

HEALTH AND SAFETY MANAGEMENT PLAN

Cross Country and Road events organised by the Athletics Canterbury Cross Country & Road Committee and Member Clubs

Introduction

The Athletics Canterbury Cross Country and Road Committee and its member clubs organise cross country and road races and relays on a regular basis throughout the year.

Events are conducted on private land, public parks or roads within Canterbury.

The use of public parks and roads are controlled by the local authority and written consent to use is obtained prior to the event.

Events are organised for all ages from approximately 5 years old upwards.

Athletics Canterbury provides official training via the Athletics New Zealand Officials qualification system. Events have suitably qualified officials overseeing all parts of the event including health and safety.

Events normally have between 50 and more than 1000 competitors, up to similar numbers of spectators and between 10 and 100 centre and club officials overseeing that event and its competitors.

All staff organising the event are volunteers.

From time to time, events have food providers in attendance.

Responsibility

The Race Manager has overall responsibility for Health and Safety including briefing all volunteers of their responsibilities.

Appropriate briefing sheets should be prepared to issue to volunteers.

Start/Finish officials will be responsible for Health and Safety at the Start/Finish area and each Course Marshal will have responsibility for their section of the course.

Accident Register

The Race Manager is responsible for the Accident Register which will be held in the Registration Tent or with the race manager during the events that travel from one place to another.

Hazards

Each event is reviewed by experienced event officials using the experience of running that event and other events in past years and the following hazards have been identified as likely to be present and need managing:

Course:

The course is walked/cycled/driven by key officials prior to the event starting and any hazards are identified, removed, taped off or highlighted with dazzle paint as per normal practice with the type of event.

The course is clearly marked using proven cross country and road marking equipment and marshals are posted at key points along/around the course to ensure it is clear at all times and runners go the correct way.

The surface can be grass, shingle roads, dirt/sand walking tracks, asphalt footpaths and roads etc.

Public Traffic:

Public Traffic on or near courses can include walkers, cyclists, horses, motor bikes and vehicles. For events held on public roads the local authority require traffic management plans and events usually employ a professional company to make an application and action requirements on the day. Marshals are positioned along the course at key points to control competitors and advise the public of the need for care.

Public Users of the same area:

All events share public parks with other users. To minimise the risk to the health and safety of competitors, officials, spectators and the public the following actions are taken:

1. The event is positioned to minimise contact and disruption to other park users.
2. Marshals are posted around the course to warn and give guidance to other park users who stray onto the course.
3. Warning signs are used at points where other paths and shingle roads join the course

Equipment:

The Athletics Canterbury Cross Country & Road Committee and its member clubs own and maintain a significant amount of equipment for course construction and health and safety. This equipment includes trailers, tents, barrows and RCD protected electrical gear. When other specialist equipment is needed, this is usually hired.

Control of Hazards:

The course and equipment has to be checked for safety and cleared or marked prior to the start of an event.

First Aid

An acceptable amount of First Aid equipment belonging to the event organisers will be kept with the Accident Register in the Registration Tent or will be provided separately by a professional provider close by or along the course of the event.

The Race Manager will be responsible for deciding what level of first aid equipment and expertise is required for the event.

In the event of an incident being beyond the expertise of those present, 111 needs to be rung immediately.

Emergencies

There are no expected emergencies that are considered as moderately or highly likely to occur during the events in public parks or on private land.

There is the potential for moderate to high emergencies in vehicle or competitor crashes in road events and these are minimised as much as possible by complying with the Traffic Management Plan.

Emergencies may result from fire, stormy weather conditions causing rain, snow, hail, ice, high winds, flooding etc. All these may present a danger to competitors, officials and spectators.

Athletes, event officials, club officials, spectators and members of the public may need first aid treatment by the first aiders at the event.

In the event of a serious incident, ring 111 immediately.

If such conditions arise prior to or during the event, the race will be cancelled. It is the responsibility of the Race Manager to make the decision to cancel in such conditions and to ensure that Marshals clear the course.

Qualified Staff

The Race Manager and principal officials have wide experience in the organising and safe running of athletics events including cross country and road races and relays.

All other volunteers will be fully briefed to ensure they have the necessary knowledge of their duties and responsibilities.

Key officials will normally be in constant communication by two way radio and most officials will have personal cell phones with them.

Public Safety

Due to the nature of these events, the event is not expected to provide any likely danger to the public.

The public may stray onto the course. Warning signs appropriately placed and properly briefed Marshals at frequent intervals around the course are considered adequate to control this risk.

If parking is an issue, cars used for travel to or within the event will be directed to park in appropriate places that cause as minimal danger as possible. Usually this will be considered in the TMP.

General

The nature of these events and each one in particular means that it provides only a low Health and Safety risk to competitors, officials, spectators and other users. The auctioning of this Plan and a review of the Event after each year it is run are considered to cover all reasonable measures to minimise risks.

Pack in / Pack out

- All vehicles will be driven at walking pace, hazard lights on.
- Vehicles will be managed when they are moving in and out of their "event position" by the Race Manager.
- When reversing (including with trailer) a spotter will be used to ensure people are clear of reversing path.
- No vehicles will be moved during the event without authorisation of the Race Manager.
- All contractors / stall holders requiring vehicle access are aware of their arrival / departure times communicated prior to the event by the Race Manager.
- All vehicle movement will cease before the event at TIME and begin again at the completion of the event at TIME, controlled by Race Manager.

Electricity

- Visual inspection of all leads for defects. Damaged leads will not be used.
- All Leads will be suitable for outdoor use.
- Leads will not be ran through standing water. Connections will be kept dry.
- All leads will be connected to RCD at source.
- Leads will be ran to minimise the risk of persons tripping.
- All equipment connected will be of suitable condition and free of defects and will meet all relevant regulations and standards.

- A competent person will check the electrical installation before power is switched on.

Generator

- Fuel level checked before use and filled by a competent person if necessary.
- Generator will be positioned in a well ventilated position with exhaust venting away from persons
- Generator will be positioned to minimise noise to persons.
- The generator will meet all relevant standards and regulations
- The generator will be checked by a competent person before start up.

BBQ

- BBQ gas will be turned off when not in use
- BBQ will be clean prior to use to minimise fire risk
- A fire extinguisher will be available
- Safe food preparation and cooking will be followed

Updated on behalf of the Athletic Canterbury Cross Country and Road Committee and Member Clubs by:

John Gamblin

Date: 4th June 2018

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OFFICIALS AND MARSHALS BRIEFING SHEET

Health and Safety Management Plan

This event has prepared a Health and Safety Management Plan for this Event.

It is available for inspection in the Registration Tent or with the Race Manager.

While overall responsibility for the operation of the Plan lies with the Race Manager, each Official and Course Marshal has a part in ensuring the Plan is adhered to and the Event is completed safely.

Officials and Course Marshals Responsibilities

As well as the responsibility of ensuring the health and safety of competitors, officials and spectators, all Officials and Course Marshals must remember that at all times the venue is open to other users and that their safety is our concern also.

At the same time as carrying out your duties in conducting the races you are responsible for the safe conduct of the Event on your section of the course.

In particular you must:

1. Ensure that the course is clear and that there are no unusual conditions that could pose a risk to competitors, officials or spectators.
2. Ensure that appropriate warning signs to alert other venue users of the race are in place.
3. Alert other venue users to the running of the race and where competitors will be running.

In the event of any condition arising that you consider to be a danger to the health or safety of any competitor, official, spectator or member of the public you must notify by two way radio, cell phone or face to face, the Race Manager or the Course Manager.

Registration Officials

The Registration Tent Officials must ensure that a copy of this Health and Safety Management Plan is available in the Registration Tent, that the First Aid equipment is available and that the Accident Register is kept in the Registration Tent. In the event of an accident you must ensure that the Accident Register is filled in.

Emergencies

If the Race Manager cancels the Event because of conditions which present a danger to competitors, spectators or officials, marshals must immediately clear their section of the course of competitors and spectators.

Accident Register

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Event	Date	Name of Injured	Nature of Injury, Treatment and Future Prevention recommendation	First Aider/Official