

Health and Safety Plan, includes hazard and risk register

Event name:	New Zealand Secondary Schools Orienteering Championship (NZSSOC)
Nature of event:	Cross country navigation and running
Event organiser:	Counties Manukau Orienteering Club (CMOC)
Event location(s):	21 July 2022 - Mountfort Park/Leabank Primary School/James Cook High School 22 July 2022 – Kohehohe, Awhitu Peninsula 23 July 2022 - Muirs Farm, Awhitu Peninsula
Event Director(s)	Jo Woods, Renée Motion, Anthony McGivern
Document completed by	Anthony McGivern (19 June 2022)

Purpose

The purpose of this document, the Health and Safety Plan (“the Plan”) is to define the overarching requirements for the New Zealand Secondary Schools Orienteering Championships (NZSSOC) 2022 event and competition organisers. The policies and plan contained within are also to be made available to all relevant/interested sporting organisations, competing schools, competitors, supporters, volunteers and event administration.

While more specific policies, rules and/or guidelines relevant to the specific competition sites (of Day 1, Day 2 and Day 3) may also be developed, they will align with and not be inconsistent with this Plan.

As the organiser of an event we are responsible for the Health and Safety of any competitors, supporters, workers and volunteers at the event.

WorkSafe New Zealand and your Auckland Council Event Facilitator, must be notified of any Notifiable Event.

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident

www.worksafe.govt.nz
WorkSafe: 0800 030 040

EMERGENCY INFORMATION	Event 1 - Individual Sprint competition	Event 2 - Individual Long competition	Event 3 - Team Relay competition
Event location	Mountfort Park, Manurewa	Kohehohe, Douglas Road, Awhitu Peninsula	Muir's Farm, Boundary Road, Awhitu Peninsula
Event Description	Urban sprint / navigation	Farmland, light pine forest distance cross country run	Farmland, light pine forest, team relay event
Location of local A&E/Hospital (nearest medical facility)	Middlemore Hospital 100 Hospital Road, Middlemore Hospital, Auckland 2025 (11km from event location)	Ambulance on site	Ambulance on site
Evacuation Point			
Location of Safety Plan on Site	Registration Caravan	Registration Caravan	Registration Caravan
Location of First Aid Kit on site	Registration Caravan	Registration Caravan	Registration Caravan
Key Personnel			
Key contact(s) on site	Jo Wood, 021 293 3399 <i>Backup 1; Renée Motion, 027 201 7766</i> <i>Backup 2; Anthony McGivern, 021 199 1800</i>		
Alternate contact(s), role	See above	See above	See above
List of contractors on site, if any	nil	nil	nil

Document Control

Version	Main author	Comments
Version 1.0	Anthony McGivern	Initial document, released 19 June 2022

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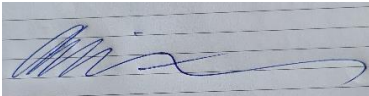
Approval

We acknowledge that we are responsible for providing a safe environment for everyone to the best of our abilities.

Printed Name: Anthony McGivern

Title: Club President

Signature:



Date: 19/06/2022

Hazard Register

HAZARD	COULD RESULT IN	CONTROLS
Physical or manual handling / exertion and lifting or carrying of heavy items	Strain, sprain injuries, pain, discomfort	<ul style="list-style-type: none"> • Discuss hazard and controls before starting work • Lift with legs and control loads • Get help when needed and take rest breaks • No rapid movement, twisting, bending or repetitive movement
Sporting exercise	Strain, sprain injuries, pain	<ul style="list-style-type: none"> • Training pre-event (all year around) includes teaching the benefits of active warm-up/down, stretching and conditioning to reduce the risk of injury • Provide an area for warm up/down and stretching on the day • Encourage exercise warm up/down on the day
Heavy rain / wet surfaces	Slip hazards which result in injuries	<ul style="list-style-type: none"> • Remind competitors to wear appropriate footwear • Ask staff and volunteers to wear appropriate footwear • Use matting to restrict access to slippery areas • Reconfigure site to avoid slippery areas • Use warning signage to alert public that surfaces are slippery • Cancel or delay event if heavy rain is forecast
UV Exposure	Sunburn, heat stroke or dehydration	<ul style="list-style-type: none"> • Promote the use of sunscreen and wearing of weather appropriate clothing • Provide shade • Provide access to refreshments/water
High Winds – falling trees or loose items on site	Someone being hit and injured by a falling branch or a loose item blowing around the site	<ul style="list-style-type: none"> • Isolate access to hazardous areas under or near trees in windy situations • Ensure temporary structures are adequately tied down • Cancel or delay event if high winds are forecast
Thunder & Lightning	Risk of serious injury or death if struck by lightning during a thunderstorm	<ul style="list-style-type: none"> • Check weather forecast and if thunderstorms are forecast ensure adequate safe shelter is available • If thunder sounds seek shelter indoors immediately if outside. If no indoors shelter is available the MC will instruct people to get low to the ground • Instruct people to not shelter under trees and put down their umbrellas and move out from under gazebos

Generator / electrical cables	Tripping hazard, someone could be injured by a falling over or injured by cables coming into contact with water	<ul style="list-style-type: none"> • Plant will be sighted in away from public common use areas, close to our facilities and within clear view for real-time management • Electrical cables to be covered or laid away from traffic areas. • Cables to be laid away from any standing water
Unruly members of the public	Theft, vandalism, violence	<ul style="list-style-type: none"> • Try to avoid potential conflict situations with members of the public • If a situation with the public develops into a conflict situation, withdraw from the situation • As soon as possible notify the Event Director for the altercation • Use a cell phone to call for Police assistance if the situation continues or escalates
Gazebos/tents/marquees	Injuries to people or damage to property	<ul style="list-style-type: none"> • Use sufficient numbers of people as advised by the equipment manufacturer to move and erect gazebos • Gazebos secured using leg weights or pegs and ropes • If gazebos are set up in groups, their legs will be tied together to provided additional support • Weather monitored and if wind speed increases above 25 km/hr gazebos will be taken down
Medical events or injuries	Someone attending the event suffers a medical event or injury which requires treatment	<ul style="list-style-type: none"> • Basic first aid supplied on site by a first aider with a first aid kit • If a moderate injury or medical event occurs refer person to nearest medical centre • If too far from a medical centre, an on-site ambulance will be contracted
Temporary signs, banners and flags	Trips and falls resulting in injuries	<ul style="list-style-type: none"> • Signage will not be set up in foot traffic areas • Barriers will have weighted feet installed • Barrier sections will be clipped together to additional support • Blade flags will have heavy bases installed • Checks of signage etc will be made throughout the event to ensure they remain in place and secure