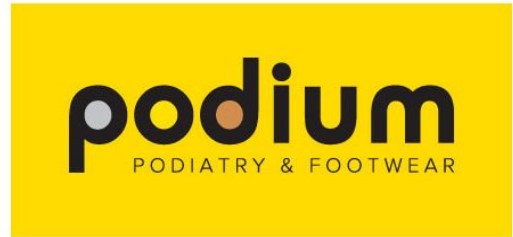


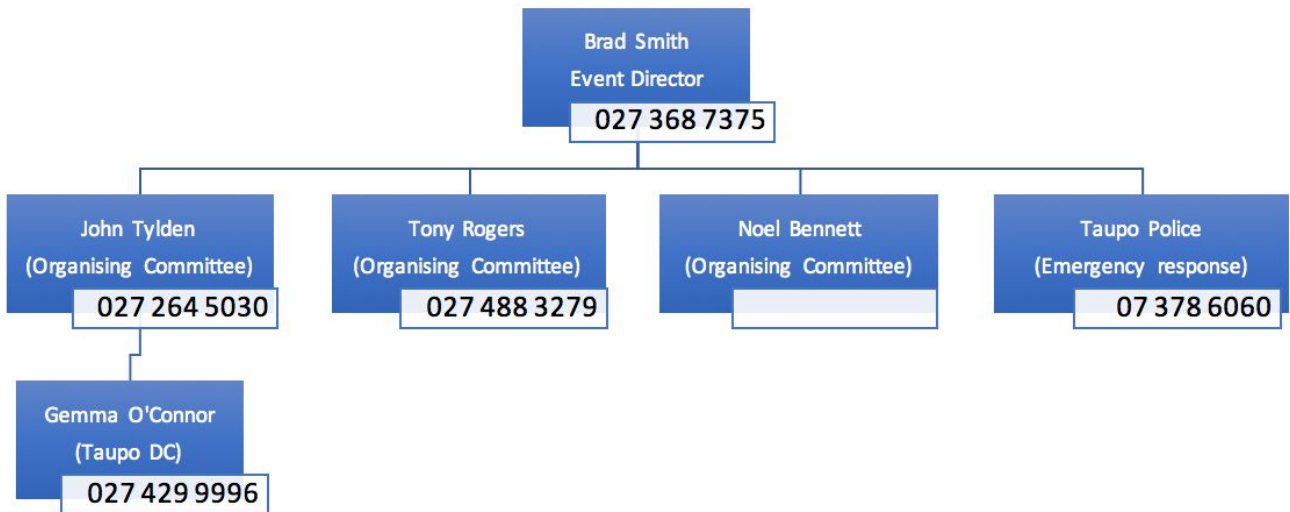
Event Risk Management

Event Organiser:	New Zealand Secondary Schools Athletics Association	
Event Name:	NZSSAA Cross Country Championships	
Postal Address:	Physical Address (if differs from Postal):	
1628A Oropi Road RD3 Tauranga		
Contact Number: 027 368 7375	Email: b.smith@tbc.school.nz	
Description of Event:		
<p>The NZSSAA National Cross Country Championship is a two day competition held from the 16th - 17th June at Spa Thermal Park Taupo. This is the 45 year of the event which attracts an estimated 1000 participants plus additional supporters.</p> <p>The championship features six individual races on the Saturday and two team relay races on the Sunday. The Saturday event sees athletes representing their schools in three age groups Y9, Junior U16, and Senior U20, while on the Sunday athletes compete in relay teams representing the sixteen regions from around the country.</p>		
Location of event: Spa Thermal Park Taupo		
Start date: Saturday 16th June	Finish date: Sunday 17th June	
Pack in date: Friday 15th June	Pack Out date: Sunday 17th June	
Anticipated Participants: 1000	Anticipated Spectators: 300	
Person in Charge of Event: Brad Smith		
Risk Assessment completed by: Brad Smith	Contact number: 027 368 7375	
Venue Warden/Site Supervisor: Brad Smith	Contact number: 027 368 7375	



Event Risk Management

Emergency Procedures



Incident Command System

All incidents must be reported to the Event Director who will then cascade all information onto the required personal. In the event the tournament director can not be located for notification of a major incident or emergency, please use the flow chart listed below.

Emergency Procedure

Any accidents/ incidents and near misses will be recorded on the official forms supplied by Taupo District Council. These will be available and kept in the TIC marquee at the finish area.

Evacuation Procedure

Evacuation may be required immediately in situations such as severe weather, fires, and earthquake or bomb threats or in coordination with community emergency response efforts for cyclones or approaching storms. The type of emergency will determine the evacuation procedure. All announcements shall be made via the PA system as to the best course of action to take. If the PA system is not operational, event organisers will directly communicate with event attendees. Depending on the emergency the race organisers may act under instruction from the Police, Fire Service or Civil Defence. Should representatives from these organisations arrive on site they may assume responsibility for communication and evacuation procedures.

Sheltering: Depending upon the type of incident, sheltering inside adjacent facilities (or parts of these facilities) may be the most appropriate protective action. Should this be required, all will be notified via the PA system and directed to follow procedures and report to their designated shelter areas within the facility.

Earthquake Response: Employ the Drop, Cover, Hold method. Try to find shelter away from buildings, trees

Event Risk Management

and other things that could fall. After shaking has stopped head towards the start/finish area and await instructions over the PA system.

De-Activation: When emergency conditions have dissipated or stabilized, and normal operations have resumed, a formal announcement will be disseminated via the audio/video system.

Medical Team

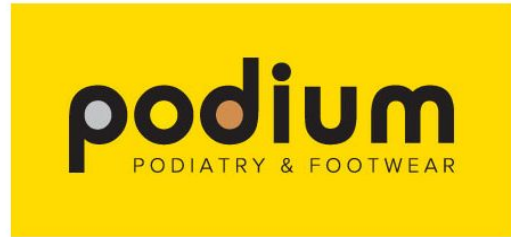
St Johns Ambulance will be in attendance to deal with any major or minor accidents and or injuries. Should additional support be required 111 will be called.

Weather Policy

If the weather is not conducive to running the championship in a safety conscious manner the event will be temporarily suspended at the discretion of the Championship Director and Local Organizing Committee. The decision to proceed, alter or cancel the event will be referred to the Event Director and Local Organizing Committee.

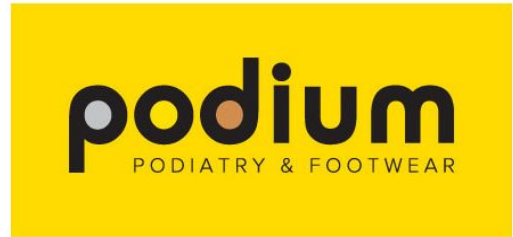
Media Policy

Nobody connected with the tournament is authorised to speak to the media without the express permission of the Event Director. Volunteers are notified of this policy during briefing. Any unauthorised release of photographs or statements is absolutely forbidden. Following a major incident the Event Director will create a Press Release and speak to media as appropriate. This will only take place after they have all of the information about the incident and have had time to digest it and develop a well-balanced response on behalf of the event.



Event Risk Management

Name of Event: NZSSAA Cross Country Championships				
Date of Event		16-17 June 2018	Site Supervisor:	
Location of Event:		Spa Thermal Park Taupo	Brad Smith	
Hazards	Persons Affected	Control / Actions	Risk	Responsibility
EQUIPMENT				
Erection of temporary structures causes an injury to contractor or member of the public.	Contactors Athletes Volunteers Spectators	Engineer the hazard by cordoning off the area. Site supervisor/s to monitor the area and ensure that the public are not entering the work space.	MOD	Contractor Site Supervisor
Temporary infrastructure blows away and causes injury to person or equipment	Athletes Volunteers Spectators	Ensure that all Temporary infrastructures are adequately secured. Monitor weather conditions prior to and during the event.	MOD	Contractor Site Supervisor
Electricity cables/wires causing injury or trip/fall.	Athletes Volunteers Spectators	Cables covers used where needed and cables to be placed out of way of foot traffic.	MOD	Contractor Site Supervisor
ENVIRONMENT				
Ground conditions	Athletes Volunteers	Marshalls to inspect the ground prior to event starting and confirm with tournament director that the fields /course is safe for running.	LOW	Site Supervisor
Hard or sharp objects on the field causing injury	Athletes Volunteers	Marshalls to inspect the course prior to event starting and confirm with tournament director that the fields /course is safe for running.	LOW	Site Supervisor
Litter on site	Athletes Spectators Volunteers	Adequate number of provided bins - plastic & aluminium recycling bins & general rubbish bins. Volunteers and staff briefed to keep venue litter free on PA system	LOW	Site Supervisor
Weather Cold/wet/icy conditions	Athletes Spectators Volunteers	Awareness of appropriate clothing for weather conditions is worn. Temporary shelter provided in the form of marquees. Water provided.	HIGH	Site Supervisor
PEOPLE				
Interference with Athletes/ Competitors during competition	Athletes Spectators Volunteers	Course clearly marked with flags and barrier tape. Spectators provided with specific places to cross course. Use of PA system for ongoing awareness/enforcement.	LOW	Site Supervisor



Event Risk Management

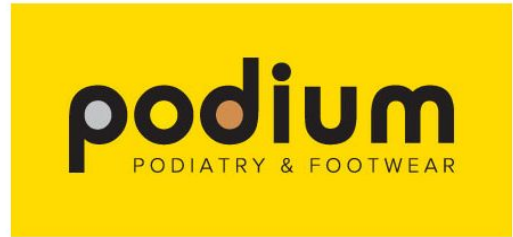
Medical Emergency	Athletes Spectators Volunteers	On site Ambulance in a clear and obvious location. Knowledge of location of Taupo Hospital. Emergency numbers to call.	MOD	Site Supervisor
Moving Vehicles	Athletes Spectators Volunteers	Control areas where vehicles will be moving and use warning signage. Speed restricted to 10km within Spa Thermal Park. Signs put up prior to start of event. E.g. Parking Signs	MOD	Site Supervisor
Aggression from crowd	Athletes Spectators Volunteers	On the rare occasions that the crowd are aggressive they are to be kept away from the edge of the playing area and security/Police will take control of the situation.	MOD	Site Supervisor
Lost Children	Child/Parent	Announcements will be made informing spectators to contact a member of the security/staff if they have become separated from their parents or child. Lost child to stay with a staff member until the parent is located. If this proves unsuccessful a missing person report will be completed and police will be notified.	LOW	Site Supervisor

CONTRACTORS

If you have organised contractors to be onsite during your event, you will also need to include risks associated with their business also.

Name of Event:	NZSSAA Cross Country Championships	
Date of Event	Food Stalls 16-17 June 2018	Site Supervisor:
Location of Event:	Spa Thermal Park Taupo	Brad Smith
Business	To be confirmed	

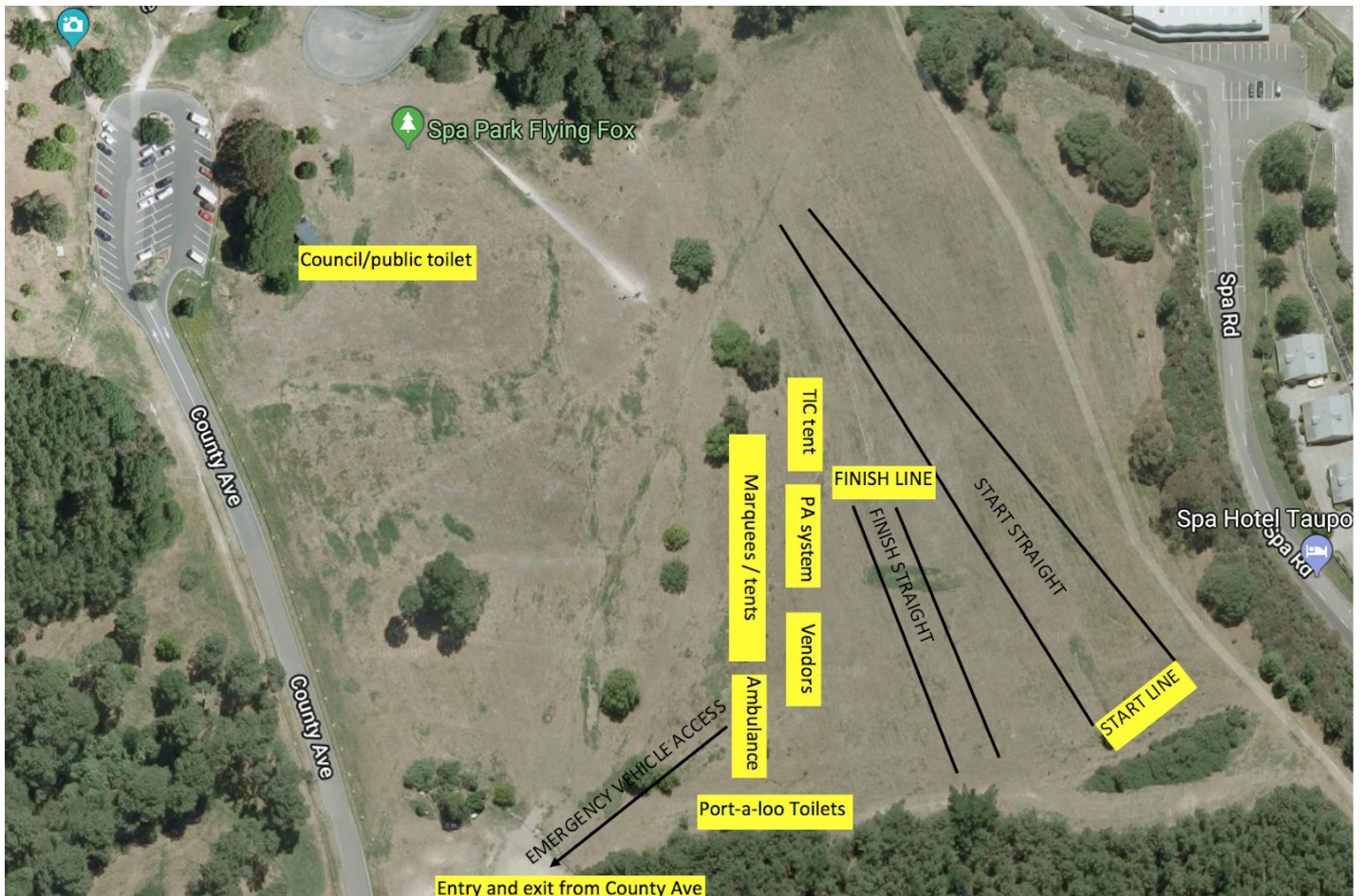
Hazards	Persons Affected	Control / Actions	Risk	Responsibility
Manual Handling of any bulky items	Staff	Eliminate the Risk: Max lift 20kg, Bend and Lift. Area clear of obstacles	MOD	Contractor Site Supervisor
Slips, Trips, Falls and Cuts	Staff	Administrative Control: Good Housekeeping. Equipment maintained to prevent leakage to floor. First Aid Kit and Fire Extinguisher available. Eliminate the Risk: Cleaning up any spillages immediately. Use electrical safety non trip mats for external electrical leads.	MOD	Contractor Site Supervisor
Hot Water	Staff	Administrative Control: Working thermometer to ensure temperature exceeds 55°C Eliminate the risk. Keep work area clear to prevent spillage.	HIGH	Contractor Site Supervisor



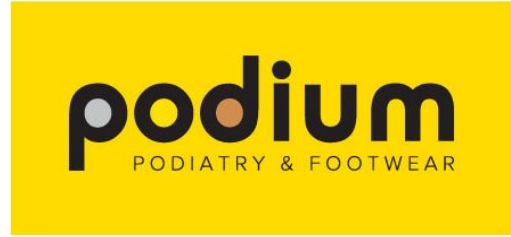
Event Risk Management

Machinery	Staff	Administrative Control: Pre-check carried prior to starting, trained staff in cleaning and operation	LOW	Contractor Site Supervisor
Patrons	Customers	Eliminate the Risk: Keep the serving area clean and clear at all times.	LOW	Contractor Site Supervisor
General Public	General Public	Eliminate the Risk: Keep work area free of rubbish. Keep access door closed.	LOW	Contractor Site Supervisor

Site MAP:



- Entry & Exit points - from County Avenue.



Event Risk Management

- Vehicle access paths - Only vendors vehicles will be permitted entry onto the fields with the exception of emergency service vehicles.
- Parking - Public parking will be made available on Spa Road. School/ team vans will be parked along County Avenue.
- Food & Vendor sites - as illustrated
- Ambulance/First aid posts - as illustrated
- Emergency Vehicle Access during an event - as illustrated through the Entry/ Exit points
- Seating - within the marquee/ tent location as illustrated
- Lost & Found - with the TIC tent as illustrated
- Barrier fencing - along the start finish straight as illustrated
- Rubbish bins - within close proximity of the food vendors and marquees
- Pedestrian routes - all areas within Spa Thermal Park not cordoned off by barrier tape.

In this section you are required to include the all Permits, License & Templates.

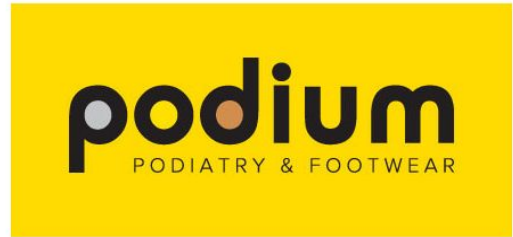
Some examples of things to include are Your Company's Health & Safety Policy, Scaffolding tickets, Contractors Agreement & Induction List, Volunteer Agreement & Induction List

For you convenience we have included the following documents:

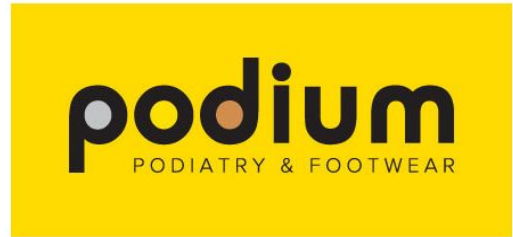
- Taupō District Council Health & Safety Policy Statement 2016
- Near Miss Card
- Incident report – *All event organiser shall complete an incident report for all major incidents and provide a copy to the TDC Event Manager within 48 hours*



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Event Risk Management



Event Risk Management

Near Miss Card



- *A near miss is a close call that has the potential to cause harm*

Name of person completing this form: _____

Date: _____ Time: _____ am / pm

What happened: _____

Who was involved: (Names): _____

Where did it occur: _____

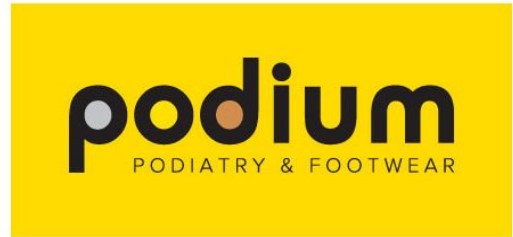
Why and how did it happen: _____

How could this Near Miss be avoided from happening again? _____

What property/vehicle damage was sustained: _____
(If vehicle damaged complete form obtained in vehicle)

Was this caused by an existing hazard: Yes/No

Give this form to your H&S Representative

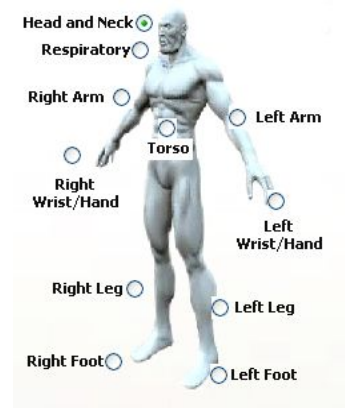


Event Risk Management

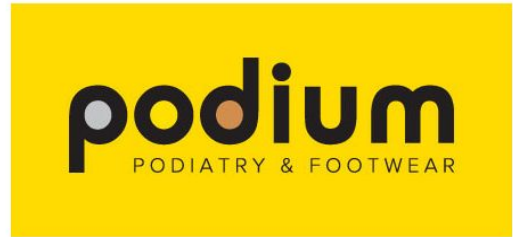
Injured Person Name:	DOB: Male / Female Ph:	Address:	Injury location: eg head, arm, body	Injury Type: eg cut, burn, abrasion
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Type of incident:	<input type="checkbox"/> Injury <input type="checkbox"/> Incident <input type="checkbox"/> At Risk Behaviour <input type="checkbox"/> Illness		
Category:	<input type="checkbox"/> Minor Harm <input type="checkbox"/> Serious Harm <input type="checkbox"/> Fatality <input type="checkbox"/> Vehicle involved		
Severity Level:	3 = High 2 = Medium 1 = Low	<i>(please circle)</i>	
Reported by:	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Third Party		Date reported:
	Name:		Position:
<u>Location & Time of Incident</u>		<u>Incident Description</u>	
<input type="checkbox"/> Incident happened off site			
Department			
Location			
Position			
Supervisor			
Incident Date			
Incident Time			
Started work Time			

Injury Description:

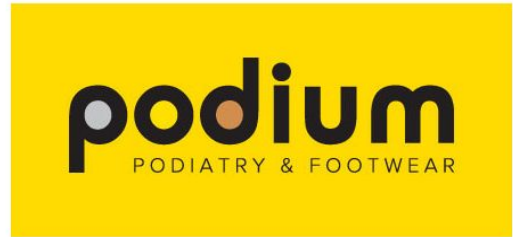


Treatment: <input type="checkbox"/> No Treatment <input type="checkbox"/> First Aid	Medical Condition: <input type="checkbox"/> Fully Fit <input type="checkbox"/> Restricted Duties	Days Off: <input type="checkbox"/> Lost Time Injury _____ days off
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Event Risk Management

<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Other	
<input type="checkbox"/> Hospitalisation		
Office Use Only		
Entered in Vault	Yes/No	



Event Risk Management

Serious Harm Procedure

Manager/Supervisor/Health & Safety Advisor to Contact WorkSafe NZ

Phone **0800 030 040**

Date reported to WorkSafe: ____/____/____

Reported to WorkSafe by:

Name:

WorkSafe representative name:

Name:

Scene Held: Y/N (circle one)

Scene Released: Y/N

Date:

Time:

Scene Released by who:

(WorkSafe, NZ Police, NZ Fire etc.)

Name:

Hazard Management Process

Hazard related to accident/incident:

E.g. "Slide" AC Baths:

Analysis/cause of accident/incident:

Initial investigation by:

Name:

Investigation date: ____/____/____

Requires more investigation: Y/N..(circle one)

ID safety equipment used:

Did safety equipment fail: Y/N (circle one)

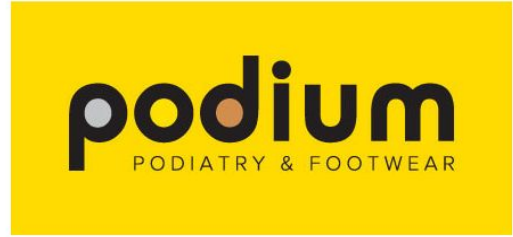
Equipment/machinery involved:

Preventative action required: Y/N (circle one)

Action taken date: ____/____/____



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Taupō District Council



Event Risk Management

Action taken by: *(Name)*.....

Completed by:..... **Signature:**..... **Date:** ___/___/___

Sighted by

Head of Department: *(Name)*..... **Date:** ___/___/___

Copied to (✓):

H&S Advisor	H&S Rep	Supervisor	Other:
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