# HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

## Event Day - Safety Check List (tick as completed ✓)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ***Coordinator*** | HARM Form completed | ✓ | ***CONTROLLER & COORDINATOR*** | Have read and understood the current Safety Management Plan (SMP). *Available from the ONZ website* | ✓ | ***Controller*** | List last minute information or specific hazards for start line briefing. | ✓ |
| | Communication and contact procedures passed on to all event officials | ✓ | | First aid / paramedic personnel known and listed. Location of 1st aid kit known. | ✓ | | Any specific action required due to weather | ✓ |
| | Hazard ID and Emergency Procedure notice completed and posted | ✓ | | | | | | |
| | Wide area map available for rural events (5km radius of the event area) | ✓ | | | | | | |
| | Keys to locked areas for expansive vehicle searches. | ✓ | | | | | | |

Associated Documents: Hazard ID Notice; Emergency Procedure Notice; Missing Person Procedure; ONZ Events Manual with Standard Operating Practises (SOPs)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Event Name** | North Island Secondary Schools Orienteering Champs, 25 – 27 April, 2024 | | | | **Date** | 25/04/2024 | |
| **Event description** | Foot: point to point | | | | **Start and finish times** | 1pm Thursday to 3 pm Saturday | |
| **Event Officials** (Name & Mobile no.) | **Controller** | Name<br>See details below | **Location** | ***Land Owner*** | See below | | |
| | **Planner** | See details below<br>Click or tap here to enter text. | | ***Event address*** | Various, see below | | |
| | **Coordinator** | See details below<br>Number | | ***Terrain Type*** | See below | | |
| | | | | ***Event Centre Grid Ref*** | See below | | |
| **Emergency shelter Provided?** | Tent | | | ***Toilet Facilities*** | Yes | **Water** *(on course)* | No |
| **Does the area have mobile reception** | No | | **Where is nearest reliable communication site** *(If no mobile reception)* | See below Event listing | | | |
| **Is there a PLB available?** (*if required for extraction location on course)* | Yes | | | | | | |
| **Paramedics:** *Is there a list of paramedics or a first aid provider available?* | Select Y or N | | **Medical & Emergency Facilities** *(Name, Location Ph Number)* | For the **Sprint**, the nearest medical facilities are at North Shore Hospital ED, 124 Shakespeare Road, Takapuna, Auckland OR Shore Care Urgent Care, Smales Farm 74 Taharoto Road, Takapuna, Auckland. For the **Long** & **Relay** events, a paramedic will be present in the Event Centre. | | | |

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Use a separate sheet for map location and access roads if required.

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## North Island Secondary School Champs 2024

Event Listing

| Event (dates, times, location) | Personnel | Mobile Ph reception (Y/N) | Comm site location | Location DetailsAddress, GR,Lat/long | Land Owner | Safety Bearing | Terrain Type |
|---|---|---|---|---|---|---|---|
| **Sprint**<br>25/04/24<br>1300 – 1500<br>AUT Akoranga Campus | C: **Mike Beveridge**<br>021 2324363<br>P: **Renee** Beveridge<br>021 02681218 | Y | Available | 90 Akoranga Drive, Northcote, Auckland 0627 | | South West to Akoranga Drive. | Campus |
| **Long Distance**<br>26/04/24<br>10:00– 16:00<br>Mairetahi Forest, South Head | C**: Geoff Mead**<br>021 02323969<br>P: **Alex de Beer**<br>027 5284140 | N | Cell phone reception on Wilson Road, about 500m up the hill from the event centre | Approx 250 Wilson Road, South Head<br><br>36.58285820086014, 174.3003417583861 | Mairetahi Forest | The event centre and finish are on a valley floor, the courses circle the event centre around the slopes of the valley.<br>The "safety bearing" is to head downhill to the valley floor. The map is bordered by Wilson Rd on the northern side, so a last resort safety bearing is to head north. | Moderate to steep plantation forest and open areas |
| **Relay**<br>27/04/24<br>10:00 – 13:00<br>Riverhead Forest | C: **Dave Middleton**<br>027 2916959<br>P: **Andrew Bell**<br>021 2541040 | N | Approx 1 km up Barlow Road (uphill) or along Ararimu Valley Road | Junction Ararimu Valley Road & Barlow Road<br><br>36.71003199513521, 174.5568812253207 | (Watercare) c/o W Mancer | **First Loop** - South to Barlow Road **Second Loop** North to Barlow Road | Flat to moderately steep pine forest with open areas |
| **Event Coordinators** | **Lisa Mead**<br>0211359631<br>**Jenny Cade**<br>0211882468 | | | | | | |

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## Event Hazards

| Hazard Identification & Management – include *significant hazards* only | | | | |
|---|---|---|---|---|
| **Eliminate [E]** by ensuring that the hazard no longer exists, or is no longer part of the activity;<br>**Minimise [M]** by doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant. | | | | |
| | **Significant Hazard** | **[E] [M]** | **Management Strategies** | **Whose Responsibility** |
| **Rural/Park Environment** | 1. Uneven ground, rooty and rocky ground, steep ground, unstable ground.<br>2. Cliffs/banks, pits, tomos, and trenches present.<br>3. Varying ground cover including; dense bush, undergrowth, and tree material which could be slippery and/or unstable when wet or rotten.<br>4. Possible collision with trees, and/or spiky branches.<br>5. Hazardous plants present.<br>6. Fences that are unstable, and hard to see.<br>7. Flooded and deep waterways<br>8. Wasps present.<br>9. Natural disasters; fire, earthquake, tsunami . | **M** | Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate. | Controller |
| | | **M** | Courses designed to illuminate hazards where possible in relation to the skill level of competitors. | Planner |
| | | **M** | Competitors notified of terrain hazards in event information. | Coordinator |
| | | **M** | Signage and tape used as appropriate in event area on day. | Controller |
| | | **M** | Get up-to-date site information from landowners. | Controller |
| | | **M** | Vegetation 'runability' and fences identified on map. | Controller |
| | | **M** | Competitors advised to consider eye protection. | Coordinator |
| | | **M** | Hazardous plants made known to competitors. | Coordinator |
| | | **E** | Plan courses to avoid flooded waterways and/or provide compulsory safe crossing places. | Planner |
| | | **M** | Known wasp nests marked on the maps and taped off. Courses designed to avoid them. Some areas should not be used at some times of year. | Controller |
| | | **M** | Display Emergency Procedure Notice, describing evacuation process. | Coordinator |
| | | **M** | Hard to see fences marked on map and taped to enhance visibility in the field. | Controller |
| | | | | |
| | **Risk:** anaphylaxis, sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm. Drowning. | | | |

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| | Significant Hazard | [E] [M] | Management Strategies | Whose Responsibility |
|---|---|---|---|---|
| Weather | 1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat. | M | Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely. | Controller |
| | | E | Participants clothing will be checked at the start line, and will not be allowed to start if found inadequate for the conditions. | Coordinator |
| | | M | Shelter provided at event centres. | Coordinator |
| | | M | Drinking water provided at appropriate intervals available on the course, or advise participants to carry water if this is not the case. | Controller |
| | | E | If necessary, notice of cancellation will be given on website or Facebook as soon as possible. | Coordinator |
| | | | | |
| | **Risk:** Injury from falling branches/trees, hypothermia or hyperthermia. | | | |
| People | 1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants.<br>2. Participant lost / leaving the mapped area.<br>3. Insufficient briefing.<br>4. Pre-existing medical conditions<br>5. Covid-19 virus transmission | M | Courses have been planned and controlled to cater for the varying levels of orienteering participants expertise | Planner and Controller |
| | | M | Registration process describes course types and terrain for participants to choose as appropriate. | Coordinator |
| | | M | A process allowing participants to declare their medical conditions. | Coordinator |
| | | M | Participants advised to carry a whistle at all times. This is compulsory for secondary schools' events | Coordinator |
| | | M | Wide area map available for use on searches. | Coordinator |
| | | M | Missing Person Procedures available. | Coordinator |
| | | M | Participant on-course times monitored. | Coordinator |
| | | M | Safety bearing advertised. | Coordinator |
| | | M | Participants will be informed of last minute and important issues at the start line. | Coordinator |
| | | M | It is mandatory to follow current covid-19 guidelines (as a minimum) published on the ONZ website https://www.orienteering.org.nz/covid-19/ | Coordinator |
| | **Risk:** Participants getting lost and/or exposed to hazardous weather conditions for too long.<br>Participants not knowing the existing hazards.<br>An existing medical condition causing harm while participating. | | | |

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| | Significant Hazard | [E] [M] | Management Strategies | Whose Responsibility |
|---|---|---|---|---|
| Equipment | 1. Fire caused by vehicles and equipment.<br>2. Electrocution<br>3. Trip hazard<br>4. Tents failing and equipment falling or blown about in strong winds. | **M** | Fire extinguishers available at every event in forest. | Coordinator |
| | | **M** | Cables are positioned and protected so they are not a tripping or electrical hazard | Coordinator |
| | | **M** | Tents and equipment inspected, fit for purpose and adequately anchored in the event of strong winds or equipment bumped into. | Coordinator |
| | | | | |
| | **Risk:** Fire.<br>Injury or serious harm caused by equipment. | | | |
| Built Environment | 1. Potential for traffic collisions between competitors and vehicles, or between vehicles (including bikes).<br>2. Collisions between people. | **M** | Traffic control measures have been put in place by a suitably qualified person. | Controller |
| | | **M** | Instructions have been issued regarding the road crossing procedure. | Coordinator |
| | | **M** | Competitors notified in event information and as part of briefing that public roads may be open and to be aware of vehicles. Where appropriate 'No timing' zones for competitors designed. | Coordinator |
| | | **M** | The road crossings will be manned to assist and ensure compliance. | Coordinator |
| | | **M** | Marshalls in parking area directing traffic as appropriate. | Coordinator |
| | | **M** | Warning signs for traffic and the general public. | Coordinator |
| | | **M** | Participants have been informed and warned of the presence of other land users, and to give due consideration to others. | Coordinator |
| | | **M** | Separating elites from children / elderly in time or space.<br>If possible, plan course to have the similar direction of flow, especially near start / finish or other high use parts of the map. | Controller |
| | | | | |
| | **Risk:** Injury caused by being hit by a moving vehicle (including a bicycle) or hitting another person. | | | |

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## Emergency Plan

Ensure everyone knows what to do in case of an emergency such as, where the emergency equipment is including; a communication device and first aid kit.

| | Equipment/people required |
|---|---|
| **Death:**<br>1. Controller assumes command role.<br>2. Keep others physically safe, and informed.<br>3. Police notified.<br>4. Treat body with respect and leave protected from elements but undisturbed for police investigation.<br>5. **Immediately e**nd the Event, evacuate all or as Police direct.<br>6. Request confidentiality from all involved so police can notify immediate family.<br>7. Organise Debrief and counselling.<br>8. Appropriate paperwork completed. Notify ONZ | • Mobile phone(s)<br>• A first aid provider in attendance. |
| **Major Injury (Head injuries, fractures, etc):**<br>1. Controller assumes command role.<br>2. Keep others physically safe and informed.<br>3. Call ambulance.<br>4. Protect scene.<br>5. Remove affected person(s) and discuss situation.<br>6. Organise debrief and counselling<br>7. Complete appropriate paperwork.<br>8. Notify ONZ. | • First aid kits. Whistles carried.<br>• A first aid provider in attendance.<br>• Emergency shelter/vehicle. Comms to Emergency Services. |
| **Minor injury/illness (sprains, eye injury, grazes, etc):**<br>1. First aid person assumes command role.<br>2. Provide first aid and shelter as required.<br>3. Keep others safe, and secure the area of the injury. | • First aid kits.<br>• Whistles carried.<br>• First aider attendance.<br>• Emergency shelter/vehicle. |
| **Medical condition arising:**<br>1. First aid person assumes command role.<br>**2.** Provide first aid and shelter as required.<br>**3.** Assist with administration of any medications.<br>**4.** Call ambulance if necessary.<br>**5.** Complete appropriate paperwork. | • First aid kits. Whistles carried.<br>• Personal medications. A first aider in attendance.<br>• Comms to Emergency Services. |
| **Weather related illness/condition:**<br>1. First aid given. Ambulance notified if necessary. | • First aid kits.<br>• Personal medications.<br>• Comms to Emergency Services. |

**FIRE, EARTHQUAKE, NATURAL DISASTER**

Note the following needs to be flexible and common sense should prevail depending on the situation.

1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role.
2. Ensure everyone is removed from immediate danger.
3. In an emergency dial 111 if this has not already been done.
4. Determine a safe assembly point and exit route as soon as possible (upwind from any fire).
5. Activate warning system by having cars, bikers or runners moving along safe roads and tracks continuously sounding car horns or air horns. They can collect participants en route and return them to the event centre of safe assembly point.
6. Exit Route should be determined according to the circumstances on the day, with signage if necessary.
7. Controller should ensure everyone accounted for and someone signs off participants as they leave.

## Sign Off

| Coordinator: | Controller: | Planner: |
|---|---|---|