

**NZSSSC SAFETY ACTION PLAN**

20/06/2015

<b>DATE</b>		<u>20/06/2015</u>
<b>EVENT</b>		<u>2015 NZSSAA Cross Country Championships</u>
<b>EVENT MANAGER</b>		<u>Nicki Paterson (Chairperson LOC)</u>
<b>PHONE NUMBER</b>		<u>027 333 1234</u>
<b>PARTICIPANTS</b>	<b>Who</b>	<u>Secondary School Students</u>
	<b>Age</b>	<u>13-19 yrs</u>
	<b>How Many</b>	<u>800-1200</u>
<b><u>SPECIAL CONSIDERATIONS:</u></b>		
<b>OFFICIALS</b>	<b>Who</b>	<u>Representatives from Athletics Otago</u>
	<b>How many</b>	<u>10</u>
	<b>Qualifications</b>	<u>Representatives from Otago Polytechnic, Rotary, Athletics Otago</u>
<b>HELPERS</b>	<b>Who</b>	<u>Representatives from Otago Polytechnic, Rotary, Athletics Otago</u>
	<b>How many</b>	<u>30-40</u>
	<b>Qualifications</b>	<u></u>
	<b>Experience</b>	<u></u>
<b>VENUE</b>	<b>Manager/Contact</b>	<u>Ron Cain – Liaison Gladfield Golf Club</u>
	<b>Address</b>	<u>Gladfield Golf Club, Gladfield Road, East Taieri</u>
	<b>Phone Number</b>	<u>03 489 4882 or 03 488 1919 (home)</u>
	<b>Evacuation Procedure</b>	<input type="checkbox"/> Yes Check venue (pre event) <input checked="" type="checkbox"/> Yes Part of briefing of competitions
	<b>Building/WOF</b>	<input checked="" type="checkbox"/> Yes
<b>FIRST AID</b>	<b>Organisation</b>	<u>Dunedin Sports Injury Clinic</u>
	<b>Who</b>	<u>Graeme Harvey</u>
	<b>How Many</b>	<u>4 - 6</u>
	<b>Phone Number</b>	<u>027 450 6510</u>
	<b>Cell Phone Number</b>	<u>027 450 6510</u>
	<b>Qualifications</b>	<u>Physio and Doctor</u>
	<b>Vehicle Access for Emergencies</b>	<input checked="" type="checkbox"/> Yes

**COMMUNICATION**      Walkie Talkie/RT       yes

                                 Mobile Phone       Yes

                                 Speaker/PA       Yes

**WAIVERS/  
MEDICAL/ ENTRIES**      As per NZSSAA

**FRESH  
WATER ON SITE?**       Yes

**TOILET HYGIENE**      Yes, in building and portaloos

**BRIEFING**      **Responsibility**      NZSSAA and LoC

**Content**      Safety, procedure, set questions

**Evacuation Procedure**      As per fire plan

**ROLES &  
EXPECTATIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Traffic Management Plan:**      Authorised by \_Fulton  
Hogan \_\_\_\_\_

**Water Safety Plan:**      Authorised by \_\_\_\_\_

Reminder:  
**EMERGENCY PROCEDURE**

1. Emergency Services  
Action:
  - Step by Step:
  - Crisis Management :
  - Accident Management:
  - Safety:
  
2. Contact Office:  
Who is responsible for contacting Board/Media/Schools in the event of an emergency.



## ON THE DAY CHECKLIST

<b>FIRST AID</b>	<b>Personnel</b>	Dunedin Sports Injury Clinic
		x
	<b>Ambulance</b>	
	<b>First Aid Kits</b>	

<b>CELL PHONE NUMBERS</b> <i>(on site emergencies)</i>	<b>Event Manager</b>	027 333 1234
	<b>Coach</b>	
	<b>Media</b>	
	<b>Ambulance</b>	
	<b>First Aid</b>	027 450 6510

<b>EQUIPMENT</b>	<b>Cones</b>	yes
	<b>Signs</b>	yes
	<b>Ropes</b>	yes

NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT ..... Manager ..... Date .....

<b>Risk: What could go wrong?</b>	<b>Cause</b>	<b>Prevention: Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check (tick)</b>	<b>Who is responsible?</b>
Athlete illness with related conditions eg. asthma	Athletes going beyond capability, not having medication with them	First aid on site	First aid		DSIC
Course – falls, stumbles, sprains etc	Athletes fall on hazardous areas of course	Teams have ample opportunity to preview course. First aid on site, covered at managers meeting. Marshalls at hazardous areas on course	First aid, marshals on course		Marshalls DSIC
Race starts – falls, trampled athletes	Athletes can fall in rush to get into a good position and be injured.	Starts wide enough; teams lined up in marked off stalls. spacing established between rows of runners	Cones, tape etc		Athletics Otago
Traffic –spectators and athletes – injury	Getting to course – there will be a lot of traffic and have to cross level crossing	Parking restrictions. Marshalls. Bells and lights on level crossing. Marshalls directing pedestrians and traffic	TMP		Fulton Hogan, Rotary Marshalls
Use of starting gun	Loud noise needed to start race	Starter to wear ear protection, be places far enough away from athletes to reduce damage to them	Ear protection		Race starter
Hypothermia of athletes	athletes spend day in wet cold environment	Gladfield Golf Course Clubrooms for serious cases, along with a space for teams to erect tents etc. First Aid on site for serious cases.	Indoor area, tents, first aid		DSIC, Gladfield Golf Course Clubrooms, Tents

## STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
  - Physical injury
  - Social / psychological
  - Material (gear or equipment)
  - Programme interruption
  
2. List the factors that could lead to each risk/loss.
  - People
  - Equipment
  - Environment
  
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
  - Eliminate            If possible
  - Isolate                If can't eliminate
  - Minimise            If can't isolate
  - Cancel                If can't minimise
  
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
  - Step by step management
  - Equipment/resources required
  
5. Continual monitoring of safety during the activity.
  - Assess new risks
  - Manage risks
  - Adapt plans

### RISK ASSESSMENT FACTORS TO CONSIDER

People	Resources and Equipment	Environment
<ul style="list-style-type: none"> <li>• Outside providers / instructors</li> <li>• Experience</li> <li>• Ratios</li> <li>• Medical</li> <li>• Physical size/shape</li> <li>• Fitness</li> <li>• Anxieties / Feelings</li> <li>• Motivation</li> <li>• Special needs</li> <li>Educational</li> <li>Language abilities</li> <li>Cultural abilities</li> <li>Behaviour</li> <li>Physical disability</li> <li>• Social and psychological factors</li> <li>• Dropping your guard</li> <li>• Unsafe act(s) by participants</li> <li>• Error(s) of judgement by teacher(s)/instructor(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Information Parents/Whanau</li> <li>• Plan</li> <li>• Food and Drink</li> <li>• Transport</li> <li>• Special Equipment</li> <li>Rope</li> <li>Canoe/Kayaks</li> <li>Maps/compass</li> <li>Cameras</li> <li>• Equipment, maintenance, quantity, quality.</li> <li>• Safety equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Weather</li> <li>• Terrain</li> <li>• Emergency services</li> <li>• Security</li> <li>• Animals/Insects</li> <li>• Road use</li> <li>• Traffic density</li> <li>• Fences</li> <li>• Human created environment</li> </ul>

