

Event Hazard Management Plan (must be kept on-site and available during event)

Event Name	Hawkes Bay Orienteering Club – NZ Championships Long Distance			
Event Location	Hautope Branch Rd – Event Centre at Hautope Branch Road Parking Area GPS Coordinates Latitude 39°56'41.5"S Longitude 176°43'43.2"E			
Description of Event	<p>Orienteering is a about navigating between points (controls) on a map using visual features, a compass and running as fast as possible without making mistakes. There are always options with running from one point to the next and it's about making the best choice - fast. There are long, middle and sprint courses. A sprint is usually in an urban area, whereas a middle and long are run on forests or farms.</p> <p>Setting a course requires the setter to visit prior to the event, to walk the area and plan where to place the controls and event centre and caravan. The resulting map is then "vetted" by a second person to ensure it is within orienteering guidelines. Once approved, the map is printed and the event can be run.</p>			
Target Audience	Ages 5 - 90			
Total Anticipated crowd numbers	Spectators Numbers	50	Participants Numbers	450
Event Date	21/10/17			
Pack in Date	18/10/17		Time In	9.00am
Pack out Date	21/10/17		Time Out	7.00pm

Event Organiser Details

Name of Event Organiser	Derek Morrison (Controller)	Contact number (during event)	020 40972252
Name of Alternative Contact Person	Mark Irwin (Setter)	Contact number (during event)	027 2438291
Name of Event Safety Co-ordinator	Derek Morrison	Contact number (during event)	020 40972252

Council Contact Details (if applicable)

Name of Contact Person	Contact Number (during event)	
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Attached (as applicable)

- | | |
|---|---|
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Security plan (for high risk sites e.g. fireworks) |
| <input 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 checked="" type="checkbox"/> Food Vendors | <input type="checkbox"/> Inflatable Devices | <input type="checkbox"/> Liquor at Event |
| <input type="checkbox"/> Marine / Water Based (HBRC overlap) | <input type="checkbox"/> Marquee / Stage / Structures | <input type="checkbox"/> Merchandise Vendors |
| <input type="checkbox"/> Motorised Vehicles | <input type="checkbox"/> PA System | |
| <input checked="" type="checkbox"/> Other (please specify) Caravan & Gazebo | | |

Risk Assessments and Management


Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk:

- List the hazards/risks you have identified.
- Rate their risk level (refer to information above to assist with this).
- Detail the appropriate control measures you will implement to control the risk.
Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

Section 1 - Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Public Roads – competitor being hit by a vehicle	Low				X		Signs will be placed at each end of the event warning of the event and the possibility of competitors on the road.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Terrain – cliffs, tomos, rough ground, steep gorges – injuries caused by tripping, falling or slipping	Med				X		Dangerous terrain will be identified and indicated on the map, with safe passages marked on the map (and on the ground) if necessary. The course will be planned to avoid dangerous areas.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
High voltage electric fences – electric shock	Low				X		Communication with landowners – request that fences be turned off where possible. Ensure competitors know how to use a plastic bag as insulation and advise to cross at gates wherever possible.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Livestock – attack by cattle	Low				X		Communication with the landowners. The location of any high-risk livestock, such as bulls, will be marked on the map	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Vegetation – ongaonga, blackberry – stinging or scratches	Med				X		Competitors will be advised of the existence of ongaonga and will be shown what the plant looks like. Checkpoints will not be placed in areas where ongaonga or blackberry exists.	Controller	Refer to onsite first aid.
Vegetation – vines, overhanging branches, sticks at eye level, tree roots	Med				X		Competitors urged to exercise caution when competing.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Fences, derelict and unstable	Low				X		Competitors urged to exercise caution when crossing fences and to use gates or cross at fence posts where possible.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1

Inadequate skills or experience	Low				X		Courses to be planned and controlled to cater for the varying levels of orienteering experience. Competitors who are unfamiliar with orienteering are advised to attempt an easier course. Competitors reminded of course closure time and to return to the event centre even if they haven't finished their course. Safety bearing provided for all courses so competitors know how to get back to event centre.	Controller	Refer to Emergency Procedures – Appendix 1
Competitor collision around buildings in tight sprint / urban courses	Low				x		Competitors urged to exercise caution when competing.	Controller	Refer to Emergency Procedures – Appendix 1
Participant lost/leaving the mapped area	Low				X		Competitors given safety bearing and must carry whistle. Competitors informed that if lost to stop near track, road or control and wait.	Controller	Course closure strictly enforced. All competitors must download sport ident before leaving the event, regardless of whether they finish the course.
Electrical hazard from cables, computers or generator	Low				X		Computers generator and other electrical equipment to be kept out of weather and off courses. Cables are positioned and protected so they are not a tripping hazard. Generator is maintained and serviced by authorized personnel according to manufacturer's instructions.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Beehives – competitors stung by bees or wasps, allergic reactions	Low				X		Competitors will be warned if there are bee-hives in the area and to avoid travelling close to these.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Extreme weather conditions - hypothermia	Low				X		Competitors required to carry sufficient clothing. If cyclone conditions exist the event will be cancelled.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Natural disaster – earthquake, tsunami or fire	Low				X		Competitors are advised that they must return to the event centre and check in so it can be determined who is still on the course and possibly missing. Safety bearing provided for all courses so competitors know how to get back to event centre.	Controller	Refer to Emergency Procedures – Appendix 1
Farm buildings, machinery and vehicles	Low				X		Competitors are advised to keep well clear and please ensure that any children in their care do likewise.	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Vermin bait stations	Low				X		Competitors are advised if these are present on the course and to avoid at all times.	Controller	Refer to Emergency Procedures – Appendix 1
Waterways – rapid change in water levels and uneven footing	Low				X		Ensure course planning minimizes using/encountering a flooded waterway. Contingency plans in place for flooding and weather monitored during event.	Controller	Courses reviewed on day of event if adverse weather or high rivers.

Section 2 - Sport Specific Risk Assessment & Management Plan

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Concussion	Low				X		First aiders will all be safety trained	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1
Allergic reaction	Low				X		First aiders will all be safety trained	Controller	Refer to onsite first aid. Refer to Emergency Procedures – Appendix 1

Emergency Procedures Appendix 1

Emergency Procedures in the case of a serious accident requiring emergency treatment

- If an accident occurs a competitor (or assisting competitor) will be required to travel back to the Event Centre or to the nearest house to seek help. The location of the incident should be located on the race map.
- Each competitor is required to carry a whistle, to attract the assistance and support of other competitors in the case of an emergency. This is done by short blasts on the whistle to attract attention, the response is a long blast.
- First aid relief should initially be sought at the event centre. If emergency assistance is required at the event centre, the Controller will be responsible for contacting Emergency Services.
- Competitors are expected to be fit enough to compete for the duration of their course.
- Hypothermia – wind, water and cold temperatures can lead to exposure and hypothermia. Know the symptoms (clumsiness, lethargy, slurred speech) and be prepared to seek shelter and call it a day if conditions are severe or if exhausted.
- Streams – do not attempt to cross these if they are flowing swiftly or are swollen.
- Gorges – do not attempt to cross steep gorges.
- Electric fences – assume that all electric fences will be ON. Know how to use a plastic bag to insulate yourself and use gates wherever possible.
- There may be beehives in the area – do not travel closely to these.
- Avoiding contact with ongaonga and any vermin bait stations.

Section 3 - Venue Safety Plan – including Emergency Evacuation Procedures

Competitor injury

The Controller is in overall charge and is to ascertain the extent of injuries and location of injured person. Minor injuries may be treated with the First Aid Kit at the event centre.

For major injuries, the injured person is to be kept warm but not moved until checked by a first aid qualified person, preferably by a doctor. This person will advise the course of treatment. If a rescue helicopter is called the NZTM map references must be given.

Missing competitor

(A) When to start action:

Are you sure the person is lost? Check that the person is actually missing.

- (a) Have they reported in at the Finish?
- (b) Is their car still at the event?
- (c) Have other members of the car/family they are with seen the missing person?
- (d) Have they uplifted their gear - from Start/Finish/car?
- (e) If a person is lost, do not bring in the controls.

In some instances, controls may already have been lifted before officials are aware of a lost competitor. If the event is using the SPORTident electronic control system, ensure that the information held in each unit is downloaded at the end of the day rather than being deleted, especially in a multi-day situation. The information held in each unit could give some indication to the competitors 'last known whereabouts.' This is vitally important if the search extends through to the following day.

Consider: (not necessarily in this order)

- (a) prevailing weather
 - cold
 - wet
 - wind
 - hot

} combination of any 2 can lead to rapid onset of Hypothermia

dehydration and/or sunstroke
- (b) Age of competitor
- (c) Fitness level of competitor
- (d) Experience of competitor
- (e) Any known/perceived medical condition
- (f) How long has the competitor been out:
 - (i) beyond the course estimated winning time (EWT)
 - ii) beyond course closure time
- (g) Clothing the competitor is thought to be wearing: (thermals/woollen top, gloves, hat, etc.)
- (h) Is the competitor carrying a watch/whistle?
 - (i) Daylight time remaining

(B) Organise a sweep of the area (Controller and Planner):

- (a) Narrow the search area by asking if anyone has seen the competitor while they were competing.
- (b) Send a vehicle around the roads on the map and bordering the map
- (c) Contact search - reverse direction of course along likely corridor (approx. 100 m wide if possible). Make lots of noise, call out name, then all listen.

Consider the competitor may:

- (a) Be injured:
 - conscious - able to respond to voice/whistle
 - unconscious or dead - must be physically found so check bottoms of cliffs and streams
- (b) Have run off the map
- (c) Have been distracted, then become disorientated
 - common with young children, and people on courses too difficult for their ability.

(C) Who to Contact?

- (a) Police - if initial search fails, a body is found, or insufficient manpower or daylight is left. It takes 2+ hours to get a Police search organised - may not be able to mount a full search until the next day.
- (b) Next of kin - if not at the event, they should be notified at the same time the Police are contacted.

(D) Police Queries:

Controller, Course Planner and next of kin should be available for any queries.

(E) The Rescue

Once the missing person is found the Search Controller must be informed immediately so they can:

- (a) Arrange evacuation of found person:
 - if injured, a stretcher may have to be improvised
 - a person suffering from severe hypothermia must not be walked out.
- (b) Recall other search teams - If the person is dead, apart from attempting CPR, the body should be left where and how it was found and the Police notified.

Competitors can help to avoid a search by:

- (a) Always checking in at the Finish even if you do not complete your course.
- (b) Carrying a whistle.
- (c) Wearing a watch, and being aware of course closure time. Abandon your course if over time.
- (d) Wearing adequate clothing for the weather.
- (e) Not panicking if you become lost. Staying with a control until found.
- (f) Ensuring proper use of medication (e.g. inhaler carried by asthmatics, angina pills, barley sugar-type lollies for diabetics etc.).
- (g) Having an adequate intake of liquid while competing.
- (h) Not competing if feeling ill.

Fire or other emergency

If there is a fire or other emergency, common sense prevails.

- If in immediate danger from fire - evacuate. Call 111, alert the event organisers asap. Only try to contain fire if safe to do so.

Fire Evacuation Plan for Forest

This needs to be flexible and applied with common sense on the day and for all force majeure e.g. tsunami, flood, earthquake.

1. Have a clearly identified person in charge, usually the Controller.
2. Determine a safe Assembly Point and Exit route as soon as possible (upwind from fire).
3. Warning system: Several cars are to drive safe forest roads sounding car horns.

Drivers to pick up competitors and return them to the event centre or other safe Assembly Point. Competitors must understand the repeated sounding of car horns means to abandon their course and return to their cars or nearest road and move as directed to Exit or Assembly Point.

4. Exit route to be determined according to circumstances on the day. Signs to Exit should be put out if route differs from Entry route. There should be signs at the event centre to put out in an emergency.
5. Person in charge must ensure that everyone is accounted for. Fire crew will want to know this. Controller may designate someone at the exit to check with drivers that they have all their passengers. Cannot rely on using SPORTident to check up on who has safely left the forest.
6. If individuals encounter a fire threat while on their course common sense prevails. If no horn sounding has started then individuals discovering a fire threat should alert the event organisers ASAP.
7. If in immediate danger from fire Call 111.

Section 4 - Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	HBOC	Controller	As per specific event	A qualified First Aider or Medical Practitioner will be at the Event Centre.
Drinking water	Competitors			
Food	Competitors			
Toilets	Portable Toilet	Controller	As per specific event	
Event Security	NA			
Waste Management	NA			
Parking	Signage	Controller	As per specific event	Vehicles will be directed and parked in a designated area away from competitor areas.
Vehicles onsite	Signage	Controller	As per specific event	Vehicles will be directed and parked in a designated area away from competitor areas.
Event Insurance	Public Liability	Orienteering NZ	General Manager gm@orienteering.org.nz	

Event Communications Plan				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Event Briefing – Safety Briefing, Event info for orienteers	Map Setter / Vetter	Competitors	At the event	Competitors must register at the event. A compulsory event briefing will be given to all competitors prior to the issue of maps.
Event Day Communications – Cancellations, changes, weather	Controller	Competitors	In the event of a cancellation	Event cancellation will be published on the event website
Emergency Communications - evacuation, lost person, emergency services	Controller	Emergency services	In the event of a serious accident requiring emergency treatment Missing competitors	At the Event Centre, the controller will be the contact in the event of an emergency. They will be responsible for liaising with the Emergency services and will co-ordinate personnel. The course will close 30 minutes after the finish time. A list of missing competitors will be compiled at this time. Information will be obtained on the competitors fitness, health and experience. 30 minutes after the finish time, search action will be initiated to cover the roads in the area. If the competitors are found they will be returned to the event centre by vehicle. If there are no sightings of the team after a road search, Police will be contacted.