



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="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #f9cb9c;"> <p style="margin: 0;">Associated Documents</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Hazard ID Notice</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Emergency Procedure Notice</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Missing Person Procedure</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">ONZ Events Manual with Standard Operating Practises (SOPs)</div> </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 Sprint Event		Date	17 th July 2022	Start and finish times	12.00 (midday) to 5.00pm	
Event description	Sprint Orienteering Event						
Event Officials (Name & Mobile no.)	Controller	Kieran Woods Ph: 021 023 80711		Location	Event Address	University of Auckland – Epsom Campus 74 Epsom Ave	
	Planner	Duncan Morrison Ph: 027 205 2804			Landowner	University of Auckland	
	Coordinator	Martin Crosby Ph: 021 757 014			Event Centre	GR or Latitude/Longitude: -36.882234, 174.767992	
	Emergency shelter provided?	Yes			Toilet Facilities	Yes	Water Supply
Does the area have mobile reception (which provider is best?)	Yes (all)	Where is nearest reliable communication site	Good cell phone coverage across venue				
Is there a PLB available? (if required for extraction location on course)	Not reqd.						
Paramedics: (is there a list of paramedics or a first aid provider available?)	Yes	Medical & Emergency Facilities (Name, Location Ph Number)	Auckland Hospital A&E 2 Park Road, Grafton 09 367 0000		Ascot Accident & Medical Clinic 90 Greenlane East Road, Greenlane 09 520 9555		

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



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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;

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 paths, kerbs, stairs, bollards, slippery surfaces when wet. 2. Stone walls/cliffs present. 3. Possible collision with trees, and/or spiky branches. 4. Fences that are hard to see, e.g. low chain fences. 5. Natural disasters; fire, earthquake.	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	Vegetation 'runability' and fences identified on map.	Coordinator
	M	Hard to see fences taped to enhance visibility in the field.	Controller
	M	Display Emergency Procedure Notice, describing evacuation process.	Coordinator
<p>Risk: Participants not knowing the existing hazards. Sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm.</p>			



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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
Risk: Injury from falling branches/trees, hypothermia.				
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants. 2. Insufficient briefing. 3. Pre-existing medical conditions 4. 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	Participant on course times monitored.	Coordinator
		M	Participants will be informed of last minute and important issues at the start line.	Controller
		M	A process allowing participants to declare their medical conditions.	Coordinator
	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.				



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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment.	M	Fire extinguishers available at event centre.	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	Coordinator
	4. Tents failing and equipment falling or blown about in strong winds.		of strong winds or equipment bumped into.	
Risk: Fire. Injury or serious harm caused by equipment.				
Built Environment	1. Potential for traffic collisions between competitors and vehicles (including bikes).	M	Traffic control measures have been put in place, including signage at entrances to warn motorists of runners crossing driveways.	Controller
	2. Collisions between people.	M	Competitors notified in event information and as part of briefing that roads and driveways in campus may be open and to be aware of vehicles.	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	If possible plan course to have the similar direction of flow, especially near start / finish or other high use parts of the map.	Planner and Controller
Risk: Injury caused by being hit by a moving vehicle (including a bicycle), or colliding with 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.

<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>
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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. Not required – good cell phone coverage	
Personnel at event trained/qualified to provide first aid: Paramedic in attendance.		•