



Version:	Health and Safety Plan for Aoraki Secondary School Sport Events													
Event details:	Aoraki Mountain Biking, Mt Hutt Bike Park Saturday 19 th October 2024 Registrations open from 8am – racing until approx. 4pm													
Plan Key:	<p>Event organiser: Glen Currie (Methven MTB Club) and Amanda Everett (Aoraki Sec School Sport)</p> <p>Participants: Secondary school students from the Aoraki region – year 7 to 13</p> <p>Host Organisation: Bike Methven</p> <p>Likelihood:</p> <table><tr><th>Level</th><th>Description</th></tr><tr><td>Almost Certain</td><td>Is expected to occur in most circumstances</td></tr><tr><td>Likely</td><td>Will probably occur in most circumstances</td></tr><tr><td>Possible</td><td>Could occur at some time</td></tr><tr><td>Unlikely</td><td>Slight chance it could occur at some time</td></tr><tr><td>Rare</td><td>May only occur in exceptional circumstances</td></tr></table>		Level	Description	Almost Certain	Is expected to occur in most circumstances	Likely	Will probably occur in most circumstances	Possible	Could occur at some time	Unlikely	Slight chance it could occur at some time	Rare	May only occur in exceptional circumstances
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	Consequence:		
	Level	Description	
	Insignificant	No injuries	
	Minor	First aid treatment	
	Moderate	Medical treatment required	
	Major	Extensive injuries	
	Catastrophic	Death	
Prepared by:	Amanda Everett		Updated on: 19 th September 2024

Safety Goals

To provide a course and setting that minimise serious harm to competitors and volunteers, and in the case of an incident the ability to respond quickly and appropriately.

Course

The course consists of the following tracks at Mt Hutt Bike Park **Main Down Hill Line, Flaxes/Izzys Cut, Jump Line, Fuzz and Fuzz Extension.**

Standard Operating Procedures

COURSE SETUP	<ul style="list-style-type: none"> • The Course will be taped at least the day prior to the event, to direct competitors to the main route and minimize spectator interference with the course. • The Course details will be supplied to competitors with plenty of warning to allow them to prepare appropriately • Any acknowledged hazards will be managed appropriately though the use of tape and padding. 		
MEDICAL	<ul style="list-style-type: none"> • When hosting an event an appropriate number of suitable qualified medical staff will be on site. The number will be dependent on the number of entries 		
MARSHALLS	<ul style="list-style-type: none"> • Marshalls will be on course as per Appendix 1 MT HUTT DH MARSHALL PLAN • Marshalls will be briefed on their roles by a marshal manager 		
RACE OPERATIONS	<ul style="list-style-type: none"> • In an event all competitors will be required to complete at least one course inspection, time will be allocated for this. • The course will be pre-run by an appropriately skilled volunteer prior to any timed runs to check the course is in suitable condition. • Riders will be spread out at least 30 seconds apart to avoid track congestion. 		
BRIEFING	<ul style="list-style-type: none"> • Compulsory attendance at briefing will be required, this will outline the track risks and how the event will operate. 		
EQUIPMENT	Equipment	Under 17	U19, U20, Elite, Open
(as per MTBNZ regulations)	Full Face Helmet	Compulsory	Compulsory
	Long Sleeve Shirt	Compulsory	Compulsory
	Elbow/Forearm Protection	Compulsory	Highly Recommended
	Pants	Compulsory	Compulsory
	Neck Brace	Compulsory	Highly Recommended
	Spinal Protection	Highly Recommended	Highly Recommended
	Shoulder Protection	Highly Recommended	Highly Recommended
	Protective Eyewear	Highly Recommended	Highly Recommended
	Full Finger Glove	Highly Recommended	Highly Recommended
SHUTTLE VANS	Shuttle vans will be driven by appropriately licensed drivers and in a manner that does not put competitors at undue risk.		

	Risk	Likelihood	Consequence	Action	Person Responsible
Event Management	Evacuation procedures - Inability to safely evacuate if required	Unlikely	Major	Managers briefing will outline emergency procedures - refer to venue's evacuation procedures where necessary (Appendix 2).	Event Organiser / Host Organisation
	Communication Failure during event	Unlikely	Moderate	Cell phones will be used if necessary. Event Organiser will be on site to ensure running of a smooth event. Radios will be used when necessary.	Event Organiser
	Briefing and relevant information is not communicated properly.	Possible	Moderate	The briefing is compulsory for all team managers to attend. Participants will also be briefed before the event commences.	Event Organiser
	Injury caused by traffic at the event	Unlikely	Moderate	Information given to team managers prior to event to ensure care is taken when entering venue and in parking areas. Roads are open to the public and road safety rules should be applied at all times.	Event Organiser/ School Team Managers / Participant
People	Participants, activity officials or onlookers injured during activity.	Possible	Moderate	Riders to wear safety gear as specified in MTBNZ rules and above SOPS, and any additional gear as directed by race officials. Participants, officials, and onlookers are to be always aware of their surroundings. Marshals to carry whistles and wear high visibility vests were possible to alert of riders on the course to prevent collisions. First Aid trained team on site. Marshalls and First Aid team are informed of Incident Response procedure (Appendix 3) and all are aware of the fastest exit and entry point to the course in the event of a medical event.	Event Organiser/ Activity Officials / Participants
	Other park users	Possible	Moderate	Marshalls on course at key intersections with other tracks Race briefing – inform riders of risk- control speed. Social media and promotion of the event to other park users pre-event.	Event Organiser/ Activity Officials / Participants
	Riders going off track during events, resulting in injury or going missing	Possible	Moderate	Sweeper provided to accompany riders. Race numbers will also be issued to all participant and recorded while racing on route. Marshals in place at intersections or danger areas. Courses well marked to prevent lost competitor	Event Organiser / Host Organisation

	Participants strain muscles from the physical activity	Possible	Minor	Participants to be reminded to warm-up and cool-down before being physically active. Ice and / or first aid must be provided if required by team manager.	School Team Managers
	Asthma, anaphylaxis, and other medical conditions suffered throughout the activity	Unlikely	Moderate	If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person. Entry system to allow recording of medical details for on-site medical staff.	School Team Managers / Participant
	Participant acting inappropriately resulting in negative experience for others involved.	Possible	Minor	Prompt/ warning will be given by activity official and/or event organiser. Team managers will also be informed. If problem persists, the participant will be removed from the activity or disciplinary action will be taken at activity official / event organisers' discretion.	Activity Official / Event Organiser
	Unwanted visitor approaches activities	Unlikely	Moderate	Event Organiser will ask the unwanted visitor to leave and if they refuse the police will be notified.	Event Organiser
	Audience behaviour (i.e., Violence, anti-social behaviour, public disorder)	Unlikely	Moderate	It will be the Event Organiser's responsibility to remove or deal with any public disorder relating to the event. Police will be called if necessary.	Event Organiser
Equipment	Gear not being of safe standard	Possible	Minor	Equipment/clothing/footwear to be checked by team managers and participants before commencement. Gear standard and requirements outlined pre-event and during briefing	School Team Managers / Participants
	Participants not using the correct safety equipment	Unlikely	Moderate	Expectations around safety equipment will be outlined to all participants prior to the event at the briefing and in information sheet. Participants will be removed from the activity for persistent use of non-compliant safety equipment.	Event Organiser
Environment	Earthquake, tsunami, flooding	Rare	Catastrophic	Force majeure (an event that no human foresight could anticipate that prevents Health and Safety Management to be fulfilled). Event organisers will deal – within their capability - with any possible incidents and cancel the event if necessary. If on site, refer to host organisations emergency policy. Procedures will be discussed during managers briefing.	Event Organiser / Host Organisation

	Wet/adverse weather conditions causing slippery ground conditions and hypothermia	Possible	Moderate	Participants will be encouraged to warm up thoroughly in cool weather and wear clothing appropriate to the conditions. Participants will be reminded to be cautious of wet surfaces and muddy areas. Event will be cancelled if health and safety is compromised due to the weather. *	Event Organiser / Participants
	Extreme heat, leading to heat stroke, sunburn and dehydration.	Unlikely	Moderate	Participants advised to wear clothing appropriate to conditions and bring water and sunscreen.	Event Organiser / Participants

*Postponement/cancellation procedure - Managers mobile phone numbers supplied on the entry forms will be sent a text message advising cancellation. Time of message is stipulated on information sheet.

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	TBC			
Drinking water	BYO			
Food	BYO			
Toilets		Glen Currie		
Spectator Controls		Glen Currie/Amanda Everett		
Vehicles onsite		Glen Currie/Amanda Everett		

