



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Event Day - Safety Check List

Coordinator	HARM Form completed	<input checked="" type="checkbox"/>	Controller & Coordinator	Have read and understood the current Safety Management Plan (SMP). <i>Available from the ONZ website</i>	<input checked="" type="checkbox"/>	Controller	List last minute information or specific hazards for start line briefing.	<input checked="" type="checkbox"/>
	Communication and contact procedures passed on to all event officials	<input type="checkbox"/>		First aid / paramedic personnel known and listed. Location of 1st aid kit known.	<input type="checkbox"/>		Any specific action required due to weather	<input type="checkbox"/>
	Hazard ID and Emergency Procedure notice completed and posted	<input type="checkbox"/>		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Associated Documents</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Hazard ID Notice</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Emergency Procedure Notice</div> <div style="border: 1px solid black; padding: 5px; width: 15%;">Missing Person Procedure</div> <div style="border: 1px solid black; padding: 5px; width: 40%;">ONZ Events Manual with Standard Operating Practises (SOPs)</div> </div>				
	Wide area map available for rural events(5km radius of the event area)	<input type="checkbox"/>						
	Keys to locked areas for expansive vehicle searches.	<input type="checkbox"/>						

Event Name	NISS Orienteering Champs 2022 Long & Relay Events		Date	18 th July 22 (Long) 19 th July 22 (Relay)	Start and finish times	9.00am to 4.00pm
Event description	Forest Orienteering Event					
Long	Controller	Martin Crosby (Long) Ph: 021 757 014 Jeff Greenwood (Relay) Ph: 021 258 9991	Location	Event Address	Woodhill Forest, with access from Rimmer Road, then north (approx 10km) on Inland Road	
	Planner	Alina Grainger (Long) Ph: 021 166 7819 Jonty Oram (Relay) Ph: 021 214 7370		Landowner	Ngā Maunga Whakahii O Kaipara Ngahere Limited	
	Coordinator	John Parsons Ph: 020 4115 1414		Event Centre	GR or Latitude/Longitude: -36.641400, 174.301162 (Long) -36.627568, 174.292623 (Relay)	
Emergency shelter provided?	Yes (Campermatic, pop-up tents)		Toilet Facilities	Yes (Portaloos)	Water Supply	Yes (bottled water)
Does the area have mobile reception <i>(which provider is best?)</i>	No	Where is nearest reliable communication site	Satellite phone at Event Centre (tbc) Otherwise cell phone coverage at Wilson Road (tbc)			
Is there a PLB available? <i>(if required for extraction location on course)</i>	Yes					
Paramedics: <i>(is there a list of paramedics or a first aid provider available?)</i>	Yes	Medical & Emergency Facilities <i>(Name, Location Ph Number)</i>	Waitakere Hospital 55-75 Lincoln Rd, Henderson Phone 09 839 0000		Westgate Medical Centre 13E Maki Street, Westgate Phone 09 833 3134	



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

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

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;
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	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.	Coordinator
	M	Vegetation 'runability' and fences identified on map.	Coordinator
	M	Competitors advised to consider eye protection.	Coordinator
	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
	M	Controls placed to avoid hanging trees. Competitors warned not to run under leaning trees.	Controller
<p>Risk: Participants not knowing the existing hazards. Anaphylaxis, sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm. Risk of drowning.</p>			



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Weather	1. Severe or extreme weather conditions such as wind, rain, hail.	M	Weather forecasts, including wind speed reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		E	If necessary, notice of cancellation will be given on website or Facebook as soon as possible.	Coordinator
		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
Risk: Injury from falling branches/trees, or hypothermia				
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants. 2. Participant lost / leaving the mapped area. 3. Insufficient briefing. 4. Pre-existing medical conditions 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.	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.	Controller
		M	Event will 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. An existing medical condition causing harm while participating.				



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment.	M	Fire extinguishers available at every event in forest.	Coordinator
	2. Electrocution.	M	Cables are positioned and protected so they are not a tripping or electrical hazard.	Coordinator
	3. Trip hazard.	M	Tents and equipment inspected, fit for purpose and adequately anchored in the event of strong winds or equipment bumped into.	Coordinator
	4. Tents failing and equipment falling or blown about in strong winds.			
Risk: Fire. Injury or serious harm caused by equipment.				
Built Environment	1. Potential for traffic collisions between competitors and vehicles.	M	Courses have been designed to avoid road crossings.	Coordinator
		M	Marshalls in parking area directing traffic as appropriate.	Coordinator
		M	Participants have been informed and warned of the possible presence and illegal use of the forest by motorbikes and 4wd vehicles.	Coordinator
				r
Risk: Injury caused by being hit by a moving vehicle.				



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

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.

<p>Death:</p> <ol style="list-style-type: none"> 1. Controller assumes command role. 2. Keep others physically safe, and informed. 3. Police notified. 4. Treat body with respect and leave protected from elements but undisturbed for police investigation. 	<ol style="list-style-type: none"> 5. Request confidentially from all involved so police can notify immediate family. 6. Immediately call off the event. 7. Evacuate all or as Police direct. 8. Organise debrief and counselling. 9. Appropriate paperwork completed. 10. Notify ONZ. 	<ul style="list-style-type: none"> • Mobile phone(s). • A first aid provider in attendance.
<p>Major Injury (head injuries, fractures, etc.):</p> <ol style="list-style-type: none"> 1. Controller assumes command role. 2. Keep others physically safe and informed. 3. Call ambulance. 4. Protect scene. 5. Remove affected person(s) and discuss situation. 	<ol style="list-style-type: none"> 6. Organise debrief and counselling. 7. Complete appropriate paperwork. 8. Notify ONZ. 	<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • A first aid provider in attendance. • Emergency shelter/vehicle. • Comms to Emergency Services.
<p>Minor injury/illness (sprains, eye injury, grazes, etc):</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 		<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • First aider attendance. • Emergency shelter/vehicle.
<p>Medical condition arising:</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 3. Assist with administration of any medications. 	<ol style="list-style-type: none"> 4. Call ambulance if necessary. 5. Complete appropriate paperwork. 	<ul style="list-style-type: none"> • First aid kits. • Whistles carried. • Personal medications. • A first aider in attendance. • Comms to Emergency Services.
<p>Weather related illness/condition:</p> <ol style="list-style-type: none"> 1. First aid given. 2. Ambulance notified if necessary. 		<ul style="list-style-type: none"> • First aid kits. • Personal medications. • Comms to Emergency Services.

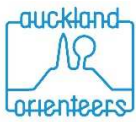
Fire, Earthquake, Natural Disaster

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. In an emergency dial 111 if this has not already been done.
3. Ensure everyone is removed from immediate danger.
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 or 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

<p>Coordinator:</p>	<p>Controller:</p>	<p>Planner:</p>
----------------------------	---------------------------	------------------------



HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Medical Resources

Identify who is available to help in case of a medical emergency and availability of emergency equipment, including: a communication device and first aid kit.

Equipment: 1. First Aid Kit. 2. AED (defibrillator). 3. Portable stretcher. 4. Communication radio.	Equipment: 1. Campermatic 2. Campermatic 3. Not required – vehicle access 4. Sattelite phone (tbc), Forest radio.	
Personnel at event trained/qualified to provide first aid: Paramedic in attendance.		•