


# Event Risk/Hazard Management Template

**The Event Hazard Management Plan must be kept on-site and available during the Event.**

<b>Event Name</b>	2017 New Zealand Orienteering Championships - Sprint		
<b>Event Location</b>	Hastings CBD		
<b>Description of Event</b>	<p>This is a short distance (estimated course winning times of 12 – 15 minutes) urban orienteering event. Orienteering requires competitors to navigate around a course in the fastest time possible. The event tests both physical and mental skills, requiring competitors to run at speed, plan and make quick decisions. The course is marked on a specially drawn orienteering map. Competitors start at 1 minute intervals and pick up their course map on the start line. The event is timed electronically and the points that they must visit on the course are marked on the ground by a wooden control stand, a small orange &amp; white flag and an electronic unit, which competitors must 'punch' to record their visit.</p>  <p><i>Figure 1 An example of a sprint control setup</i></p>		
<b>Target Audience</b>	Orienteering club members of all ages, from NZ and some overseas visitors.		
<b>Total Anticipated crowd numbers</b>	<b>Spectators Numbers</b>	50	<b>Participants Numbers</b> 300-350
<b>Event Date</b>	20 October 2017		
<b>Pack in Date</b>	20 October 2017		<b>Time In</b> 0900
<b>Pack out Date</b>	20 October 2017		<b>Time Out</b> 1700

## Event Organiser Details – Hawkes Bay Orienteering Club Inc.

<b>Name of Event Organiser</b>	Duncan Morrison Karen Beckman	<b>Contact number (during event)</b>	021 0827 3748 027 288 6478
<b>Name of Alternative Contact Person</b>	Ross Morrison (Course Planner)	<b>Contact number (during event)</b>	020 4097 2252
<b>Name of Event Safety Co-ordinator</b>	Pamela Morrison (Course Controller)	<b>Contact number (during event)</b>	

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## HDC Details

<b>Name of Contact Person</b>	TBA	<b>Contact Number (during event)</b>	TBA
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## Attached (as applicable)

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|--|---|
| <input checked="" type="checkbox"/> Site plan (required)   | <input type="checkbox"/> Security plan (for high risk sites e.g. fireworks)               |
| <input checked="" type="checkbox"/> Traffic management plan (if event on road, or restricts vehicle/pedestrian movement) | <input type="checkbox"/> Waste management plan (food events, multiple days, large events) |

## Tick Items to be at Event (as applicable)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Camping Onsite                      | <input type="checkbox"/> Drone / Helicopter                      | <input type="checkbox"/> Fire Works                     |
| <input type="checkbox"/> Food Vendors                        | <input type="checkbox"/> Inflatable Devices                      | <input type="checkbox"/> Liquor at Event                |
| <input type="checkbox"/> Marine / Water Based (HBRC overlap) | <input checked="" type="checkbox"/> Marquee / Stage / Structures | <input checked="" type="checkbox"/> Merchandise Vendors |
| <input type="checkbox"/> Motorised Vehicles                  | <input checked="" type="checkbox"/> PA System                    |   |
| <input type="checkbox"/> Other (please specify)              |  |   |

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## Instructions for Event Organiser to complete Risk Management Plan

- The responsibility is on the Event Organiser to identify and manage risks/hazards and to ensure there is compliance with the requirements of the Health and Safety at Work Act 2015.
- Event Organisers should consider the activity planned and identify all the risks and hazards which may arise to participants or other persons in the vicinity during the event.
- Please identify risks and hazards as they apply to your Event in the boxes over leaf and describe how each risk or hazard is to be managed. Ask yourself “what if?”
- Once the hazards have been identified, event organisers must consider the reasonable controls to be put in place to **Eliminate** or **Minimise** the hazard.
- **Eliminate** or **Minimise** are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard. If you can't eliminate the hazard then you must minimise the hazard.
- Please estimate the likelihood of the hazard occurring during your Event - you may use the example matrix (right) if you don't have an existing one.
- If something does not apply please state not applicable (N/A).
- This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list. Please do not hesitate to contact the WCC contact person if you have questions when this document is completed.

Risk Matrix Table

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Rare	Low	Low	Low	Low	Medium
Possible	Low	Low	Low	Medium	Medium
Likely	Low	Low	Medium	Medium	High
Probable	Low	Medium	Medium	High	Very High
Almost Certain	Low	Medium	High	Very High	Very High

Activity / Substance Risks (what could go wrong)	HARM	Safe Work Practices / Risk Control Measures (What is in place to prevent it going wrong?)	Signifi- cant (Y/N)	Like- lihood	Conseq- uence	Residual Risk Rating	Who is Responsible	Event Day ✓	Emergency Response
	Potential harm / consequences								
<b>1. Event Participants</b> – i.e. age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals									
Slip hazards	Heavy rain	Delay or cancel event	Y	Possible	Major	Med	Organiser	Before 8am	✓
Falling equipment/tree	High winds	Delay or cancel event	Y	Possible	Severe	Med	Organiser	Before 8am	First aid facilities
No shade from sun	Sunstroke/sunburn	Shade available from surrounding trees. Sunscreen provided by St John Refreshments for sale on site	Y	Likely	Severe	High	Site manager St John Organiser	Event day	

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Add additional lines as required and consider all the general categories of risk that may occur for an event.

Activity / Substance Risks (what could go wrong)	HARM	Safe Work Practices / Risk Control Measures (What is in place to prevent it going wrong?)	Signifi- cant (Y/N)	Like- lihood	Conseq- uence	Residual Risk Rating	Who is Responsible	Event Day ✓	Emergency Response
	Potential harm / consequences								
<b>1. Event Participants</b> – i.e. age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals									
Children crossing roads during the event	Children cross without looking	Children's course will be designed with minimal road crossings. These road crossings will be monitored by an adult, who will only allow the child to cross if the road is clear.	Y	Poss	Major	Med	Event Controller	Event Duration 1400-1600	First Aid Ambulance
Competitors running in the same area	Competitors colliding	Courses designed to minimise the risk of competitors running in opposite directions.	Y	Poss	Min	Low			
		Public toilets in CBD will be available for competitors.							
<b>2. Grounds</b> – i.e. duck ponds, trees, playgrounds									
		Event Centre will be located in the Central Mall area, which is a pedestrian only area, with no vehicle access and nearby carparks.							
Uneven/broken pavement surfaces	Tripping or falling on uneven ground	Competitors will be experienced at running over rough surfaces. Competitors will wear footwear suitable for running on hard surfaces.	N						
Low Fences	Tripping	Competitors will be experienced at running in areas where there are obstacles.	N						

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<b>3. Staff/Contractors/Volunteers</b> – i.e. Briefings, responsibilities, refreshments, training									
<b>Start Officials</b>		<b>Brief competitors on safety requirements prior to the start of their race. Record competitors who start the race, in conjunction with electronic monitoring. General monitoring of competitors at the start.</b>							
<b>Course Marshalls</b>		<b>Responsible for ensuring competitors comply with controlled road crossing requirements.</b>							
<b>Crossing Monitors</b>		<b>Assist children to cross roads safely, by ensuring that crossing only takes place when traffic is clear.</b>							
<b>4. Entertainment, Electrical, Sound and Lighting</b> – i.e. registered tradesman, isolation required, tripping hazards, bouncy castles, amusement rides, vendors/catering									
<b>Power Cords &amp; Computer cables at Event Centre</b>	<b>Tripping hazard</b>	<b>Facilities using power will be placed as close as possible to the power source. Any cords or cables running along the ground will be covered with mats. Wherever possible cords and cables will be channelled above ground.</b>	<b>N</b>						
<b>5. Set-up/Pack-down</b> – i.e. what safety is in place while event site is a working site i.e. moving vehicles, first aid, forklift activity									
<b>Erection of Structures at Event Centre – Marquees, Barriers, Structure to hold screens for Electronic results</b>		<b>Personnel involved in set up will all be experienced at erecting these facilities.</b>	<b>N</b>						

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<p><b>Placement of control points in CBD area</b></p>	<p><b>Controls are moved or damaged by a member of the public</b></p>	<p><b>As many controls as possible will be placed in positions that are not visible from the road or footpath. Wherever possible control units will be cable tied to something solid.</b></p>							
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### 6. Traffic Management & Parking – i.e. traffic management plan, signage, marshals, route, pedestrian management

<p><b>Road Crossings during the race</b></p>	<p><b>Competitor being hit by a vehicle while crossing a road</b></p>	<ul style="list-style-type: none"> <li>- <b>Official event signs will be placed around the CBD to warn the public that a sports event is happening.</b></li> <li>- <b>Event is being held on the afternoon of a public holiday so a smaller volume of traffic than normal is expected in the area.</b></li> <li>- <b>Competitors are experienced at competing in urban terrain which is open to traffic.</b></li> <li>- <b>Competitors will be advised that roads are open and to obey the road rules. These warnings will be in the pre-event information and will also be given prior to the start.</b></li> <li>- <b>Competitors will be advised to keep to footpaths, that vehicles have the right of way and to only cross when the road is clear.</b></li> <li>- <b>The busiest roads and intersections in the CBD have been identified and courses have been</b></li> </ul>	<p><b>Y</b></p>	<p><b>Poss</b></p>	<p><b>Major</b></p>	<p><b>Med</b></p>	<p><b>Event Controller</b></p>	<p><b>Event Duration 1400-1600</b></p>	<p><b>First Aid Ambulance</b></p>
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		<p>designed to avoid these areas.</p> <ul style="list-style-type: none"> <li>- These roads will be marked with a 'forbidden' symbol on the map, which means that competitors are forbidden to cross.</li> <li>- Particular roads will have designated crossing points.</li> </ul>							
	Traffic being distracted by runners	<ul style="list-style-type: none"> <li>- Official event signs will be placed around the CBD to warn the public that a sports event is happening.</li> </ul>	Y	Poss	Mod	Low			
Parking		Competitors will be required to park in one of the main parking areas, either north or south of the central mall area.							
Route to the start area		There will be a compulsory route which all competitors must take to get from the parking/event centre area in the central mall to the course start at St Joseph's School.							
<b>7. Vehicle Management</b> – i.e. speed, access to site for emergency vehicles, pedestrian access. Note- maximum vehicle speed in mall is 5kph.									
		Event Centre will be located in the Central Mall area, which is a pedestrian only area, with no vehicle access and nearby carparks.							
<b>8. Crowd Control</b> – i.e. fencing/barricades, alcohol, protection of property									
Erection of Barriers in Central Mall area	Members of the public encountering runners during the competition	Barriers will be erected in the central mall area to channel runners through the area midway through their course (for spectator interest) and to channel runners into the finish. These will separate competitors from members of the public.	Y	Poss	Mod	Low			

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<b>9. Security</b> – i.e. protection of pedestrians, spectators, employees, pack in and pack out activities, Security/Police									
As above	As above	As above							
<b>10. Emergency Procedures</b> – i.e. bomb threat, fire, earthquake, hazardous substances									
N/A									
<b>11. Environmental Effects on People</b> – i.e. effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement strategy									
Sunburn Dehydration		<b>Because courses are short, possible harms from sunburn or dehydration will be minimal.</b>							
		<b>Water will be provided at the start and finish of the course.</b>							
<b>12. Other</b> – not previously covered by other sections									
<b>13. Other</b> – Additional Health and Safety Information Relating to the Event									
<b>Traffic Management Plan is being prepared by Ivan Aplin TM</b> <b>Site Plan for proposed set up in CBD (attached)</b> <b>ONZ insurance Certificate (attached)</b>									