

Podium NZ Secondary Schools Cross Country Championships 2016

RISK ANALYSIS AND MANAGEMENT SYSTEMS Developed in conjunction with Health and Safety at Work Act 2015 (HSWA)

Event name	Podium NZ Secondary Schools Cross Country Championships	Total Anticipated Participant Numbers			
Event location	Agrodome lower A&P Oval, Ngati Whakaue Tribal Lands farmland, Rotorua Note: main Agrodome site address is 141 Western Road, Ngongataha	Spectators	2,000 approx.	Participants	1,000 est.
Event date (s):	18 th & 19 th June 2016 Note: there are no postponement dates for this event although events may be moved between days if required	times	8.15am – 3.00pm (18 th) 7.45am to 12.30pm (19 th)		
Set up date:	16 th & 17 th June 2016	times	8.00am – 5.00pm		
Pack up date:	19 th June 2016	times	12.00pm – 3.00pm		
PCBU	Major Events, Rotorua Lakes Council (RLC) with Agrodome & Ngati Whakaue Tribal Lands	On the day Contact number		027 249 8020	
Main PCBU Rep	Jason Cameron	On the day Contact number		027 249 8020	
Safety Manager	Nick Reader	On the day contact number		021 632 721	
Meet Manager	Jason Cameron	On the day contact number		027 249 8020	

Venue Contacts

Agrodome Shane Harford Ops (Wed, Thurs),
 Steve Whyte Ops (Fri, Sat, Sun)
 Agrodome Dominik Strobel (Main contact)
 Ngati Whakaue Farm John Vercoe
 Ngati Whakaue Admin Kayla Christiansen

On the day
 contact number

021 189 5141
 027 242 6664
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Executive Summary

The following table outlines the key risks and how they will be treated. The risk analysis and management assessment is written under the following basis. Firstly, consideration of the significance and likelihood of the hazard occurring and then secondly, the treatment of the hazard. Where possible, hazards are eliminated. If is not possible to eliminate the hazards then the hazards will be isolated or minimised. KEY **E=Eliminate, I = Isolate, M=Minimise**. The main content of this plan will be integrated into the Event Management Plan for this event in a specific risk management section.

- The risk with the most likelihood and frequency of occurrence at the Podium NZ Secondary Schools X-Country Championships would be injured or ill competitor. From the expected 1,000 competitors, our medical team would expect to treat approximately 2%-3% of total competitors. Therefore, we have excellent resources in place to cater for these situations.
- The most severe incidents/risk would include vehicle on vehicle, vehicle on person and equipment failure.
- The hazards identified will be either **E**liminated, **I**solated or **M**inimised

1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Falling equipment/trees	High winds	Delay start or alter course prior to start. Check entire course prior to start. Cancel event at last resort.	E	2	Safety Manager	From 6am	✓
Flooding	Torrential Rain	Delay start or alter course prior to start. Check entire course prior to start. Cancel event at last resort.	E	2	Safety Manager	From 6am	✓
Landslips	Torrential Rain	Delay start or alter course prior to start. Check entire course prior to start. Cancel event at last resort.	E	1	Safety Manager	From 6am	✓

Hypothermia (competitors and supporters)	Wind & rain	<p>All competitors and teams to be advised to prepare for adverse weather conditions by bringing warm gear.</p> <p>Temporary shelter (tents and marquees) are permitted.</p> <p>There will be a dedicated room in the A&P Pavilion with heating capable of holding 20-30 people that can be quickly elevated to a high temperature to warm people up.</p> <p>Peak Safety to respond to any persons displaying symptoms.</p>	M	2	Peak Safety Medical Director	Each day	✓
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2. Competitors - age/experience/suitability, accessibility needs, refreshments, lost children facilities

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Injury to competitor through collision with another competitor on the course	Tight, congested running in some places around the prescribed course	Inform all competitors on start line with final instructions to exercise caution especially at start.	M	2	Start Manager assisted by Event Announcer(s)	Race briefing Plus pre event e-mail	✓
Missing person	Person goes missing from the event without notifying their network of contacts	<p>Event Manager briefed to notify Safety Manager if a person is missing.</p> <p>PA system utilised to determine if the person is at the venue.</p> <p>Safety Manager will initiate a search for the person if required.</p>	M	1	Event Manager	18 th & 19 th June	✓

3. Electrical, gas, sound and lighting - registered tradesman, isolation required, tripping hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event days ✓
PA system	Faulty equipment leads/cords	Qualified personnel to operate plus additional equipment onsite for contingency All equipment to be pre-checked for compliance prior to event Use of yellow jackets to ground cover all speaker cables where ever public cross	I,E	1	Safety Manager	17 th , 18 th & 19 th June	✓
Electrocution	Faulty equipment	All equipment to be pre-checked for compliance prior to event by Safety Manager Safety Protection Devices compulsory	I,E	2	Safety Manager	17 th , 18 th & 19 th June	✓
Gas leak	Faulty equipment	All mobile vendors' gas bottles and connections must be checked for compliance	I, E	2	Safety Manager	18 th & 19 th June	✓

4. Staging and structures - dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event days ✓
Finish gantry or temporary fencing falls over	High winds, poor ground conditions, incorrect set up	Qualified & competent personnel to erect gantry with a restricted area in place Ensure solid peg fixing & taught guy ropes	I,E	1	Safety Manager	17 June 2016	✓
Unsupervised children fall off obstacles	Equestrian obstacles on Ngati Whakaue Tribal Lands farmland	Signage erected forewarning obstacles and that children under 13 years need to be supervised by an adult at all times	M	1	Safety Manager	18 & 19 June 2016	✓
Competitors & supporters incidents in Agrodome upper carpark	Static or moving tractors, trailers, equipment etc.	Pre-event communications Area will be marshalled during event peak times	I, M	1	Safety Manager	17, 18, 19 June	✓

5. Accident & health emergencies - first aid , fire extinguishers, emergency contacts, report/recording of accidents

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Event incidents/accidents on course	Competitor falls, slips or gets into trouble due to physical exhaustion, asthma/breathing, cardiac	Course marshals, Course Manager & Finish Manager briefing with Peak Safety personnel at 9am on Saturday and 8.30am prior to start of races to go over protocol Course marshals and event personnel (see communications plan) in radio communication with event medics to activate response according to medic protocol. Event medics will have a base opposite finish line and also have a UTV vehicle to access the entire course as required Western Road (Gate 8) access for ambulance for A&P Oval & Stembridge Road farm-gate access point for ambulance for Ngati Whakaue Tribal Lands farmland	M	3	Peak Safety Medical Director & Safety Manager	Sat 18 th & Sun 19 th June	✓

6. Traffic - Competitors & Supporters

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event days ✓
Spectator, supporter & Competitor injury when accessing the venue	There is likely to be traffic congestion when accessing Agrodome especially first thing in the morning. A designated crossing point from the Pony Club paddocks from northern side of Western Road will be implemented to access the A&P Oval for spectators and supporters	<ul style="list-style-type: none"> - Designated parking areas for vans/buses (Gate 8, Western Rd) and other vehicles (Gate 5, Western Rd). - Marshalls directing pedestrians at Western Road crossing point - Designated pedestrian route accessing A&P Oval with directional signage for spectators/supporters - Traffic management plan in place with speed reduction to 30km an hour along Western Road outside venue for duration of event (see traffic management plan in appendices) 	I,M	2	Safety Manager	8.15am to 3pm (Sat 18 th) & 7.45am to 12.30pm (Sun 19 th)	✓

7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	when	Event days ✓
Collision with equipment or personnel	Poor visibility, inattention, driver error	Authorised personnel instructed to operate vehicles in a responsible manner and have required vehicle licence. Vehicle use minimised to only what is required operationally and on set up and pack down days only. Register of vehicles being used. Flashing light on the top of any utility vehicle used. Course set up/pack down personnel to wear high vis safety vests at all times. First aid provisions on site for set up and pack down.	M	1	Safety Manager	From 16 & 17 June 2016 & 19 th June 2016	✓
Personnel hurt by moving vehicle	Poor visibility, inattention, driver error	Course set up/pack down personnel to wear high vis vests at all times.	M	1	Safety Manager	From 16 & 17 June 2016 & 19 th June 2016	✓

8. Security - protection of pedestrians and spectators, security/police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Stolen gear	Personal or event equipment stolen	Remind Competitors/teams of potential risks pre-event and at managers meeting. Competitors/teams responsible for safeguarding their own gear Contracted security overnight 16 th , 17 th & 18 th June to guard event infrastructure	M	1	Safety Manager	Friday 17/06/16 & Saturday 18/06/16	✓
Predatory behaviour	Suspicious or concerning persons in attendance for wrong reasons	All event personnel briefed and aware of persons behaving in a suspicious or concerning manner	E	1	Safety Manager	All days	✓

9. Crowd control - fencing/barriers and protection of Competitors

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event days ✓
Spectator(s) collides with Competitor during event	Ineffective crowd control	Crowd control barriers in finish chute, pigtales with electrical tape closing off course. Designated cross over points for spectators manned by event personnel during races.	I,M	1	Course Manager	During events 18 & 19 June	✓
Vehicle collides with pedestrians accessing the venue along entrance avenue into Agrodome venue	Lack of designated pedestrian pathway	Coned pedestrian lane into Agrodome with directional signage	I,M	1	Safety Manager	During events 18 & 19 June	✓

10. Staff inclusive of contractors/volunteers - Briefings, responsibilities, refreshments, training

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Staff do not comprehend tasks	Inadequate information pre-event. No briefing or insufficient briefing	Job descriptions presented for key personnel and volunteer roles to relevant persons. Pre event meeting with all key personnel week commencing the event. Briefing notes sent to volunteer groups a week prior to the event. All event staff, volunteers & contractors will be briefed and inducted prior to them entering the work site & starting working at the event. This will take place each day at the staff HQ on the A&P Oval with a register of all event staff, volunteers & contractors inducted. Event staff & volunteers also have a duty to take reasonable care for their own health and safety	M	2	Event Manager & Safety Manager	16 th , 17 th , 18 th & 19 th June times to be confirmed	✓
Food poisoning from food or beverages purchased at the event	Substandard food or beverages being served in unhygienic conditions	Only RLC licensed and/or authorised food and beverage vendors will be allowed to operate at the event	I,M	2	Assistant Meet Manager	18 th & 19 th June	✓

11. Emergency procedures - fire, earthquake, lightning strike, hazardous substances

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1-5	Who is responsible	When	Event days ✓
Adverse weather conditions	Natural disaster	Contact with Civil defence or relevant emergency services. Evacuation points from venue same as entered unless specifically advised otherwise.	M	1	Event Manager & Safety Manager	At all times	✓

12. Ngongotaha Stream

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E, I,M	1-5	Who is responsible	When	Event days ✓
Drowning	Spectators (unsupervised children) absconding to access stream	Restricted areas detailed at managers meeting. Stream boundary is fenced off.	I,M	1	Event Manager & Safety Manager	At all times	✓

13. Starting Gun

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event days ✓
Damage to ears	Loud noise	Starter to wear ear protection and be far enough away from Competitors to reduce hearing damage.	I,M	1	Start Manager	During start of events	✓

14. Other risks identified

NZSSAA, RLC & landowners/leaseholders could be involved in a prosecution for a number of reasons	Unidentified hazards that have not been mitigated	Ensure the responsibilities of each party are set out in a contract. Run a safe event. Public liability insurance is in place for the event held by both NZSSAA (the client) and the PCBU (Rotorua Lakes Council)	E	1	Event Manager	16 th , 17 th , 18 th & 19 th June	✓
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Radio Communications Allocation

Allocated Alcom Radio Number	Name	Designated role/responsibility	Channel
1	Jason Cameron	Meet Manager	One
2	Christine Hutchison	Assistant Meet Manager	One
3	Nick Reader	Safety Manager	One
4	John Tylden	NZSSAA	One
5	Kevin O'Sullivan & Mark Watson	Event MC's/Commentators	One
6	Shaun O'Donnell & Dennis Kenny	Course Managers	Two
7	Kim Stevenson	Start Manager	Two
8	Christine Kerrison with Mark Leishman	Finish Manager	Two
9	Mark Woods & Henry Worsp	Medical Directors	Two
10	Peak Safety Medic Two	Medical Team	Two
11	Peak Safety Medic Three	Medical Team	Two
12	Diane Curtis or designate	Agrodome Venue Representative	Two
13	Gavin & Louise (Time IT event timing)	Timing & Results Team	Two
14	Nicole Leger	Registration Manager	Two
15	John Crengle	Marshal Location A	Two
16	Dennis Kenny	Marshal Location C	Two
17	Alan Ryan	Marshal Location E	Two
18	Ben Hingston	Marshal Location F	Two
19	Tony Broadhead (Shane Mackay <u>Sun</u>)	Marshal Location G	Two
20	Rinus Adriaansz	Marshal Location H	Two
21	Linda Montgomery (Maureen Rolfe <u>Sun</u>)	Marshal Location I	Two
22	Andy Eastcott	Marshal Location J	Two
23	Mark Howard	Marshal Location K	Two
24	Philippa Jenkins (Agrodome entrance)	Army & Air Cadets Parking Team	Three
25	Iain Thompson (Gate 8 entrance)	Army & Air Cadets Parking Team	Three
26	Jodie Clapperton (Gate 5 entrance)	Army & Air Cadets Parking Team	Three