

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.



Event Day - Safety Check List



Coordinator	HARM Form completed	CONTROLLER & COORDINATOR	Controller	Have read and understood the current Safety Management Plan (SMP). <i>Available from the ONZ website</i>	Controller	List last minute information or specific hazards for start line briefing.
	Communication and contact procedures passed on to all event officials			First aid / paramedic personnel known and listed. Location of 1st aid kit known.		Any specific action required due to weather
	Hazard ID and Emergency Procedure notice completed and posted			<div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p style="margin: 0;">Associated Documents</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Hazard ID Notice</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Emergency Procedure Notice</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Missing Person Procedure</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">ONZ Events Manual with Standard Operating Practises (SOPs)</div> </div> </div>		
	Wide area map available for rural events(5km radius of the event area)					
	Keys to locked areas for expansive vehicle searches.					

Event Name		NZSS Orienteering Long Champs 2020		Date	9/10/20	Start and finish times	10.30am – 3.30pm	
Event description		New Zealand Secondary Schools Orienteering Long Championships 2020						
Event Officials	Controller	Derek Morrison 021 433 509	Tim Anderson 027 273 4494	Location	Event Address	Maraetuna, 540 Craggy Range Road, Havelock North.		
		Planner	Mark Irwin 027 243 8291		Event Centre Grid Ref	Ken Miller 027 695 9499 Oscar Williams 027 896 0231		
	Coordinator					Cryn Russell 027 311 6942	Topo50 grid reference; BK39 4181 9879 Latitude/Longitude; -39.692298 176.985868	
					Terrain Type		Gully & spur farmland, small area of runnable forest.	
Emergency shelter Provided?		No.		Toilet Facilities	Portaloos.	Water Supply	Competitors to supply own.	
Does the area have mobile reception <i>(Which provider is best?)</i>		Yes, Spark		Where is nearest reliable communication site	Cell phone reception is available.			
Is there a PLB available? <i>(if required for extraction location on course)</i>		Yes.						
Paramedics: <i>Is there a list of paramedics or a first aid provider available?</i>		Yes, names TBC.		Medical & Emergency Facilities <i>(Name, Location Ph Number)</i>	Hastings Hospital, 398 Omaha Rd, Camberley, Hastings 4120. 06 878 8109			

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Hazard Identification Notice

Venue: Craggy Range

Date: 9/10/20

Special hazards at today's event:

Deep gullies with steep sides & cliffs. Blackberry.

Typical hazards include:

Cliffs, pits, tomos, streams, swamps, overgrown trimmings, vines, overhanging branches and sticks at eye level, tree roots, derelict, unstable and hard to see fences, livestock, dams/lakes, and moving vehicles.

Today's safety bearing is: North West to farm road.

Course Closure is at: 3.30pm

If you become lost: Stay where you are, preferably on a road, track or a control flag - the organisers will look for you there first.

EVERY competitor must check in at the Finish.

Participation today is at your own risk.

Personal Safety Check for Competitors:

- Obey all instructions and warnings.
- Wear appropriate clothes for conditions.
- Consider wearing safety glasses.
- Notify coordinator of any potentially serious health problems.
- Keep clear of any plant or equipment, farm buildings and out-of-bounds/unauthorised areas.
- Avoid disturbing livestock and keep away from all work activities.
- Always know where your children are.
- Carry a whistle. Know the recognised emergency call - 6 short blasts.
- If you hear repeated sounding of car horns this means fire or another major problem. Abandon the course and return to nearest road and thence to event centre, unless directed to another assembly point or exit route. Notify an event official you are safe.



INFORMATION FOR COVID-19 SPORTING EVENTS AT LEVEL 1

Under Alert Level 1 the disease is contained in New Zealand, but COVID-19 is uncontrolled overseas and there is isolated household transmission occurring.

The main controls under Alert Level 1 are border restrictions and managed isolation or quarantine for people entering the country.

Sport, active recreation and play under Alert Level 1 looks like much like it did pre-COVID-19, with border restrictions. There are no restrictions on businesses and services (including hospitality), no restrictions on gathering, no requirements for physical distancing, and no requirements to keep records to enable contact tracing.

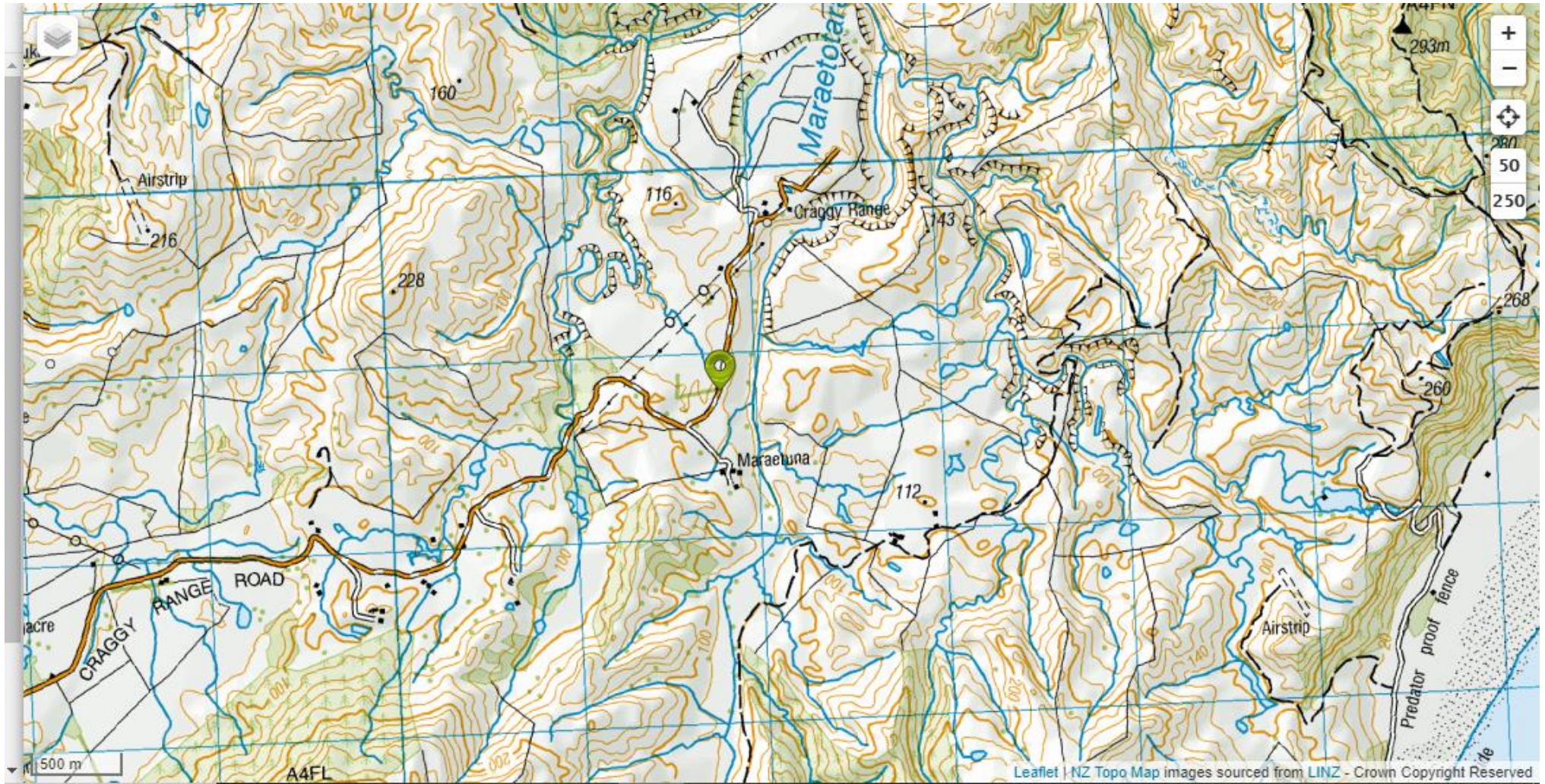
While none of the public health requirements are mandatory – it is important to remain vigilant and continue to practice good hygiene to minimise the risk of community transmission. In Alert Level 1 we should be vigilant in maintaining these good practices, so that we are prepared to quickly move into higher alert levels if we need to.

AS AT 9 JUNE 2020 PUBLIC HEALTH MEASURES AND THE '10 GOLDEN RULES'

1. If you're sick, stay home. Don't go to work, school or socialise.
2. If you have cold or flu-like symptoms, call your doctor or Healthline. Get tested.
3. Wash your hands. Hand sanitiser is available at this event – please use.
4. Sneeze or cough into your elbow and regularly clean shared surfaces.
5. You must self-isolate if you're told by officials to do so.
6. Stay healthy, work with your GP if you have underlying health issues.
7. Keep track of where you've been.
8. Contact tracing for this event is via displayed QR codes and the registration process.
9. Stay vigilant.
10. Be kind to others and be kind to yourself.

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Event Hazards

Hazard Identification & Management – include *significant* hazards only

Eliminate [E] by ensuring that the hazard no longer exists, or is no longer part of the activity;

Minimise [M] by doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

Significant Hazard	[E] [M]	Management Strategies	Whose Responsibility
Rural/Park Environment 1. Uneven ground, roots and rocky ground, steep ground, unstable ground. 2. Cliffs/banks, pits, tomos, and trenches present. 3. Varying ground cover including; dense bush, undergrowth, and tree material which could be slippery and/or unstable when wet or rotten. 4. Possible collision with trees, and/or spiky branches. 5. Hazardous plants present. 6. Fences that are unstable, and hard to see. 7. Electric Fences. 8. Livestock. 9. Farm machinery / buildings. 10. Vermin bait stations. 11. Bees / wasps present. 12. Farm buildings / machinery. 13. Golf players / balls. 14. Dogs. 15. Flooded and deep waterways. 16. Natural disasters; fire, earthquake, tsunami.	M	Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate.	Controller
	M	Courses designed to eliminate hazards where possible, relating to skill of competitors.	Planner
	M	Competitors notified of terrain hazards in event information.	Controller
	M	Signage and tape used as appropriate in event area on day.	Controller
	M	Get up-to-date site information from landowners.	Controller
	M	Vegetation 'runability' and fences identified on map.	Controller
	M	Competitors advised to consider eye protection.	Controller
	M	Hazardous plants made known to competitors.	Controller
	E	Hard to see fences marked on map and taped to enhance visibility in the field.	Planner
	M	Request landowners turn electric fences off where possible. Competitors to be warned if hazard remains.	Planner
	M	Liaise with landowners, location of any high-risk livestock to be marked on map.	Planner
	M	Competitors and spectators advised to stay well clear of farm buildings / machinery and ensure any children in their care do likewise.	Controller
	M	Competitors advised of the presence of any vermin bait stations and to avoid.	Controller
	M	Known bee / wasp nests marked on the maps and taped off. Design courses to avoid.	Controller
	M	Golf course event competitors advised of tees, greens and golf ball dangers.	Controller
	M	Dog park event competitors advised of dog presence and to avoid.	Controller
M	Flooded / deep waterways to be avoided where possible and clearly marked on maps.	Controller	
M	Display Emergency Procedure Notice, describing evacuation process.	Controller	
Risk: anaphylaxis, sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm. Drowning.			

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Weather	1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat.	M	Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		E	Competitors clothing will be checked at the start line and will not be allowed to start if found inadequate for the conditions.	Controller
		M	Shelter provided at event centres.	Coordinator
		M	Drinking water provided at appropriate intervals available on the course or advise competitors to carry water if this is not the case.	Controller
		E	If necessary, notice of cancellation will be given on website or facebook as soon as possible.	Coordinator
Risk: Injury from falling branches/trees, hypothermia or hyperthermia.				
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants. 2. Participant lost / leaving the mapped area. 3. Insufficient briefing. 4. Pre-existing medical conditions 5 Darkness.	M	Courses have been planned and controlled to cater for the varying levels of orienteering competitors' expertise	Planner and Controller
		M	Registration process describes course types and terrain for competitors to choose as appropriate.	Coordinator
		M	A process allowing competitors to declare their medical conditions.	Coordinator
		M	Competitors advised to carry a whistle at all times.	Controller
		M	Wide area map available for use on searches.	Controller
		M	Missing Person Procedures available.	Controller
		M	Competitors on course times monitored.	Controller
		M	Safety bearing advertised.	Controller
		M	Competitors will be informed of last minute and important issues at the start line.	Controller
		M	For evening / twilight events competitors required to carry / wear head torches.	
Risk: Participants getting lost and/or exposed to hazardous weather conditions for too long. Participants not knowing the existing hazards. An existing medical condition causing harm while participating.				

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment. 2. Electrocution 3. Trip hazard 4. Tents failing and equipment falling or blown about in strong winds.	M	Fire extinguishers available at every event in forest.	Coordinator
		M	Cables are positioned and protected so they are not a tripping or electrical hazard	Coordinator
		M	Tents and equipment inspected, fit for purpose and adequately anchored in the event of strong winds or equipment bumped into.	Coordinator
Risk: Fire. Injury or serious harm caused by equipment.				
Built Environment	1. Potential for traffic collisions between competitors and vehicles, or between vehicles (including bikes). 2. Collisions between people. 3. Shared mountain bike areas.	M	Traffic control measures have been put in place by a suitably qualified person.	Controller
		M	Instructions have been issued regarding the road crossing procedure.	Controller
		M	Competitors notified in event information and as part of briefing that public roads may be open and to be aware of vehicles. Where appropriate 'No timing' zones for competitors designed.	Controller
		M	The road crossings will be manned to assist and ensure compliance.	Controller
		M	Marshalls in parking area directing traffic as appropriate.	Coordinator
		M	Warning signs for traffic and the general public.	Coordinator
		M	Competitors have been informed and warned of the presence of other land users, and to give due consideration to others.	Controller
		M	Separating elites from children / elderly in time or space. If possible, plan course to have the similar direction of flow, especially near start / finish or other high use parts of the map.	Controller
		M	Events run on shared mountain bike areas should avoid conflict areas and competitors to be warned.	Controller
Risk: Injury caused by being hit by a moving vehicle (including a bicycle) or hitting another person.				

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Emergency Plan

Ensure everyone knows what to do in case of an emergency such as, where the emergency equipment is including; a communication device and first aid kit.

<p>Death:</p> <ol style="list-style-type: none"> 1. Controller assumes command roles. 2. Keep others physically safe, and informed. 3. Police notified. 4. Treat body with respect and leave protected from elements but undisturbed for police investigation. 	<ol style="list-style-type: none"> 5. End Event, all evacuate or as Police directs. 6. Request confidentially from all involved so police can notify immediate family. 7. Immediately call off the event. 8. Organise Debrief and counselling. 9. Appropriate paperwork completed. Notify ONZ 	<ul style="list-style-type: none"> • Mobile phone(s) • A first aid provider in attendance.
<p>Major Injury (Head injuries, fractures, etc):</p> <ol style="list-style-type: none"> 1. Controller assumes command role. 2. Keep others physically safe and informed. 3. Call ambulance. 4. Protect scene. 5. Remove affected person(s) and discuss situation. 	<ol style="list-style-type: none"> 6. Organise debrief and counselling 7. Complete appropriate paperwork. 8. Notify ONZ. 	<ul style="list-style-type: none"> • First aid kits. Whistles carried. • A first aid provider in attendance. • Emergency shelter/vehicle. Comms to Emergency Services.
<p>Minor injury/illness (sprains, eye injury, grazes, etc):</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 		<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • First aider attendance. • Emergency shelter/vehicle.
<p>Medical condition arising:</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 3. Assist with administration of any medications. 	<ol style="list-style-type: none"> 4. Call ambulance if necessary. 5. Complete appropriate paperwork. 	<ul style="list-style-type: none"> • First aid kits. Whistles carried. • Personal medications. A first aider in attendance. • Comms to Emergency Services.
<p>Weather related illness/condition:</p> <ol style="list-style-type: none"> 1. First aid given. 2. Ambulance notified if necessary. 		<ul style="list-style-type: none"> • First aid kits. • Personal medications. • Comms to Emergency Services.

FIRE, EARTHQUAKE, NATURAL DISASTER

Note the following needs to be flexible and common sense should prevail depending on the situation.

1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role.
2. Ensure everyone is removed from immediate danger.
3. In an emergency dial 111 if this has not already been done.
4. Determine a safe assembly point and exit route as soon as possible (upwind from any fire).
5. Activate warning system by having cars, bikers or runners moving along safe roads and tracks continuously sounding car horns or air horns. They can collect participants en route and return them to the event centre of safe assembly point.
6. Exit Route should be determined according to the circumstances on the day, with signage if necessary.
7. Controller should ensure everyone accounted for and someone signs off participants as they leave.

Sign Off

<p>Coordinator:</p>	<p>Controller:</p>	<p>Planner:</p>
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