

EVENT HEALTH AND SAFETY:

The following Risk Assessment Method Statement, or RAMS, is an important health and safety document completed to identify risks and the steps undertaken to deliver our orienteering events in a safe manner, that are enjoyable for participants, parents/teachers, and volunteer delivery teams.

1. GENERAL INFORMATION:

Event Organiser:	Counties Manukau Orienteering Club (CMOC)		
Event Name:	School Orienteering Sprint #5, 2025 – Farm Cove Intermediate		
Start Date: 25 March 2025	Finish Date: 25 March 2025	Start time: 3.30pm	End Time: 5.30pm
Site Address/Location:	16 Butley Drive, Farm Cove, Auckland 2012		
General Description of Event:	Urban sprint orienteering		









2. EMERGENCY INFORMATION

	Details/Location/Ph Number	
Location of local A&E/Hospital	East Care Urgent Care - Medical Centre - Howick 260 Botany Road, Golflands, Auckland 2013	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
Evacuation Point	To the west of the Event Centre: Open school playing fields	
Location of Safety Plan on Site	Registration Area	
First Aider on event day	Tony Chang	
Location of First Aid Kit on site	Event Centre / Registration Area	

3. KEY PERSONNEL

Designation	Name	Mobile
Contact on the day/on site	Anthony McGivern	021 199 1800
	Tony Motion	021 890 696
List any contractors (e.g. food vendors, amusement equipment etc)	nil	xxxx

4. The event includes the following? (please tick)

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|--|---|---|---|
|  LPG/Gas <input type="checkbox"/>
e.g. BBQ |  Generator <input checked="" type="checkbox"/> |  Contractors <input type="checkbox"/>
e.g. Food vendors |  Power /PA <input checked="" type="checkbox"/>
Electrical |
|  Children <input checked="" type="checkbox"/> |  Bouncy Castle <input type="checkbox"/> |  Structures <input checked="" type="checkbox"/> |  Vehicles <input type="checkbox"/> |

5. Declaration

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

Printed Name: Anthony McGivern Title: Programme Director, Counties Manukau Orienteering

Signature:



Date: 24 March 2025

Hazard Register

HAZARD	COULD RESULT IN	CONTROLS
Manual handling and lifting/carrying heavy items	Strain, sprain injuries, pain, discomfort	<ul style="list-style-type: none"> • Discuss hazard and controls before starting work • We split loads to manageable weight and/or size – two person or team lifting • We lift with legs and control loads • Get help when needed and take rest breaks • Careful, controlled movements; no rapid movement, twisting, bending or repetitive movement
Moving Vehicles	Injuries to people or damage to property or assets as a result of being struck by a moving vehicle	<ul style="list-style-type: none"> • Vehicles driving onto the site to be managed • Drivers to use hazard flashers and drive no faster than 10 km/hr • Spotters in high-viz will be used to assist drivers reversing • Drivers will be asked to drive with window down so they can hear instructions from spotter
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 or remove • Cancel or delay event if high winds are forecast
Heavy Rain/wet surfaces	Slip hazards which result in injuries	<ul style="list-style-type: none"> • Use matting to restrict access to slippery areas • Reconfigure site to avoid slippery areas • Use warning signage to alert public that surfaces are slippery • Ask staff, volunteers and participants to wear appropriate footwear • We cancel or postpone the event if very heavy rain is forecast
Sun/UV Exposure	Sunburn, heat stroke or dehydration	<ul style="list-style-type: none"> • Promote and provide sunscreen and wearing of weather appropriate clothing • We provide shade • We encourage and remind attendees to bring sufficient refreshments/water

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"> • Electrical cables are laid away from traffic areas, they are also covered • Cables are laid away from any standing water
Water	Drowning/injury	<ul style="list-style-type: none"> • Children to be supervised at all times in or near water
People leaving mapped area		<ul style="list-style-type: none"> • Students assemble at starting place with teachers and parents • Event Controller will define the map boundaries relating map to ground • No one to leave the park which is bound by fencing and roads • Marshall in Botanical Gardens area ensuring students do not enter out of bounds area • In-field coaching and safety team within the field of event to observe and be available to provide assistance as required. • Parents and teachers in park observing students progress from finish area. • Teachers to inform officials if any student does not return by course closure.
Gazebos/tents/marquees	Injuries to people or damage to property	<ul style="list-style-type: none"> • Two-man teams (minimum) used to move and erect gazebos • Gazebos secured using leg pegs and ropes • Where gazebos are set up in groups, their legs will be fastened together to provide additional structural strength • Weather monitored and if wind speed increases above 25 km/hr gazebos will be taken down
Medical events or injuries (e.g. crossing fences)	Someone attending the event suffers a medical event or injury which requires treatment	<ul style="list-style-type: none"> • If Participant can move, return to the Event Centre for first aid • If Participant is unable to move, blow on whistle • Any (all) participants that observe an injured party are required to render aid as required, abandoning their course if necessary. Officials will do what they are able to make good on any abandoned courses. • Basic first aid to be supplied on site by a first aider • A Teacher, Parent or Official to take student to nearest medical centre if required • Call St John's Ambulance if necessary

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
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