

# HEALTH AND SAFETY MANAGEMENT PLAN

## Cross Country and Road events organised by the Athletics Canterbury Cross Country & Road Committee and Member Clubs

### Introduction

The Athletics Canterbury Cross Country and Road Committee and its member clubs organise cross country and road races and relays on a regular basis throughout the year.

Events are conducted on private land, public parks or roads within Canterbury.

The use of public parks and roads are controlled by the local authority and written consent to use is obtained prior to the event.

Events are organised for all ages from approximately 5 years old upwards.

Athletics Canterbury provides official training via the Athletics New Zealand Officials qualification system. Events have suitably qualified officials overseeing all parts of the event including health and safety.

Events normally have between 50 and more than 1000 competitors, up to similar numbers of spectators and between 10 and 100 centre and club officials overseeing that event and its competitors.

All staff organising the event are volunteers.

From time to time, events have food providers in attendance.

### Responsibility

The Race Manager has overall responsibility for Health and Safety including briefing all volunteers of their responsibilities.

Appropriate briefing sheets should be prepared to issue to volunteers.

Start/Finish officials will be responsible for Health and Safety at the Start/Finish area and each Course Marshal will have responsibility for their section of the course.

### Accident Register

The Race Manager is responsible for the Accident Register which will be held in the Registration Tent or with the Race Manager during the events that travel from one place to another.

### Hazards

Each event is reviewed by experienced event officials using the experience of running that event and other events in past years and the following hazards have been identified as likely to be present and need managing:

### Course:

The course is walked/cycled/driven by key officials prior to the event starting and any hazards are identified, removed, taped off or highlighted with dazzle paint as per normal practice with the type of event.

The course is clearly marked using proven cross country and road marking equipment and marshals are posted at key points along/around the course to ensure it is safe and runners go the correct way.

The surface can be grass, shingle roads, dirt/sand walking tracks, asphalt footpaths and roads etc.

### Public Traffic:

Public Traffic on or near courses can include walkers, cyclists, horses, motor bikes and vehicles.

For events held on public roads the local authority requires traffic management plans and events usually employ a professional company to make an application and action requirements on the day.

Marshals are positioned along the course at key points to control competitors and advise the public of the need for care.

**Public Users of the same area:**

All events share public parks with other users. To minimise the risk to the health and safety of competitors, officials, spectators, and the public the following actions are taken:

1. The event is positioned to minimise contact and disruption to other park users.
2. Marshals are posted around the course to warn and give guidance to other park users who stray onto the course.
3. Warning signs are used at points where other paths and shingle roads join the course

**Equipment:**

The Athletics Canterbury Cross Country & Road Committee and its member clubs own and maintain a significant amount of equipment for course construction and health and safety.

This equipment includes trailers, tents, barrows and RCD protected electrical gear.

When other specialist equipment is needed, this is usually hired.

**Control of Hazards:**

The course and equipment has to be checked for safety and cleared or marked prior to the start of an event.

**First Aid**

An acceptable amount of First Aid equipment belonging to the event organisers will be kept with the Accident Register in the Registration Tent or will be provided separately by a professional provider close by or along the course of the event.

The Race Manager will be responsible for deciding what level of first aid equipment and expertise is required for the event.

In the event of an incident being beyond the expertise of those present, 111 needs to be rung immediately.

**Emergencies**

There are no expected emergencies that are considered as moderately or highly likely to occur during the events in public parks or on private land.

There is the potential for moderate to high emergencies in vehicle or competitor crashes in road events and these are minimised as much as possible by complying with the Traffic Management Plan. Emergencies may result from fire, stormy weather conditions causing rain, snow, hail, ice, high winds, flooding etc. All these may present a danger to competitors, officials and spectators.

Athletes, event officials, club officials, spectators and members of the public may need first aid treatment by the first aiders at the event.

In the event of a serious incident, ring 111 immediately.

If such conditions arise prior to or during the event, the race will be cancelled. It is the responsibility of the Race Manager to make the decision to cancel in such conditions and to ensure that Marshals clear the course. The Race Manager is responsible for notifying any relevant authority of any notifiable incidents.

**Qualified Staff**

The Race Manager and principal officials have wide experience in the organising and safe running of athletics events including cross country and road races and relays.

All other volunteers will be fully briefed to ensure they have the necessary knowledge of their duties and responsibilities.

Key officials will normally be in constant communication by two-way radio and most officials will have personal cell phones with them.

## **Public Safety**

Due to the nature of these events, the event is not expected to provide any likely danger to the public. The public may stray onto the course. Warning signs appropriately placed and properly briefed Marshals at frequent intervals around the course are considered adequate to control this risk.

If parking is an issue, cars used for travel to or within the event will be directed to park in appropriate places that cause as minimal danger as possible. Usually this will be considered in the TMP.

## **General**

The nature of these events means that they provide only a low Health and Safety risk to competitors, officials, spectators and other users. The actioning of this Plan and a review of the Event after each year it is run are considered to cover all reasonable measures to minimise risks.

## **Pack in / Pack out**

- All vehicles will be driven at walking pace, hazard lights on.
- Vehicles will be managed when they are moving in and out of their “event position” by the Race Manager.
- When reversing (including with trailer) a spotter will be used to ensure people are clear of reversing path.
- No vehicles will be moved during the event without authorisation of the Race Manager.
- All contractors / stall holders requiring vehicle access are aware of their arrival / departure times communicated prior to the event by the Race Manager.
- All vehicle movement will cease before the event at TIME and begin again at the completion of the event at TIME, controlled by Race Manager.

## **Electricity**

- Visual inspection of all leads for defects. Damaged leads will not be used.
- All Leads will be suitable for outdoor use.
- Leads will not be run through standing water. Connections will be kept dry.
- All leads will be connected to RCD at source.
- Leads will be run to minimise the risk of persons tripping.
- All equipment connected will be of suitable condition and free of defects and will meet all relevant regulations and standards.
- A competent person will check the electrical installation before power is switched on.

## **Generator**

- Fuel level checked before use and filled by a competent person if necessary.
- Generator will be positioned in a well-ventilated position with exhaust venting away from persons
- Generator will be positioned to minimise noise to persons.
- The generator will meet all relevant standards and regulations
- The generator will be checked by a competent person before starting.

## **BBQ**

- BBQ gas will be turned off when not in use
- BBQ will be clean prior to use to minimise fire risk
- A fire extinguisher will be available
- Safe food preparation and cooking will be followed

**Covid-19**

Our events will be run under the relevant guidelines provided by the NZ Government, Sport New Zealand and Athletics New Zealand and any requirements the Christchurch City Council require at the time of the event.

Updated on behalf of the Athletic Canterbury Cross Country and Road Committee and Member Clubs by:

*John Gamblin*

Date: 26<sup>th</sup> January 2024

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## Cross Country & Road Committee - Cross Country and Road (not on open roads) RAM

Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk Assessment	Minimize By	Responsibility
<b>Covid-19 Pandemic</b>	Covid-19 infection	Currently low	High	High	Anyone unwell expected to not attend either as competitor, official or spectator. Hand sanitizer available on table and on posts for all to use. Masks available for officials. Follow the current Ministry of Health guidelines	Individuals Event Manager
<b>Environmental</b>	Managing public	Low	Low	Low	All marshals will have hi viz vests and use hand signals and instructions. They will have two-way radio, should there be any issues Use CAUTION runner signs where the public need to be warned of the event. The course will have markers and stakes/tape to show the runners where to go.	Event Manager Course Manager Marshals
	Unsafe facilities	Low	Varies	Varies	Inspect course before event and sort any safety issues. Continue to monitor during event and halt or cancel event if need be.	Event Manager Course Manager Referee Assistant Referees Marshals
	Earthquake	Moderate	Moderate	Moderate	In the event of an earthquake, the evacuation area will be in the open area near the finish line.	Event Manager
	Unsafe surrounds e.g. Collision with a cyclist, pedestrians and cars.	Moderate	Moderate	Low	Ensure the event area is safe and all competitors are aware of the public area. All marshals to be aware of any potential dangers and control of traffic and spectators.	Event Manager Course Manager Referee Assistant Referees Marshalls
	Wandering dogs, dangerous dog, bitten by a dog.	Moderate	Moderate	Moderate	Dogs are dealt with as appropriate at the time. Marshals will have radios to contact Event Manager if dogs do come into the course area. Ensure members of the public have all dogs under control in the event. All marshals to be aware of any potential danger. Call CCC Animal Control if a situation occurs.	Event Manager Course Manager Referee Assistant Referees Marshalls
	Unsafe warm-up areas	Low	Moderate	Moderate	Inspect course before event and sort any safety issues. Halt and move to a safe area.	Event Manager Course Manager

Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk Assessment	Minimize By	Responsibility
	Adverse weather conditions	Moderate	Moderate	Moderate	Competitors, Officials and Spectators expected to come dressed for the forecast weather conditions. If the weather deteriorates the Event Manager to assess situation with other officials and postpone or cancel event if deemed necessary.	Event Manager
	Sunburn	Moderate	High	Moderate	Each person is responsible to ensure their own adequate protection. If the event is expected to be held during high danger times, sunscreen would be made available at TIC tent for all.	Individuals Race Manager
	Dehydration	Moderate	Moderate	Moderate	Each person is responsible to ensure they have adequate fluid with them and to drink it. Water, tea and coffee will be provided for officials when event is and all-day event.	Individuals Race Manager Catering Team
	Transport to and from venue	Varies	Varies	Varies	Athletes, Officials, and spectators are responsible for their own transport to and from event	Individual
	Insect Stings and Bites	Low	High	High	First Aid treatment is provided onsite. First Aid kit available at TIC table or in red trailer. Ring 111 if person's condition becomes serious.	Race Manager First Aiders
	Litter (potentially causing Slips, Trips and Cuts)	Low	Varies	Varies	Pick up and remove rubbish prior to event. All in attendance are expected to take their own rubbish away. Officials to pick up any litter and leave venue clean. Ensure adequate rubbish bins are on site and fully accessible if event is a large gathering, especially when food and drink is offered for sale.	Race Manager Course Manager Marshals Food and drink suppliers
	Lost Property	Low	Low	Low	Lost property taken to TIC tent. Race Manager takes home and tries to find owner.	TIC table Officials Race Manager
<b>Emergencies</b>	Evacuation Area	Low	High	High	Based in open area near finish area PA system used to inform all.	Event Manager Announcer
	Danger to spectators	Low	High	High	Venues, course, exits are clearly marked. Event manager to ensure exits are clear.	Venue Management Event Manager
	Danger to participants	Low	High	High	Venues, course, exits are clearly marked. Event manager to ensure exits are clear.	Venue Management Event Manager

Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk Assessment	Minimize By	Responsibility
	Danger to workers	Low	High	High	Hired venue with own policy. Event Manager to monitor.	Venue Management Event Manager
<b>First aid/medical</b>	Major injury to spectators	Low	High	Low	First Aiders on site First aid kit at TIC table or in red trailer Ring 111 as soon as it is identified that injury needs second aiders	Event Manager First Aiders
	Major injury to participants	Low	High	High	First Aiders on site First aid kit at TIC table or in red trailer Ring 111 as soon as it is identified that injury needs second aiders	Event Manager First Aiders
	Minor injury to spectators	Low	Low	Low	First Aiders on site First aid kit at TIC table or in red trailer	Event Manager First Aiders
	Minor injury to participants	Moderate	Low	Low	First Aiders on site First aid kit at TIC table or in red trailer	Event Manager First Aiders
<b>Officials</b>	Insufficient number	Low	Low	Low	Event Manager and Officials Co-Ordinator to adjust positions to meet minimum requirements. If needed, get extra officials from spectators. Halt/cancel event if not able to solve shortage.	Event Manager Officials Co-Ordinator
<b>Rules</b>	Inadequate rules and regulations	Low	Low	Low	Rules have been defined in the programme and or IA rule book Event Manager to make sure venue etc meets the rules. Referee's responsible for implementation during races.	Event Manager Referee's
<b>Behaviour</b>	Unfair behavior of participants	Low	High	Varies	Disciplinary action taken by Referee as per IA rule book.	Referee
	Misbehavior by spectators	Low	High	Varies	Managed by Event Manager Call 111 if serious.	Event Manager
<p><b>Reviewed by John Gamblin</b>  <b>Dated 26<sup>th</sup> January 2024</b></p>						

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## OFFICIALS AND MARSHALS BRIEFING SHEET

### Health and Safety Management Plan

This event has prepared a Health and Safety Management Plan for this Event.

It is available for inspection in the Registration Tent or with the Race Manager.

While overall responsibility for the operation of the Plan lies with the Race Manager, each Official and Course Marshal has a part in ensuring the Plan is adhered to and the Event is completed safely.

### Officials and Course Marshals Responsibilities

As well as the responsibility of ensuring the health and safety of competitors, officials and spectators, all Officials and Course Marshals must remember that at all times the venue is open to other users and that their safety is our concern also.

At the same time as carrying out your duties in conducting the races you are responsible for the safe conduct of the Event on your section of the course.

In particular you must:

1. Ensure that the course is clear and that there are no unusual conditions that could pose a risk to competitors, officials or spectators.
2. Ensure that appropriate warning signs to alert other venue users of the race are in place.
3. Alert other venue users to the running of the race and where competitors will be running.

In the event of any condition arising that you consider to be a danger to the health or safety of any competitor, official, spectator or member of the public you must notify by two way radio, cell phone or face to face, the Race Manager or the Course Manager.

### Registration Officials

The Registration Tent Officials must ensure that a copy of this Health and Safety Management Plan is available in the Registration Tent, that the First Aid equipment is available and that the Accident Register is kept in the Registration Tent. In the event of an accident you must ensure that the Accident Register is filled in.

### Emergencies

If the Race Manager cancels the Event because of conditions which present a danger to competitors, spectators or officials, marshals must immediately clear their section of the course of competitors and spectators.



# Accident Register

Cross Country & Road Events organised by the  
Athletics Canterbury Cross Country & Road  
Committee and member Clubs

Event	Date	Name of Injured	Nature of Injury, Treatment and Future Prevention recommendation	First Aider/Official