardiac
	<input type="checkbox"/> Seizures		<input type="checkbox"/> Concussion
	<input type="checkbox"/> Death		<input type="checkbox"/> Other:
			<input type="checkbox"/> Foreign Body
			<input type="checkbox"/> Hypertension
			<input type="checkbox"/> Strain / Sprain
			<input type="checkbox"/> Dislocation
			<input type="checkbox"/> Fracture
			<input type="checkbox"/> Contusion/bruising
			<input type="checkbox"/> Sting / Bite

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, incidents or near misses 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

The term **Meeting Manager** means the person who is responsible for the correct conduct of the competition and who has been appointed to this position. The Meeting Manager 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 athletic 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.

Please note this plan is based on competition for Club, Centre, Regional, National and International events carried out on all weather tracks. It should be noted that athletic meetings by clubs, juniors and schools are often carried out on grass tracks with lesser equipment available but the basic principles for safety apply.

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 – javelin, discus, shot, hammer, hurdles, pole vault standards, running track, etc.

Activities – running, jumping, throwing, walking, etc.

Substances – Water in the water jump, 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

Hazards

The following hazards are common for most **athletic meetings** 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

Track

- Track surface and kerb
- Starting blocks
- Hurdles
- Scoreboards, lapboard, bell
- Break line (800m, 4 x 400 relay)
- Water jump

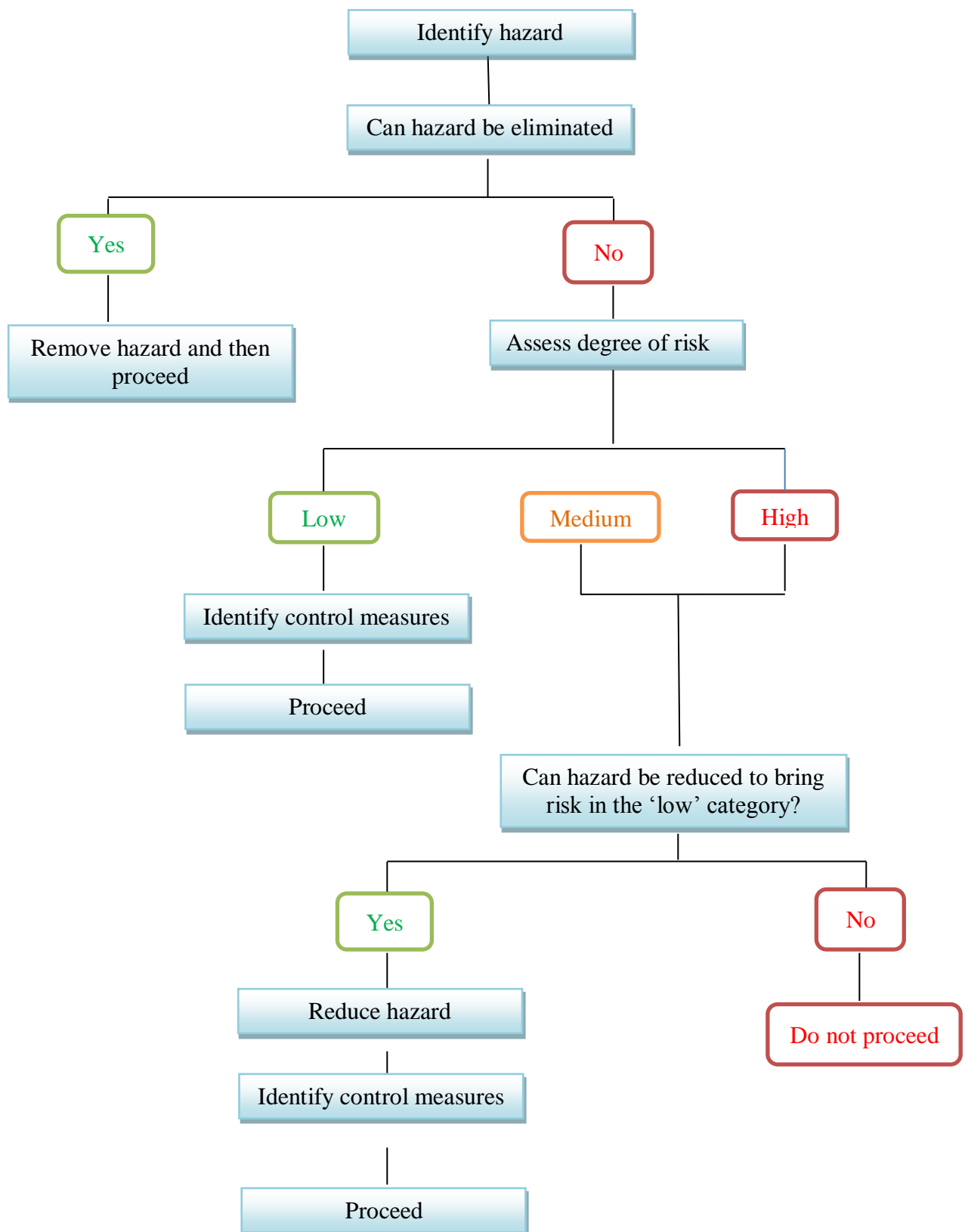
Field

- Scoreboards
- Run-up areas and surrounds
- Take-off boards
- Vault box
- Vaulting poles
- Standards and crossbars
- Landing pits and mats
- Throwing circles
- Throwing cage and gates
- Javelin runway
- Landing sectors
- Implements

General

- Weather
- Time of day (level of light)
- Other athletes and officials (collision on the track and in field event areas)
- Warm-up area
- Final warm-up procedures

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



Risk Assessment - Track

Hazards	Who/How affected	Control Assessment
General Track	Athletes and officials - injury from track	1) Inspect track regularly and insure 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 - Ground staff, Technical Manager, Officials. 2 - Ground staff, Technical Manager, Officials. 3 - Athletes, Coaches, Officials.
Officials and other Athletes	Athletes - injury from collision with other persons.	1) Announce prior to the start of each event it is about to commence.
Weather	Athletes and officials - injury from slipping on a wet synthetic track.	1) Inspect track regularly during meetings in wet weather. Control measure responsibilities: 1 - Technical Manager, Officials.
Lighting Conditions	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. Control measure responsibilities: 1 - Ground staff, Technical Manager, 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.

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.

Track - Additional to above for 100 metres, 200 metres, 400 metres

Starting blocks	Athletes - injury from slipping/tripping due to worn/poorly 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 & 2 - Technical Manager, Officials. 3 - Athletes, officials.
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Track - Additional to above for 800 metres, 1500 metres, 3000 metres, 5000 meters, 10000 meters.

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:

1, 2, 3 - Officials.

800m break line

Athletes - Injury from collision with other competitors.

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

Control measure responsibilities:

1 - Technical Manager, Officials.
2 - Officials.

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

Start

Athletes - injury from collision encroaching into their lane.

- 1) Ensure blocks are correctly positioned in each lane.

Control measure responsibilities:

1 - Athletes, Officials.

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 to ensure they are lubricated and in working order.
- 3) Set weight adjustable hurdles correctly.
- 4) Ensure hurdles are correctly placed in lanes.

Control measure responsibilities:

1 – Ground staff
2 & 3 – Ground staff, Technical Manager
4 - Officials

Track - Additional to above for - Steeplechase

Kerb/Cones

Athletes and officials - Injury from slipping/tripping on improperly placed kerbing or cones

- 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.
- 2) Use cones in the vicinity of the water jump to provide track edge markings Until water jump comes into use.
- 3) Keep cones and removable kerbs safely away from athletes and officials when not in use.

Control measure responsibilities:

1, 2 & 3 - Ground staff, Technical Manager, Officials.

Start

Athletes - injury from collision with other competitors.

- 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.
- 4) It is recommended that the first hurdle taken in the race should be at least 5m in width.

Control measure responsibilities:

1, 2 & 3.- Officials.
4 Ground staff, Technical Manager

Barriers (fixed and portable)	Athletes - injury from collision with defective or improperly set up barriers.	1) Inspect barriers regularly and ensure they are adequately maintained.
	Officials, ground staff- injury from incorrect handling/lifting barriers.	2) Check uprights of barriers for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins) prior to use. 3) Check top rail of barriers for secure fixings and that the surfaces are not damaged prior to use 4) Ensure barriers are correctly positioned. 5) Ensure safe manual handling practice when placing and removing barriers.

Control measure responsibilities:

- 1 - Ground staff.
- 2 & 3 - Ground staff, Technical Manager
- 4 & 5 - Ground staff, Officials.

Water Jump	Athletes - Injury, slipping/tripping on defective barrier or landing on defective barrier or landing in unsafe water.	1) Inspect barrier and landing area regularly and it is adequately maintained.
	Athletes, Officials - Injury from stepping on exposed taps or infection from contact with contaminated water.	2) Check uprights for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins) prior to use. 3) Check top rail of barrier for secure fixings and that the surfaces are not damaged prior to use. 4) Inspect water jump for any damage obstruction etc. and repair.. 5) Ensure water jump is full, i.e. water is level with the track surface and free from debris (kept water jump empty except when in use. 6) Ensure water supply tap is concealed and covered.

Control measure responsibilities:

- 1, 2, 3, 4, 6-Ground staff.
- 2, 3, 4, 5-Technical Manager, Officials.

Risk Assessment - Field

Hazards	Who/How affected	Control Assessment
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High jump

Run-up area (including Track)	Athletes - Injury, slipping/ or track kerbing being in the runway line .	1) Inspect run-up area regularly and ensure it is level, free of 2) Clean for secure fixing (particularly check adjustable 3) Place sections of kerbing moved to facilitate high jump or other events in a safe area (replace immediately after the event is completed). 4) Encourage athletes to wear appropriate foot ware.
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Control measure responsibilities:

- 1, 2, 3 - Ground staff.
- 3 - Technical Manager, Officials.
- 4 - Athletes, coaches, officials.

Uprights	Athletes and officials - Injury from being struck by falling uprights. .	1) Inspect uprights regularly and ensure they are regularly maintained 2) Ensure clamping screws are lubricated and easily adjusted prior to use. 3) Ensure bases are stable and joined onto the upright prior to use. 4) Ensure cross bar supports face each other. 5) Ensure uprights are properly positioned during warm up and competition.
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Control measure responsibilities:

- 1 - Ground staff.
- 2, 3, 4 - Ground staff, Technical Manager, Officials.

Crossbar	Athletes - Injury from splinters and sharp edges. .	<ol style="list-style-type: none"> 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. 3) Ensure cross bars are undamaged and free of splinters prior and during competition. <p>Control measure responsibilities: 1, 2 - Ground staff, Technical Manager. 3 - Ground staff, Technical Manager, Officials.</p>
Surrounds	Athletes - Injury from falling onto.	<ol style="list-style-type: none"> 1) Ensure no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mat. a hard surface or objects. <p>Control measure responsibilities: 1 - Ground staff, Officials.</p>
Landing mats	Athletes - Injury from defective, Poorly maintained or incorrectly Set up landing mats.	<ol style="list-style-type: none"> 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. <p>Control measure responsibilities: 1 - Technical Manager. .</p>
Weather	<p>Athletes and officials - injury from Slipping on wet run up area .</p> <p>Athletes - Injury from coldness</p>	<ol style="list-style-type: none"> 1) Ensure run up area surface is cleaned regularly to 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. <p>Control measure responsibilities: 1 - Ground staff, Technical Manager. 2 - Officials. 3 - Ground staff, Technical Manager, Officials.</p>
Light Conditions	<p>Athletes - Injury from not being able to see event area layout,</p> <p>objects, or other dangers.</p>	<ol style="list-style-type: none"> 1) Ensure adequate lighting for meeting in hours of twilight or darkness. <p>Control measure responsibilities: 1 - Ground staff, Technical Manager, officials</p>
Warm-up/Competition	Athletes - Injury from collision with other competitors.	<ol style="list-style-type: none"> 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. <p>Control measure responsibilities 1, 2, 3 - Officials.</p>

Pole Vault

Runway

Athletes and Officials - Injury from slipping/tripping due to defective surface, or objects on the runway, 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) Clean runway surface regularly to allow drainage.
- 3) Ensure no obstructive objects are placed on runway.
- 4) Ensure that measuring tapes do not encroach onto runway.
- 5) Encourage athletes to wear appropriate foot ware.

Control measure responsibilities:

- 1, 2,- Ground staff.
- 3, 4, 5 - Athletes, coaches, officials.

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 it is adequately maintained.

Control measure responsibilities:

- 1 - Technical Manager, Officials.
- 2 - Ground staff.

Uprights

Athletes and officials - Injury from being struck by falling uprights, collision with 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 - Ground staff.
- 2, 3, 4 - Ground staff, Technical Manager, Officials.

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

Control measure responsibilities:

- 1, 2 - Ground staff, Technical Manager.
- 3 - Ground staff, Technical Manager, Officials.

Surrounds

Athletes - Injury from falling onto a hard surface or object

- 1) Ensure no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mat

Control measure responsibilities:

- 1 - Ground staff, Officials.

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 - Technical Manager. .

Poles	Athletes, Officials - injury from Pole breaking or falling onto Official.	1) Inspect poles regularly to check for damage. 2) Prevent poles from dropping on to hard surfaces. 3) If possible, poles should be caught after each vault and be aware of falling poles. Control measure responsibilities: 1 - Athletes and coaches. 2 - Officials 3 - Athletes and Officials.
Weather	Athletes and officials - injury from slipping on wet surfaces, hands Slipping from poles, missing the landing mats (due to high winds) or landing on wet mats .	1) Ensure run up area surface is cleaned regularly to allow drainage. 2) Sweep run up area during completion to remove any excess water, grit or debris. 3) Ensure that athletes are competent enough to deal with the weather conditions. 4) Avoid vaulting into the wind if possible. Control measure responsibilities: 1 - Ground staff, Technical Manager. 2, 4 - Officials. 3 - Coaches, Officials.
Light Conditions	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 Control measure responsibilities: 1 - Ground staff, Technical Manager, Officials.
Warm-up/Competition	Athletes - Injury from collision with other competitors.	1) Supervise all warm-up competition jumps. 2) Ensure runway is keep clear when athletes are about to start their approach. 3) Ensure each athlete jumps in turn. 4) Be aware of falling cross bar Control measure responsibilities 1, 3.- Officials. 2, 4.- Athletes, Officials.

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 foot ware. Control measure responsibilities 1, 2 - Ground staff, Technical Manager. 2, 4 - Athletes, Officials.
Take-off boards and blank boards	Athletes and Officials - Injury from slipping, tripping on inappropriate or defective take-off /blanking boards, slipping off top of plasticine blanking boards. Officials - injury from lifting ill-fitting, Insert boards and blanking boards or use incorrect lifting implements.	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. 2) Ensure that insert boards are and blanking boards are capable of being adjusted so as to be stable and level with the runway. 3) Ensure that plasticine insert boards and plasticine insert blanking boards fit adequately without being too difficult to remove. 4) Ensure the board lifting implements are available and suitable for the purpose of lifting the boards. 5) Clean off insert board recess.

- 6) Clean and grease adjustable bolts within recess and blanking boards.

Control measure responsibilities

1, 2, 3, 4, 5, 6.- Ground staff, Technical Manager.

- 1) Ensure that any hard surface within 2m of the sides or rear of the landing mat is covered with an impact absorbing material..
- 2) Be aware of any raised surface around landing area.

Control measure responsibilities:

1 - Ground staff, Technical Manager, Officials.

2 - Officials, Athletes.

Surrounds

Athletes - Injury from falling on to hard surface or objects..

Landing Area

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.
- 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 the edges of the landing areas are covered with impact absorbing material (grass).
- 5) Ensure that there are no fixed barriers that there are no fixed barriers that could impede athletes exiting the landing area.
- 6) Ensure that the landing area is covered when not in use.
- 8) 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, 2, 3, 4, 5, 6, 7 - Ground, Staff, Technical Manager.

1, 2, 3, 4, 5, 7 - Officials

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.

- 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.
- 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.

Cage- Discus, Hammer

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

Discus/Hammer

- 1) Ensure that cage is constructed and erected in accordance with relevant rules and specifications.
- 2) Inspect cage regularly for damage to the net structure and ensure It is adequately maintained.
- 3) Secure netting at ground level as appropriate.
- 3a) Check that the gates can move freely and be secured in both open and closed positions.
- 4) Secure or ballast netting at ground level as appropriate.
- 4a) Discus - Ensure netting hangs vertically from gallows arms and is not tied to the uprights, particularly at the mouth.
- 5) Check that netting tension when erected, has sufficient retardation and minimal bounce.
- 6) Ensure all officials and athletes maintain a safe distance

- 7) Ensure that gates, are correctly positioned for left or right hand throwers. (Hammer)
 7a) Ensure that gates, where fitted are correctly positioned for each throw (locked in the open position) (Discus)

Control measure responsibilities:

- 1, 2 - Ground, Staff.
 3, 3a, 4, 5, 6 - Ground staff Technical manager.
 7, 7a - Officials.

Implements, 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. 2) Ensure holes in sector are filled level with the ground to avoid damaged discus.
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Control measure responsibilities:

- 1 - Ground staff.
 2 – Officials

Implements, Hammer	Athletics, Officials, Public - Injury From 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.
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Control measure responsibilities:

- 1 - Ground staff, Technical Manager, Officials, Athletes.

Gloves	Athletes - Injury to hands due to Inadequate protection	1) Ensure gloves, if worn, give adequate protection; alternatively if optional protection is used.
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Control measure responsibilities:

- 1 - Athletes, Coaches, Officials.

Weather	Athletes and officials - injury from to slipping on wet surface. ..	1) Ensure circle surface and drains are cleaned regularly to allow drainage. 2) Sweep circle during completion to remove any excess water grit or debris. 3) Provide coir mats for wiping shoes in wet weather.
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Control measure responsibilities:

- 1 - Ground Staff
 2 - Officials
 3 - Ground Staff, Technical Manager

Light Conditions	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
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Control measure responsibilities:

- 1 - Ground staff, Technical Manager, Officials.

Warm-up/Competition	Athletes Officials- Injury from with from being hit by Discus, Hammer, Shot.	1) Ensure the central throwing area is coned 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 circle only.
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Control measure responsibilities:

- 1 - Ground staff, Technical Manager, Officials.
 2 - Officials.
 3 – Officials, athletes.

Javelin Throw

Runway	Athletes and Officials - Injury from slipping/tripping due to defective surface or objects on the runway.	<ol style="list-style-type: none"> 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 foot ware. <p>Control measure responsibilities:</p> <ol style="list-style-type: none"> 1, 2, 3.- Ground staff, Technical Manager. 4, 5.- Athletes, Officials.
Implements	Athletics, Officials - Injury from handling or being struck by a defective javelin.	<ol style="list-style-type: none"> 1) Check javelins before the event to ensure they conform to the rules and they are service able particularly the grip and point. <p>Control measure responsibilities:</p> <ol style="list-style-type: none"> 1 - Ground staff, Technical Manager, Officials, Athletes.
Weather	Athletes and officials - injury from to slipping on wet surface.	<ol style="list-style-type: none"> 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. <p>Control measure responsibilities:</p> <ol style="list-style-type: none"> 1 - Ground Staff, Technical Manager. 1 & 2 - Officials.
Light Conditions	Athletes, Officials - Injury from not being able to see event area layout, objects or other dangers. .	<ol style="list-style-type: none"> 1) Ensure adequate lighting for meeting in hours of twilight or darkness <p>Control measure responsibilities:</p> <ol style="list-style-type: none"> 1 - Ground staff, Technical Manager, Officials.
Warm-up/Competition	Athletes Officials- Injury from being hit by Javelin. .	<ol style="list-style-type: none"> 1) Ensure the central throwing area is coned 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. <p>Control measure responsibilities:</p> <ol style="list-style-type: none"> 1 - Ground staff, Technical Manager, Officials. 2 - Officials. 3 - Officials, and Athletes.

Additional points for Discus Throw

- 1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are not allowed outside the circle.
- 3) Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.
- 5) The discus should be returned by hand only.
- 6) Check cage netting regularly.

Additional points for Hammer

- 1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are not allowed outside the circle.
- 3) Only officials are allowed forward of the circle.
- 4) Officials forward of circle should stand outside the sector lines and face the circle or thrower.
- 5) Hammers must be returned by carrying only.

Additional points for Shot put

- 1) All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are not allowed outside the circle.
- 3) Only officials are allowed forward of the circle or throwing board.
- 4) Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.
- 5) The shot must be returned by carrying the use of a shot shut.

Additional points for Javelin

- 1) All officials 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 singled to throw.
- 3) Only officials are allowed forward of the runway.
- 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.

Note the above details have been sourced from *IAAF Competition Organisation Manual*

A Practical Guide. Some details have been adapted to suit local conditions. As noted previously many meetings are conducted on grass tracks and with lesser equipment and facilities but the basic principles apply.

APPENDIX 2



HB Regional Sports Park - Health & Safety Information

Vehicles

The maximum speed limit within the Sports Park is 20km/hr. Please drive carefully and watch for children particularly in the carpark areas.

Dogs

The exercising of dogs is permitted in the Sports Park on the condition that dogs are on a lead and under proper control and owners remove any faeces deposited by their dog/s.

Dogs are not permitted on any playing surface (sports fields, netball courts, athletics track and infield or hockey turfs or in any buildings including the grandstand).

Toilets

The main toilets are located on the hockey stadium side of the grandstand. Toilets are also located on the upper level at rear of grandstand. Port-a-loos will be located near to the warm up area.

Drinking Water

The HB Regional Sports Park is connected to the Hastings Water Supply. Water bottle filling stations are located on the track side of the grandstand on the right of the foyer and on the hockey stadium side on the left of the main toilets.

Exits and Passageways

All Exits and Passageways must be kept clear at all times.

First Aid

- St Johns Ambulance will be in attendance. We urge you to make use of St Johns for all your first aid requirements in the first instant.
- A Portable AED Defibrillator can be found on the wall beside the First Aid Room Door in grandstand foyer.
- A First Aid Room – including First Aid Kit – is located in the Grandstand Foyer.
- Any accidents, incidents or near misses are to be reported to LOC Health & Safety Co-ordinator (forms will be issued from the TIC/Meeting Secretary room).

Emergency Assembly Area

The Athletics Precinct Emergency Assembly area is on the grass infield of the athletics track in front of the grandstand. The Hockey Stadium Emergency Assembly Area is on the Village Green beyond the flagpoles. These are shown on map.

In case of Emergency

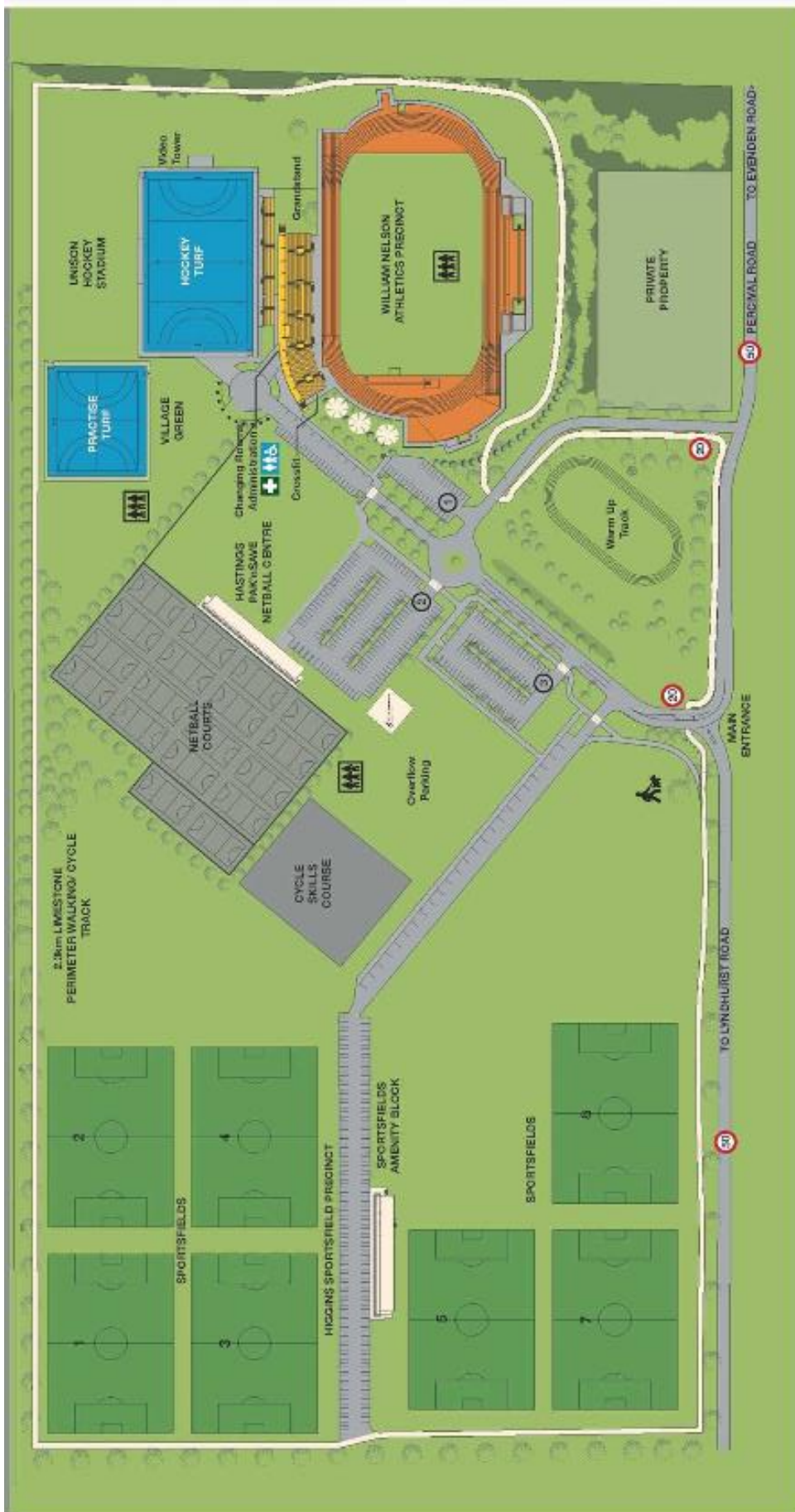
If it is necessary to phone Emergency Services 111 (Fire/Ambulance/Police):

Your location is the Grandstand/Athletics Track, HB Regional Sports Park, 42 Percival Road, Hastings. If asked, the suburb is Tomoana.

CO₂ Fire Extinguishers in the grandstand are located beside the lift in the foyer, in the Grandstand Administration room and the Cafe area.

High Viz Vests, torches, road cones and cone bars are located in the First Aid room in the grandstand foyer for emergency or hazard identification use.

APPENDIX 3



Hawke's Bay Regional Sports Park
42 Percival Road, Hastings
 Phone: 06 650 4040
 Email: info@sportspark.co.nz
 Postal address: PO Box 626, Hastings 4156
www.sportspark.co.nz

