

**Huxster School Team Relay Oct. 19<sup>th</sup> & 20<sup>th</sup> , 2022**  
**Event Risk Management Plan**  
**Updated: July 4<sup>th</sup> 2022**

## Table of Contents

<b>Section 1: Event Context</b> .....	<b>4</b>
Event introduction and overview .....	4
Aims and objectives for the event .....	4
Event governance and decision making.....	4
Event rules .....	4
Industry guidelines and compliance requirements .....	4
Event site map.....	4
Weather and climate information.....	4
Allocation of officials and volunteers .....	4
Onsite medical, first aid, security and safety resources .....	4
Medical facilities and accessing emergency services .....	5
Initiating emergency response plans.....	5
Schedule of key stakeholder, role designation and contact information .....	5
Event communication overview.....	5
<b>Section 2: Event Risk Assessment</b> .....	<b>7</b>
<b>&lt;Huxster School Team Relay</b> - Risk Register .....	<b>7</b>
Quick reference guide for completing the event risk assessment .....	8
Risk Matrix.....	9
<b>Section 3: Emergency Response Plan</b> .....	<b>11</b>
General Emergency Response Plan - .....	11
Specific Emergency Response Plan A - .....	12
Specific Emergency Response Plan B .....	13
Specific Emergency Response Plan C.....	<b>Error! Bookmark not defined.</b>
<b>Section 4: Contingency Planning</b> .....	<b>Error! Bookmark not defined.</b>
Introduction.....	<b>Error! Bookmark not defined.</b>
The potential threats.....	<b>Error! Bookmark not defined.</b>
The chain of command and decision making .....	13
Contingency options.....	13
Option One – Rerouting the course.....	13
Option Two – Cancellation of the event .....	13
Option Three – Suspend the event .....	13
Option Four – Postpone the event .....	14
Reconnaissance of alternative routes, sites and assessment of conditions .....	14
Timings and early warning .....	14

Weather forecasting ..... 14

**Section 5: Evacuation Plan ..... 14**

Aim ..... 14

Initiation of evacuation..... 15

Areas of responsibility ..... 15

Evacuation plans ..... 15

Site A ..... 15

Site B ..... **Error! Bookmark not defined.**

Site C ..... **Error! Bookmark not defined.**

Site D ..... **Error! Bookmark not defined.**

## **Section 1: Event Context**

### **Event introduction and overview**

Huxster School Team Relay. Mountain Bike team event over set time frames. Oct 19 and 20<sup>th</sup> 2022.

### **Aims and objectives for the event**

For high participation numbers and a positive experience for the youngest riders.

### **Event governance and decision making**

Race Director and Commissaire Andrea Davis governs the logistics and the race on the day. This is the 12<sup>th</sup> year we have run this event at the Mcleans Island Mountain Bike Park. The race administration and Marshal coordinator, Jessica Humphries, works along side Race Director and we both have communications by radio and cell phone for the entire event.

### **Event rules**

Only rule is to travel in one direction when on the track and be polite when passing another rider.

### **Industry guidelines and compliance requirements**

### **Event site map**

Separate attachment

### **Weather and climate information**

The event can run in a normal rain event, it will be reduced in time if the track becomes too wet for riding.

### **Allocation of officials and volunteers**

The only officials are Race Director, Race Admin and Timing Contractor

### **Onsite medical, first aid, security and safety resources**

St John Unit with two staff are on site for the entire events, they are in contact with the next stage of emergency services should a serious injury occur that needs transport.

## **Medical facilities and accessing emergency services**

St John staff on site wait for a unit to take injured people to the Christchurch Hospital or Burwood Hospital depending on their assessment.

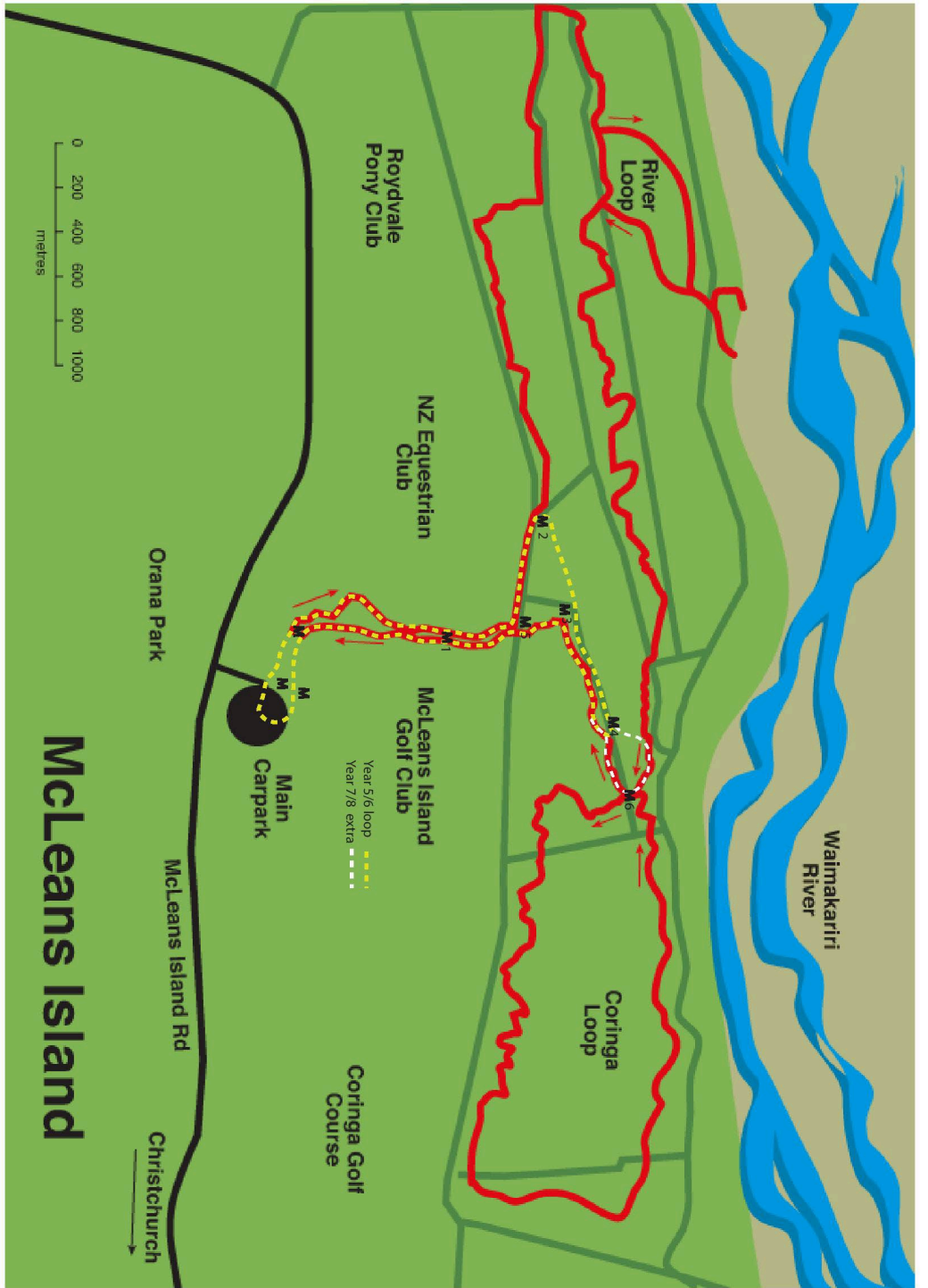
## **Initiating emergency response plans**

Andrea Davis , Race Director and Commissaire has this authority to cancel and change the event in the event of emergency weather or disasters.

## **Schedule of key stakeholder, role designation and contact information**

## **Event communication overview**

Appendix page two of the Event Management Plan for the Schedule that is communicated before the event and during the event, as well and posted.



## Section 2: Event Risk Assessment

### <Huxster School Team Relay> - Risk Register

**Last updated:**

**Review due:**

**Review lead:**

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILIITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	Power cables around desks in event admin area	Admin volunteer could trip on power cable and hit desk/floor causing head injury.	Possible	Medium	H9	Daily admin area checks to ensure cables are not in walkway areas. Cable covers put over any cables that cross walkways.	M6	N/A	Event Manager	Daily during event
	All hazards are managed by those contractors. ie timing tent is removed from the general public area.	tripping	Not likely	low				NA	Timing Contractor	On the day
	Riders may fall off their bikes and skin their knees or hurt	Falling	likely	Medium				NA	Event Manager	During the event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
	their hands.									
	Riders go the wrong way on the track	Ride the wrongs way	Low chance	Medium	Medium	Marshals are at each intersection and also riding along the rack though out the pack of riders. There is a tail end Charlie as well.	Low	We send a lead rider out on the track for the start of each groups loop for the first loop of the day.	Race Director	Before the start
	Bad weather for the race	Unpleasant day and cold riders.	50/50 chance	Medium	Medium	Brief parents before the event to bring warm jackets.	Low	Shorten the race to reduce the time riders are outside.	Race Director	During the event and before race day

**Quick reference guide for completing the Event Risk Assessment**

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.



3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

**Risk Matrix**

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Moderate – 3	30-49% chance of occurrence	Moderate – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	Major – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix	IMPACT				
	Insignificant	Minor	Medium	High	Extreme

			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
<b>EXTREME</b>	<p><b>Intolerable</b></p> <ul style="list-style-type: none"> <li>Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced.</li> <li>Highest event decision making authority to be informed (i.e. Event Management Committee).</li> <li>Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.</li> </ul>
<b>HIGH</b>	<p><b>Tolerable level of risk if all practicable measures in place</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP).</li> <li>Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk?</li> <li>Ensure verification is undertaken that all prescribed control measures are in place, and in practice.</li> <li>Ensure all person(s) exposed to this risk are aware of the risk level.</li> <li>If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.</li> </ul>
<b>MODERATE</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).</li> <li>If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.</li> </ul>
<b>LOW</b>	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>No change required. Ensure existing control measures remain in place and is effective.</li> </ul>

## Section 3: Emergency Response Plan

### General Emergency Response Plan -For Huxster School Team Relay

<b>MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY</b>	
<b>Initial action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>• Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).</li> </ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"> <li>• Record time; date; informant details; arrival of additional support; any treatment provided; patient information.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>• Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>• Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</li> <li>• Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>• In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded.</li> <li>• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>• In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>• Ensure an Event Incident Report Form is completed for any incident.</li> <li>• Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>• Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul>

## Specific Emergency Response Plan A – For Mcleans Island Mountain Bike Park

<b>FIRE</b>	
<b>Initial Action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>Is there a risk/hazard posed for people or property?</li> <li>Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?</li> </ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"> <li>Record time; date; informant details; arrival of additional support; any treatment provided re patient information.</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>All involved are reminded that self-preservation is a priority in any response.</li> <li>People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.</li> <li>Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</li> <li>For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</li> <li>Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded.</li> <li>The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>Ensure an Event Incident Report Form is completed for any incident.</li> <li>Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>Feel free to attach additional information as required. It is</li> </ul>

	beneficial to keep a more detailed account of the incident in the event of a formal investigation.
--	--

**The chain of command and decision making**

The Race Director or ECAN Ranger will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the two listed here.

Position	Name
Race Director	Andrea Davis
Ecan Ranger	On the duty of the day

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at the start of each race

Risk Assessment of the current conditions; and

- a) Injury management statistics;
- b) Current weather predictions; and
- c) Other relevant event statistics (such as withdrawals, and complaints received etc).

**Contingency options**

We have assessed that there are four feasible contingency options available. These are:

**Option One – Rerouting the course**

If a tree is blocking the track on the day before this is easy to fix, if the weather is too windy we will not be racing.

**Option Two – Cancellation of the event**

As we found during Covid, a full cancellation of the event can occur one week before, however should a disaster occurs the event can be cancelled and notified by, web stie Facebook, email and text.

**Option Three – Suspend the event**

Delay the start by up to but not more than two hours.

### **Option Four – Shorten the event**

We announce on the day that the race will be shortened minimising the time of the elements.

### **Reconnaissance of alternative routes, sites and assessment of conditions**

The conduct of the reconnaissance is the responsibility of Race Director. The Reconnaissance Group will consist of Race Director and Event Management and other appropriate persons, the Rangers, where possible, who will jointly assess the situation and report to the Park Ranger for a decision.

### **Timings and early warning**

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The Race Director and Event Management will be responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event: This will be notified via , Web site, Facebook, Email and text.

- Event participants
- All event officials
- All event volunteers
- Sponsors
- Broadcasters
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel
- Security
- Event spectators

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

### **Weather forecasting**

Weather forecasts will be used by the Andrea Davis Race Director, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the Race Director, may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

## **Section 5: Evacuation Plan**

### **Aim**

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

### **Initiation of evacuation**

An evacuation will be signalled by radio and Cell phone call out to all Marshals as well as PA at the main Parking Area. The following people are authorised to initiate an evacuation:

- Andrea Davis Race Director
- Park Ranger on the Day with ECAN

### **Areas of responsibility**

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- Teacher and Parents are to head count their groups.
- Event Management is to head count volunteer staff
- ECAN staff is to head count their staff

### **Evacuation plans**

(add or delete where appropriate)

Site A

**See the Map of the Main Car park and Race HQ.**