

Event Safety Briefing – WSS Cross Country 2020

Event Personnel	
Who is the event manager?	Annette Cox from Sport Whanganui – 027 251 9302
Who are the event staff?	Clare Lynch (SW), Shaan Stuart (SW), Jorja Bramley (SW), Alec McNab (WCS)
Who is the facility contact?	Alec McNab. Contact number: 021 421 145

First Aid	
Who is lead first aider?	Clare Lynch – 027 3707226. Annette 0272519302
Who are other first aiders?	School teachers - own students
Where is the first aid post?	Under main SW tent at finish line
How can first aid be contacted?	Clare Lynch – 027 3707226 Annette 027 2519302

Building Evacuation	
Where are the building exits?	The event is out on the WCS golf course so we will not be in any buildings at all.
What is the assembly point?	Centre of WCS Golf course

Site Hazards	
Identify known hazards.	Course could be slippery if it is wet, tree branches and roots on course, small drains, steeplechase hurdle, rope/tape and pig tails marking off the course.
Procedure to report hazard.	Hazard register at main tent – will be reported to WCS as well. Reported and discussed at the Sport Whanganui Health & Safety meeting.

Communication	
How do you contact the event manager?	Annette Cox Mobile: 027 2519302
Who do you contact if you can not reach them?	Clare Lynch Mobile: 027 370 7226
Use of communication equipment (if provided).	Cell phones
Any communication difficulties (i.e. blackspots).	-

Schedule	
When will the event start?	12.30pm
When will it finish?	3.00pm
When should staff/volunteers leave their post?	Once the last race has finished or otherwise notified by event manager.
What to do if participants are overdue.	Participants are responsible to follow the programme/timetable, report 5 mins prior to their race and get to event on time.

Participants	
Safety equipment requirements.	First aid kit and ice on site.
How we will account for all participants finishing safely.	All schools must hand in an updated list of participants that are there on the day. Head count at the start line. Students will be accounted for at the end of their race to ensure this matches up with the initial head count and entries. Schools responsibility to roll check throughout the day and ensure their students leave the venue safely at the end of the day.
Supervision (for youth).	Teachers in charge - As per school ratio
Adult ratio (for youth).	As per school ratio. Schools to determine how many adults accompany the number of students they bring to the event.

Event Areas	
Where is registration?	Registration for the event is submitted before the day, the briefing will be over the sound system at 1.00pm and 2.00pm. Schools will remain in their seated designated areas.
Where can water be accessed?	Schools have been told to bring their own water bottles and ensure they are full. There will be no shared water containers available due to Covid-19 Level 2.
Where are the toilets?	Only Whanganui Collegiate School participants are permitted to use the WCS toilets & changing rooms. All other schools will need to use the double portaloo provided, hand sanitizer and disinfectant wipes available at all times and cleaning measures in place throughout the event.
Where is the parking?	Streets surrounding WCS but buses and schools need to park on Grey Street.
Designate any other relevant areas (i.e. transition).	-
Designate any relevant boundaries.	Must stay within WCS Golf course grounds for entirety of event. All students must be seated in their designated school areas unless racing and will be dismissed from the venue in intervals after their race.
Where are spectator areas?	There are NO spectators allowed due to Covid-19 Level 2.
Where are the access points?	Grey Street only – this is the only entry and exit point for the event.
Where can emergency vehicles access the area?	Through Grey Street entrance, past the tennis/netball courts and onto the golf course area/field.

Weather	
What is the weather forecast?	MON, 24 AUG. HIGH: 16°C. Low: 9°C. Rain with north westerlies. Issued: 12:15am Wed, 19 Aug 20 Rainfall exceedance probability forecast 1+ mm: 98% 10+ mm: 29%
How could it affect the event?	Depending on severity of weather conditions, it could delay or cancel some/all events. Unlikely though.
What weather conditions will change the delivery of the event?	High winds, severe rain. Extreme cold or hot temperatures.

Traffic Management	
What traffic restrictions apply?	-
Who is the STMS?	NA
What period will traffic control apply to?	-

Accident Procedure	
How to report an accident.	Accident register at main tent, please report the accident to Annette Cox who will deal with it. Also will be followed up on at the Sport Whanganui Health & Safety meeting.
How an accident will affect your event role.	Depending on severity, it could delay or cancel some/all events.

Lost Participant	
Procedure to report.	Notify event manager and sports coordinator/TIC asap.
Action to take.	Record at main tent, sports coordinator/TIC and Annette Cox to work together to locate or contact school.

Collection point (youth).	Main tent.
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People with Disabilities	
Additional safety actions required.	Same as above.
Differences in access, ingress or egress areas.	-
Additional participant specific safety information.	-

RISK ANALYSIS AND MANAGEMENT SYSTEM

Risk Analysis Management System

Event/Activity	Whanganui Secondary Schools Cross Country – held at Whanganui Collegiate School, Whanganui
Date	Monday 24 th August 2020

	Injuries	Allergies	Equipment
	Health	Pandemic – Covid-19	Vehicle/Golf Cart Damage or Accident
	Broken limbs, bruising, lacerations, head injury, cut foot, bee sting, sprains, rolled ankles		Obstacles on course

DANGERS	People	Equipment	Environment
	Disregard for self/others	Personal Property	Temperature
	Injuries	Organisers equipment	Environmental Damage
	Medical Conditions	Inappropriate use	Medical Access
	Illness	Damage to property	Weather
	Spectators	Loss of property	Slippery surfaces
	Inappropriate behaviour	Poor cell phone coverage	Steep/uneven terrain
	Inadequate supervision	Unsuitable first aid	Poor cellphone coverage
	No pre warm up	Inappropriate equipment/clothing	Weather – hot or cold conditions
	Inexperienced volunteers	Lack of safety	Vehicles are to driven slowly and carefully around the
	People in any vehicles, golf carts or mobility scooters	Moving vehicles/mobility scooter during the event.	
	Pandemic – Covid-19		

RISK MANAGEMENT STRATEGIES	Safety Precautions (Things to be aware of to help eliminate dangers)	<ul style="list-style-type: none"> - Refer to and adhere to rules on the day. - Brief all people to be aware of all other people and themselves - Students/Team manager to carry required medication. - Team manager to be aware of students' medical conditions. - Report any incidents / accidents as soon as possible. - Good supervision and adequate ratios. - Understand all emergency/fire evacuation plans. - Good planning and preparation of event - Informative & clear race briefing. - All volunteers and marshals know safety aspects of their station and their role. - All volunteers and marshals aware of emergency protocols, and what is required of them. - Cell phone available to call out in an emergency. - 1x trained first aid person available. - All staff aware of their roles, outcomes of day/event. - TICs/school team managers to read instructions/rules to athletes and ensure they are all clear. - School TICs/team managers to keep track of own students & behaviour and ensure they are seated in their designated school areas unless racing. - Athletes are responsible for their own warm up/cool down. - Below is the plan in place for the covid-19 pandemic and restrictions to the event. 	<ul style="list-style-type: none"> - Leave personal items with team manager. - Hand in all lost property to the event organisers. - Permission must be obtained when using equipment that is not yours. - Course checked prior to event. - Footwear check. - Students to bring their own food and water /bottles. - All marshals in hi-vis vests. - Emergency protocol/procedures in place. - Organise adequate first aid – 1 person on site with first aid certificate and schools responsible for their own students. - No spectators allowed due to Covid-19 Level 2 restrictions. - Sport Whanganui staff only to use allocated golf cart/vehicle – if it is needed to get around the course. - Mobility scooter to be used by Alec McNab only. 	<ul style="list-style-type: none"> - Easy access available for medical services. - Start and finish areas are clear. - Course clearly marked. - Rubbish to be placed in bins or taken away with you at the end of the day. - Out of bounds areas clearly marked. - Clear briefing before races start. - Facility inspection. - Fire evacuation/exit awareness. - Emergency vehicle tagged (Sport Whanganui vehicle). 	
		Emergency	1 st aid kit on hand	Cell phone available	All assemble on Whanganui Collegiate school golf course in an emergency
			Trained 1 st aid person on site	Emergency Access	
			Officials can withdraw competitors if they deem their health is at risk	Whanganui Hospital in very close proximity (5 minute drive)	
			Marshals to communicate with Annette Cox.	Sport Whanganui vehicle tagged as emergency vehicle	AED Whanganui Collegiate School – Admin Mailroom

PANDEMIC – Covid-19 Level 2 restrictions:

Schools will arrive at different times (these times have been sent to out to them) and the timetable has been amended to ensure the gathering of people is never over 100 people.

All schools will have their own designated seating area 2m apart from other schools. Girls arrive at the venue and race first, after their race they will return to their seating area and will be released from the venue in staggered intervals.

All girls will have departed the venue by 1.35pm.

The boys will then arrive at staggered times and sit in their designated school areas. Concluding the boys race, they will return to their seating area and released from the venue in staggered intervals.

An accurate list of participants and staff on site will be handed into Sport Whanganui on arrival for accurate contact tracing purposes.

All participants and staff will sanitise their hands on arrivals and departure. They will also be given sanitizer and alcohol wipes at each of their school seating areas to use throughout the event.

All schools must number their athletes on their right lower arm and lower leg with their allocated number prior to arriving at the venue.

All participants must bring their own food and water bottle to the event with water in it. There will be no food for sale or shared water containers to fill bottles on site.

Only Whanganui Collegiate School athletes are permitted to use the school toilets and changing rooms. A double portaloo will be on site for the use of all other schools with strict sanitizing and cleaning measures in place.

All athletes will arrive at the venue in the clothes they wish to race in.

Only essential staff from each school are to accompany the athletes on the day of the event. No spectators are to enter the venue.

There will be no prizegiving ceremony at the completion of the races/event.

Anyone feeling unwell must not attend the event.

Helpers/Volunteers on the Day of the Event

Who	No. req	Names
Organizing Staff	5	Event Organiser: Annette Cox. Asst: Clare Lynch Sport Whanganui staff: Jorja Bramley & Shaan Stuart. Alec McNab – Whanganui Collegiate School (host school).
School adult volunteer	1 per local school or as per school ratio	See name(s) on entry form.
Students	3	3 WCS students to help at results tent.
TIC/ team manager	1 per school or as per school ratio	See name on entry form.
Medical	1	Trained First Aid personnel – SW staff member. Teacher in charge from each school is to come prepared with first aid kits and any specific medical supplies required for their own students.

Evaluation

Cross country is a low risk event.

Students are asked to follow all safety procedures and rules on the day including all measures and restrictions that have been put in place due to running this event at Level 2.

Team managers are responsible for the behavior and whereabouts of your students on the day. Please send the appropriate number of supervisors for the number of students you have participating.

There will be a trained first aider on site from Sport Whanganui but schools are responsible for their own students and must bring first aid kits and any medical supplies required by their students e.g. Asthma inhaler.

Students will be competing in the confines of the course so there is no traffic management plan required.

There will be vehicles and buses/vans on Grey Street when schools are arriving and leaving the venue. Teachers need to guide students safely to and from the venue (parking on Grey Street).

A school representative(s) must supervise all teams. The representative(s) of the school is at the school's discretion. Schools must send the appropriate number of supervisors for their students based on the schools EOTC of staff/student ratio. In the event of implementing crisis management procedures, the school representative will be the liaison person for your school and the Event provider.

Representative(s) from schools to monitor student behavior throughout the day. Make sure school representatives have their own first aid supplies to deal with cuts, scrapes and bruises. Ice packs are also recommended but will also be available. In the event of an emergency, Annette Cox (Event Manager) will execute the crisis management plan. Each school must have a representative on site for Annette Cox to liaise with.

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 Organisers - Sport Whanganui RSD. Event Organiser Annette Cox 027 2519302.
2. Sport Whanganui staff (RSD)/Event Provider 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 RSD/Event provider
3. First aid responder to assess and apply emergency first aid as appropriate.
4. 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 – RSD or Event provider will release a statement to the media if appropriate



EVACUATE/RESOLVE

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



DEBRIEF

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