

# HAZARD AND RISK MANAGEMENT (HARM) FORM

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## Event Day - Safety Check List

<b>Coordinator</b>	HARM Form completed	<input checked="" type="checkbox"/>	<b>CONTROLLER &amp; COORDINATOR</b>	Have read and understood the current SMS (Safety Management System).	<input checked="" type="checkbox"/>	<b>Controller</b>	List last minute information or specific hazards for start line briefing.	<input checked="" type="checkbox"/>
	Hazard ID and Emergency Procedure notice completed and posted	<input checked="" type="checkbox"/>		First aid / paramedic personnel known and listed. Location of 1st kit known.	<input checked="" type="checkbox"/>		Any specific action required due to weather	<input checked="" type="checkbox"/>
	Wide area map available for rural events(5km radius of the event area)	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #f9cb9c;"> <p style="margin: 0;"><b>Associated Documents</b></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 (SAR) Plan</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">ONZ Events Manual with Standard Operating Practises (SOPs)</div> </div> </div>					
	Keys to unlocked areas for expansive vehicle searches.	<input checked="" type="checkbox"/>						

<b>Event Name</b>	NISS Champs		<b>Date</b>	18 <sup>th</sup> Oct 20	<b>Start and finish times</b>	1000 - 1400	
<b>Event description</b>	Long distance championship						
<b>Event Officials</b> <small>(Name &amp; Mobile no.)</small>	<b>Controller</b>	John Robinson 021 891165		<b>Location</b>	<b>Event Address</b>	Waiuku Forest - 116 Wilson Road South, Waiuku	
	<b>Planner</b>	Wayne Aspin			<b>Landowner</b>		
	<b>Coordinator</b>	Val Robinson 021 891165			<b>Event Centre Grid Reference</b>	GR; -37.368333, 174.732444	
					<b>Terrain Type</b>	Pine forest, rolling hills	
<b>Emergency shelter Provided?</b>	Event center tent			<b>Toilet Facilities</b>	Yes	<b>Water Supply</b>	Yes
<b>Does the area have mobile reception</b>	N	<b>Where is nearest reliable communication site</b>					
<b>Is there a PLB available if required</b>	Y						
<b>Paramedics:</b> Is there a list of paramedics, or a first aid provider available?	Y	<b>Medical &amp; Emergency Facilities</b>	St Johns Ambulance On Site				

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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.

	<b>Significant Hazard</b>	<b>[E] [M]</b>	<b>Management Strategies</b>	<b>Whose Responsibility</b>
<b>Rural/Park Environment</b>	1. Uneven ground, rooty and rocky ground, steep ground, unstable ground.	<b>M</b>	Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate.	Controller
	2. Cliffs/banks, pits, tomos, and trenches present.	<b>M</b>	Courses designed to illuminate hazards where possible in relation to the skill level of competitors.	Planner
	3. Varying ground cover including; Dense bush, undergrowth, and tree material which could be slippery or unstable when wet or rotten.	<b>M</b>	Competitors notified of terrain hazards in event information.	Coordinator
	4. Possible collision with trees, and/or spiky branches.	<b>M</b>	Signage and tape used as appropriate in event area on day.	Controller
	5. Hazardous plants present.	<b>M</b>	Get up-to-date site information from Landowners.	Coordinator
	6. Fences that are unstable, and hard to see.	<b>M</b>	Vegetation 'runnability' and fences identified on map.	Coordinator
	7. Flooded and deep waterways			
	8. Wasps present.	<b>M</b>	Competitors advised to consider eye protection.	Coordinator
	9. Natural disasters; fire, earthquake, tsunami.	<b>M</b>	Hazardous plants made known to competitors.	Coordinator
		<b>I</b>	Plan courses to avoid flooded waterways and/or provide compulsory safe crossing places.	Planner
		<b>I</b>	Known wasp nests marked on the maps and taped off. Courses designed to avoid them.	Controller
		<b>M</b>	Display Emergency Procedure notice, describing evacuation process.	Coordinator
<b>Risk:</b> 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
<b>Weather</b>	1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat.	<b>M</b>	Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		<b>E</b>	Participants clothing will be checked at the start line, and will not be allowed to start if found inadequate for the conditions.	Coordinator
		<b>M</b>	Shelter provided at Event Centres.	Coordinator
		<b>M</b>	Drinking water provided at appropriate intervals available on the course.	Controller
		<b>E</b>	If necessary, notice of cancelation will be given on website or facebook as soon as possible.	Coordinator
<b>Risk:</b> Injury from falling branches/trees, hypothermia or hyperthermia.				
<b>People</b>	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	<b>M</b>	Courses have been planned and controlled to cater for the varying levels of orienteering participant expertise	Planner and Controller
		<b>M</b>	Registration process describes course types and terrain for participants to choose as appropriate.	Coordinator
		<b>M</b>	A process allowing participants to declare thier medical conditions.	Coordinator
		<b>M</b>	Participants advised to carry a whistle at all times.	Coordinator
		<b>M</b>	Wide area map available for use on searches.	Coordinator
		<b>M</b>	Missing Person procedures available.	Coordinator
		<b>M</b>	Participant on course times monitored.	Coordinator
		<b>M</b>	Safety bearing advertised.	Coordinator
<b>Risk:</b> Participants getting lost and/or exposed to hazardous weather conditions for to 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.	M	Fire extinguishers available at every event.	Coordinator
	2. Electrocution	M	Cables are positioned and protected so they are not a tripping or electrical hazard	Coordinator
	<b>Risk:</b> 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.	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.	Coordinator
		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.	Coordinator
		M	The road crossings will be manned to assist and ensure compliance.	Coordinator
		M	Marshalls in parking area directing traffic as appropriate.	Coordinator
		M	Warning signs for traffic and the General Public.	Coordinator
		M	Participants have been informed and warned to the presence of other land users, and to give due consideration to others.	Coordinator
	<b>Risk:</b> Injury caused by being hit by a moving vehicle (including a pushbike)			

## 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.

<b>Death:</b> 1. Controller assume 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.	5. End Event, all evacuate or as Police directs. 6. <b>Request confidentially from all involved so Police can notify next of kin.</b> 7. Organise Debrief and counselling. 8. Appropriate paperwork completed. Notify Orienteering NZ	<ul style="list-style-type: none"> <li>• Mobile phone(s)</li> <li>• A first aid provider in attendance.</li> </ul>
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<p><b>Major Injury (Head injuries, fractures, etc):</b></p> <ol style="list-style-type: none"> <li>1. Controller assumes command role.</li> <li>2. Keep others physically safe and informed.</li> <li>3. Call ambulance.</li> <li>4. Protect scene.</li> <li>5. Remove affected person(s) and discuss situation.</li> </ol>	<ol style="list-style-type: none"> <li>6. Organise debrief and counselling. Complete appropriate paperwork.</li> <li>7. Notify Orienteering NZ.</li> </ol>	<ul style="list-style-type: none"> <li>• First aid kits. Whistles carried.</li> <li>• A first aid provider in attendance.</li> <li>• Emergency shelter/vehicle. Comms to Emergency Services.</li> </ul>
<p><b>Minor injury/illness (sprains, eye injury, grazes, etc):</b></p> <ol style="list-style-type: none"> <li>1. First aid person assumes command role.</li> <li>2. Provide first aid and shelter as required.</li> </ol>		<ul style="list-style-type: none"> <li>• First aid kits.</li> <li>• Whistles carried.</li> <li>• First aider attendance.</li> <li>• Emergency shelter/vehicle.</li> </ul>
<p><b>Medical condition arising:</b></p> <ol style="list-style-type: none"> <li>1. First aid person assumes command role.</li> <li>2. Provide first aid and shelter as required.</li> <li>3. Assist with administration of any medications.</li> </ol>	<ol style="list-style-type: none"> <li>4. Call ambulance if necessary.</li> <li>5. Complete appropriate paperwork.</li> </ol>	<ul style="list-style-type: none"> <li>• First aid kits. Whistles carried.</li> <li>• Personal medications. A first aider in attendance.</li> <li>• Comms to Emergency Services.</li> </ul>
<p><b>Weather related illness/condition:</b></p> <ol style="list-style-type: none"> <li>1. First aid given.</li> <li>2. Ambulance notified if necessary.</li> </ol>		<ul style="list-style-type: none"> <li>• First aid kits.</li> <li>• Personal medications.</li> <li>• Comms to Emergency Services.</li> </ul>
<p><b>FIRE, EARTHQUAKE, NATURAL DISASTER</b></p> <p>Note the following needs to be flexible and common sense should prevail depending on the situation.</p> <ol style="list-style-type: none"> <li>1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role.</li> <li>2. Ensure everyone is removed from immediate danger.</li> <li>3. In an emergency dial 111 if this has not already been done.</li> <li>4. Determine a safe Assembly Point and Exit Route as soon as possible (upwind from any fire).</li> <li>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.</li> <li>6. Exit Route should be determined according to the circumstances on the day, with signage if necessary.</li> <li>7. Controller should ensure everyone accounted for and someone signs off participants as they leave.</li> </ol>		
<p><b>Sign Off</b></p>		
<p><b>Coordinator: Val Robinson</b></p>	<p><b>Controller: Wayne Aspin</b></p>	<p><b>Planner: John Robinson</b></p>