

RISK ANALYSIS SHEET

Version:	Health and Safety Plan for Aoraki Secondary School Sport Events																										
Event details:	Aoraki Secondary Schools Athletics, Wednesday 20 th March 2024 with postponement day Thursday 21 st March 2024 Aorangi Park All Weather Track, Timaru Managers meeting TBC. Approx. 10:00am start																										
Plan Key:	<p>Event organiser: Amanda Everett 0272804000</p> <p>Participants: Secondary school students from the Aoraki region – year 9 to 13</p> <p>Host Organisation: Aoraki Secondary Schools Sport</p> <p>Likelihood:</p> <table border="1"> <thead> <tr> <th>Level</th><th>Description</th></tr> </thead> <tbody> <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> </tbody> </table> <p>Consequence:</p> <table border="1"> <thead> <tr> <th>Level</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Insignificant</td><td>No injuries</td></tr> <tr> <td>Minor</td><td>First aid treatment</td></tr> <tr> <td>Moderate</td><td>Medical treatment required</td></tr> <tr> <td>Major</td><td>Extensive injuries</td></tr> <tr> <td>Catastrophic</td><td>Death</td></tr> </tbody> </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	Level	Description	Insignificant	No injuries	Minor	First aid treatment	Moderate	Medical treatment required	Major	Extensive injuries	Catastrophic	Death
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Prepared by:	Amanda Everett	Updated on:	10 th January 2024																								

	Risk	Likelihood	Consequence	Action taken to prevent/eliminate risk	Person Responsible
Event Management	Evacuation procedures -Inability to safely evacuate if required	Rare	Major	Use of site emergency exit points. Managers briefing will outline emergency procedures - refer to host organisation's evacuation procedures	Event Organiser / Host Organisation
	First aid kit not provided by Schools	Possible	Minor	All teams are informed prior to the event to bring their own first aid kit and ice. The event organiser will also have a first aid kit in their vehicle and can aid if necessary. o First Aid Station will be used for major injuries.	Event Organiser / School Team Manager
	Communication Failure during event	Unlikely	Moderate	Hand-held radios will be in use during the day. In addition, cell phones will be used if necessary. Event Organiser will be on site to ensure running of a smooth event.	Event Organiser
	Briefing and relevant information isn't communicated properly.	Possible	Moderate	The briefing is compulsory for all team managers to attend. All schools will be made aware of the time and location of the briefing prior to the event. Managers have a responsibility to attend this briefing.	Event Organiser / School Team Manager
People	Participants strain muscles from the physical activity	Possible	Minor	Participants responsibility to warm-up and cool-down before being physically active. Ice and/or first aid must be provided if required by team manager. First Aid Station will be used for major injuries.	School Team Managers
	Asthma, anaphylaxis, and other medical conditions suffered throughout the activity	Unlikely	Moderate	Managers/coaches to be aware of their participant's medical conditions. Schools should also advise participants not to take part in the activity if there is a possibility their health will be at risk. If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person. First Aid Station will be used for major injuries.	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
	Volunteers / activity officials are confronted during the activity.	Unlikely	Minor	Participants and team managers will be advised during briefing to respect the volunteers / activity officials and their decisions – they have the final say regarding activity rulings. If problems persist the offending person will be asked to leave, or disciplinary action will be taken.	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. Police will be called if necessary.	Event Organiser

Equipment	Gear not being of safe standard	Possible	Minor	Equipment/clothing/footwear to be checked by activity officials before commencement where appropriate. Team managers to be told of any risk and how players should treat equipment during briefing.	Activity Officials / School Team Managers / Event Organiser
	Structures such as gazebos erected during activities break/fall and injure participants	Rare	Minor	Everyone on site to be aware of the structures around them and to be mindful of themselves and others. First aid will be provided if required.	Participants
	Participants, activity officials or onlookers injured by equipment (i.e. throwing apparatus)	Unlikely	Major	Participants, officials, and onlookers are to be always aware of their surroundings this will be reminded during briefing. Signage will be up during events to ensure a no-walk zone is enforced and is adhered to. No participants are allowed to enter the area of events unless they have been marshalled and are heading to their event. Refer to on site procedures. First Aid Station will be used for major injuries.	Event Organiser/ Activity Officials / Participants
Environment	Earthquake, tsunami, flooding	Rare	Death	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
	Participants injured by something on the ground	Possible	Minor	Grounds will be checked for glass and other hazards when activities are being set up. Personnel setting up are to remove anything if found. Participants to be aware of their surroundings and report any hazards if they notice anything.	Event Organiser / Host Organisation
	Wet/adverse weather conditions causing slippery ground conditions and hypothermia	Possible	Moderate	Participants responsible to ensure they warm up thoroughly in cool weather and wear clothing appropriate to the conditions. Participants will be reminded to be cautious of wet surfaces. Event will be postponed if health and safety is compromised due to the weather. *	Event Organiser / Participants
	Extreme heat, leading to heat stroke, sunburn, and dehydration.	Possible	Moderate	Participant 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 will be communicated with information sheet.



Health and Safety Policy August 2023

This policy is consistent with:

- Health and Safety at Work Act 2015 (HSWA)
- Timaru District Council Health and Safety Policies (Section 14 & Clause 22.2 of the Timaru District Council / Athletics South Canterbury All Weather Track Trust Lease Agreement)

1. Definitions:

Users includes all people who use the track, including employees, contractors, coaches, athletes, athletic administrators, club members, hirers, Hearts football, visitors and spectators.

Facility refers to all land and property administered by the Athletics South Canterbury All-Weather Track Trust (ASCAWTT), defined by, and including the boundary fence.

2. Policy:

This policy has been developed to ensure ASCAWTT meets their obligation to all users to provide a safe environment.

Athletics South Canterbury All-Weather Track Trust is committed to take all reasonably practicable steps to ensure the safety of users by complying with relevant health and safety legislation, standards, and codes of practice and to protecting the environment.

3. To achieve this we will:

- 3.1. Encourage individual users and user groups to take ownership and be accountable for creating a safe facility, where we all see it as our role to identify and correct any deficiencies.
- 3.2. Have a systematic approach to all users to ensure they
 - are informed of
 - understand, and
 - accept their responsibility for eliminating or minimising the potential for harm or any risk to themselves or to any other user of the facility.
- 3.3. Ensure key users (employees, coaches, club members and those who hire the facility) are consulted on, and given the opportunity to participate in, health and safety management, continuous improvement and regulatory compliance.
- 3.4. Ensure there is an effective method for identifying and controlling risk at the facility.
- 3.5. Provide the appropriate equipment and information to support each user group to promote safety.
- 3.6. Have in place plans and procedures for all foreseeable emergencies that may arise within the facility.
- 3.7. Require our contractors to manage Health and Safety in their business in line with this policy.
- 3.8. Provide accurate recording, reporting and investigation of any injuries, incidents, or near miss incidents.

- 3.9. Support the safe and early return to work of injured employees.
- 3.10. Have an-going evaluation, review and updating of our compliance with our health and safety programme and this policy.
- 3.11. Annually review our Health and Safety Policy and Procedures.
- 3.12. Enforce the All Weather facility, as defined in "1. Facility", as a non-smoking area and no dogs are permitted at any time on the All Weather Track Facility.
- 3.13. For Ambulance access – Please be conversant with the ambulance access points, which you are required to advise when ringing the Ambulance, who have a map of these access points on hand in the ambulance. Ambulance Access "1" is off the South-west of the Facility off Mountainview Road. Ambulance Access "2" is off the North end of the facility off Mountainview Road at the "S" bend. For reference, these access points are on the windows on the Equipment Shed and Control room.

Procedures:

- 4.1. All users have a responsibility to ensure a safe environment, safe equipment and safe operational use of the facilities. Accordingly, they must be familiar with this policy and its procedures and rules, and must be responsible for observing safe practices, rules and relevant instructions.
- 4.2. As athletics involves many different practices and skills, safe methods and procedures must be adhered to at all times, including training and competition (see **Rule 5.2** and **Rule 5.3** below).
- 4.3. Failure to adhere to these rules and procedures may result in the exclusion of individuals from the facility.

5. Rules:

- 5.1. Where the facility has been hired by a user or group of users, no other user has the right to use the facility for the hire period without the expressed consent of the hirer.
- 5.2. It is the responsibility of the hirer to nominate a Safety Officer, in accordance with clauses 4.1, 4.2 and 4.3 above.
- 5.3. Activities that pose any risk to users must follow good practice guidelines to ensure their own and others' safety. Examples include:
 - Users of any and all throwing equipment, including shot put, javelin, hammer, discus, weight throw and softball must ensure the safety of other users. This includes identifying and marking throwing areas/safety zones with signs and ensuring no other person is inside this area. The Discus and Hammer throwing circles must be bounded by safety nets and must use warning signs at all times.
 - Discus and Hammer to only be thrown from their respective cages.
 - Shot Put, javelin, weight throw, must only be thrown within their designated sectors, and on no other area of the facility.
 - At the direction of the Timaru District Council and the winter Resident Club, Northern Hearts Football Club, there is to be no throwing of any form on any area of the facility during the winter Soccer season of 1 April to 30 September of any year.
 - Northern Hearts Football Club and the sport of Football have sole use of the facility for weekends during the winter season of 1 April to 30 September for the sport of Football. Northern Hearts also specify other days and times for training.

- Only authorised vehicles are allowed into the inner area, and only for maintenance and organisational reasons. A speed limit of 5k per hour must be observed. There must be no damage to the track or field.
 - Bikes, scooters, skate-boards and similar must not be ridden in the facility and to be left inside the facility entry gates.
 - Running activities should be separated from inner field use, to ensure an activity in one does not endanger users in another. To achieve this, the appointed Safety Officer will ensure athletes do not walk across the inner field to an event, but walk around the outside of the fence and enter the gate nearest to their event.
 - Spectators and non competing athletes must remain behind the fence that surrounds the inner field. for soccer, athletics, or any other sport that uses the inner field.
 - All athletes must wear only the correct length of spikes for the activity(ies) they are engaging in. Spike shoes must not be worn outside the competition arena.
- 5.4. All users who identify any potential risk for themselves or other facility users must report the risk to the meeting manager or directly to the Trust Chairman or representative. This must be recorded in the accident / incident book located in the Registration Room.
- 5.5. All accidents, incidents or near misses must be recorded on the appropriate form / accident book in the Registration Room. This must be used at all times the facility is used for events, training and all other activities.
- 5.6. No athletics training may take place while the facility is used for a competition.
- 5.7. Athletics training on the all weather surface while Hearts football has tenure over winter is by negotiation between the Trust and Hearts football and any rules and/or stipulation applied must be strictly adhered to.
- 5.8. Food outlets are required to observe the Health and Safety Regulation as set by Timaru District Council. Food caravans must only use the power points provided on the west wall of the Aorangi Park Pavilion at the south end of the facility.
- 5.9. The buildings, toilets and grounds are to be left in a clean and tidy state with rubbish put in the bins provided. Failure to do so may incur a \$50 fee to clean the facility for the next user.
- 5.10. Evacuation map of the facility is attached showing assembly areas and access gates for Ambulance.

Dated 29 August 2023

Review Date Winter 2024

Signature



Gordon Ireland (ASCAWTT Chairperson)

Dated 29 August 2023

I acknowledge that I have read the updated Athletics South Canterbury All Weather Track Trust August 2023 Health & Safety Policy.

I understand the policy and will abide by it whilst being on the All Weather Track Facility.

Amanda Everett

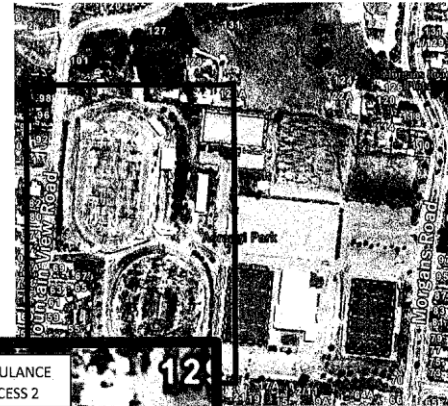
Signature *A. Everett*

Name Sport South Canterbury on behalf of South Island Secondary Schools Athletic Sports April 2024

Date *11/01/24*

Athletics
South Canterbury
All-Weather Track

Evacuation Map



In an emergency,
please meet on the
inner field, closer to
the 100m straight
(away from
hammer/discus
cages)

EXIT

Wardens will guide
you to a safe EXIT



Do not return to
buildings until given
the 'all-clear' by
Wardens