

Huxster School Relays

Run Sheet

Date 25 & 26 Oct 2023

| Time | What will happen |
|-------------|--|
| 07:00 | Event Management on site |
| 08:00 | Car park attendants open carpark |
| 08:15 | Registration opens – Year 5&6 |
| 09:15 | Year 5&6 Race Briefing |
| 09:20 | Year 5&6 Race Start |
| 10:30 | Registration Opens – Year 7&8 |
| 10:50 | Year 5&6 Race Concludes |
| 11:20 | Year 7&8 Race Briefing |
| 11:30 | Year 7&8 Race Start |
| 12:15 | Year 5&6 Prize Giving |
| 14:30 | Year 7&8 Race Concludes |
| 15:00 | Year 7&8 Prizegiving |
| 15:30 | Pack Down Commences – 19 th Oct minimal pack down to secure site. 20th Oct full pack down of site. |

Huxster School Relays

2. Audience

- At this stage, we are anticipating around 300 - 400 participants per day across all events.
- We will also have around 25 staff working on the event itself including crew, medical and vendors.
- We will also be inviting participants to bring friends and family for support. We are expecting 100 - 150 spectators.
- Participants have been asked to car share where possible and utilize public transport to minimize parking and traffic in the area. They have also been advised of where to find parking at the domain.

3. Contact list/ Event Management

| Name | Role | Contact Phone Number |
|----------------|----------------|----------------------|
| Andrea Davis | Event Director | 0210741752 |
| Charlie Murray | Event Staff | 0278184880 |

4. Special Considerations

The event is taking place in the heritage forest and the main forest (operated by Raynior – permission sought and accepted) which is open to the public and also has areas of uneven terrain. First aid trained staff will be in attendance (St John Unit) and will be stationed at the start / finish point (all the same location) and can render any assistance needed quickly. Marshals will be along the route to ensure any injuries are passed to Medical as soon as possible.

5. Emergency Response Plan

Huxster School Relays

Please see attached Emergency Response Plan

6. Evacuation Plan

Before the event - we will be advising participants to listen carefully to our marshals if they are instructed to follow any instructions. During a safety briefing to all participants at the start of their event, we will outline what to do in case of an evacuation but as we are in a public areas we will follow standard practice for any natural disaster warning or domestic threat.

Marshals will be briefed before the event and on the day itself around our evacuation areas and procedures. This will ensure all participants are guided to a safe area within their local vicinity until it is safe to return to the course. In the event that the course is unable to be used, following the evacuation all participants will move back to the start area to pick up their belongings and then be asked to leave the area.

7. First Aid

First aid is being supplied by a mixture of trained first aiders and doctors who will be in attendance throughout the event. Medical will have direct contact will race organisers and are able to quickly access the entire route and reach participants anywhere along the course. Anything life threatening will be immediately reported to emergency services and less serious incidents will be assessed and monitored by event managements. Marshals will be along the route to ensure any injuries are passed to Medical as soon as possible.

8. Risk Assessment – Risk assessments on separate document.

Please see attached Risk Assessment document.

Huxster School Relays

9. Event Management Actions

The role with lead responsibility for event Health and Safety is: Andrea Davis – Event Director

Pre Event

Site inspection - Andrea Davis and Charlie Murray
Route Planning - Charlie Murray and Craig Oliver
Risk Identification - Charlie Murray and Andrea Davis
Full Event planning execution to ensure a smooth event
Safety briefing to all crew - Andrea Davis
Preparation of all health and Safety information Andrea Davis

During Event

Overall running of the event - Andrea Davis and Charlie Murray
All infrastructure safe and signed off - Andrea Davis
Safety briefing (Staff and Participants) Andrea Davis
Registration and race checkin - Andrea Davis and Staff from Primary School Sport
Clean up - Waste Management supplier - Onsite staff - Charlie Murray, Craig Oliver and Andrea Davis

Huxster School Relays

Post Event

Ensure all lost property is returned to their owners - Andrea Davis

Payment of all suppliers involved in the event - Andrea Davis through the Huxster Trust

Debrief meeting with stakeholders - Andrea Davis

10. Waste Management

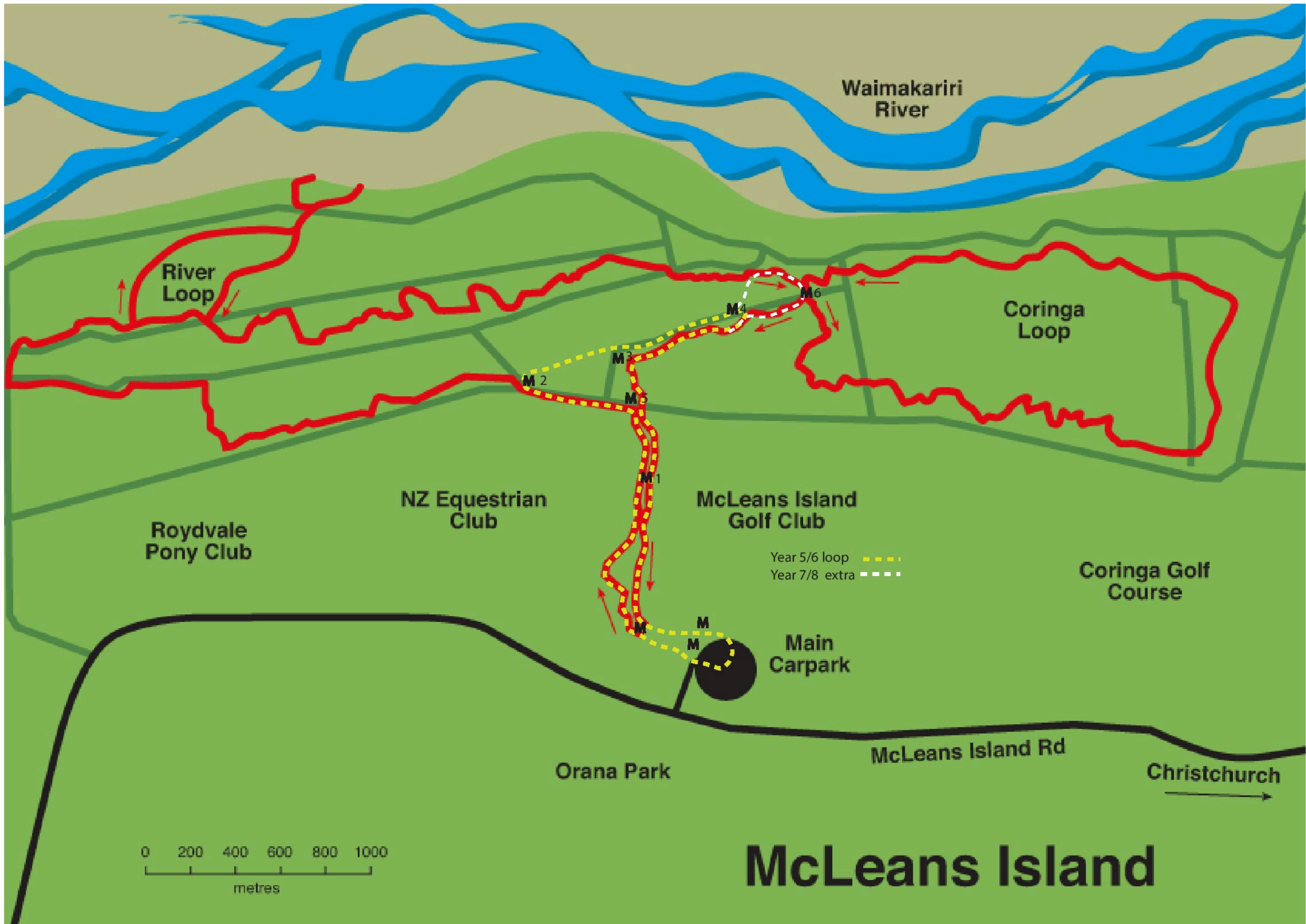
Waste Management is being handled by individual vendors and any additional waste will be cleared by Event management. It will be determined closer to the time if a skip will be required. This will be fed by wheelie bins from throughout the events operating area. Staff and event management will empty this wheelie bins into the the skip as they get filled. Each wheelie bin will have a rubbish bag within for ease, and these bags will be replaced as the bins are emptied.

11. Toilets

Toilets are available on the camp site using the camp sites built in WC facilities. The toilets will be checked regularly to ensure they are clean and toilet roll is available.

12. Site Map

Refer to appendix.



Parking and HQ

See course
Map for M 1-6

This parking is
not available
this year

Toilets Canteen

Park Here
Easy up gear

Park Here if
only carrying
bikes

Legend

📍 Orana Wildlife Park

Google Earth

Image © 2022 Maxar Technologies

100 m



- 🟪 Timing Tent
- 🟠 Checkin for Timing Chips
- 🟩 St. Johns Base

- Indicates approx Easy Ups
- M Three Start Finish Marshals