



## Health and Safety Plan NZSS Road Race Championship

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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.

**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 & Emergency Details

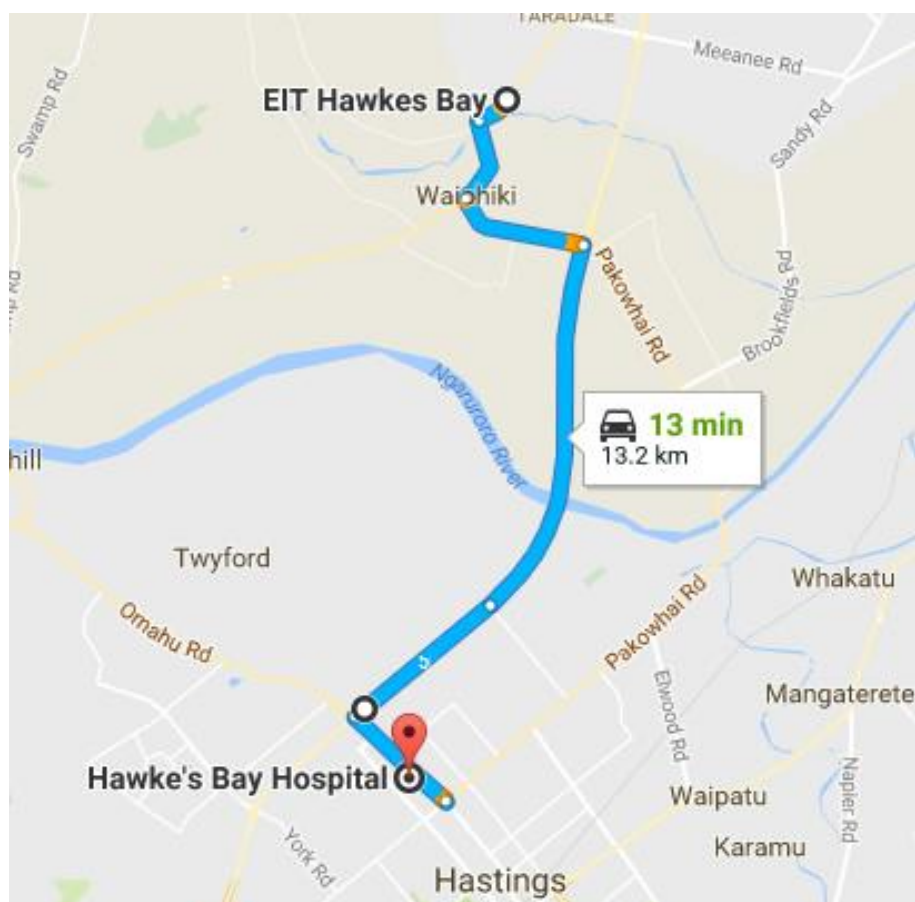
**ROAD Event Address:** Eastern Institute of Technology (EIT), 501 Gloucester Street, Taradale , Napier  
On the day of event there will be First Aid response team available through **St John's Ambulance** Staff

### In Event of Major Accident or Emergency for NZSS ROAD Race

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

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

**Proximity:** 13.2 km 13 min Drive via Waiohiki Road, Links Road, State Highway 50A and Omahu Road



### 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 a road race. 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 road race director (021 108 3608) 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 Race Director

The term **Race Director** means the person who is responsible for the correct conduct of the competition and who has been appointed to this position. The 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 a road race 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*

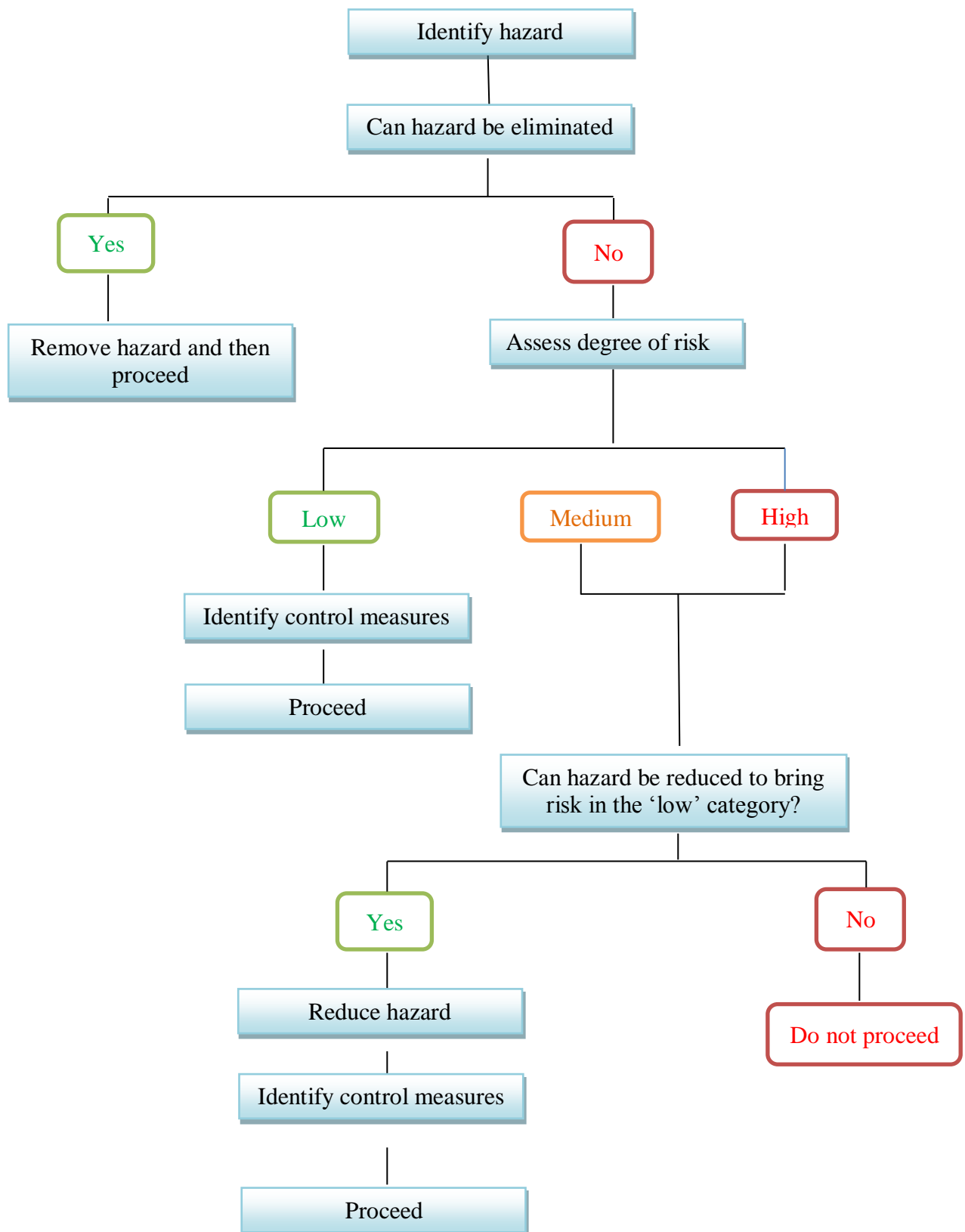
### **Cross Country and Road Events**

- 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





## 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 ensure 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 form 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.	<b>E</b>  <b>M</b>  <b>M</b>	<b>Low</b>  <b>Low</b>  <b>Low</b>	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	<b>M</b>  <b>M</b>	<b>Low</b>  <b>Low</b>	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.

## MANAGEMENT OF HEALTH AND SAFETY ACTIVITIES

Eastern Institute of Technology & NZ Secondary Schools Road Race – 3 December 2017

	TASK	PERSON RESPONSIBLE
1. Hazard & Risk Management	1.1 Control the workplace Hazard Register	Steve - NZSS
	1.2 Inform all workers, students and others to the workplace of any existing hazards and the requirement to identify and report any hazards they find.*	Brent (EIT) will Induct Steve Steve will induct NZSS Workers
	1.3 So far as is reasonably practicable, control hazards in the workplace. In other works, look to eliminate, isolate or minimize hazards.*	Both parties
	1.4 If applicable, have a Site Specific Safety Plan or a Team Safety Plan	Steve - NZSS
2. Accident Management	2.1 All accidents, incidents and near-misses will be recorded and investigated using the NZSS Incident Report form and NZSS Investigation form.	Steve - NZSS
	2.2 All accidents, incidents & near misses are reported within 24 hours of the event to Brent Newton at EIT.*	Steve - NZSS
	2.3 All notifiable events are reported immediately (within 30 minutes) of the event to EIT Health & Safety Section.*	Brent - EIT
	2.4 If there is a notifiable event, ensure that all workers and students preserve the accident site by leaving everything as it is until WorkSafe has been contacted and further actions have been communicated.*	Steve - NZSS
3. Training Requirements	3.1 Induct all workers, students and others into the workplace. This includes informing them of all existing hazards, emergency management procedures, etc.*	Steve will induct NZSS Workers
	3.2 Where necessary, ensure all workers and students are appropriately trained to use equipment and/or perform tasks.*	NA
	3.3 Maintain records of training information pertaining to specific equipment and/or tasks.*	NA
4. Emergency Readiness	4.1 In the event of an emergency, the first action is to preserve life by providing first aid and calling the emergency services on 111. The second action is to contact Brent Newton at EIT.*	Steve - NZSS
	4.2 A first aid kit and a person qualified in first aid will be at the work place at all times.	Steve – NZSS Ambulance on site
	4.4 Inform all workers, students and others to the workplace of any emergency management procedures. I.e. what to do if there is an fire or an earthquake, location of assembly areas etc.*	Steve - NZSS
7. Monitoring and Assurance	7.1 After the event, we will review how it went – what went well, and what we learnt.	Both parties
8. Any other considerations	<ul style="list-style-type: none"> <li>Brent and Steve to have a pre-event meeting</li> <li>No smoking or vaping on EIT premises</li> <li>Vehicle speed limit of 20km to be adhered</li> <li>Area that is being used is to be left clean and tidy</li> </ul>	NZSS

### EIT Acknowledgement

Manager Name & Role	Manager Signature	Date
Brent Newton, Facilities Manager		

### Other Party Acknowledgement

Manager Name & Role	Manager Signature	Date
Steve Armon, Event Organiser		

\* indicates this activity is mandatory. All other activities can be changed and removed.

## APPENDIX 2

### ADDITIONAL EVENT RISK ASSESSMENT – ROAD RACE

**Event :** New Zealand Secondary Schools Road Race Championship  
**Date and Venue:** Sunday 3 December 2017 at Eastern Institute of Technology (EIT)  
**Organiser:** NZSSAA Local Organising Committee

Hazard	Personal Risk	Severity	Probability	Measures	Action
Electrical cabling to speaker system	Members of the public	3	1	Cables coned off or taped down or Covered	Set Up Team
Traffic	Athletes	2	1	Traffic kept away from course; Offsite parking	Signage showing parking area
Running surfaces / Speed humps / Course configuration	Athletes	2	1	Hazards marked and turns marshalled	Set Up Team and marshalls
Race starts	Athletes Starter	1	2	Starts wide enough; Teams lined in single file; Spacing established between rows of runners; Ear muffs; Others moved away.	Start officials
Exhaustion	Athletes	1	2	St John's Ambulance on site; Races held at coolest time of the day; Recovery area set up at finish; Marshalls with cellphones; Water station at finish and each lap	LOC and Set Up Team

#### Incident / Accident Report forms:

- To be filled in and handed to Road Race Director or sent to PO Box 60, Napier.

#### Incident / Accident Report forms will be copied and collated then sent to:

- Road Race Director
- LOC Chairperson
- LOC Health & Safety Co-ordinator
- NZSSAA Chairperson
- EIT Health & Safety Officer

## APPENDIX 3

### 2017 NZSS ROAD RACE MAP

An ambulance will be sited near the finish line.

