

RISK MANAGEMENT PLAN

NAME: Clare Lynch – Sport Whanganui

DATE: 22nd June 2018

ACTIVITY/SITUATION: Whanganui Schools Mountain Bike Championships, Whanganui

Analysis	Description		
<p>UNDESIREDEVENT(S) Accident, injury, other forms of damage</p>	<ul style="list-style-type: none"> • Accident causing death • Accident causing injury • Accident without injury • Athlete behaviour damaging the reputation of the Sport • Vehicle damage or accident ☒ Loss of possessions eg athletes personal belongings, event equipment 		
<p>CAUSALFACTORS</p>	<p>People</p> <ul style="list-style-type: none"> • Inappropriate behaviour • Inadequate supervision • Unpredictable members of the public • Outsiders at venue • Participants unfamiliar with procedures and protocol • No pre warm up • Inexperienced volunteers • People on road • Participant goes off course/track • Participant not paying attention to traffic when transition from parking to the forest. • Poor Signage • Person over estimating skills and bike handling abilities. • Person riding in a dangerous manner. E.g., not keeping to the marked track, swerving deliberately so others fall off or crash into trees/ obstacles on course • Participant does not know the course or fails to follow the instructions given by event staff • Athlete not paying attention to the track markings. • Participants inexperienced for level of the track. • Spectators entering riding area and getting in the way. • Kids running around unattended and colliding with riders 	<p>Equipment</p> <ul style="list-style-type: none"> • Insufficient first aid • Inappropriate equipment/clothing • Inadequate means of communication • Lack of safety equipment at venue • Equipment not set up properly • Bikes not safe to ride • Inappropriate behavior riding bikes • Large number of bikes • Poor maintenance of bike. • Malfunctioning bike. (flat tyre, drop chain etc.) • Inadequate MTB gear including helmet, shoes, rain jacket • Poor signage around the area 	<p>Environment</p> <ul style="list-style-type: none"> • Unfamiliar location • Weather – hot or cold conditions • Lack of security at venue • Ground not maintained • Stones, debris, obstacles on track • Slippery surfaces • Steep, slippery terrain • High winds resulting in fallen trees or debris on the tracks • Excessive rain prior or during event

**RISK
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STRATEGIES**

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- Competent adults
- Rules as set by Sport Whanganui
- Team managers reminded to read instructions/rules to participants
- Schools to keep track of their own students and behaviour
- Officials to brief participants before event starts/before each race
- Experienced officials to control events
- Athletes are responsible for own warm ups/cool down
- Staff to assist parking cars/busses and support staff to get participants into the grounds
- There will be a lead biker and also a tail end Charlie for each race
- Marshals will be placed around the course with radios to ensure participants follow the correct course and to notify of any issues/injuries
- Event road signs will be in place to warn vehicles that there is an event on ahead.
- A marshal wearing a high vis vest will direct oncoming school vans and buses where to park and unload bikes
- In race briefing MC will mention to students and helpers to remain in forest and off road.
- Participants will have a wide starting area where they can spread out (35-40m). This will minimise the chances of crashes. Less confident riders will begin towards the back to minimise the chance of being crashed into.
- Participant will be told at the briefing that they are to remain on the marked track or otherwise being disqualified.
- Participants will be

- Adequate and appropriate first aid
- Carry a cell phone at all times
- Telephone access at venue
- Ensure public & competitors are made aware of "Out of Bounds" areas
- Ensure the gates of the security fence are shut
- Equipment set up by experienced staff
- Brief schools prior to event to bring spare clothes
- Schools/TIC to check bikes are in safe order for their participants to ride
- Marshals will be at various points on the course to inform participants of obstacles such as trees, roots etc. They will only move into the course if a participant signals for help or they deem that a participant requires assistance. They will also disqualify any attempt of cheating such as short-cutting.
- Participants are required to bring a functioning and safe bike. If not they will be advised not to ride it during the race. A fleet of Sport Whanganui bikes will be available to use if required.
- Wearing a correctly fitted helmet is compulsory. Instructions on how to fit a helmet will be given by MC on race briefing.
- Appropriate signage will be displayed at the race venue.
- The person or persons will be removed from the track into a safe area and first aid will be administered. If of a more serious nature, emergency services will be contacted and first aid commenced.
- If a minor fall, participants will have the discretion to continue the race. If major, first aid will be administered and assessment will be made as to what happens next e.g. hospital, ambulance, no further treatment.
- Tail end Charlie may be able to assist with minor

- Lock/secure all valuables
- Make sure participants are aware of the public presence at venue
- Frequent announcements regarding safety at the venue
- Check the course before the event
- The courses will be checked over by SW Staff on the morning before the start of the race to identify any potential risk. Participants will be made aware of any potential hazards. If there is debris that will cause a significant hazard the race will be cancelled.
- The race will be called off in the case of gale force winds.
- The athletes and helpers will be expected to take responsibility for where they are putting their rubbish.
- No smoking at all times
- In the case of torrential rain/bad weather, a call will be made at 7am on event day as to whether it is postponed. This decision will be communicated directly to schools via SW Staff, and also published on the SW website and Facebook.
- In case of fall or crash the person(s) involved will be removed from the course and first aid administered. If more serious, emergency services will be contacted and first aid commenced.
- If a minor fall participants will have the discretion to continue the race. If major, first aid will be administered and assessment will be made as to what happens next e.g. hospital, ambulance, no further treatment. If there is a section identified during the race that is causing concern the race director has the discretion to adjust the course as required. This include calling off the event.

asked to take care when getting on and off their bike during the race briefing. They will also be warned of any possible hazards that may be present on the day.

- Maps of the course will be provided to all teachers and coordinators before the event and at the event for athletes and teachers to check over. The course will be explained to athletes at the briefing which is compulsory to attend.
- Marshals will be at points of hazard such as steep hills or turn offs. Tape and cones will signal courses where unclear
- Participants will be encouraged to practice the trails mapped out prior to race day in their free time to get to know the course, and will also have time to practice ride on event day.
- In race briefing everyone will be told that the forest is a strictly nonsmoking area.
- Course will clearly be marked off so as spectators remain out of harm from riders.
- A wide start and finish area will be created to give space to participants.
- A safety briefing will be held before the race start that will inform the participants of what to do in case of emergency. Contact emergency services if required and commence first aid.
- If a participant goes off course, a marshal will direct them back into the course. If person goes missing, the course vehicle will be sent to locate the person and direct them back to the course or escort them

repairs but there is no guarantee. If the athlete cannot complete the race, tail end Charlie person will radio coordinator. The emergency car will be sent out to pick up malfunctioning bike and student.

		<p>back to the event headquarters. If deemed missing after a search by adult helpers who know the park well, the police will be notified.</p> <ul style="list-style-type: none"> • There will be a lead rider for each event and a tail end Charlie • In case of emergency a first aid qualified and designated person will be sent to assess. If severe case Emergency services will be contacted immediately. The event director will secure the area to ensure the safety of others. It is at their discretion if the race will continue. Police and emergency services will control the scene and contact the necessary people. • First aid will be administered and an assessment will be made from the initial first aid person. E.g., ambulance, hospital, taken back to school, contact required services etc. • Participants will have a marshal at the mount/dismount area that will verbally guide through the transition if required. Participant will be expected to take their own precautions. 		
	E M E R G E N C Y	<ul style="list-style-type: none"> • STOP! Assess the situation • Apply first aid if necessary • Call for help if needed - Ambulance/Fire/Police • Evacuate if necessary • Head count/roll call • Keep group calm - counsel/comfort • Change, modify or abandon plans • Do not talk to any MEDIA (refer them to Event Manager) 		

<p style="text-align: center;">RELEVANT INDUSTRY STANDARDS APPLICABLE</p>	<ul style="list-style-type: none"> • Appropriate safety equipment
<p style="text-align: center;">POLICIES AND GUIDELINES RECOMMENDED</p>	<ul style="list-style-type: none"> • Rules clearly communicated with all schools and participants • First Aid Kit ~ Schools responsibility plus Sport Whanganui will have kit and ice on site with an allocated first aid person/area • St John Ambulance personnel – not on site. Emergency vehicle tagged for this event. Easy access to venue. Hospital very close to venue – 8 mins drive. • Knowledge of participants medical conditions - this is the responsibility of Team Managers/school teachers in charge.
<p style="text-align: center;">SKILLS REQUIRED BY OFFICIALS</p>	<ul style="list-style-type: none"> • Good group management skills • Knowledge and use of cell phone • Understanding of the event and their role

Event Manager: Clare Lynch – Sport Whanganui

Event Coordinator: Glen Haden – Wanganui Mountain Bike Club

Date: 22nd June 2018

CRISIS MANAGEMENT PLAN SERIOUS INJURY SCENARIO

STOP THINK ASSESS – Call 111?

1. Safety of Self
2. Safety of Group
3. Safety of person/s involved



DELEGATE

1. Sport Coordinator/Teacher in Charge to manage their group – warmth, shelter, food, fluids, reassurance. Groups to remain in vicinity until told otherwise by Event Manager.
2. Event Manager and Sport Whanganui staff staff to manage the situation.
3. At least two messengers as needed



GATHER INFORMATION

1. Establish circumstances and medical history/needs, if any.



MAKE A DECISION

1. Call 111 (if not done already)
2. Event suspended until further notice by Sport Whanganui
3. First aid responder to assess and apply emergency first aid as appropriate.
4. If a fatality situation occurs, refer to Fatality plan.
5. Relinquish effort to emergency services upon arrival.



COMMUNICATE

1. Ask staff member of school involved to notify principal (this may occur earlier)
2. Keep group reassured and informed
3. Anyone with first aid experience to liaise with first aid responder and swap roles or help if appropriate and asked
4. Nobody to talk to media – Event Manager or Sport Whanganui Management will release a statement to the media if appropriate



EVACUATE/RESOLVE

1. Sport Whanganui to inform sports coordinators/teachers in charge when they can leave or whether the event may continue.



DEBRIEF

1. Sport Whanganui and Event Provider to debrief
2. Incident report and review

Event Safety Briefing Template

Event Personnel	
Who is the event manager?	Clare Lynch – 027 370 7226
Who are the event staff?	Glen Haden (event coordinator), Nicky Malipaard, Amie Back
Who is the facility contact?	Clare Lynch – 027 370 7226

First Aid	
Who is lead first aider?	Nicky Malipaard - 021 246 6184
Who are other first aiders?	Schools/teachers in charge
Where is the first aid post/area?	Next to registration tent
How can first aid be contacted?	Cellphone/ radio

Building Evacuation	
Where are the building exits?	N/A
What is the assembly point?	

Site Hazards	
Identify known hazards.	Terrain, tree roots, steep terrain, slippery areas, large number of bikes, cars and buses
Procedure to report hazard.	Report to staff at registration tent to record/act on

Communication	
How do you contact the event manager?	Cell phone or radio Clare Lynch – 027 370 7226
Who do you contact if you cannot reach them?	Nicky Malipaard - 021 246 6184
Use of communication equipment (if provided).	Cell phones/Radios
Any communication difficulties (i.e. blackspots).	Range may be limited for radios on course due to forestry area but cellphones work in all areas

Schedule	
When will the event start?	Schools will arrive from 9am. First race at 10am
When will it finish?	2:15pm prizegiving. Event will finish at 2.30pm.
When should staff/volunteers leave their post?	When tail-end Charlie of last race comes past them, they will be told they are able to leave their post.
What to do if participants are overdue.	If participants are deemed to be taking too long they will be pulled from the course. Decision made by event manager

Participants	
Safety equipment requirements.	Participants will be told at the briefing that they are to remain on the marked track or otherwise disqualified. Participants will need a helmet, a fully functioning bike and covered shoes. This will be enforced and checked at the start line.
How we will account for all participants finishing safely.	SW staff will check the course the morning of the event to identify any risks. Participants will be made aware of any potential hazards. If there is debris that will cause a significant hazard the race will be cancelled. Tail-end Charlie/sweeper cyclist who will cover the course to insure no accidents and all participants are off the course.
Supervision (for youth).	Teachers/Schools are in charge of all participants they bring and up to them to provide enough supervision for their kids for entire day.
Adult ratio (for youth).	

Event Areas	
Where is registration?	Next to finish line under Sport Whanganui gazebo.
Where can water be accessed?	Water containers will be available at the end by the finish line
Where are the toilets?	1x portaloos
Where is the parking?	Right hand side of Pauri Domain Road – <u>Do not</u> park on prison side of the road.
Designate any other relevant areas (i.e. transition).	Parking will be coned out for school buses/van to park and unload bikes and children.
Designate any relevant boundaries.	Course will be marked out for participants to follow with marshals on course also.
Where are spectator areas?	Around finish line and where participants enter the first part of the course. Limited spectator areas on course.
Where are the access points?	Pauri Domain Road.
Where can emergency vehicles access the area?	Pauri Domain Road- event/emergency vehicle will be onsite.

Weather	
What is the weather forecast?	<i>Will be updated closer to event.</i>
How could it affect the event? What weather conditions will change the delivery of the event?	Wet weather could make course slippery/muddy. Wet and cold conditions could cause participants to get hypothermia. Adverse conditions will cause the event to be postponed to back up day. The race will be called off in the case of gale force winds due to the risks of trees falling. In the case of torrential rain/bad weather, a call will be made at 7am on event day as to whether it is postponed. The decision will be communicated directly to schools via SW staff and also published on the SW website and Facebook.

Traffic Management	
What traffic restrictions apply?	None, the course is all off road. There will be signs that read 'EVENT' on Pauri Road leading up to the mountain bike park to warn vehicles.
Who is the STMS?	
What period will traffic control apply to?	

Accident Procedure	
How to report an accident.	Report to registration tent to record/act on
How an accident will affect your event role.	Accident on course may need to delay the start of upcoming races or change of route. Debris may need to be cleared from course also delaying racing. A serious accident may cause cancellation of event.

Lost Participant	
Procedure to report.	Report missing participant to event manager.
Action to take.	Event manager to contact tail end Charlie or appropriate event staff to search course. If person goes missing, the course vehicle will be sent to locate the person and direct them back to the course or escort them back to the event headquarters. If deemed missing after a search by adult helpers who know the park well, the school and police will be notified as per discussions with event manager and teacher in charge from the school.
Collection point (youth).	Registration tent (Sport Whanganui gazebo)

People With Disabilities	
Additional safety actions required.	
Differences in access, ingress or egress areas.	
Additional participant specific safety information.	