



Event Risk Management Plan

2018 NZSS Road Race Championships 2 December 2018

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Section 1: Event Context

Event introduction and overview

The New Zealand Secondary Schools Road Race Championships will be held on a 2000metre course made up of two 1000metre sections. The first 1000metre section is around the Forsyth Bar Stadium using the Stadium carpark and access road south side, Anzac Avenue and Union Street South. The second 1000metre section is Minerva Street and Parry Street South. Minerva Street and Parry Street South will be closed to vehicles. Anzac Avenue and Union Street South will have one lane closed to traffic.

- Expected Participants: approx. 335
- Required Officials/Volunteers: approx. 30

Media interest is expected to be medium and will consist of local print media reporter.

Aims and objectives for the event

- To provide a quality experience for all competitors and volunteers.
- To ensure the event is safe for all involved.

Event governance and decision making

- NZSSAA LOC Committee
- Athletics Otago Cross Country Committee
- Race Manager
- Race Officials & Marshals
- Traffic Management Officer (STMS)

Event rules

The Competition is to be run under IAAF Competition Rules 2018-19; Section I Technical Rules, Section II General Competition Rules and in particular Section VIII – Road Races. A link to these regulations can be found here:

<https://www.iaaf.org/about-iaaf/documents/rules-regulations> 

Industry guidelines and compliance requirements

Industry guidelines and legislation concerning this event include:

- ISO31000:2009 – Risk Management, Principles and Guideline
- Health and Safety at Work Act 2015
- Land Transport Act 1998

Event site maps:



Weather and climate information

This race is held in summer and temperatures are on the main around 12 to 20 degrees Celsius. An accurate weather report will be provided nearer the event date.

Allocation of officials and volunteers

Race Manager: (name?)

Technical Delegate: (name?)

Athletics NZ & Otago Officials Marshals and Volunteers are provided by the Dunedin

Harrier and Athletic Clubs. Names will be recorded on the day.

Onsite medical, first aid, security and safety resources

On-Site medical services will be provided by Sports Injury Clinic and will be present from 30 minutes prior to the event start, until the “all clear” is given at the end of the event.

First aid will be available during the race and at the finish.

Medical facilities and accessing emergency services

The dispatch building for the Ambulance Service is located approximately 2.0km from the race start/finish line.

The Dunedin Public Hospital is located approximately 1.5km away from the start/finish.

Initiating emergency response plans

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

- Race Manager
- Technical Delegate
- Race Officials

Schedule of key stakeholder, role designation and contact information

Race Manager: (name and contact cell phone)

Technical Delegate: (name and contact Cell phone)

Event communication overview

Internal communication on race day between officials will be undertaken by radio and or cell phone communication. Backup communication will be undertaken by Mobile Phone and or runners with written communications.

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

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

Section 2: Event Risk Assessment

NZ Secondary Schools Road Race Championships- Risk Register

Last updated: 6 August 2018
Review due: 6 September 2018
Review lead:

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	Weather (sun, air, temperature, wind ,rain)	Injury or death to competitors, staff and/or marshals, through exhaustion, exposure and heat exhaustion.	Possible	Medium	H9	<p>Inform competitors, staff and/or marshals of course weather conditions and forecast.</p> <p>Advise they take appropriate safety precautions. E.g., dress accordingly to avoid unnecessary exposure to elements.</p> <p>Ensure suitably trained medical staff and equipment is readily available to respond. Have emergency extraction procedures.</p> <p>Advise competitors that there is a drink station at the start/finish area</p>	M4	N/A	Event Manager	Event Day
2	<p>Underfoot Conditions: - Slippery surfaces due to rain or hail.</p> <p>Uneven surfaces, loose ground cover, pot holes and puddles on course</p> <p>Falling tree branches if very windy conditions</p>	Injury to competitor, officials and public through loss of footing/falling	Likely	Minor	M8	<p>Remove any obvious or dangerous obstacles when setting up course. Advise at race briefing hazards and challenging aspects that exist.</p> <p>Ensure suitably trained medical staff and equipment are readily available to respond. Have emergency extraction procedures.</p> <p>Encourage competitors to familiarize themselves with course prior to race. Course details available on the event website prior to commencement of race.</p> <p>Provide information on course conditions prior to race and offer technical advice to competitors before the event.</p>	M6	N/A	Event Manager	Event Day
3	Competitors ingest impairment causing drugs or alcohol prior to	Injury to competitor and/or spectators/media/publi	Rare	Moderate	L3	Competitors required to agree to declaration that they will not take drugs that could impair their ability to take part safely in the event or any				

	event.	through drug or alcohol impairment.				<p>alcohol prior to the entering the event.</p> <p>Competitors must list all medical conditions and medications they are taking prior to the event.</p> <p>The Race Director, Operations Manager or Technical Delegate may remove participants from the event at any stage if they are believed to be under the effect of drugs or alcohol.</p> <p>Competitors agree to being subjected to testing by Drug Free Sport New Zealand.</p>				
4	Errant vehicle not complying with Traffic Management .	Injury or death to competitor and/or spectators/media/public through collision.	Unlikely	High	H8	<p>Traffic Management Plans in place prior to start of race.</p> <p>Marshalls in place at the road closures. Road closurers in compliance with Traffic Management Plan.</p> <p>Marshalls in communication with each other and all key officials to be advised if emergency vehicles needed.</p> <p>Competitors briefed prior to race to obey all instructions of Marshalls and to yield to emergency vehicles if on course.</p>	M4	N/A	Event Manager/Race Director	Event Day
5	Medical Emergency	Injury or death to competitor through medical emergency.	Possible	High	H12	<p>Ensure participants are aware of the physical demands of the event through briefing and race descriptions.</p> <p>Ask competitors to disclose any existing medical conditions that may affect them in the race.</p> <p>First response medical staff on course to respond quickly to medical emergencies. Cell phone communication to First Aid coordinator.</p> <p>Emergency plan in place – patient can be transported to Dunedin Public Hospital (approx. 1.5km from course)</p>	M6	N/A	Event Manager/Race Director	Event Day
6	Vandalism/ Outside interference	Injury to people and/or loss/damage to equipment through interference, vandalism	Unlikely	Minor	L4	<p>Course equipment set up on competition day and packed down on same day.</p> <p>All equipment monitored. by marshals/event organizers throughout the day.</p>	L4	N/A	Event Manager	Event Day

7	Terrorism	Injury or death from terror event.	Rare	Extreme	M5	<p>If any threats or suspicious activity are identified Race Organizers shall call 111 and request police.</p> <p>An appropriate evacuation procedure may be enacted.</p>	<p>If any threats or suspicious activity are identified Race Organisers shall call 111 and request police.</p> <p>M5</p> <p>An appropriate evacuation procedure may be enacted.</p>	N/A	Event Manager	Event Day
8	Hazardous Substance	Injury or death from exposure to a hazardous substance.	Rare	Major	M4	<p>If any suspicious materials are identified Race Organizers shall call 111 and request police.</p> <p>All event attendees will be told to stay away from the affected area.</p> <p>An appropriate Council or private body may be contacted to investigate and/or remove the suspicious substance.</p>	<p>M4</p>	N/A	Event Manager	Event Day

Quick reference guide for completing the Event Risk Assessment

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

Risk Matrix

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Moderate – 3	30-49% chance of occurrence	Moderate – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	Major – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix		IMPACT					
		Insignificant 1	Minor 2	Medium 3	High 4	Extreme 5	
P R O B A B I L I T Y	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
EXTREME	<p>Intolerable</p> <ul style="list-style-type: none"> Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced. Highest event decision making authority to be informed (i.e. Event Management Committee). Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.
HIGH	<p>Tolerable level of risk if all practicable measures in place</p> <ul style="list-style-type: none"> Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP). Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk? Ensure verification is undertaken that all prescribed control measures are in place, and in practice. Ensure all person(s) exposed to this risk are aware of the risk level. If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.
MODERATE	<p>Tolerable level of risk</p> <ul style="list-style-type: none"> Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP). If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.
LOW	<p>Tolerable level of risk</p> <ul style="list-style-type: none"> No change required. Ensure existing control measures remain in place and is effective.

Section 3: Emergency Response Plan

General Emergency Response Plan – NZSS Road Race Championships

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

Section 4: Contingency Planning

Introduction

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

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

The potential threats

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

- High winds
- Branches falling from trees in high winds
- Heavy rain
- Floods due to heavy rain
- Tsunami

History of potential threat events occurring at the event location.

None that we are aware of for the month of December in Dunedin.

The chain of command and decision making

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

Athletics Otago / Oceania Masters Athletic Championships

Position	Name
Race Manager	
Technical Delegate	

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

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

A review of the following will be conducted at each Athletics Otago Cross Country meeting:

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

Contingency options

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

Option One – Rerouting the course

In consultation with the Race Director and Race Officials a decision to change the course to avoid any hazards that may occur on the course on race day or days preceding race day. Such hazards: Slips covering road or par road. Road closures for various reasons by Local Authority, Transport Authority, NZ Fire Service, NZ Police or any other authority.

Option Two – Cancellation of the event

In consultation with the Race Director and Race Assistant and NZSSAA will make the decision to cancel the event. This may occur up to seven days before the event or earlier if conditions necessitate. Cancellation may occur at any stage up to and including Race Day if deemed necessary.

The protocol for informing all affected parties is:

- More than 48hours before competition day–All entered athletes contacted by email by NZSSAA LOC Committee. Notices posted on Athletics Otago website and Social Media. All officials notified via email and phone.
- Prior to competition commencing but within 48 hours of competition day – All Athletes notified by email by NZSSAA LOC Committee Notices posted on Athletics Otago website and Social Media Channels. All officials notified via email and phone.
- During Competition – Meeting called with Centre Team Managers and Officials to inform them of the decision. Notification via Announcements and Athletics Otago social media channels.

As soon as practicable: Dunedin City Council and relevant event contractors contacted by phone and advised of cancellation.

Reconnaissance of alternative routes, sites and assessment of conditions

The conduct of the reconnaissance is the responsibility of Athletics Otago. The Reconnaissance Group will consist of the Course Director and Cross Country Committee checking alternative venues> and other appropriate persons, where possible, who will jointly assess the situation and report to NZSSAA LOC Committee for a decision. Regular assessments and reporting of recommendations will be required as determined by Athletics Otago.

Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

Athletics Otago through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

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

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

Weather forecasting

Weather forecasts will be used by Athletics Otago to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of the Race Director, who will disseminate the information to the Athletics Otago at their meetings or as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the Athletics Otago may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

Section 5: Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required. **This would apply to the Registration area, Race Start and Race Finish areas.**

Initiation of evacuation

An evacuation will be signalled by announcement over loud hailer. The following people are authorised to initiate an evacuation:

- (name) – Race manager
- (name) – Race Referee
- Race Officials

Areas of responsibility

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

- As scheduled for Initiation of evacuation.

Evacuation plans

- Evacuation may be required immediately in situations such as severe weather, fires, hazardous materials incidents, or bomb threats or in coordination with community emergency response efforts for cyclones or approaching winter storms. The type of emergency will determine the evacuation procedure. All announcements shall be made via the PA system as to the best course of action to take. If the PA System is not operational, event organizers will directly communicate with event attendees. Depending on the emergency the race organizers may act under instruction from the Police, Fire Service or Civil Defense. Should representatives from these organizations arrive on site they may assume responsibility for communication and evacuation procedures.
- **Sheltering:** Depending upon the type of incident, sheltering inside adjacent facilities or parts of these facilities) may be the most appropriate protective action. Should this be required, all will be notified via the PA system and directed to follow procedures and report to their designated shelter areas within the facility. In addition officials will be notified via Race Radio.
- **Earthquake Response:** Employ the Drop, Cover, Hold method. Try to find shelter away from buildings, trees and other things that could fall. After shaking has stopped head towards the start/finish area and await instructions over the PA system.
- **De-Activation:** When emergency conditions have dissipated or stabilized, and normal operations have resumed, a formal announcement will be disseminated via the PA system.