

**CANTERBURY ATHLETICS
Event Risk Management Plan
Updated: 13/09/24**

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Section 1: Event Context

Event introduction and overview

Primary Sports Canterbury Athletics and CAIMS Athletics

Date: Wednesday 27 November 2024, PP date Thursday 28 November 2024, Wednesday 20 November, PP date Thursday 21 November 2024.

Venue: Nga Puna Wai

Our Primary Sports Canterbury Athletics event is one of our largest events that we host at; Nga Puna Wai. There is approximately 1300 – 1400 participants with around 700 spectators. Our Primary Sports Canterbury CAIMS Athletics event has approximately 500 participants with around 200 spectators.

Aims and objectives for the event

Our Primary Sports Canterbury event is held to engage children who are interested in Athletics and are wanting to participate in a Championship event. Children are representing their own school through their zone.

We do a post event review survey where all stakeholders can complete. This is a great way to find out things that were a success and things to alter for future events. By reviewing our event each year, we can ensure we are making it the best opportunity possible for children to participate.

Event governance and decision making

Event Manager – Chelsea Love

Sports Director – Michael Wilson

Participation – Georgia Thomson and Renae Fitzgibbon

Warren Wisneski – Christchurch City Council

Hannah Perry – St John

Mahina – Ngā Puna Wai

During the planning there is regular connections with all involved with the event. Checking in that plans are in place; bookings are made, and health and safety is regularly discussed for the event.

On the day Chelsea Love will connect with Mike regarding any event health and safety decisions to be made. These will be made along side St John.

Event rules

Distances:

TRACK	Year 5	Year 6	Year 7	Year 8	CAIMS	Disability
SPRINTS						
60m	Yes	Yes	Yes	Yes	Yes	Yes
80m	Yes	Yes	-	-	-	-
100m	-	-	Yes	Yes	Yes	-
DISTANCE						
800m	Yes	Yes	-	-	Yes	-
1500m	-	-	-	-	Yes	-
RELAYS						
4 x 100m	-	-	Yes	Yes	Yes	-
Medley (400-200-100-100)	-	-	-	-	Yes	

Qualifications: 1, 2, 3 entries per Sprint event (dependent on zone size)

1, 2 or 3 entries per Distance event and field event

1 entry per Relay (school teams only)

Entrants supply volunteers: Marshals, set up/pack down, zone managers required on the day.

Briefing competitors: Competitors are briefed on the day for the events. Maps are on our website to view before the event.

Footwear: Spikes are allowed if no longer than 6mm and must be of approved type for the track. (No cone or pyramid type). Children can wear shoes or have bare feet.

Starting blocks must be used if spikes are worn in sprint races to avoid damage to the track. These are provided by Athletics Canterbury.

Industry guidelines and compliance requirements

Event site map



Weather and climate information

This event is held during our Spring months. Likely to be warm and windy in an open venue like this.

The risks associated with this event due to the weather are; slippery ground for the children, and cold weather resulting in hyperthermia.

We will check with NZ Meteorological Service about weather conditions leading up to our event, then decide the morning of if event needs to be postponed for the safety of all participants and those volunteering.

School tents/gazebos up on the embankment are a risk in the medium to high wind. Schools are to make sure these are tied down/anchored securely. Chelsea will make the decision and a microphone announcement will be made if the wind comes up that these are to be taken down for the safety of everyone.

Allocation of officials and volunteers

Add marshal list/allocation to be added once entries are closed.

Provide a schedule of the technical officials; marshals and volunteers, including their name; contact number; role; location; report in time, and any other relevant information.

Onsite medical, first aid, security, and safety resources

Onsite medical will be provided through St John having an ambulance on site but also have an AED which is in the Ngā Puna Wai building (Located on the map below). Each zone will provide their own first aid kit along with Primary Sports Canterbury having one available.

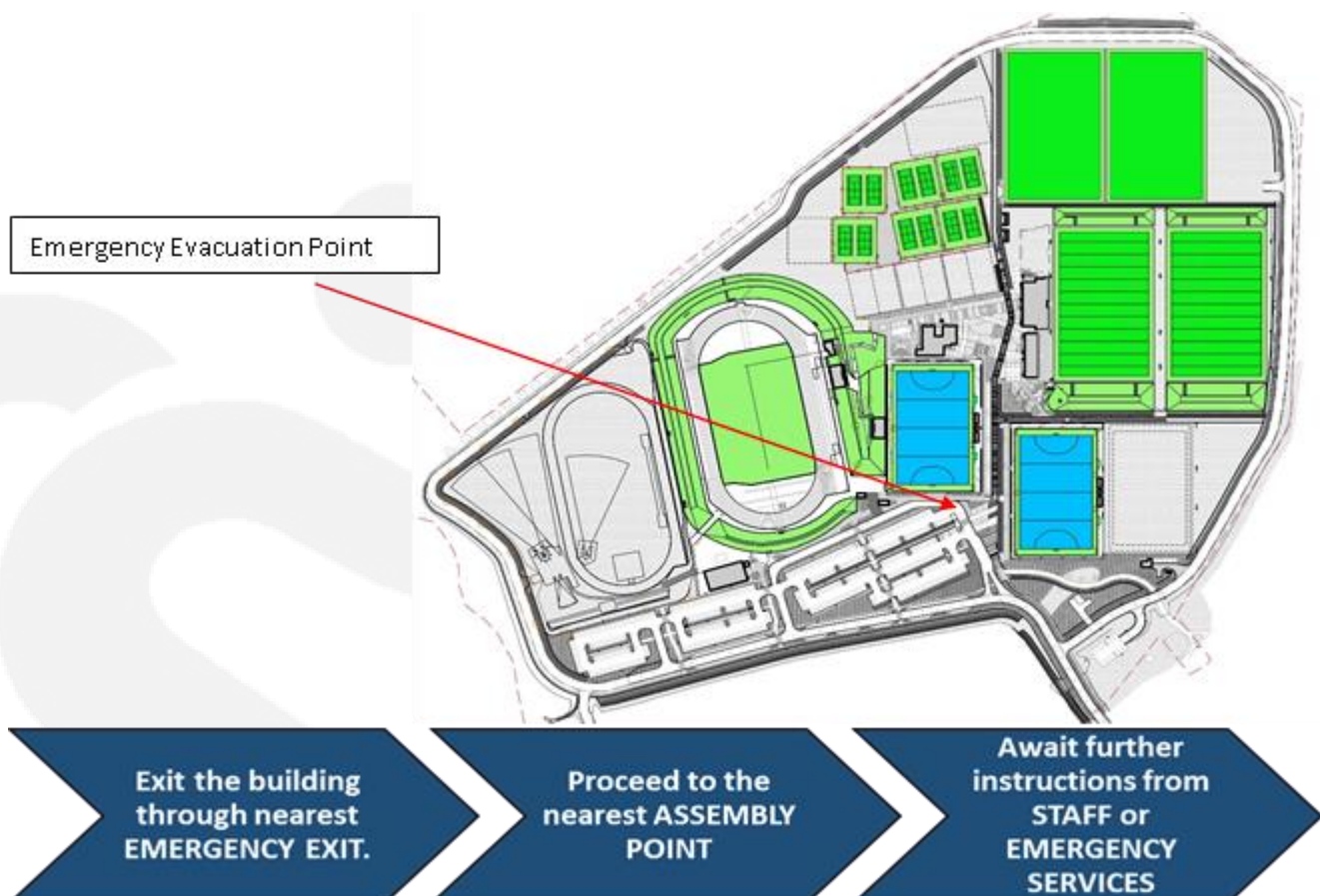
Medical facilities and accessing emergency services

The nearest A&E department is at Christchurch Hospital. St John will be on site at Ngā Puna Wai so the response will be fast to the event location. If the accident is major this is when a secondary ambulance will be sent to pick the patient up but also allows an ambulance to always be on site. If the accident happens out on the course the closest marshal will either contact Chelsea on her cell phone or get to the nearest marshal with a walkie talkie who can call through to the St John ambulance.

Initiating emergency response plans

Sports Director Michael Wilson and Event Manager Chelsea Love have the authority to enact key decisions on the day or before the event if needed due to an emergency or uncontrollable event. If we can, postponing the event will be our priority.

Schools will use their individual plans for all those at the event. Emergency evacuation point will be used for all of our staff/volunteers.



Schedule of key stakeholder, role designation and contact information

Position	Name	Contact Details
Event Manager	Chelsea Love	027 346 8203
Participation Lead	Georgia Thomson	021 137 3301
Participation	Renae Fitzgibbon	027 319 8003
Sports Director	Michael Wilson	021 967 686
Christchurch City Council	Warren Wisneski	027 213 0557
Athletics New Zealand	Ian Thomas	021 280 2208
Participation and Activation Manager – Ngā Puna Wai	Mahina	

Event communication overview

Communication during the event will be through radio and mobile phone. The event manager's number will be given to all the marshals out on the track just in case something does go wrong. Our Facebook page will be used for communication with the public if it's needed for any reason.

Ongoing communication between the event team will occur throughout the day to make sure things are running to plan, if anything needs altering with the event, marshals/volunteers are all ok, start/finish of events are running smoothly and general event topics of importance.

Section 2: Event Risk Assessment

Primary Sports Canterbury Athletics - Risk Register										
Last updated: 13 Sept 2024										
Review due: 2 Dec 2024										
Review lead: Chelsea Love										

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILIITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	Power cables around desks in event admin area	Admin volunteer could trip on power cable and hit desk/floor causing head injury.	Possible	Medium	H9	Daily admin area checks to ensure cables are not in walkway areas. Cable covers put over any cables that cross walkways.	M6	N/A	Event Manager	Daily during event
	Community/Dog walkers around venue	Public unaware of event happening	Possible	Moderate		Having signs visible for public prior to event and during so they are aware there is an event happening. Letter Drop to NPW Neighbours week prior informing them about the event.			Event Manager	Prior and during the event
	Onset of severe weather	Increased risk of physical injury due to adverse weather.	Possible	Moderate		Checking the weather forecast regularly leading up to the day, deciding on the day to pp if needed			PSC	Prior to event/review decision after

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILIITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
	Communication issues during event	Poor quality experience for all	Unlikely	Moderate		Clear communication prior to the event.		Marshals have event manager cell number.	Event Manager	During and end of event
	Inadequate crowd control	Poorer quality experience for participants, with negative impact on the event	Unlikely	Moderate		Clear communication with schools of what is expected of children and their behaviour at the event		Have information clear for sports co coordinators to find. Everything will be available on our website	PSC	Prior to event
	Insufficient first aid cover	Increased risk of health and safety for participants	Possible	Moderate		Clear & concise sharing of responsibilities for all schools, St John and Primary Sports Canterbury		St John is on site for the entirety of event. If an ambulance is called to NPW, a 'spotter' must be sent to the Augustine Drive entrance to meet and escort ambulance to athletics track.	PSC	Prior to event and after event
	Negligent volunteers/marshals	Negative impact on participants during event	Unlikely	Low		Clear communication with schools prior to event of what is expected of volunteers and the responsibilities they have			PSC	Prior to event
	Equipment	Increased risk of health and safety for	Possible	Moderate		Clear and concise sharing of expectations for officials on			PSC	During event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
		participants				the day for field events with equipment				
	Speeding cars in carpark directly outside athletics facility.	Injury to participant or spectator by vehicles in the carpark				<p>Communication with schools to make sure students are escorted to and from the carpark.</p> <p>Engagement of the Lions for parking mgmt. A control to ensure there are enough carparks onsite so spectators aren't parking illegally or speeding to get to a carpark.</p>			PSC	During and after event

Quick reference guide for completing the Event Risk Assessment

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).

6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select;
and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

Risk Matrix

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Possible – 3	30-49% chance of occurrence	Moderate – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	Major – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
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EXTREME	Intolerable <ul style="list-style-type: none"> Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced. Highest event decision making authority to be informed (i.e. Event Management Committee). Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.
HIGH	Tolerable level of risk if all practicable measures in place <ul style="list-style-type: none"> Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP). Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk? Ensure verification is undertaken that all prescribed control measures are in place, and in practice. Ensure all person(s) exposed to this risk are aware of the risk level. If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.
MODERATE	Tolerable level of risk <ul style="list-style-type: none"> Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP). If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.
LOW	Tolerable level of risk <ul style="list-style-type: none"> No change required. Ensure existing control measures remain in place and is effective.

Section 3: Emergency Response Plan

General Emergency Response Plan – MEDICAL

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<ul style="list-style-type: none"> DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure Incident Forms are submitted to the Event Manager for any follow up required and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

FIRE	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team. Call 111 and ask for fire service. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for people or property? Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	
Actions:	<ul style="list-style-type: none"> All involved are reminded that self-preservation is a priority in any response. People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc). For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care. Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.
At completion	
Debrief:	<ul style="list-style-type: none"> In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

MAJOR POLLUTION DISCOVERY / WATER QUALITY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location, type of pollution involved (i.e. oil vs sewerage vs run-off). Identify source if possible.
Notify:	<ul style="list-style-type: none"> Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111, and request an ambulance.
Consider:	<ul style="list-style-type: none"> What risk level might the pollution pose for people? Are there implications for the general public beyond those involved with the event? Are there alternative sites not affected by the water quality issue that may allow competition to continue? Have there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?
Complete incident log:	<ul style="list-style-type: none"> Record times of key decisions (e.g. when first aware of quality issue, when discontinued event etc), number of patients involved if people are sick, arrival of additional support, any treatment provided, patient information.
At scene	
Actions:	<ul style="list-style-type: none"> On being made aware of the water quality issue, discontinue aquatic events immediately, until the issue is resolved. Contact the local pollution/water quality authority; inform them of the problem, and seek advice regarding the impact the problem may have on people. If the water quality issue is obviously not going to be resolved quickly, (i.e. oil spill or major run-off issue) - identify and check alternative event locations. If suitable, consider moving the event to the new site to continue the event. Continue to monitor the situation, seek ongoing advice from experts/authorities.
At completion	
Debrief:	<ul style="list-style-type: none"> A debrief may not be essential in the case of a response to water quality issues. However, consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan, and activation of the event contingency plan in future.
Reporting:	<ul style="list-style-type: none"> It is unlikely that a report will need to be filed to an external authority, but should be considered for internal continuous improvement purposes.

Section 4: Contingency Planning

Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain, hail or snow
3. Water quality issues
4. Substandard playing surfaces
5. Poor quality equipment

History of potential threat events occurring at the event location

The chain of command and decision making

The Primary Sports Canterbury events team will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement, or relocation of part, or all of the event, rests with the Primary Sports Canterbury events team.

The Primary Sports Canterbury events team

Position	Name
Event Manager	Chelsea Love
Participation Lead	Georgia Thomson
Sports Director	Michael Wilson
Participation	Renae Fitzgibbon

The decision to enact this Contingency Plan is the responsibility of the Primary Sports Canterbury events team. The specific Event Management personnel, including all officials, volunteers and employees, are responsible to the Primary Sports Canterbury events team for implementing any contingency options associated with the event. The specific Event Management personnel are responsible for maintaining the safety of the participants, spectators and members of the public.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each Primary Sports Canterbury events team meeting:

- a) Risk Assessment of the current conditions; and
- b) Injury management statistics;
- c) Current weather predictions; and
- d) Other relevant event statistics (such as withdrawals, and complaints received etc).

Contingency options

We have assessed that there are four feasible contingency options available. These are:

Option One – Cancellation of the event

If the hazard or hazards are such that they are unable to be eliminated or mitigated to an extent that allows for safe participation that event will be cancelled.

Option Two – Suspend the event

If it is deemed that the hazard or hazards are such that it is likely they will pass and have no lingering impact on the safety of the participants, the event shall be suspending for the necessary time until it is deemed safe to continue the event.

Option Three – Postpone the event

If it is deemed that the hazard or hazards are such that the event cannot proceed in a safe way for the whole or the majority of the scheduled date it will be decided to postpone the event to such a date that the hazard or hazards are no longer present.

Reconnaissance of alternative routes, sites and assessment of conditions

The conduct of the reconnaissance is the responsibility of the Event Manager. The Reconnaissance Group will consist of all members of the Primary Sports Canterbury events team and other appropriate persons, where possible, who will jointly assess the situation and report to the Event Manager for a decision. Regular assessments and reporting of recommendations will be required as determined by the Primary Sports Canterbury events team.

Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The Primary Sports Canterbury events team, through its members, are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

- Event participants
- All event officials
- All event volunteers
- Sponsors
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

Weather forecasting

Weather forecasts will be used by the Primary Sports Canterbury events team, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and

sources may be used as required. This is the responsibility of the Event Manager, who will disseminate the information to the Primary Sports Canterbury events team at their meetings or as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the Primary Sports Canterbury events team may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

Section 5: Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by the Event Manager. The following people are authorised to initiate an evacuation:

- Chelsea Love, Event Manager
- Michael Wilson, Sports Director
- Georgia Thomson, Participation Lead
- Renae Fitzgibbon, Participation

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- Chelsea Love, Event Manager
- Michael Wilson, Sports Director
- Georgia Thomson, Participation Lead
- Renae Fitzgibbon, Participation