



School Sport New Zealand

2020 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, office@schoolsportnz.org.nz**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, School Sport NZ will withdraw the sanction form the event and advise schools not to attend.

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
 - a. Event Safety Plan – details of risk management associated with the specific event
 - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
 - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: NZSS Track, Field and Road Race Championships	Plan Dated: 23 October 2020
Event Location	Tauranga Domain and Kulim Park vicinity, Tauranga
Event Date	December 11-13 2020
Organisation delivering event	NZSSAA
Number of Participants	1300-1400
Number of Schools Participating	220 schools approximately

Event overview. Provide a brief summary of what your event will involve.

Track and Field competition for Girls and Boys involving two age grades –Junior (U16), Senior (U19) and a Para Athletics competition for two grades Junior (U17), Senior (U19 plus U21 for ORRS funded). The event is held over two and a half days with athletes competing in the majority of World Athletics disciplines available.

Road Race competition for Girls and Boys involving three grades Year 9, Junior, Senior as above. Para Athletes have three grades also: Year 9 and para ages as above.

SECTION 2: Event Personnel.

Event Personnel: List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

Vulnerable Children’s Act: Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
John Tylden	Event Manager	Overall responsibility	Athletics NZ Graded Official and experienced Event Manager	0272645030	Police vetted as an Athletics NZ coach 2016
Brad Smith	Assistant Event Manager	Facilities management (see below) Road Race management	Tauranga Boys teacher and experienced event organiser	0273687375	Registered Teacher
Heather O’Hagan	Officials Coordinator	Recruitment, training & management	Athletics NZ Graded Official. Very experienced	0274713220	Police vetted
Ruth Tuiraviravi	Volunteers Coordinator	Recruitment and management	Athletics NZ Graded Official	0210404879	Police vetted
Malcolm Taylor	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Athletics NZ Graded Official. Very experienced. Manages Venue for Athletics Tauranga	0272924411	Police vetted in the past through Tauranga Boys College
Brad Smith	Welfare	Toilets and wash facilities	See above	See above	See above

Brad Smith	Waste Management	Waste clearance and recycling	See above	See above	See above
Tony Rogers	Disputes & Discipline	Convening & Chairing disputes panel	Sport Waikato Secondary Schools Executive Director. NZSSAA President	0274883279	Police vetted

SECTION 3: Risk Assessments and Management

Please see Athletics Waikato Bay of Plenty Risk Analysis and Management plan

<https://athleticswaikatobayofplenty.org.nz/about-us/health-and-safety/>

Waikato-Bay of Plenty Track and Field Events

RISK ANALYSIS AND MANAGEMENT – April 2018 V3

Road and Cross Country

Part 1: Risks.

The event is covered by the Athletics New Zealand third party insurance and accidental injuries by the Accident Compensation Corporation. Neither of these removes from those involved the standard of “reasonable care”. By giving examples of some known or anticipated risks and applying the agreed strategies the organisers are discharging their obligations for “reasonable care” and should not be liable under civil or criminal law.

1.1 Athletes

1.1.1 Injury risk from normal participation: strains, sprains, blisters, spiking, falls.

Such injuries are the normal and accepted risk from participating in the sport of athletics. As event managers we must accept this and be prepared to minimise the consequences by e.g.

- Provision of first aid room or facility, including privacy screens.
- Adequate equipment in facility: blankets, ice, bandages, plasters, strapping, scissors, Panadol.
- Provision of competent first-aiders: The room needs to be staffed while athletes are present at the ground, either for competition or warm-up / warm-down.
- Provision of qualified sports medical staff for more serious injuries.
- Arrangements with Ambulance service for the evacuation of serious casualties.
- Adequate access for emergency vehicles.

1.1.2 Injury from other athletic activities

These are events the organisers need to manage. They are things such as access to and movement in the competition area. Competitors and officials should be aware that the competition area presents many potential hazards including:

- Crossing the grass infield in the path of thrown implements.
- Crossing the track in the path of athletes.
- Athletes not removing spikes before leaving the competition area.

These are managed by clear instructions on the PA and proper supervision by track and the field managers and officials.

- The accepted rule is that there should be nobody inside the competition area who is not immediately involved in an event.
- There should be a strategy for dealing with recalcitrant offenders.
- Officials need to ensure that athletes, officials and observers do not stand with their backs to the throwing areas.
- The track events starting in the vicinity of the throws areas (e.g. 200m or 1500m) can be a risk area if a throwing event is in progress.
- Space made available at the finish line for athletes to remove spikes and officials stationed at the gate to monitor this.

1.1.3 Risks arising from Grounds, Facilities and Environment:

Most such risks arise from undisciplined behaviour on the part of athletes, and are very much their own responsibility. Known incidents have included:

- Falls in the grandstand and stairs.
- Playing in the tree's surrounding the ground.
- Injuries on unsupervised high jump pads.
- Injuries from misuse of hurdle equipment.

There is also a need to control traffic in the immediate vicinity of the ground, including the warm-up areas.

Other potential risk areas are:

- Unauthorised throws warm-up taking place in the warm-up area.
- Foreign objects in Long Jump Pits.
- Weather (heat/sun/cold exposure, high winds).
- Bee stings and hay-fever from summer growth.
- The potential for delays, missed events, inadequate timing reminders at warm-up venues.
- Warm-up injuries in the warm-up area, when the medical facilities are situated in the Main Stadium.
- Equipment failures.

To reduce the potential for such risks:

- All warm-ups in the designated area/s.
- No throws allowed on warm-up ground.
- Throwers to be allowed a practice throw at their competition venue immediately prior to competition.
- Long Jump pits to be dug over and raked before competition begins to look for dangerous items and to fill the hole that occurs through use.
- Bulk sun-block and hand sanitiser to be available.
- PA speakers able to be heard in the warm-up area/s.
- All equipment will comply with IAAF specifications and there should not be fractured throwing implements. The throwing cages should restrain implements that hit them. Extreme winds might affect discus flights.
- Technical officials measuring athletes' personal implements need to inspect and pass these implements for safety as well.

- High jump bars are expected to be in good condition.

1.1.4 Motor Vehicle Safety

There is likely to be a four wheel vehicle with trailer with the ability to pull hurdle trolleys etc. and moving other equipment and athletes' gear inside the field of play.

Possible hazards are:

- Inexperienced or juvenile drivers.
- Passengers riding in unsafe positions.
- Children on vehicles or trailers.
- Conflict with athletes warming up or waiting on the track.

To reduce the potential for such risks, safety should be managed by:

- Authorisation to use the equipment is given by senior officials in relation to the need of the event and only issued to approved drivers.
- All drivers to be advised not to allow "substitutes".
- All drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver.
- No passengers except in emergency situations for transportation of an injured person.
- No children riding on vehicles or trailers.

2.1 Officials

2.1.1 Risks arising from normal fulfilment of duties:

These are the sorts of things they can reasonably anticipate in the activities they undertake:

- Miss-thrown implements ricocheting off protective cages.

- Risk to Officials and helpers in the field during all throwing events (from both directions).
- Exposure to elements.

It is desirable that at Officials Meetings officials are reminded that with high standard of competition implements will be thrown with more force and range than is generally experienced at local meetings.

They should also be reminded to use sun-block and hand sanitiser, and have suitable hot, cold or wet weather clothing and hats available.

2.1.2 Risks arising from adjacent events

- Officials need to be reminded of what is happening elsewhere within the competition area, particularly at both jump sites, 1500m and 200m starts where they may have their backs to throwing areas.
- While officials should know basic safety rules, it doesn't necessarily follow that all volunteers do. Officials are responsible for ensuring that their helpers conform.
- If there are additional athlete helpers then they need to be specifically reminded to keep clear of danger areas when asked to do things.

2.1.3 Environment

- Officials should be used to the normal athletics environment.
- They need to be aware of the unusual: there will be tents and marquees: watch for guy-ropes etc.
- Cabling for electronic equipment should be safely located. It should not be draped over floors in control rooms and result areas.
- With the influx of additional equipment, the adequacy of power supplies and outlets should be monitored.
- If an auxiliary power source is arranged, an electrician should supervise the safety and location of any power lines.

2.1.4 Officials and Safety

A safety briefing is to be conducted prior to the event by the meeting manager or a designated safety manager who has overall responsibility for safety at the event. Any new officials that start during the event also must be safety briefed. The officials in charge of each event and location need to be reminded that they are responsible for the operational safety in their area.

The meeting management needs to be confident that the officials pay as much attention to event safety as they do to the correct conduct of events.

3.1 Spectators

Spectators are expected to behave in a reasonable manner. The organisers cannot be held responsible for actions which spectators could reasonably be expected to know are dangerous or risky.

- Perhaps the most important safety rule is that spectators (including children) and non-competing athletes should not be allowed inside the competition arena. Outside the competition arena they are relatively safe. They need to know, with notices and regular PA announcements that they aren't allowed inside the arena – including sitting on the grass just inside;
- Notices should be large enough to be noticeable and legible to partially sighted athletes and spectators.
- Playing with rugby, soccer or other round or oval sport balls is prohibited in or around the competition area.
- Riding of bikes and use of skate boards are prohibited around any grandstand and or spectator areas.
- The ground is a no smoking area.

3.1.1 Children

Parents are totally responsible for their children. This is another thing they need to be reminded of. The same rules apply to children as to other spectators, but the people responsible for the children are accountable for their understanding.

Risks include:

- Straying into the field

- Playing in the water-jump
- Playing on or in jump pits
- Playing within the tree's and using broken branches as toys
- Straying outside the ground into other areas
- Stranger danger. The organisers cannot be responsible for members of the public at a public event who might accost unsupervised children.

3.1.2 Traffic

Where we are managing traffic (and parking) we are responsible for the safety of its movement. We can't be responsible for aberrant driver behaviour, but we are responsible for allowing vehicles to move into heavily trafficked pedestrian areas.

3.1.3 Risk to Property:

Any equipment set up for the competition (and the facility itself), as well as any contractors' equipment, will be at risk of theft, interference or vandalism while events are not in progress.

It must be noted that the Athletics New Zealand insurance policy generally does not cover property.

- For multi day events then after-hours security coverage may need to be organised by the organising committee.
- Athletes and spectators need to be regularly reminded to keep their personal belongings with them, or leave them in the custody of people they know and trust.
- They need to be regularly reminded that care of personal effects is their own concern.
- If it is windy, visitors need to be reminded to watch for belongings simply blowing away.
- A lost property venue needs to be provided.

4.1 Summary and Safety Strategy:

4.1.1 Emergencies:

- First Aid equipment to be checked and replenished.
- First-aiders to be arranged for first aid room.
- Sports Medical staff to be arranged.
- Contact and arrangements made with ambulance service.
- Access for ambulance/ emergency vehicles to be maintained.
- Contact and first-aid access for warm-up areas.
- Provision of bulk sun-screen.

4.1.2 Athletes:

- Athletes expected to behave in a reasonable manner.
- If possible publish athlete code of conduct in the programme.
- Athletes responsible for their own equipment and personal safety.
- Athletes are required to follow instructions from event and ground officials and failure to do so is at their own risk.

4.1.3 Officials:

- Meeting manager or designated safety manager to take overall responsibility for ensuring safety rules followed and to conduct any safety briefings
- Event officials responsible for safety at their event.
- Safety briefing to be conducted for all officials prior to event start.

- Event officials to be reminded of hazards from adjacent events.
- All officials to be reminded to prepare for all weather possibilities.
- Safe location of electric and electronic cables.
- Competent electrician or engineer to review electrical and electronic set up.

4.1.4 Spectators:

- Spectators expected to behave in a reasonable manner.
- Spectators responsible for their own safety.
- Spectators responsible for their children.
- Spectators to be reminded that their support is encouraged, but spectator noise can disrupt track starts, and nearby events such as high jumps.

4.1.5 Traffic:

- No access to competition area precincts.
- Public parking to be designated.

4.1.6 Vehicles

- Only authorised people are to use the equipment and only for the purpose of the smooth running of the meeting.
- All authorised drivers to be advised not to allow “substitutes”.
- All authorised drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver.
- No passengers except in cases of emergencies/injuries.
- No children riding on vehicles or trailers.

4.1.7 Event Management:

- Regular PA announcements to public and non-competing athletes about keeping outside the track perimeter fence – the competition arena.
- Regular reminders on PA to parents to keep children inside the venue area and in sight.
- Large print notices reminding unauthorised people to stay outside the field of play.
- Official with communication equipment in the warm up areas to manage safety.
- Technical officials to check safety of equipment as well as ensuring IAAF compliance.
- Officials and helpers to be briefed on their own safety.
- Officials and helpers to be briefed on their responsibilities for safety at their events.
- Meet Manager to ensure Official in Charge of Long Jump is aware of the need to dig and rake Long Jump pit.

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.

Please note that this plan is based on competition for Centre, Regional, National and International events carried out on all weather tracks. There are 2 such tracks in the Athletics Waikato Bay of Plenty region, which have some slight differences in risk management due to the layout of the facilities.

It should be noted that Athletic meetings by clubs (senior, junior and masters) 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 athletics meeting include:

Objects- javelin, discus, hammer, shot, hurdles, vertical jump uprights, running track etc

Activities- running, jumping throwing, walking etc

Substances- Water in the water jump, rain, hail etc.

Conditions- temperature, humidity, wind, lightning, light levels etc.

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

Medium- some likelihood of injury

High- significant likelihood of injury

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.

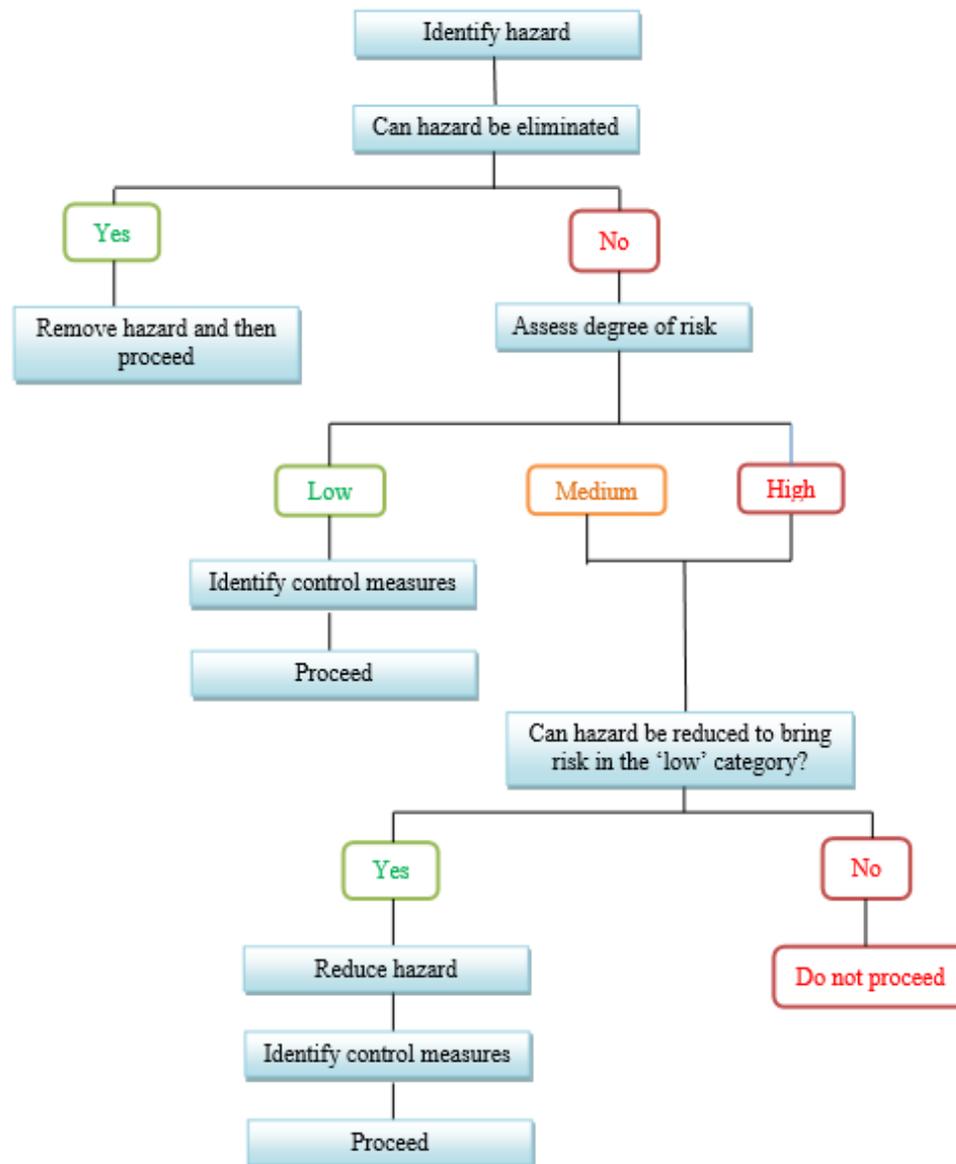
Review and, if appropriate, revision of the strategy.

Details of the safety management plan

Hazard identification and risk evaluation

Figure 1.1 illustrates the hazard identification and risk evaluation procedure.

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



Hazards

The following hazards are common for most athletic meetings and given here as a guide to be considered in a risk management strategy

Track

- Track surface and kerbing
- Starting blocks
- Hurdles
- Scoreboards, lapboard, bell
- Break line
- Water jump

Field

- Scoreboards
- Run up areas and surrounds
- Take off boards
- Vault box
- Vaulting poles
- Vertical jumps uprights and cross bars
- Landing pits and mats
- Throwing circles
- Throwing cages and gates
- Javelin runway
- Landing sectors
- Throwing implements

General

Weather

Time of day (light levels)

Other athletes and officials (collision on the track and in field events)

Warm up areas

Final warm up procedures

The hazard identification process has not included actions of the public outside the competition area, eg carpark, grandstand etc. This has been covered in the

“Waikato-Bay of Plenty Track and Field Events Risk Analysis and Management- March 2018 V3 document overleaf.

Field Events Hazards

Throws from a circle Hazards (Discus, Shot Put, Hammer, Weight)

	Who/how affected	Control Assessment
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 2) Ensure that the circle is free of dirt, grit and standing water during competition (sweep if necessary) 3) ensure that measuring tapes do not encroach onto the circle Control measure responsibilities: 1, 2 Technical Manager, officials 3 Officials

Cage- discus, hammer, weight

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

- 1) Inspect cage regularly for damage to net structure
- 2) Secure netting at ground level as appropriate
- 3) Check that the gates can move freely and be secured in
in both open and closed positions.
- 4) Secure or ballast netting at ground level as appropriate
- 5) Ensure all officials and athletes maintain a safe distance
- 6) For hammer ensure that the gates are correctly positioned for
left and right handed throwers for all warm up and competition
throws
- 7) If insert is needed to convert discus circle to hammer/weight
ensure it is correctly fitted throughout the competition

Control measure responsibilities

1,2,3,4,5,6,7 Technical Manager, officials

Shot Put

Athletes- injury from damaged
or poorly fitted stop board

- 1) Inspect stop board regularly for damage
- 2) Ensure stability throughout competition

Control measure responsibilities

1,2 Technical Manager, officials

Landing area

Officials- injury from uneven
surface of landing area

- 1) Inspect landing area before competition
- 2) Ensure holes in the landing sector from implements landing
during the competition are filled when they occur

Control measure responsibilities

1 Technical Manager, officials

2 Officials

Implements- discus

Athletes, Officials- injury
from handling defective discus

- 1) Check discuses 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 the sector are filled level with the ground to avoid damage to discuses

Control measure responsibilities

1 Technical manager, officials

2 Officials

Implements-hammer/ weight

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

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

Control measure responsibilities

1 Technical manager, officials, athletes

Gloves

Athletes- injury to hands due to
inadequate protection for
hammer/weight

- 1) Ensure gloves, if worn, give adequate protection

Control measure responsibilities

1 Athletes, 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 meetings in hours of twilight or darkness.

Control measure responsibilities

1- Ground staff, Technical Manager, Officials

Weather

Athletes, officials- injury from slipping on wet surface. Injury from poor control of wet implements
Effects of sun/heat/cold

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

Control measure responsibilities

1 ground staff

2 Officials

3 Technical Manager, officials

4, 5 Athletes, Technical manager, officials

Warm-up/Competition

Athletes/officials- injury from being hit by implement

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

Control measure responsibilities

1- Ground staff, Technical Manager, Officials

2- Officials

3,4 Officials, athletes.

Additional points for throws from a circle

- 1) All officials, volunteers, media personnel and athletes in and near the competition area must be aware of the need for concentration at all times
- 2) Practice throws are to be supervised by officials and in competition order
- 3) Practice throws are not allowed outside the circle

- 4) Only officials allowed forward of the circle
- 5) Officials forward of the circle should stand outside the sector lines and face the circle or thrower
- 6) Implements to be returned by carrying only.
- 7) "Danger Throwing in progress" signage and roping off of throwing areas to be in place at all times

Javelin Throw Hazards

	Who /How affected	Control Assessment
Runway	Athletes and officials- injury from slipping/tripping due to defective surface or objects on the runway	<ol style="list-style-type: none"> 1) Ensure no obstructions, check marks placed on runway 2) Ensure that measuring tapes do not encroach onto runway 3) Encourage athletes to wear appropriate footwear <p>Control measure responsibilities</p> <p>1- ground staff, Technical Manager, officials</p> <p>2- officials</p> <p>3- athletes, coaches</p>
Implements	Athletes and officials- injury from handling defective javelin	<ol style="list-style-type: none"> 1) Check javelins before the event and after each throw to ensure they conform to the relevant rules, especially the grip. <p>Control measure responsibilities</p> <p>1- Technical Manager, officials</p>
Weather	Athletes and officials- injury from slipping on wet surface. Effects of sun/heat/cold	<ol style="list-style-type: none"> 1) Ensure runway surface and drains are cleaned to allow drainage 2) Sweep runway during competition to remove excess water, Grit or debris 3) Provision of shelter from the elements, sunscreen, water

Control measure responsibilities

1 Ground staff

2 Officials

3 Athletes, Technical Manager, Officials

Lighting 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, officials- injury from being hit by javelin

1) ensure the runway is coned when not in use, and access controlled during warm up and competition

2) Supervise all warm up and competition throws .

3) Ensure each athlete throws in turn and from the runway only

4) Once competition has begun implements are not to be used for practice purposes

Control measure responsibilities

1- Ground staff

2- officials

3, 4- officials, athletes

Additional points for Javelin

1) All officials, volunteers and athletes in and near the competition area must be aware of the need for concentration at all times

2) Practice throws are to be supervised by officials and in competition order

3) Practice throws are not allowed outside the runway

4) Only officials allowed forward of the runway

- 5) Officials forward of the runway should stand outside the landing sector lines and face the runway or thrower
- 6) The javelin must be carried back, vertically with tip down, and not thrown
- 7) A “Traffic control” official must be in place when track events are taking place adjacent to the javelin runway, or if the runway crosses another field event competition area
- 8) Track kerbing removed whilst the event is in progress should be placed in a safe place and replaced at the competition of the competition
- 9) Ensure any cones used to mark the inner edge of the track where kerbing has been removed do not pose a trip hazard for competitors.
- 10) “Danger throwing in progress” signage and roping off of throwing areas to be in place at all times

High Jump

Who/How Affected	Control Assessment
Run-up area (including track)	
Athletes- injury, slipping/tripping due to defective surface, or track kerbing being in the runway line	<ol style="list-style-type: none"> 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained 2) Ensure any clips for holding kerb sections are removed 3) Ensure sections of kerbing removed are placed in a safe place 4) Encourage athletes to wear appropriate footwear 5) Ensure any markers are not “proud” of the run up surface so as to not present a trip hazard
	<p>Control measure responsibilities</p> <p>1,2,3 Ground staff, Technical Manager, Officials</p> <p>4 Athletes, coaches, officials</p> <p>5 Officials, athletes</p>

Uprights

Athletes, 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 adjustable prior to competition
- 3) Ensure bases are stable and joined onto the upright prior to competition
- 4) ensure cross bar supports face each other
- 5) Ensure uprights are properly positioned during warm up and competition

Control measure responsibilities

1,2,3 Technical Manager, officials

4,5 Officials

Crossbar

Athletes- injury from splinters and sharp edges

- 1) Ensure that crossbars conform to the rules and specifications
- 2) Inspect crossbars regularly and ensure they are adequately maintained
- 3) Ensure crossbars are undamaged and free of splinters prior to and during competition

Control measure responsibilities

1, 2 Technical Manager

3 Technical Manager, Officials

Surrounds

Athletes- injury from falling/ tripping over objects

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

Control measure responsibilities

1 Technical manager, officials

Landing Mats

Athletes- injury from defective poorly maintained or incorrectly set up landing mats

Officials- injury from moving landing mats

- 1) Ensure landing mats are correct size and otherwise conform to relevant rules and specifications
- 2) Inspect landing mats regularly and ensure they are in good condition- 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 and during competition
- 4) Ensure that where landing mats are placed on timber pallets or other firm material, that edges of such surfaces are covered by the mats both prior and during competition
- 5) Ensure that there are adequate numbers of officials to adjust the landing mats if required

Control measure responsibilities

1,2 Technical manager

3 Technical manager

4 Technical Manager, Officials

5 Officials

Weather

Athletes, officials- injury from slipping on wet run up area.

Effects of sun/heat/cold

- 1) Ensure run up area surface is cleaned regularly to allow drainage
- 2) Sweep run up area during competition to remove any excess water, grit or debris
- 3) Ensure landing mat is covered with a waterproof cover to prevent rain ingress
- 4) Provide shelter from the elements, sunscreen, water

Control measure responsibilities

1 Ground staff, Technical Manager

2 Officials

3 Ground staff, Technical Manager, Officials.

4. Ground staff, Technical Manager, Officials, Athletes

Lighting

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

- 1) Ensure adequate lighting for competition 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 jumps.
- 2) ensure each athlete jumps in turn and does not encroach on the approach of other competitors whilst waiting his/her turn
- 3) Ensure athletes whose approach runs conflict with other events are made aware of potential collisions
- 4) Ensure athletes whose approach extends onto the track are made aware of any conflict with track events

Control measure responsibilities

- 1 Officials**

- 2,3,4 Officials, athletes**

Additional points for high jump

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

	Who/How Affected	Control Assessment
Runway	Athletes, Officials- injury from slipping/tripping due to defective surface, objects on the runway or track kerbing being in the runway line	<ol style="list-style-type: none">1) Inspect runway area regularly and ensure it is level, free from holes and adequately maintained2) Clean runway surface regularly to allow drainage3) Ensure no obstructive objects (eg markers) are placed on the runway4) Ensure that measuring tapes do not encroach onto runway5) Encourage athletes to wear appropriate footwear <p>Control measure responsibilities</p> <p>1,2 Ground staff</p> <p>3,4,5 Athletes, coaches, officials</p>
Box	Athletes- injury (and pole damage) due to defective box, box not flush with runway or incorrect back plate angle	<ol style="list-style-type: none">1) Ensure that box conforms to relevant rules and specifications2) Inspect box regularly and ensure adequately maintained <p>Control measure responsibilities</p> <p>1,2 Technical Manager, Officials</p>
Uprights	Athletes, officials- injury from being struck by falling uprights, collision with uprights	<ol style="list-style-type: none">1) Inspect uprights regularly and ensure they are regularly maintained2) Ensure bases are stable and uprights correctly joined onto the base before use3) Ensure cross bar supports face each other4) Ensure uprights properly positioned to athletes requirements during warm up and competition <p>Control measure responsibilities</p> <p>1,2,3 Technical Manager, officials</p> <p>4 Officials, athletes</p>

Crossbar

Athletes- injury from splinters and sharp edges

- 1) Ensure that only crossbars that conform to the rules and specifications are used
- 2) Inspect crossbars regularly and ensure they are adequately maintained
- 3) Ensure crossbars are undamaged and free of splinters prior and during competition

Control measure responsibilities

1,2 Technical Manager

3 Officials

Surrounds

Athletes- injury from tripping/ falling onto a hard surface/objects

- 1) Ensure that no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mats
- 2) ensure unused poles are kept clear of the immediate competition area and “stacked” securely to prevent rolling

Control measure responsibilities

1,2 Technical Manager, officials

Landing mats

Athletes, officials- injury from 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 free from tears and holes, and that the impact foam is in good condition
- 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 hard material that the edges of such surfaces are covered by the mats both prior and during competition

Control measure responsibilities

1,2,3 Technical Manager

4 Technical Manager, officials

Poles

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

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

Control measure responsibilities

1 Athletes, coaches

2 Officials

3 Officials, athletes

Weather

Athletes, officials- injury from slipping on wet surfaces, hands slipping on poles, missing the landing mats (due to high winds), or landing on wet mats
effects of sun/heat/cold

- 1) Ensure runway surface is cleaned regularly to allow drainage
- 2) Sweep runway during competition to remove any excess water, grit or debris
- 3) Provide shelter from the elements, sunscreen, water
- 4) Ensure that athletes are competent enough to deal with weather conditions
- 5) Avoid vaulting into the wind if possible

Control measure responsibilities

1, 3 Ground staff, Technical Manager

2,4 Officials

3 Coaches

Light Conditions

Athlete, officials- injury from not being able to see event area layout, objects or other dangers

- 1) Ensure adequate lighting for meetings in hours of twilight 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 and competition jumps
- 2) Ensure runway is kept 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

1,2,3,4 Officials

2,3,4 Athletes

Additional points for pole vault

1) If the run up area encroaches onto the track, officials need to be aware of what track events are taking place and control their pole vault athletes accordingly.

2) If the run up crosses another field event competition area, officials need to be aware of what the competitors at the other competition are doing and control their pole vault athletes accordingly

3) Officials need to be aware of the need to stop the competition if the weather conditions become dangerous.

4) At Porritt Stadium, ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy

Horizontal Jumps (Long jump and triple jump)

	Who/How Affected	Control Assessment
Runway	Athletes, officials- injury from slipping/tripping due to defective surface, or objects on the runway	<ol style="list-style-type: none">1) Inspect runway regularly and ensure it is level, free of holes and adequately maintained2) Clean runway surface regularly to allow drainage3) Ensure no obstructions such as check markers are placed on the runway4) Ensure that measuring tapes do not encroach onto the runway5) Encourage athletes to wear adequate footwear <p>Control measure responsibilities</p> <p>1,2 Ground staff, Technical Manager</p> <p>3,4 Athletes, officials</p> <p>5 Athletes, Coaches</p>

Take-off and Insert boards

Athletes, officials- injury from slipping/tripping on inappropriate, defective or poorly fitted take off and insert boards,	<ol style="list-style-type: none">1) Ensure that take off and insert boards conform to relevant rules and regulations (they should be made of wood)2) Ensure that the insert boards, are capable of being adjusted so as to be stable and level with the runway
Officials- injury from lifting ill-fitting insert boards or the use of incorrect lifting implements	<ol style="list-style-type: none">3) Ensure that the insert boards fit adequately without being too difficult to remove4) Ensure that board lifting implements are available and suitable for the purpose of lifting the boards.5) Clean the insert board recess regularly6) Clean and grease any adjustable bolts in the take-off board assembly if present

Control measure responsibilities

1-6 Ground staff, Technical Manager

Surrounds Athletes- injury from falling onto hard surfaces or objects

- 1) Ensure there are no objects placed within 2m of the landing area
- 2) Ensure any equipment such as scoreboards are kept clear of athletes area

Control measure responsibilities

1,2 ground staff, technical Manager

Landing Area Athletes- injury from landing on compacted sand, extraneous objects or concrete edging of landing area
Officials- injury from stepping onto extraneous objects or tripping on concrete edging of landing area, injury from digging/levelling the landing area

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

Control measure responsibilities

1-6 Ground staff, Technical Manager

2,3,4,5,7,8 Officials

Weather

Athletes, officials- injury from slipping on wet surfaces
effects of sun/heat/cold

- 1) Ensure runway area surface is cleaned regularly to allow drainage
- 2) Sweep runway area as needed during competition to remove any excess water, grit or debris
- 3) Provide shelter from the elements, sunscreen, water

Control measure responsibilities

1 Ground Staff

2 Officials

3 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 meetings 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 and competition jumps
- 2) Ensure the runway is clear when athletes are about to start their approach
- 3) Ensure each athlete jumps in turn
- 4) Ensure the landing area is clear before allowing athletes to jump

Control measure responsibilities

1-4 Officials

2,3 Athletes

Additional points for horizontal jumps

1) Ensure the landing area is free from extraneous objects. Officials need to be aware of the need to stop the competition until such objects can be cleared.

Additional points for all field events

1) If the weather conditions make continuing the competition hazardous (wind, rain, lightning, lack of light) competition should cease until conditions become safe again.

2) Ensure officials, athletes and any other persons present in the competition area are aware of safety requirements for the event.

3) Anyone who refuses to comply with safety requirements should be removed from the competition area.

Track Events Hazards

	Who/how affected	Control Assessment
General		
Track	Athletes, Officials- injury from defective track surface, debris, incorrectly positioned sections of kerbing and sections removed to facilitate field events/ steeple chase, cones placed on the track	1) Inspect track regularly and ensure it is level, free of holes and adequately maintained 2) Check track regularly to remove debris 3) Check kerbing sections correctly positioned and joined 4) Ensure sections of kerbing removed to facilitate field events/ steeple chase are placed in a safe area, and replaced after the event is completed 5) Ensure any cones required by the IAAF rules are correctly placed, especially if conditions are windy

6) Encourage athletes to wear appropriate footwear

Control measure responsibilities

1,2,3,4,5 Ground staff, Technical Manager, Officials

6 Athletes, coaches

Officials and other athletes

Athletes, officials- injury from collision with other persons.

Injury from collision with any motor vehicle used on the track

1) Appropriate announcements regarding events about to start

2) Ensure any unauthorised persons are not present in the competition area

3) Ensure those operating any vehicle on the track are aware of their surroundings and the vehicle's reversing alarm is operational

Control measure responsibilities

1,2,3 Technical Manager, officials

Weather

Athletes, officials- injury from slipping on a wet surface

1) Ensure adequate drainage is present

2) Inspect track regularly during competition in wet weather

Control measure responsibilities

1 Ground Staff

2 Technical Manager, officials

Lighting Conditions

Athletes, officials- injury from not being able to see other persons, obstacles or dangers

1) Ensure adequate lighting for meetings in hours of twilight or darkness

Control measure responsibilities

1 Ground staff, Technical Manager, Officials

Additional points for track events

- 1) Cones or flags used to mark the edge of the track must be carefully positioned so as not to constitute a hazard to the competitors, especially in windy conditions when the cones may be displaced.
- 2) Should there be a need for a water/refreshment station, this should be positioned so as not to constitute a hazard to the competitors. Discarded cups/ drink containers should be collected immediately.
- 3) Athletes should be reminded to remove their spiked shoes once they have finished their event to avoid injury to others outside the competition area
- 4) At times officials are required to be on the track beyond the finish line- extra care is needed to ensure they are not obstructing the athletes as they run through the finish line. Ensure any media personnel present are also aware of this requirement.

Track Events requiring starting blocks

Starting blocks

Athletes- injury from slipping/ tripping due to worn/poorly maintained blocks, or incorrect positioning of blocks
Athletes, officials- injury from handling starting blocks
Athletes, officials- injury from tripping over blocks no longer required for the competition

- 1) Inspect blocks regularly and ensure that they are adequately maintained
- 2) Inspect blocks before use
- 3) Ensure blocks are secure on the track surface
- 4) Ensure officials handling blocks are physically capable of the task
- 5) ensure blocks are removed from the track and stored correctly
- 6) Provide assistance as required for PARA athletes

Control measure responsibilities

1,2 Technical Manager, officials

3 Athletes

4,5,6 Officials

Track-Additional for Hurdles

Hurdles

Athletes- injury from collision with defective or improperly set up hurdles
Officials- injury from handling hurdles.

- 1) Inspect hurdles regularly and ensure they are properly maintained
- 2) Inspect the mechanism for
 - a) Fixing the hurdles at the correct 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 accordingly
- 4) Ensure hurdles are correctly placed on the correct mark and within lanes
- 5) Ensure officials are physically capable of handling hurdles

Control measure responsibilities

1,2 Technical Manager

3,4,5 Officials

Track- Additional for races over 400m

Start

Athletes- injury from collision

- 1) Ensure that the number of competitors does not exceed the capacity of the facilities or the limits set by the relevant rules
- 2) Line up athletes in an orderly manner
- 3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress
- 4) ensure any bare footed athletes are so placed as to minimise the risk of injury from other athlete's spiked shoes.

Control measure responsibilities

1-4 Officials

Echelon Starts

Athletes- injury from collision with the necessary cones marking the track, and from collision

- 1) Ensure the athletes are instructed as to the echelon procedure
- 2) Ensure the cones are correctly placed and positions maintained if conditions are windy

with other athletes

Control measure responsibilities

1 Officials

2 Technical Manager

800m Break Line Athletes- injury from collision with other competitors or tripping on markers

- 1) Ensure the break line is clearly identified and the markers are correctly placed and comply with the rules
- 2) Remind the athletes prior to the start of the race of the relevant rules

Control measure responsibilities

1 Technical Manager, Officials

2 Officials

Track- Additional for Steeplechase

Kerb/Cones

Athletes, officials- injury from slipping/tripping on improperly placed kerbing or cones

- 1) Ensure kerbing is correctly placed- at Tauranga Domain for the inside water jump sections need removed and replaced during the race.
- 2)At Porritt Stadium for the outside water jump- ensure cones are correctly placed to indicate the deviation to the water jump
- 3) Ensure any kerbing sections/cones not in use are placed in a safe position

Control measure responsibilities

1,2,3 Technical Manager, Officials

Barriers

Athletes- injury from collision with defective or improperly set up barriers, injury from collision with other athletes, especially at the first barrier
Officials, ground staff- injury from

- 1) Inspect barriers regularly, ensure that they are adequately maintained especially pins for fixing height easily moved
- 2) Check adjustable barriers are the correct height and are securely fixed at that height
- 3) It is recommended that the first barrier taken in the race should be at least 5m in width

Incorrectly handling/lifting
barriers

- 4) Ensure barriers are correctly positioned
- 5) Ensure ground staff/ officials are physically capable of handling barriers and that safe manual handling practices are used when placing and removing barriers.

Control measure responsibilities

1,2,3,4,5 Technical Manager, officials

Water Jump

Athletes- injury from slipping/
tripping on defective barrier,
landing on defective barrier
or landing in unsafe water

Athletes, officials and others
in the competition area- injury
from falling into the water jump,
either full or empty

- 1) Inspect barrier and landing area regularly to ensure they are adequately maintained
- 2) Inspect water jump for any damage, obstacles and debris
- 3) Ensure barrier height is set correctly
- 4) Ensure water jump is filled correctly prior to the start of the event, ie water is level with the surface of the track, and free from any debris. The water jump should be kept empty except when in use for an event.
- 5) Ensure unauthorised persons are not in the competition area
- 6) Ensure the water jump is adequately screened off or covered when not in use
- 7) Remind officials/ athletes of the need to take care in the vicinity of the water jump- at Porritt Stadium the outside water jump when moving around the track, at Tauranga Domain the inside water jump when moving around at field events taking place adjacent to the water jump

Control measure responsibilities

1,2 Ground staff, Technical Manager

3,4,6 Technical Manager

5,7 Officials, athletes

Additional points for Tauranga Domain

- 1) Be aware of the drop off from the track to the lower field on the 200m bend. Care must be taken when moving around the outside of the track at this point**
- 2) Be aware of the drop off from the track to the lower field behind the sprint starts- the drop increases away from the outside of the track. This is of extra importance for 110m hurdles competitors and officials.**

3B: Venue Safety Plan – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

There is no Tauranga City Council Evacuation Plan available for this venue. However Council and Malcolm Taylor, Health and Safety Officer, advise that in the event of evacuation being required all competition will cease and everyone will be directed to the lower fields to the east of the track where athletes should assemble for checking in with team Managers. From there, if required, everyone will be able to leave the Domain area to their transport.

Road Race Health and Safety Plan

This has been guided by the AWBOP Winter Events Risk Plan – April 2016

1. EVENT FACILITIES

1.1 Traffic Approach Routes

Consideration must be given to how traffic should approach the venue. Checks should be made to avoid possible conflicts with other events taking place in the area.

1.2 Parking

An early consideration of any event must be where those attending will park. Locations should be chosen to be as close as practicable to the race base and course. Hard surfaces are clearly preferable for parking areas. Where grassed areas are used it may be necessary to cover over areas which will experience heavy traffic e.g. entrances/exits. Arrangements may need to be in place for towing out bogged down vehicles, particularly if bad weather is expected. The parking layout should be planned in advance - a separate entrance and exit may be necessary. Parking marshals may be necessary. They must be provided with high visibility clothing and may need to be equipped with suitable communication equipment e.g. radios or mobile phones. Separate parking for officials (particularly starters transporting guns) and the mobility impaired, may be appropriate.

1.3 Registration and Enquiries

A suitable location must be clearly identified for taking entries and/or the collection of race numbers. Whether this should be on the course or at a separate base will be a matter for local consideration. Wherever is chosen, it is essential that those providing this service are suitably protected from the elements. If separate locations are used for dealing with enquiries, they also must be protected. Clear signage is important, particularly at larger events.

1.4 Covered Accommodation

If no suitable buildings are available or the event base is some distance from the course then temporary accommodation (e.g. marquees) may be provided near the course. Accommodation should be sufficient for all those athletes and officials who may need to use it in the event of severe weather.

1.5 Toilets

Sufficient toilet accommodation should be available close to the course (preferably near the start) and at any separate buildings used. Most competitors are likely to use the facilities shortly before their race. For larger events this is likely to require the provision of 'portaloos'; if this is the case then consider locating them in separate groups to cover different areas of the course. Facilities for disabled, officials and spectators may also need to be available. Adequate supplies of toilet paper should be provided - it is easy to underestimate the need for both paper and toilet accommodation.

1.6 Route to the Course

Where the event base and/or parking is a long way from the course, the route should be clearly indicated by suitable signs or maps (e.g. in information sheets or programmes). Routes should be chosen to avoid potentially dangerous road crossings. If major roads do have to be crossed then crossing points should be clearly designated and staffed by marshals (with high visibility clothing).

1.7 Refreshments

If refreshments are to be provided by the event organisers then suitable hygienic facilities, safe equipment (e.g. kettles, water boilers, with fire extinguisher available and competent staff must be used. If contractors provide refreshments from mobile units the positioning of these must be chosen so as to minimise risks to the course and pedestrian routes. Suitable litter receptacles should be provided by the event organisers and/or contractors.

1.8 Handling of cash

Cross country events can involve various people in handling significant quantities of cash (entry fees, parking charges, sales of refreshments, programmes, result sheets etc.). Such people should not be situated in areas where they are alone and vulnerable to robbery. Risks can be reduced by removing cash periodically to a more secure area. The provision of radios or mobile phones to staff handling cash will allow anyone feeling threatened to call up support.

2. THE COURSE

2.1 The Start

The start should be of adequate width for the numbers of competitors. Competitors should be encouraged to line up with faster runners at the front. The starting straight should be sufficient for the field to spread out before any tight turns are encountered (200-300m is suggested). Any bends early on should be gradual. Steep downhill starts are to be avoided as are the presence on the course of sudden dips, trees, posts or other obstructions.

2.2 The Finish

The primary concern in designing the finish will be to ensure that competitor positions and times can be recorded correctly. However, steep downhill finishes are to be avoided, as are tight turns shortly before the finish. At large events marshals will often need to be provided to separate lapped competitors from faster runners who are finishing.

2.3 Course Layout

Cross country by its very nature often includes varying terrain, gradients etc. However, there are some safety considerations in planning a course such as: - It must be of adequate width for the numbers expected. Narrowing of the course should be avoided early in the race. - Severe dips should be avoided, particularly if competitors will be closely grouped; - Running on severe cambers should be avoided (especially if underfoot conditions may be slippery); - Any steep downhill sections should not have potential dangers immediately at the bottom e.g. walls, fences, ravines, deep water; - Turns must not be too tight, taking into account the number of runners; lap length must be suitable for the numbers and capabilities of competitors. Negotiating lots of lapped runners can be dangerous as well as frustrating for faster runners; - The course must be clearly marked with tape, marker posts and appropriate use of marshals. Going off course is never satisfactory and could introduce real dangers for very young competitors or in remote areas. The IAAF handbook contains more detail on course design.

2.4 Obstacles

Obstacles on the course (tree roots, low branches, low marker posts etc.) will create more of a risk if competitors are unable to see them or take avoiding action e.g. when running in large groups. Where the obstacles present significant risks they should be avoided (it may be possible to prune some branches). Obstacles presenting lesser risks should be clearly marked with biodegradable paint or tape if visibility is a problem.

2.5 Risks from Vehicles

Cross country courses should avoid any roads that may be in use. Where spectators etc. may be at risk from active traffic routes near the course, use should be made of appropriate warning signs to vehicles (and possibly of marshals) to control vehicle access. Access by vehicles connected with the event e.g. officials, contractors, mobile refreshment units, may need to be restricted to certain times or controlled by marshals. Marshals may need to be used to clear routes for access by emergency vehicles.

For road races a thorough risk assessment must be carried to minimise risks related to traffic on or near to the course. An appropriate traffic management plan will be necessary. It is recommended that a course be selected to use roads with low traffic flow wherever possible. Risk reduction would also involve keeping to the most appropriate side of the road at all times (usually running face on to any traffic flow) and avoiding blind bends. Note that this document does not include an exhaustive list for a road race traffic management plan. It is essential that a complete risk assessment and management plan is put in place. It is recommended that you consult with those having expertise in these matters before finalising any plans relating to traffic management.

2.6 Other Nearby Activities Other activities close to the course could create risks to competitors. Where areas are accessible to the public (e.g. in public parks) there may be risks from dogs, informal games and other activities. It may be possible to plan the course to avoid other conflicting activities. Alternatively problems may be avoided by using start times that do not conflict with other users.

2.7 Water Risks The possible presence of streams or puddles to negotiate is an integral part of cross country running. However, risks from deep or fast-flowing water must be avoided. In planning courses consideration must be given to how deep or fast the water may be after a period of heavy rain. It may be necessary to restrict water features on courses to those competitors who are capable of coping with them safely. Warnings to competitors may also be appropriate in some circumstances.

2.8 Persons Crossing the Course

Courses should be planned to minimise the need for the course to be crossed. At large events barriers may be necessary at critical points, particularly at the start and finish areas. Tape can be used elsewhere to clearly indicate the route of the course. It may also be necessary to designate approved course crossing points which will need to be controlled by a marshal.

3. PERSONNEL / EQUIPMENT

3.1 First Aid Adequate first aid provision should be arranged (and confirmed) well in advance of the event. Any first aiders should be located on or close to the course and their location indicated prominently. Where the race base is some distance away, additional first aid provision there may also be necessary. Effective communications must be established between the event organisers and first aid staff. Walkie talkies should be issued to designated marshals around the course to enable immediate contact to be made with base if an accident occurs requiring attention. Provision should be considered for possible emergency access to the course by ambulance. There should be liaison with the first aiders about suitable access to the course for their own vehicles.

3.2 Traffic / Parking Marshals

Event organisers may need to provide their own adult marshals to control traffic and pedestrians. Any marshals should be provided with high visibility clothing. Marshals should arrive well in advance of the expected time of arrival of the first competitors and officials and be fully briefed on their duties. Someone will also need to be made responsible for erecting (and removing) signs which are intended to direct traffic, pedestrians etc.

3.3 Course Marshals

Marshals should be provided at any critical points on the course e.g. - To prevent competitors following the wrong route - To identify any poorly visible obstacles on the course - To oversee water crossings, where appropriate - To separate out lapped competitors (particularly at the entrance to the finish straight) - To control course crossing points They should be advised to bring warm and waterproof clothing and should be provided with high visibility clothing. Marshals must arrive well in advance of the first race and be fully briefed on their duties. Marshals must remain in position until the last runner has passed. Marshals may need to be provided with hot drinks and possibly food, if they are to be outdoors for long periods.

3.4 Safety Briefing for marshals

The Event Director should arrange for a suitable briefing for all course and traffic marshals before the first race.

4 Other considerations

4.1 COURSE MAPS

Organisers are recommended to prepare a map (or maps) of the course showing key features as a reference for competitors, officials and spectators on the day.

4.2 DYNAMIC RISK ASSESSMENT

Unexpected problems can still arise and may need to be addressed. On or close to the day of the event consideration may have to be given to the effect of: - Severe weather conditions - Road traffic problems - Other unforeseen difficulties. This is a Dynamic Risk Assessment. These problems could for example impact on the venue, availability of key facilities, the course water obstacles, surface condition, or visibility of tree roots, obstacles etc. The organisers should always ensure that someone (e.g. the referee or clerk of the course) is given responsibility for checking the course shortly before the event starts. Alternative arrangements or approaches may be needed to control new risks which have arisen. These might involve: - Provision of additional signs, personnel, equipment or facilities - Course redesign - Programme changes - Warnings to competitors

SECTION 4: Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	Accident and Health Care, 19 Second Avenue Tauranga Trained first aid personnel on site	Malcolm Taylor/Brad Smith	0272924411 0273687375	Vehicle is onsite if required and in the case of an emergency an ambulance will be called. We have first aid supplies and ice on site. A Defibrillator is located nearby at the tennis club.
Drinking water		Brad Smith	0273687375	Water Fountains onsite
Food		Brad Smith/Ruth Tuiraviravi	0273687375 0210404879	Private contractors providing food /coffee/drinks. Real Fruit ice cream provider also
Shade		Malcolm Taylor/Brad Smith	See above	Grandstand and trees available for shade when not competing. Pop up gazebos at field events.
Toilets		Malcolm Taylor/Brad Smith	See above	Available beneath Grandstand and in toilet block adjacent to 200m start
Event Security	Aegis Security Staff	Malcolm Taylor	See above	Available at the Domain 8.00pm to 7.00am Thursday 10 December to Monday 14 December
Waste Management	Council	Malcolm Taylor/Brad Smith	See above	Council contractors collect rubbish. Volunteers to clear any waste from in and around the track at the end of each day.

Spectator Controls	Officials	Malcolm Taylor	0272924411	Officials to ensure no spectators are allowed into event area. All spectators must remain behind the fenced area.
Parking	Gate Keepers for limited stadium parking for officials	Malcolm Taylor/Brad Smith	See above	See parking information in separate document on NZSSAA website
Vehicles onsite	Medical transport only	Malcolm Taylor	0272924411	Available if required
Event Insurance	na	na	na	Covered by Athletics NZ Public Liability insurance
Media/Photography	Bay of Plenty Times/ Photographer/NZSSAA Facebook	John Tylden	0272645030	Media reports and results/ live results on NZSSAA website.

Event Communications Plan. Please give details of the following as they apply to your event.

Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre-Event Info – to schools, participants	John Tylden	NZ Schools	August - December 2020	Entry information, programme, event briefing, site plan and health and safety
Event Briefing – Safety Briefing, Event info for students, coaches, managers	John Tylden, Malcolm Taylor, Heather O’Hagan	Team Managers, Officials	Morning Meeting on December 11	Health and safety, officials, programme changes, relays, results See officials briefing below
Event Day Communications – Cancellations, changes, weather	John Tylden, Malcolm Taylor and Championships announcer	Participating schools, managers, coaches, parents, spectators	As soon as required	NZSSAA Website and Facebook, public announcements, cell phones , officials radios
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	As above	As above	As above	As above
Media information	John Tylden	As above and wider public	Before, during and at completion of the event	Social media, websites and news reporting organisations
Post event reporting	John Tylden, Brad Smith	Managers/ School Sport NZ	2 months following and at 2021 NZSSAA AGM	Emailed to appropriate people and organisations and published on NZSSAA website

Officials Safety Briefing for Tauranga Domain

For those officials not familiar with the track

Steeplechase pit is on the inside- be careful working at the adjacent circles

Discus and shot put at northern end, hammer on the lower field.

Horizontal jumps and pole vault on far side of track- outside the track.

Discus, javelin and high jump at southern end.

Toilets under the grandstand and at the back of the cricket pavilion adjacent to the 200m start.

Sunscreen/hats/water- be sun safe

Please DO NOT cross the centre of the field at any time during the competition- throws may be taking place

Track programme- don't forget the usual safety rules to follow- look both ways when crossing the track. Be aware that throwing events will be taking place during the competition- extra care during 1500m starts if discus is taking place at the adjacent circle.

Jumping events

The long jump pits should be well dug over before competition starts, and there should not be any foreign objects in the sand BUT please be vigilant- if you see anything stop the competition until it has been removed.

The high jump and pole vault landing areas should be in a safe condition, but again if you notice anything unsafe, please stop the competition until the problem can be fixed.

Throwing events- safety of competitors and officials is paramount here- only competitors and officials to be in the competition area- no coaches, athlete's parents/children.

Chiefs- please brief your officials on safety for your specific events, and remember that any volunteers retrieving etc may not be familiar with athletics- special attention to them please. This applies to warmup throws as well as competition

In the sector- don't turn your back on the circle or runway

At the circle/runway- don't call the athlete until everyone is in a safe position- use the cone to close the circle/runway

Carry implements back.

Make sure that the competitors are in a safe position- behind the front edge of the cages.

If discus/javelin are taking place at the same time at opposite ends- there will need to be communication between the 2 ends to ensure the safety of the officials in the landing sectors.

Finish line officials- please remind athletes to remove their spikes as they leave the track- they must not wander about in their spikes.

Remember only competitors/officials are allowed within the competition area. If you see anyone inside please ask them to move to the outside of the track beyond the tape.

Officials please remember- We are all safety officers

Please submit this plan to the School Sport NZ Administrator, office@schoolsportnz.org.nz 6 weeks prior to the event date.