

Event Safety Risk Management Plan

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Event Name: Paihia Half Marathon

Date: 04/06/2017

Location: Paihia

Mad Running Ltd recognises its responsibility to protect the health, safety, and wellbeing of all people directly associated with the event, including members of the public, whether attending the event or not.

Mad Running Ltd is committed to providing a safe environment for everyone to the best of our abilities. The details as set out in the event specific *Health and Safety Plan* meets the requirements of the Health and Safety at Work Act 2015 and other related legislation.

We confirm that the following requirements are part of the plan:

- ✓ A process is in place for the identification, assessment, and control of risks/hazards.
- ✓ The control measures aim to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our operations.
- ✓ An ongoing and systematic monitoring and review of control measures for risks/hazards at intervals appropriate to the event.
- ✓ Health and Safety responsibilities are clearly assigned to designated persons.
- ✓ A process to consult, coordinate and cooperate with all contractors to ensure all work activity is done safely.
- ✓ An accident/incident, including near miss, recording and reporting system is kept on site.
- ✓ All participants at the event possess the necessary knowledge, skills, and training that enable them to perform their job adequately.
- ✓ The event location has been inspected by the designated health and safety person to ensure the venue's safety.
- ✓ Develop and provide an overall emergency plan which takes into consideration the event location, pack-in, pack-out, event activities, and any specialist procedures and instruction that may be required.

Key responsibilities and contact details			
Responsibility	Name of contact person	Contact number	Organisation name
Event management	David Kayes	0278820069	Mad Running
Designated H&S person	Maree Leith	0274426813	Mad Running
First aid	St Johns	TBC on event day	St Johns
Emergency control	Maree Leith	0274426813	Mad Running
Security	David Kayes	0278820069	Mad Running
Traffic management	Grant Hinga-Brill	021366848	Traffic Management NZ
Waste management	David Kayes	0278820069	Mad Running
Lost Persons	Maree Leith	0274426813	Mad Running
Liaison with emergency services	Maree Leith	0274426813	Mad Running

Event description:

The Paihia Half Marathon is a run/walk event. It takes place annually in Paihia, with the Copthorne as the start/finish line. Everyone is invited to participate and can choose from 5k-21k distance options.

Participants and spectators	Yes	No	Expected number of persons:
Participants			Max 600
Employees			2
Contractors <i>(include staff numbers)</i>			
Volunteers			30
Vendors <i>(include staff numbers)</i>			10
Others			
Spectators/patrons			
Other contributory factors	Yes	No	If “yes”, consider
Presence of alcohol		N	1.10 Security procedure
Involvement of children and vulnerable persons	Y		1.6 Lost child/vulnerable person’s procedure
Involvement of animals		N	1.13 Animals
Traffic management	Y		1.11 Traffic management plan
Significant impacts/hazards		N	1.12 Other significant impacts/hazards

Special effects		N	1.14 Special effects
Specialist procedures/training/knowledge and contractors		N	HS262, HS263
Temporary structures	Y		1.7 Temporary Structures
Ground Penetrations		N	1.8 Ground Penetrations
Use of pyrotechnics/fireworks		N	1.14 Special effects
Usage of Liquefied petroleum gas (LPG)		N	1.9 LP Gas
Maritime Event		N	1.15 Maritime Events
Does your event/activity fall under the Adventure Activities Regulations 2011?		N	1.16 Adventure Activities
If YES , please provide a copy of your current registration as a Certified Adventure Activity operator.			

Signature	Title	Event Organiser
Maree Leith and David Kayes		08/05/2017
Printed name	Date	

Event details		
Paihia Half		
Event location: <i>Paihia</i>		
Copthorne Bay of Islands, 1 Tau Henare Dr, Waitangi 0293		
Event date/s and time/s: Note: If maritime event includes set up and pack down time required on water	Event start date: 04/06/2017	Event end date: 04/06/2017
	Event start time: 8am	Event end time: 1pm
	Pack-in date: 03/06/2017	Pack-out date: 04/06/2017
	Pack-in time: 3pm	Pack-out time: 1-3pm
Event organiser contact details:	Contact name: Maree Leith	
	Mobile: Maree-0274426813 David-0278820069 Phone: 099470569 Email: info@paihiahalfmarathon.co.nz	Address: 138 Brightside rd. Stanmore bay, Whangaparaoa 0932

Paihia Half

Pre-Race Event Evaluation Procedure

Policy

The purpose of this procedure is to ensure the course and site of the event festival is safe for all staff, contractors, volunteers, competitors and spectators. It should be carried out one month in advance and then again in the days immediately prior to the event. It should be read in conjunction with the Health and Safety at Work Act 2015.

Process

1. Check for any updates on the race location.
2. Walk the event course to confirm it is still clear, with no obstructions i.e. road works, constructions or other work that will put those taking part in the event at risk.
3. Review the event risk register, adding any new items to the register and associated risk management strategies.
4. Review implications for any related race policies and procedures e.g. race safety briefing.
5. On the day of the event, ensure all risk management strategies are in place and ensure any new issues identified on the day are managed to minimise risk. In the event that a severe risk* is identified that cannot be effectively managed or which are outside the organisers control (e.g. in the case of severe weather warnings), the event organisers will make a decision regarding cancellation of the event.

*refer to Auckland Council Risk Assessment Matrix to ascertain Risk Rating

Paihia Half

Post-Race Event Evaluation Procedure

Policy

The purpose of this procedure is to ensure ongoing monitoring and review of the course and site to inform future planning can ensure the event festival is safe for all staff, contractors, volunteers, competitors and spectators. It should be carried out post-event completion once all competitors and contractors have left the site. It should be read in conjunction with the Health and Safety at Work Act 2015.

Process

1. Check the event site and course to ensure all competitors and contractors are safe and have left the event site
2. Debrief and collect feedback from contractors and marshals
3. Ensure event site is cleared of all vehicles and temporary structures
4. Ensure site is cleared of all waste in conjunction with the event waste management plan
5. Clear course of all event signage
6. Identify any risks that have arisen through the course of the event and ensure they are escalated to the relevant parties i.e. council.
7. Review event risk register on the basis of what actually occurred during the event and add items and related event management strategies required for future events.

Paihia Half

Volunteers and Contractor Safety Induction

Policy

The purpose of this induction procedure is to ensure all Mad Running Ltd employees, event contractors, and volunteers involved in the Paihia Half are aware of the event health and safety policy and their related responsibilities. This policy should be read in conjunction with the Health and Safety at Work Act 2015.

Process

1. All employees, event contractors and volunteers will receive a copy of the event health and safety policies prior to the event
2. They will also be provided with:
 - a. Details of the event Health and Safety representative
 - b. Emergency contact numbers
 - c. A copy of the event risk register
 - d. A copy of the waste management plan
3. They will be informed of their roles and responsibilities regarding Health and Safety at the event including a requirement to report any risks they identify to the event Health and Safety representative at their earliest and safest opportunity

Mad Running Ltd Duties

- To provide accurate and timely information to all employees, contractors and volunteers
- Carry out regular reviews on the safety induction
- Record all incidents and review at earliest opportunity
- To ensure all staff, contractors and volunteers read and sign the contractors/visitors induction form

Paihia Half

Competitors Health and Safety Race briefing

Policy

This briefing should be read out over the PA system prior race start to ensure all competitors are aware of any risks and what their responsibilities are as a competitor.

Process

Welcome to the Paihia Half. Mad Running welcomes you all and we hope that you all have an amazing time during and after your event.

We do require your attention for a couple of minutes so we can cover off a few safety points. This is to ensure you all stay safe while out on the course and will only take a couple of minutes.

- Please ensure you are physically fit and healthy enough to complete the event you are entered in. If you feel unwell at any time during the event, please seek assistance from one of our course Marshalls as soon as you have the opportunity to do so.
- Please stay on the assigned course as per our maps. It is your responsibility to be familiar with the course maps. The course is well marked with signs and our course Marshalls are positioned at junctions to keep you on track.
- You are reminded that the course is open to the Public who have as much right to use the space as you do so please keep left at all times and be courteous and respectful of other users.
- The roads will not be closed during this event so be mindful of oncoming traffic and do not step outside the coned off areas at any time. Take care when approaching driveways and side roads.
- There are a number of public toilets along the beachfront for Half marathon runners/walkers and there will be portaloos not long after you come out of Haruru Falls track for all Half Marathon and 12km runners/walkers.

- Half Marathon and 12km runners/walkers will be using the Haruru Falls bush track. In addition, there are some gravel roads after Haruru falls. Please be very careful of your footing in these sections of the course, particularly when moving up or downhill.
- Do not travel two or three abreast through the bush track and/or at any other narrow parts of the course.
- We have a number of course Marshalls on the course. They will be wearing High-Vis vests:
 - Please follow their directions at all times. If they are giving instructions, they are doing so for your safety and for the enjoyment of all taking part in the event.
 - If you spot anyone in difficulty, please stop and check they are okay and advise one of the course Marshalls at the earliest opportunity so that someone can assist them. All of our marshals will have access to a cell phone.
 - Please also report any concerns with the course to a course Marshall at your earliest opportunity so that it can be dealt with.
- Remember to keep yourself hydrated at the drink stations.
- The last competitor/s will be followed by our tail end Charlie on a bike.
- Our course director, David Kayes, will be in a car driving the course keeping an eye on things. Please flag him down if you are in trouble.
- No prams or dogs are permitted on the course.
- No Nordic walkers are permitted on this course.
- Appropriate footwear must be worn at all times.

Importantly – take a moment to enjoy some of the beautiful scenery and enjoy yourself out there!

NOTE TO READER

Please check that there are no other risks noted from the event organisers that could affect participants

Mad Running Ltd Duties

- To provide accurate and timely information to all competitors
- To carry out regular reviews and update on the safety briefing

Paihia Half

Emergency and Evacuation Plan

Policy

To guide the events team in case of emergency at the event. This guide should be followed unless instructed by emergency services to do otherwise.

Process

The first priority in the event of an emergency is for the safety of all people present. Ensure that the situation is assessed to ensure the right level of action is carried out.

Basic emergency response process

While every event is unique, there are some basic steps to follow when responding to any emergency, which are outlined below:

- Emergency contact list should be fully updated. Where possible include a primary and alternate number.
- Emergency services should be contacted as appropriate - Police, Fire, Ambulance 111
- The caller should give location, nature of the emergency, services required, number of casualties
- Walk calmly and quickly and avoid panic.
- Ensure disabled people are being assisted by a responsible person.
- Check all rest areas, bathrooms and other common areas
- Brief course marshalls and traffic management of emergency and advise them to stop all personnel except for emergency services from entering the event site
- Ensure everyone remains at in the designated safe spot until clearance to leave is given.

This checklist provides general advice of what to do in the event of an emergency.

Earthquake

During an earthquake:

- Keep away from buildings and power lines
- When the shaking stops ensure your personal safety first
- Following that, check those around you and offer help if necessary.
- If anyone requires medical assistance, call 111 and/or administer first aid.
- Evacuate the area if required.

Tsunami

When a tsunami threatens:

- Listen to radio for advice and information
- Don't wait to be told to evacuate if a strong earthquake occurs and the event is located in an area at risk of a tsunami (e.g. near the sea, rivers or large body of water).
- Evacuate if instructed to by Civil Defence.

Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.

- Flooding should be reported
- Check source of the flood and ensure no one is in danger
- Evacuate if required (and get to higher ground)

Dealing with a suspicious bag or package

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

- Note the location of the package and a description of it (markings, etc).
- Do not touch, shake or attempt to move the package.
- Check with the addressee to see if they are expecting the package
- Isolate the item.

- Call the police (111) and advise them of the circumstances, the description of the package and its location. Note: If a suspected bomb - Do not use a cell phone or other radio device anywhere near the package.
- As appropriate, position staff at a safe distance to direct people away from the area where package is.
- Consider evacuating the area.

Bomb threats

Keep calm. Do not hang up. A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further inquiries.

Let the caller talk, ask the questions as the opportunity arises and avoid being confrontational.

Questions:

- When is the bomb going to explode?
- Where is the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What is the explosive type and quantity?
- Why did you place the bomb?
- What is your name?
- Where are you?
- What is your address?
- Exact wording of the threat:
- The Caller
- Sex: Male Female
- Estimated age:
- Any speech impediment (specify):
- Accent (specify):
- Voice- loud – soft etc:
- Speech – fast – slow etc:
- Manner, calm emotional etc:
- Did you recognise the voice? Yes No

- If so who do you think it was?
- Was the caller familiar with the area? Yes No
- Threat Language
- Well spoken
- Incoherent - Irrational
- Taped - Message read by caller
- Abusive - Other: _____
- Any background noises?
- Street noise
- House noise Aircraft
- Voices Music
- Machinery Vehicle
- Other: _____
- Call taken
- Date: __/__/___ Time: Length of call: Number called:

Violent intruder

This checklist provides a very basic guide to managing a Violent Intruder incident. The aftermath of a Violent Intruder incident will require careful management as even in the 'best case' scenario of no one being killed or injured there will be traumatized participants with chaos and confusion, disruption and media interest.

- Shots are heard or a violent intruder is seen on the premises
- Call 111
- Location
- Details of situation
- Details of any casualties
- Description of weapons, number of shots etc
- Description and location and identity of offender if known
- Identify the 'target' of aggression if known
- If safe, move to predetermined safe position to await Police arrival

- instruct everyone to move too nearest safe-predetermined, assembly area
- Once police arrive, liaise with them to secure crime scene(s)
- Following the incident
- Consider whether to temporarily end event, or continue operating.

Serious injury or death

All event management team need to be prepared and know how to manage a traumatic incident involving death or serious injury. The sudden death (or serious injury) of a child, young person, staff member or family/whānau member has the potential to create significant dangers or risks to the physical and emotional wellbeing of people within a community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.

- Ensure your own safety. Assess area for danger (eg: live wires, poisonous substances etc)
- Do not assume death has occurred – give immediate first aid
- Call emergency services
- Notify event team; isolate and contain the area.
- Action after medical personnel have taken over
- Complete incident form with all known details

Paihia Half

Lost/Missing Child/Person

Policy

This procedure is to ensure appropriate and timely action is taken in the event of a missing child/person. This policy should be read in conjunction with the Health and Safety at Work Act 2015.

Process

All instances of any person going missing from an event needs to be treated urgently and steps need to be taken to find the missing person or confirm their safe whereabouts.

There can be many reasons and associated dangers for a missing child or person including:

- the proximity of dangerous hazards to the event
- the possibility of an abduction
- the possibility that the child or person has been picked up by a parent or caregiver
- the person has decided to leave the event early
- the person has felt unwell and left the event

Until the child or person has been found or confirmed in a safe location, action must be taken to locate them.

1. General

- At each event there will be a missing persons point will be sign-posted (usually at the event registration desk)
- Any lost children/persons can make themselves known at that point
- Those who wish to notify the event team of a lost/missing child/person can make contact with the event team at that point

2. If a lost child/person makes themselves known

- An announcement will be made over the PA system to notify the parent/guardian

- If a parent/guardian comes to the desk to claim the child/person their ID will be sighted and their details recorded to confirm their identity
- If no one claims the child/person, the police will be notified

3. Upon receiving notification that a child/person is missing

a. Confirm the following

That the person had been present at the event at some time during the day and if so:

When they were last seen?

What were they wearing?

Where were they last seen?

Were they with others?

Do they have any medical conditions?

- b. Make an announcement over the PA system to ask the person to report to the lost/missing persons point without mentioning the child/s name only a description.
- c. Notify event staff and marshals so they can commence a search of the event area

4. If a child/person is not found

- Notify the police immediately
- Continue to check area and await advice from police
- Have next of kin details available if they are a registered competitor

In all situations, complete the lost child/person report form

Lost Child/Persons Report Form			
Event:	Name:	Date:	Time:
Report written by:	Name & Job title:		
Person who delivered child (if applicable):	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
Child details:	Name:		
	Gender:	Ethnicity:	
	Age:	Clothing:	
	Eye colour:	Hair colour:	
	Mobile number (if applicable):		
Other details (if applicable):	Was the child present at the event at some time during the day? (please circle) Yes/No		
	When and where were they were last seen?		
	Who they were with?		
	Do they have any medical conditions?		
Location where child was found:			

Caregiver/parent details:	Name:	
	Mobile:	Address:
	Phone:	
	Email:	
Type:	Relationship to child:	
ID: _____ Number:		

Signature(s) of caregiver

Signature(s) of responsible event staff

Paihia Half

Event Risk Control Plan

Pack-in / pack-out E.g. moving vehicles, work at heights, first aid etc.					
Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
Toilets - installation	Provider staff	E1 Low	Contractor responsible - has own safety plan	Contractor	
PA system - tripping on cords	Event Staff	D2 Minor	Ensure enough staff to lift and all wires secure and covered	Event Organisers/volunteers	
Finish and start line -					
Signs - Tripping or falling on signs, not properly secured	Participants, staff and public	C2 Minor	Plan for all signage - signage secured, weighted	Event Organisers/volunteers	
Water stations - dropping table on foot	Event Staff	D1 Low	Safely erect table with enough staff	Event Organisers/volunteers	
Information Tent - Falling over or tent	Event Staff	E2 Minor	Safely erect Tent with enough staff	Event Organisers/volunteers	

falling on person			and instruction if needed		
Road cones - tripping hazard	Participants, staff and public	C2 Minor	Plan for cone placement safely placed so that no one will run into it.	Event Organisers/volunteers	

Security hazards
E.g. work at heights, flying operations, on water, pyrotechnics etc.

Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
Left bags being mistaken for IED's	ALL	C4	Provide a bag drop location for all participants. Bags must be checked before being left	Event Organisers/Volunteers	

Environmental hazards
E.g. exposure to extreme weather conditions involving UV, high wind, high rain, tides etc.

Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
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Sunburn	Participants and public	C2 Minor	Sunscreen offered at welcome and on tables. Advertise on website to wear hats and be sun smart.	Event Organisers/volunteers	Sunscreen also available around the course
High Wind/Rain exposure	Participants and public	C2 Minor	Advertise on website to bring raincoats/warm clothes in case of wind and rain.	Event Organisers	Especially for beach event
Sunstroke and dehydration	Participants	D3 Mod	Water stops at regular intervals	Event Organisers/volunteers	
Tripping Falling	Participants, staff and public	C2 Minor	Highlight potential tripping hazard	Event Organisers	
Electrical, sound and lighting E.g. isolation, tripping hazards etc.					
Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
Tripping over PA system cables	Participants, staff and public	D2 Minor	Mats securing cables and wires	Event Organisers	

Staging and structures E.g. Stage access, ground stability, scaffolding etc.					
Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
Gazebo - information	Participants, staff and public	C2 Minor	Secure properly with correct equipment	Event Organisers/volunteers	
Gazebo - late entries	Participants, staff and public	C2 Minor	Secure properly with correct equipment	Event Organisers/volunteers	
Table for drinks	Participants, staff and public	D1 Low	Staff the tables	Volunteers	
Other - Any additional hazards that have been identified but that do not fall under the above categories					
Task or Risk/Hazard	Person affected/location	Risk rating	Risk control measures	Whom, by when	Notes
Bridges - slippery if wet	Participants	C2 Minor	Marshals at front of each bridge	Marshals	

<p>Other members of the public using the course for walking or biking - hazard running into each other resulting in injury</p>	<p>Participants and public</p>	<p>C2 Minor</p>	<p>Signage and Marshals traffic control plan. Signage in main car park areas before and during the event.</p>	<p>Marshals and Organisers to put up signage. Event to be advertised</p>	<p>Marshals to wear fluro shirts with EVENT MARSHAL</p>
<p>Dogs using the course - hazard tripping participants</p>	<p>Participants and public</p>	<p>C2 Minor</p>	<p>Signage and Marshals, Signage in main car park areas</p>	<p>Marshals and Organisers to put up signage. Event to be advertised</p>	
<p>Use a separate sheet(s) if required</p>					

Paihia Half

Incident Reporting Policy

Policy

This policy should be read in conjunction with the Health and safety at work act 2015. Mad Running Ltd first priority is for the safety of all personal attending the event. In the event of any incident the Incident report should be recorded and investigated

Process

- All near misses or incidents should be fully recorded and then investigated within the appropriate time frame by the Mad Running Ltd team.
- If the incident is of a serious nature, then this may need to be done by the appropriate services i.e. police
- For all incidents use of the WorkPlace Accident Investigation Form should be used as the basis of the investigation.
- All records should be used as a source of data that can be used to identify trends and underlying causes to prevent future incidents.
- Communicate any lessons learned to the appropriate audience.