

## School Sport New Zealand

### 2023 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](mailto: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

<b>Event Name: NZSS Track, Field and Road Race Championships</b>		<b>This Plan Dated: 20/11/2023</b>
<b>Event Location</b>	<b>Nga Puna Wai Sports Hub &amp; Canterbury Agriculture Park</b>	
<b>Event Date</b>	<b>8-10 December 2023</b>	
<b>Organisation delivering event</b>	<b>NZSSAA</b>	
<b>Number of Participants</b>	<b>1100 approximately</b>	
<b>Number of Schools Participating</b>	<b>220 schools approximately</b>	

**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 most of the 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 the two para grades 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.

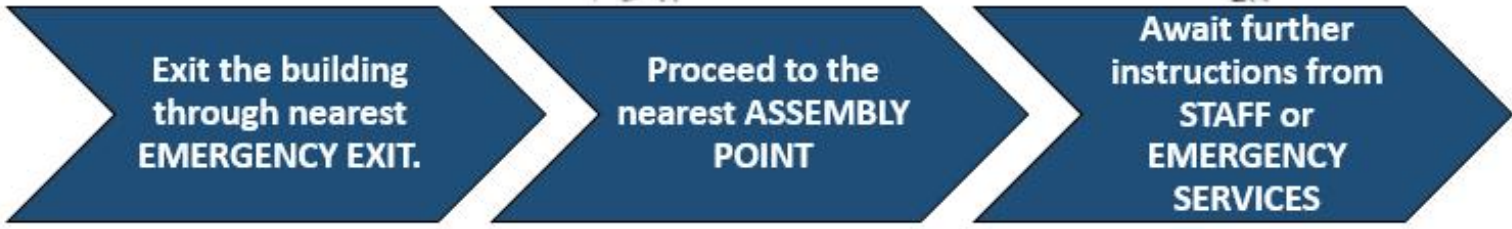
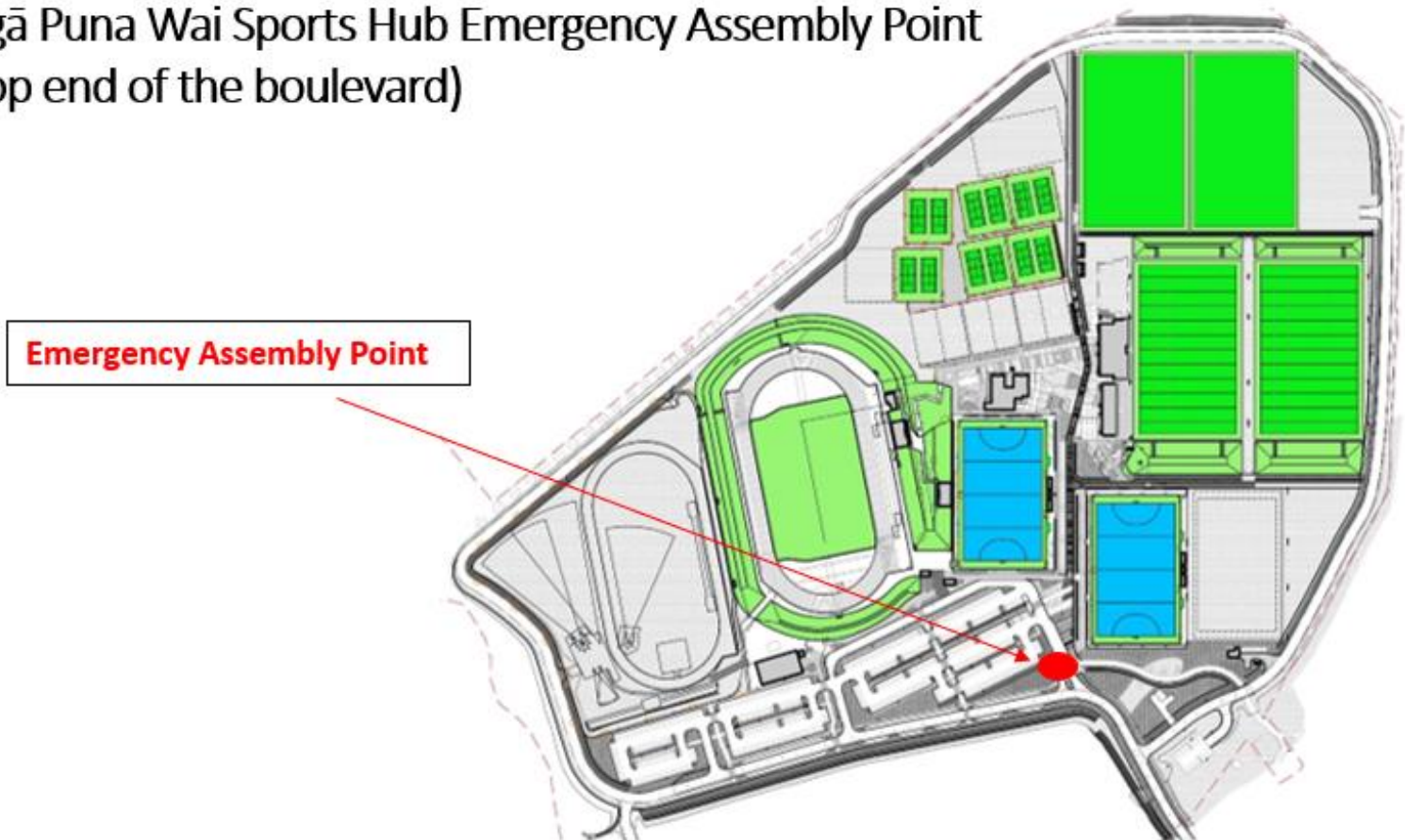
Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
John Gamblin (assisted by Ian Thomas when asked to)	Event Manager	Overall responsibility	Athletics NZ Graded Official and experienced Event Manager	027 295 8003	Police vetted as Official by Athletics NZ
Tony Rogers	NZSSAA President	Representing the NZSSAA	Athletics NZ Graded Official and experienced Event Manager	027 488 3279	Police vetted as Official by Athletics NZ
John Tylden	NZSSAA Event Co-ordinator	Overseeing the organisation of the event on behalf of NZSSAA	Athletics NZ Graded Official and experienced Event Manager	027 264 5030	Police vetted as Official by Athletics NZ
John Phillips	Technical Delegate	Appointed by NZSSAA & ANZ to oversee the T&F event runs correctly	Athletics NZ Graded Official and experienced Event Manager	021 796 690	Police vetted as Official by Athletics NZ
Trevor Spittle	Competition Director	Organises the running of the T&F event.	Athletics NZ Graded Official and experienced Event Manager	021 338 700	Police vetted as Official by Athletics NZ
Tony Rogers (convenor/secretary, John Tylden if Tony not available) Geoff Annear, John Phillips, any Referee, one NZSSAA representative	Jury of Appeal	A Jury of three or five members selected by the convenor meets to settle appeals made by athletes or team managers using the World Athletics rulebook.	Athletics NZ A Graded Officials and experienced Event Managers		Police vetted as Official by Athletics NZ
Brian Theobald	Officials Co-ordinator	To recruit and allocate officials to tasks in conjunction with the TD & CD	Athletics NZ Graded Official and experienced Event Manager	027 435 9388	Police vetted as Official by Athletics NZ

Ian Thomas	Athletics Canterbury General Manager and Nga Puna Wai Athletic Facilities Manager	Will provide expert guidance assistance to all officials and volunteers as needed.	Employed by Athletics Canterbury	021 280 2208	Police vetted as Official by Athletics NZ
Sharon Lloyd	Volunteer Co-ordinator	To recruit and allocate volunteers to help officials	Sports Co-ordinator at St Margaret's College		Police vetted by Ministry of Education
Don Mackenzie	Health and Safety Officer within the T&F arena	Making sure the events are being contested safely for all involved.	Athletics NZ Graded Official and experienced H&S Officer		Police vetted as Official by Athletics NZ
John Gamblin & Ian Thomas	Toilets and waste management	Toilet facilities, waste removal and recycling	Experienced in dealing with these two areas		Police vetted as an Official by Athletics NZ
St John's Ambulance For both Track & Field and Road Race	First Aid	Ambulance and two trained first aiders to provide care as and when required	Registered Medical Providers	TBC	Police vetted by the Ministry of Health
Katrina Mansfield	CCC/Sport Canterbury liaison at Nga Puna Wai	Responsible for the bookings side of the venue		<a href="mailto:katrina.mansfield@sportcanterbury.org.nz">katrina.mansfield@sportcanterbury.org.nz</a>	
Warren Wisneski	CCC Ground and Facilities Manager at Nga Puna Wai	Responsible for the supply of grounds and facilities as required		027 213 0557 <a href="mailto:warren.wisneski@ccc.govt.nz">warren.wisneski@ccc.govt.nz</a>	
Rebecca & Wayne Robertson	Nga Puna Wai Sports Hub food concession holders (Catering in a Box)	The onsite supply of food and drink to officials and volunteers and the sale of food and drink to athletes, team managers and spectators.	CCC approved	<a href="mailto:cateringinbox@gmail.com">cateringinbox@gmail.com</a>	

# NGĀ PUNA WAI EVACUATION PROCESS

## NZSSAA Track and Field Championships Dec 2023

Ngā Puna Wai Sports Hub Emergency Assembly Point  
(top end of the boulevard)



**Print out and have on clip board in Athletics Tower for Chief to easily access if the alarm sounds.**

**Chief Warden – John Gamblin (Delegated to Ian Thomas while Road Race is on) (Ian Thomas or John McBrearty)**

Area Wardens	Area to clear – report to Chief at assembly point when clear - (backup in brackets)	Area Clear YES ✓	No - Reason Why
Area Warden 1	Athletics Tower Upstairs <b>Craig Brown (Paul Norton)</b>		
Area Warden 2	Athletics Tower Downstairs <b>Brian Theobald (Alan Tucker)</b>		
Area Warden 3	Grandstand and Embankments <b>Dave Clark (Shona Brown)</b>		
Area Warden 4	Inside Arena (track and field areas) <b>Avril Davies (Don Mackenzie)</b>		
Area Warden 5	Call Tent & Warm Up Area (including toilets) Unlock gate from Warm Up Area to Carpark <b>Paul Nicholls (Lilian Tudor)</b>		
Area Warden 6	Equipment Sheds and Yard <b>Victor Gamperle (Martin Scott)</b>		
Area Warden 7	Hub Building - Lounge, Boardroom & Toilets Unlock Vendor Gate out onto Boulevard <b>Rebecca Robertson (Café Duty Manager)</b>		
Area Warden 8	Café, Café Lawn <b>Sandra Pouch (Paul Norton)</b>		

**Duties of Wardens on site on hearing Fire Alarm**

1. Chief Warden (or delegate) to call the Fire Service. Dial 111 and advise location “Nga Puna Wai Sports Hub, Augustine Drive and building location”.
2. All Wardens to go immediately to their areas and locate and wear the Wardens High Viz Bibs.
3. Calmly clear all areas to the designated assembly area.
4. Area Warden to report to the Chief Warden at Assembly point to advise Area is clear or any reason it may not be.
5. Chief to fill out registration for all areas.
6. Await the arrival of the Emergency Services and the Chief Warden will report to the Chief NZ Fire Service personnel.

Ensure no one re-enters the venue or buildings until the **ALL CLEAR** is given by the NZ Fire Service.

**SECTION 3: Core Provisions and Communications.**

<b>Core Provisions:</b> Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
<b>Item.</b>	<b>Provider</b>	<b>Person Responsible</b>	<b>Contact</b>	<b>Management Notes</b>
First Aid / Medical services at Nga Puna Wai	Ambulance and two trained first aiders to provide care as and when required	St John's Ambulance	tbc	Ambulance onsite and in the case of an emergency an ambulance will be called. We have first aid supplies and a defibrillator in the TIC Room & Hub also. Several trained first aiders working at the event.
First Aid / Medical services at Road Races (Canterbury Agriculture Park)	Ambulance and two trained first aiders to provide care as and when required	St John's Ambulance	tbc	Ambulance onsite and in the case of an emergency an ambulance will be called. We have first aid supplies and a defibrillator in the AC red trailer. Several trained first aiders working at the event.
Drinking water	CCC water trailer near the entrance. John Gamblin built 4 tap water station on the back field.	Warren Wisneski John Gamblin	027 213 0557 027 295 8003	Track & Field athletes expected to bring their own drink bottles and fill them from the two refilling stations. The Road Race is early (8am to 10.30am), athletes unlikely to need water during their race. 24 bottles of water will be available at the finish line for emergency use. Athletes would be expected to provide their own in the first instance. There are taps around the course they can refill from.
Food	Catering in a Box organising with subcontracted food caravans.	Rebecca Robertson		Private contractors providing various food /fruit ice cream/ coffee/drinks via Vendors outside the Hub complex.
Shade	Team managers may bring Ezi-ups for shelter and shade.	John Gamblin & Brian Theobald to oversee the positioning of Ezi-ups on embankment or back field.		There is a 300-seat grandstand for shelter and shade.
Sun	School Sport Canterbury	Team Managers John Derry		Athletes, Team Managers and spectators are responsible for bringing their own sunscreen. Sun Smart sunscreen stands to be positioned around the grounds for general application of sunscreen.

Wind and other weather conditions		John Gamblin	027 295 8003	Wind can be a big issue at Nga Puna Wai. Should the wind blow strongly at any time then the Event Manager should check all installations are safe and either strengthen, remove, or isolate any hazard until they are safe to open or operate again. If strong winds have blown overnight, then all installations are to be checked by 7am and before people arrive and the event begins for the day. Should the wider Nga Puna Wai complex become unsafe, in consultation with the NZSSAA President, NZSSAA Events Co-ordinator, Technical Delegate and Competitions Director, the event will be put on hold, postponed, or cancelled.
Toilets	CCC and Hirepool	Olivia Rose (Hirepool) John Gamblin	03 344 6105	A mixture of permanent and portable toilets spread around the grounds as per map. One portable para toilet provided for para wheelies beside Marshalling tent.
Event Security	P4G Security	Stu Leith (SI Manager P4G) John Gamblin	021 919 131	Booked to be at stadium from: 7pm Thursday to 7am Friday 7pm Friday to 7am Saturday 7pm Saturday to 7am Sunday
Waste Management	Waste Management provide a service to CCC	John Gamblin & Ian Thomas to oversee removal of rubbish		John and Ian or volunteers to clear any waste from in and around the track at the end of each day and load into compactor skip. Replacement bin liner bags to be sourced and provided by John Gamblin.
Spectator Controls	Officials	Brian Theobald and John Gamblin		Officials to ensure no spectators are allowed into event area. All spectators must remain behind the fenced area.
Parking / Gatekeepers	Wigram Lions Club	Jon Derry (School Sport Canterbury) to liaise with Wigram Lions organiser.	021 022 10925	See parking information in separate document on NZSSAA website

Vehicles onsite	<p>1) St John's Ambulance parked just inside security fence at main gate.</p> <p>2) Toilet cleaning truck during afternoon each day.</p> <p>3) Food vendors providing food sales near The Hub.</p> <p>4) Officials delivering equipment etc.</p> <p>5) Livestreaming vehicles.</p>	<p>Venue Closed Slot: in general, no vehicles will be allowed to move within the venue from one hour before the first event each day until 30 minutes after the last event finishes.</p> <p>All vehicles will be advised of this requirement and expected to abide by it.</p> <p>The daily exception would be the toilet cleaning truck, which will be walked in and supervised by John Gamblin.</p>	027 295 8003	<p>1) The Ambulance will (usually) not leave the venue all day. If a patient needs transporting to hospital, they will (normally) call another ambulance to the car park outside the main gate. Ambulance staff will use wheelchairs or stretcher trolleys within the venue to transport patients.</p> <p>2) The toilets will be positioned around the venue to minimise the distance the toilet cleaning truck will have to drive within the venue. All movements will be guided by John Gamblin.</p> <p>3) If a food vendor has sold out of product and wishes to leave, they must be guided by Catering in a Box and take the safest route out at the time.</p> <p>4) All officials delivering equipment etc must not be on the venue grounds during the Venue Closed Slot each day.</p> <p>5) The Livestreaming company may have a base vehicle/s onsite behind the embankment to run their production from. As they are not filming all two and a half days of the meeting, they may arrive during the Venue Closed Slot. If they arrive during this time John Gamblin will lead them to their position by the safest route.</p>
Competition equipment cart/s	The AC electric cart will be used on the track and field to tow and carry equipment from the AC gear shed compound onto and around the track as required.	<p>Victor Gamperle will oversee the carts use each day.</p> <p>Ian Thomas oversees the training of users and only trained users may drive the cart.</p>	021 225 8217	
Event Insurance	Chubb Insurance New Zealand	N/A	N/A	Event covered by Athletics NZ Public Liability insurance
Photographers	A photographer/s is yet to be confirmed for the event.	John Gamblin	027 295 8003	Photographers may enter the competition arena as long as they follow the AC H&S guidelines below or attached. They would be expected to wear a flour vest identifying that they are an approved photographer.



## Section 4 - Risk Assessments and Management - Track & Field Events and Road Race

### RISK ANALYSIS AND MANAGEMENT – October 2023

#### 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 trees 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.

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.

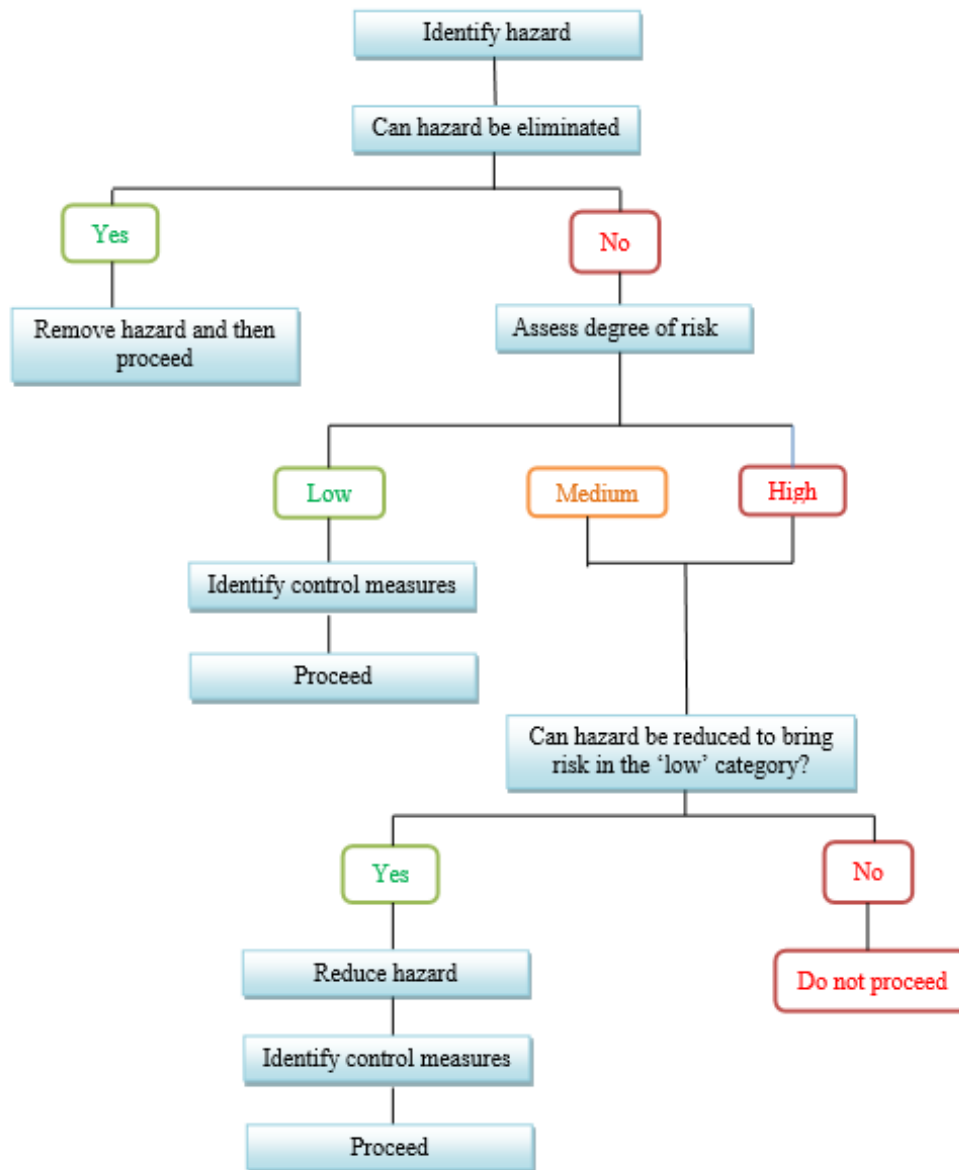
Review and, if appropriate, revision of the strategy.



## 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 Taranaki Community Events Centre Trust documentation.

## Field Events Hazards

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

	<b>Who/how affected</b>	<b>Control Assessment</b>
<b>Circle</b>	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 <b>Control measure responsibilities:</b> Technical Manager and officials
	<b>Cage- discus, hammer, weight</b> 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 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 <b>Control measure responsibilities</b> Technical Manager and officials
<b>Shot Put</b>	Athletes- injury from damaged or poorly fitted stop board	1) Inspect stop board regularly for damage 2) Ensure stability throughout competition <b>Control measure responsibilities</b> Technical Manager and officials
<b>Landing area</b>	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 <b>Control measure responsibilities</b> Technical Manager and 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**

Technical manager and officials

### **Implements - hammer**

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

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**

Technical manager, officials and athletes

### **Gloves**

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

1) Ensure gloves, if worn, give adequate protection

#### **Control measure responsibilities**

Athletes, coaches and 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 / darkness

#### **Control measure responsibilities**

Ground staff, Technical Manager and Officials

### **Weather**

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

1) Ensure circle surface and drains are cleaned regularly to allow slipping on wet

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**

Ground staff, Officials, Technical Manager and Athletes

## 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

Ground staff, Technical Manager, Officials and 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

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## Javelin Throw Hazards

	<b>Who /How affected</b>	<b>Control Assessment</b>
<b>Runway</b>	Athletes and officials- injury from slipping/tripping due to defective surface or objects on the runway	<ol style="list-style-type: none"><li>1) Ensure no obstructions, check marks placed on runway</li><li>2) Ensure that measuring tapes do not encroach onto runway</li><li>3) Encourage athletes to wear appropriate footwear</li></ol> <p><b>Control measure responsibilities</b> Ground staff, Technical Manager, Officials, Athletes and Coaches</p>
<b>Implements</b>	Athletes and officials- injury from handling defective javelin	<ol style="list-style-type: none"><li>1) Check javelins before the event and after each throw to ensure they conform to the relevant rules, especially the grip.</li></ol> <p><b>Control measure responsibilities</b> Technical Manager and Officials</p>

**Weather**

Athletes and officials- injury from slipping on wet surface.  
Effects of sun/heat/cold

- 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**

Ground staff, Officials, Technical Manager and Athletes

**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/darkness

**Control measure responsibilities**

Ground staff, Technical Manager and 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**

Ground staff, Officials and 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 end 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

#### Run-up area (including track)

Athletes- injury, slipping/tripping due to defective surface, or track kerbing being in the runway line

### Control Assessment

- 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

#### Control measure responsibilities

Ground staff, Technical Manager, Officials, Athletes and Coaches

#### 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

Technical Manager and 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

Technical Manager and Officials

#### Surrounds

Athletes- injury from falling/tripping over objects

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

#### Control measure responsibilities

Technical manager and 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**

Technical manager, 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**

Ground staff, Technical Manager, Officials and 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**

Ground staff, Technical Manager and 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

Officials and 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 competitors.
- 4) At Jubilee Park, 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
<b>Runway</b>	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"><li>1) Inspect runway area regularly and ensure it is level, free from holes and adequately maintained</li><li>2) Clean runway surface regularly to allow drainage</li><li>3) Ensure no obstructive objects (markers) are placed on the runway</li><li>4) Ensure that measuring tapes do not encroach onto runway</li><li>5) Encourage athletes to wear appropriate footwear</li></ol> <b>Control measure responsibilities</b> Ground staff, Athletes, Coaches and Officials
<b>Box</b>	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"><li>1) Ensure that box conforms to relevant rules and specifications</li><li>2) Inspect box regularly and ensure adequately maintained</li></ol> <b>Control measure responsibilities</b> Technical Manager and Officials

<b>Uprights</b>	Athletes, officials- injury from being struck by falling uprights, collision with uprights	<ol style="list-style-type: none"> <li>1) Inspect uprights regularly and ensure they are regularly maintained</li> <li>2) Ensure bases are stable and uprights correctly joined onto the base before use</li> <li>3) Ensure cross bar supports face each other</li> <li>4) Ensure uprights properly positioned to athletes requirements during warm up and competition</li> </ol> <p><b>Control measure responsibilities</b> Technical Manager, Officials and Athletes</p>
<b>Crossbar</b>	Athletes- injury from splinters and sharp edges	<ol style="list-style-type: none"> <li>1) Ensure that only crossbars that conform to the rules and specifications are used</li> <li>2) Inspect crossbars regularly and ensure they are adequately maintained</li> <li>3) Ensure crossbars are undamaged and free of splinters prior to and during competition</li> </ol> <p><b>Control measure responsibilities</b> Technical Manager and Officials</p>
<b>Surrounds</b>	Athletes - injury from tripping/ falling onto a hard surface/objects	<ol style="list-style-type: none"> <li>1) Ensure that no objects (such as scoreboards) are placed within 2metres of the sides or rear of the landing mats</li> <li>2) ensure unused poles are kept clear of the immediate competition area and “stacked” securely to prevent rolling</li> </ol> <p><b>Control measure responsibilities</b> Technical Manager and Officials</p>

**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**

Technical Manager and 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**

Athletes, Coaches and Officials

**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**

Ground staff, Technical Manager, Officials and 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 / darkness

**Control measure responsibilities**

Ground staff, Technical Manager and 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**

Officials and 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 Jubilee Park, ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy
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### **Horizontal Jumps (Long jump and triple jump)**

**Runway**      **Who/How Affected**  
Athletes, officials- injury from slipping/tripping due to defective surface, or objects on the runway

#### **Control Assessment**

- 1) Inspect runway regularly and ensure it is level, free of holes and adequately maintained
- 2) Clean runway surface regularly to allow drainage
- 3) Ensure no obstructions such as markers are placed on the runway
- 4) Ensure that measuring tapes do not encroach onto the runway
- 5) Encourage athletes to wear adequate footwear

#### **Control measure responsibilities**

Ground staff, Technical Manager, Athletes and Officials

### **Take-off and Insert boards**

Athletes, officials - injury from slipping/tripping on inappropriate, defective or poorly fitted take off and insert boards,

Officials - injury from lifting ill-fitting insert boards or the use of incorrect lifting implements

- 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
- 3) Ensure that the insert boards fit adequately without being too difficult to remove
- 4) Ensure that board lifting implements are available and suitable for the purpose of lifting the boards.
- 5) Clean the insert board recess regularly
- 6) Clean and grease any adjustable bolts in the take-off board assembly if present

#### **Control measure responsibilities**

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 athlete area

#### **Control measure responsibilities**

Ground staff and 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 materials
- 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 to face down
- 8) Ensure the officials digging/levelling the landing area are physically capable to do the tasks required

#### **Control measure responsibilities**

Technical Manager and 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**

Ground Staff, Officials and 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 / darkness

**Control measure responsibilities**

Ground staff, Technical Manager and 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**

Officials and 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

	<b>Who/how affected</b>	<b>Control Assessment</b>
<b>General Track</b>	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	<ol style="list-style-type: none"><li>1) Inspect track regularly and ensure it is level, free of holes and adequately maintained</li><li>2) Check track regularly to remove debris</li><li>3) Check kerbing sections correctly positioned and joined</li><li>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</li><li>5) Ensure any cones required by the IAAF rules are correctly placed, especially if conditions are windy</li><li>6) Encourage athletes to wear appropriate footwear</li></ol> <p><b>Control measure responsibilities</b> Ground staff, Technical Manager, Officials, Athletes and Coaches</p>
<b>Officials and other athletes</b>	Athletes, officials - injury from collision with other persons. Injury from collision with any motor vehicle used on the track	<ol style="list-style-type: none"><li>1) Appropriate announcements regarding events about to start</li><li>2) Ensure any unauthorised persons are not present in the competition area</li><li>3) Ensure those operating any vehicle on the track are aware of their surroundings and the vehicle's reversing alarm is operational</li></ol> <p><b>Control measure responsibilities</b> Technical Manager and officials</p>
<b>Weather</b>	Athletes, officials - injury from slipping on a wet surface	<ol style="list-style-type: none"><li>1) Ensure adequate drainage is present</li><li>2) Inspect track regularly during competition in wet weather</li></ol> <p><b>Control measure responsibilities</b> Ground Staff, Technical Manager and Officials</p>
<b>Lighting Conditions</b>	Athletes, officials - injury from not being able to see other persons, obstacles or dangers	<ol style="list-style-type: none"><li>1) Ensure adequate lighting for meetings in hours of twilight / darkness</li></ol> <p><b>Control measure responsibilities</b> Ground staff, Technical Manager and Officials</p>

### **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**

Technical Manager, Athletes and 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**

Technical Manager and Officials



**Track- Additional for races over 400m**

<b>Start</b>	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.
		<b>Control measure responsibilities</b> Officials

<b>Echelon Starts</b>	Athletes - injury from collision with the necessary cones marking the track, and from collision with other athletes	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
		<b>Control measure responsibilities</b> Officials and Technical Manager

<b>800m Break Line</b>	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 athletes prior to the start of the race of the relevant rules
		<b>Control measure responsibilities</b> Technical Manager and Officials

**Track- Additional for Steeplechase**

<b>Kerb/Cones</b>	Athletes, officials - injury from slipping/tripping on improperly placed kerbing or cones the race.	1) Ensure kerbing is correctly placed- at Tauranga Domain for the inside water jump sections need removed and replaced during placed 2) At Jubilee Park, 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
		<b>Control measure responsibilities</b> Technical Manager and 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 Incorrectly handling/lifting barriers

- 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 5metres in width
- 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**

Technical Manager and 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 Jubilee Park, the outside water jump when moving around the track and at field events taking place adjacent to the water jump

**Control measure responsibilities**

Ground staff, Technical Manager, Officials and Athletes

**Additional points for Nga Puna Wai Sports Hub**

- 1) Be aware of the steep embankments, especially when they are damp

#### **4B: Venue Safety Plan** – Refer to Nga Puna Wai Sports Hub map

In the event of evacuation being required, all competition will cease and everyone will be directed to carpark to the south east end of the track where athletes should assemble for checking in with team Managers. From there, if required, everyone will be able to leave the area to their transport.

### **Road Race Health and Safety Plan**

#### **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 Control Room**

If no suitable buildings are available or the event base is some distance from the course then a temporary facility (e.g. marquees) may be provided near the course. This 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 facilities 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.

### 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

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.

### 2.8 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. Cones 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 separate out lapped competitors (particularly at the entrance to the finish straight); to control course crossing points. 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.

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

<b>Communication Item</b>	<b>Person Responsible</b>	<b>Audience</b>	<b>When?</b>	<b>Notes – eg Content</b>
<b>Pre-Event Info</b> – to schools, participants	John Tylden and John Gamblin	NZ Schools	August - December 2023	Entry information, programme, event briefing, site plan and health and safety
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Tony Rogers and John Gamblin	Team Managers, Officials	Morning Meeting on Friday 10th December	Health and safety, officials, programme changes, relays, results, behaviour expectations
<b>Event Briefing</b> – Safety Briefing, Event info Officials and Volunteers	Trevor Spittle John Phillips	Officials and Volunteers	Zoom Meeting on Thursday 7th December	Health and safety, programme changes, behaviour expectations
<b>Event Day Communications</b> – Cancellations, changes, weather	John Tylden, John Gamblin and Championships announcer	Participating schools, managers, coaches, parents, spectators	As soon as required	NZSSAA Website and Facebook, public announcements, cell phones , officials radios
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	As above	As above	As above	As above
Media information	Local – Ian Thomas NZSSAA – Tony Rogers	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 and John Gamblin	Managers/ School Sport NZ	2 months following and at 2023 NZSSAA AGM	Emailed to appropriate people and organisations and published on NZSSAA website

## Officials Safety Briefing for Nga Puna Wai Athletic Track

For those officials not familiar with the track

Steeplechase pit is on the outside of the track at the south end

Discus, Javelin and shot put can operate from either end

Hammer and high jump at the northern end

Horizontal jumps parallel to the home straight on the eastern side of the track

Pole Vault is at the southern end and can operate from either end of the runways.

Toilets are outside the 100m start area, upstairs in the Tower, over in the Hub. Portable toilets are positioned around the whole venue.

Bring 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/hammer 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 warm-up 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 fence. **Officials please remember- We are all safety officers**



**Please submit this plan to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz) 6 weeks prior to the event date.**