

Southern School Tour 2017

1. Risk Management

Effective Risk Management applies a clear process to identify risks, sets an acceptable level for risk and takes steps to keep risks at that level. Risks are managed by assessing potential consequence and likelihood of occurrence and working out a clear action and response plan.

The Event, so far as is reasonably practicable, must ensure the health and safety of its workers and that other people are not put at risk by its work.

1.1 Risk Identification Policy

It is the events policy to identify risks in the event. Identified risks are then assessed for the likelihood of consequences (risk), managed and then monitored.

1.2 New Risks

Any new risk identified at any time prior to or at the event should be reported to the Race Director who will make a note of it, direct any control and review it as part of the post event debrief process.

Volunteers, officials and event staff may need to make quick decisions regarding risks and take quick actions to manage and avoid escalation of the situation. Where possible the Race Director should be notified to authorise these changes. In some cases event personnel may have to use common sense to deal with a given situation.

These instructions form part of event personnel briefing.

1.3 Review Process

After the event a review is conducted to ensure that risk controls in place were effective and to review any new risks identified. Key Staff are involved in this process.

Key Staff are provided with an Event Improvement Form to record any further feedback.

1.4 Consequence of Risk

Operational: Operational risk can be defined as the risk resulting from inadequate or failed procedures, systems or policies in the planning and or delivery of the event. Includes Health and Safety.

High

Operational: Considered major risk to the delivery of the event that could result in the cancellation or major alteration to the programme or event planning. Includes any major health and safety incident that results in a fatality or serious harm.

Moderate

Operational: Considered moderate risk to the delivery of the event that could result in the delay or moderate alteration to the programme or event planning. Includes any moderate health and safety incident that results in a moderate injury or harm.

Low

Operational: Considered low risk to the delivery of the event that could result in minor delay or alteration to the programme or event planning. Includes any minor health and safety incident that results in a minor injury or harm.

1.5 Likelihood of Hazard

Highly Likely

75 - 100% likelihood that it will occur
Circumstances are highly likely to arise often
Expected frequent/regular occurrences

Likely

35 - 74% likelihood that it will occur
An above average chance that this risk will occur
Likely to occur more than once, but not an 'every day' occurrence

Possible

0 - 34% likelihood that it will occur
A remote or small chance of occurrence
Likely to occur at least once, but not expected to occur much more than this

1.6 Determining Risk Level

Risk level is determined by combining the CONSEQUENCE and LIKELIHOOD.

	Highly Likely (3)		
LIKELIHOOD	Likely (2)		
	Possible (1)		
		Low (1)	Moderate (2)

Key: Low Risk (1-2) Moderate Risk (3-4) High Risk (6) Extreme Risk (9)

1.7 Escalation of Risk

There is an agreed process to follow once Risks Levels have been identified.

Low Risk

Awareness by the appropriate Management Team member

Moderate Risk

Raised to the Event Director

High Risk

Raised to Event Director who will discuss with appropriate Management Committee members

Extreme Risk

Raised to Event Director who will discuss with appropriate Management Committee members. Cycling New Zealand Schools Representative and Chief Commissaire to be involved.

1.8 Risk Register

Risk ID	RISK CATEGORY	RISK	CONSEQUENCE 3 – High 2 – Mod 1 - Low	LIKELIHOOD 3 – Highly Likely 2 – Likely 1 - Possible	OVERALL RISK RATING September 2016	CONTROLS	RESPONBIITY	MINIMISED/ ELIMINATED
1	Operational	Adverse weather on the event day creating a safety hazard and disruption to the event.	3	2	6	<p>Monitor Met Service website.</p> <p>Provide a weather update at Team and Official meetings</p> <p>Schools to provide shelter for competitors.</p> <p>Event to provide shelter for officials</p> <p>Provide instruction to event participants about safe riding techniques in adverse weather conditions.</p> <p>Ensure Contingency plans are in place.</p>	Event Director	Minimise
3	Operational	Excessive heat leads to heat stress and heat illness	3	1	3	<p>Monitor Met Service website.</p> <p>Ensure a water supply is available for participants.</p> <p>Shelter available for competitors at Criterium and Road Race</p> <p>Event to provide shelter for officials</p> <p>Ensure Contingency plans are in place.</p>	Race Director Site Director Schools	Minimise
4	Operational	Poor visibility creating a safety risk for participants and event	2	2	4	<p>Event conducted during daylight hours.</p>	Race Director Volunteer Director	Minimise

		personnel (e.g. fog, poor light)				<p>Event personnel to wear fluorescent vests while on road.</p> <p>All support vehicles to have headlights on.</p> <p>Provide instruction to event participants about safe riding techniques in poor visibility conditions.</p> <p>Ensure Contingency plans are in place.</p>		
7	Operational	Inadequate waste management resulting in damage to reputation and/or injury	1	1	1	<p>Additional wheelie bins and extra bin liners provided and positioned for easy access during the event</p> <p>Schools requested to ensure designated areas are kept clean</p> <p>Riders reminded on littering rules</p> <p>Course and site inspections conducted before vacating event site</p>	<p>Site Director</p> <p>Race Director</p> <p>Schools</p>	Eliminate
9	Operational	Event Personnel being hit by vehicles during setting up and dismantling of event infrastructure	3	2	6	<p>Event Personnel to wear fluorescent vests during all set up and pack down</p>	<p>Race Director</p> <p>Site Director</p>	Minimise
10	Operational	Vehicles and event participants conflicting in car parking areas or at start and finish locations	2	2	4	<p>Parking plan developed for start and finish areas to minimize potential conflict between event vehicles and riders before and after the event</p>	<p>Site Director</p> <p>Race Director</p> <p>Volunteer Director</p>	Minimise

						No parking zones implemented and communicated to participants.		
11	Operational	Public vehicles and event participants conflict on course resulting in injury to participants	3	2	6	<p>Traffic Management Plan (TMP) prepared by accredited traffic control contractor. Approved and signed off by Marlborough Roads</p> <p>Traffic controlled on the event course by accredited traffic controllers or marshals in accordance with the TMP</p> <p>Letters sent to local residents</p> <p>Signed lead and follow vehicles provide a warning to approaching traffic and protection for riders</p> <p>Provide briefing and instruction to event participants on safe racing requirements</p>	Race Director Chief Commissaire	Minimise
12	Operational	Official Event support vehicles conflicting with participants resulting in injury	3	1	3	<p>Official Event support vehicles under the direction of the Commissaire via radio contact.</p> <p>All drivers are briefed prior to the event.</p> <p>Schools advised that no personal rider support vehicles permitted on the course.</p>	Volunteer Director Chief Commissaire Schools Race Director	Minimise
13	Operational	Support vehicles conflicting with other	3	1	3	Official Event support vehicles under the direction of the Commissaire via radio contact.	Volunteer Director Chief Commissaire Schools	Minimise

		vehicles or members of the public				<p>Support vehicles required to drive with headlights on.</p> <p>Vehicles are to apply caution when approaching 'blind' corners and to choose safe sections of road and alert riders when overtaking.</p> <p>Vehicles are required to adhere to road rules unless under the direction of the Police.</p> <p>All drivers are briefed prior to the event.</p>	Race Director	
14	Operational	Event participants injuring themselves by falling off their bicycles or crashing into each other	3	3	9	<p>Entries/Riders are endorsed by schools as schools must enter riders.</p> <p>Schools agreeing to event waiver.</p> <p>Riders' responsibility to be familiar with the rules of racing available on event website.</p> <p>Provide briefing and instruction to event participants about safe riding techniques.</p> <p>Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint.</p> <p>First Aid Officers on site and contactable and accessible throughout the event.</p>	Race Director	Minimise

					6	Emergency Response Plan in place		
15	Operational	Event Participants crashing as a result of hazards or obstacles on the course	3	2	6	<p>Course inspection to identify all hazards and obstacles and minimize where possible (e.g. sweep debris, indicate potholes etc.).</p> <p>Provide briefing to riders on potential hazards and obstacles</p> <p>If warranted, race can be neutralised through areas of potential hazard.</p>	Race Director Chief Commissaire	Minimise
16	Operational	Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc.	3	2	6	Rider Information and/or event website advises participants that it is their responsibility to ensure that their bike is kept in good working order.	Schools	Minimise
17	Operational	Grade or group of participants is too large for the course / venue increasing the risk of crashes	2	1	2	Reduce or limit participant numbers per grade or group as appropriate for the event course.	Race Director	Eliminate
18	Operational	Skill, age or fitness level of participants too low for the course or conditions causing participant to be a risk to themselves or others	3	2	6	<p>Minimum age is applied.</p> <p>Participants ride within set age groups.</p> <p>Event only receives entries from Schools, not individuals.</p> <p>All teams have a manager present</p>	Event Director Race Director Chief Commissaire	Minimise

						<p>Provide briefing to riders on safe riding practices in relation to course conditions.</p> <p>If conditions warrant it, modify the course (subject to modifications meeting permit conditions) or delay, postpone or cancel the event.</p>		
19	Operational	Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications	3	2	6	<p>Riders responsibility to be familiar with the rules of racing</p> <p>Riders are distinguished by a racing number.</p> <p>Race rules detailed on Cycling NZ Schools website.</p> <p>Pre-race briefing details race rules and conditions.</p> <p>Non-compliant competitors face warning, disqualification and/or fine issued by race officials.</p> <p>Racing stopped in cases of ongoing offenders.</p>	Race Director Chief Commissaire	Minimise
20	Operational	Support vehicles not complying with event rules and requirements resulting in accident, injury, damage to reputation, financial and/or legal implications	3	1	3	<p>No personal support vehicles permitted to follow the race.</p> <p>Riders associated with offending vehicles can face warning, disqualification and/or fine issued by race officials.</p>	Race Director Chief Commissaire	Minimise

21	Operational	Unexpected adverse traffic conditions (which may vary during the event) pose a safety risk to participants	2	1	2	<p>Chief Commissaire and Race Director able to be contacted by radio and/or mobile phone.</p> <p>Low use roads have been selected for courses.</p> <p>Letters send to local residents on course.</p> <p>Consult with traffic management provider if any changes are appropriate.</p> <p>If conditions warrant it, delay, alter, postpone or cancel the event.</p>	Race Director Chief Commissaire	Minimise
22	Operational	Grades or categories of riders merge, overlap or overtake each other causing riders to crash or conflict with vehicles	2	1	2	<p>Apply a time gap between grades or categories to minimise risk of groups overlapping.</p> <p>Chief Commissaire and Race Director able to be contacted by radio and/or mobile phone.</p> <p>Limit group sizes in accordance with the nature of the course</p> <p>Should the situation of merging grades or categories occur, plan to neutralize the slower moving group until the faster group has passed.</p>	Race Director Chief Commissaire	Minimise
23	Operational	Participant going the wrong way on the course causing risk to	2	1	2	Event course made available to all participants pre-race.	Race Director	Minimise

		others or risk of getting lost				<p>Provide pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity.</p> <p>Ensure lead vehicle driver is aware of the course</p>		
24	Operational	Participants are left stranded on the course	2	1	2	<p>All riders are briefed to report to an official if they abandon the event.</p> <p>Ensure that the driver of the sweep vehicle (if available) is briefed on remaining behind the last rider in the race and they pick up any participants (or advise of their location) who are unable to complete the event.</p> <p>Additional vehicles available to transport stranded riders.</p>	<p>Race Director Chief Commissaire Volunteer Director</p>	Minimise
25	Operational	Volunteers are left stranded on the course	2	1	2	<p>Volunteers provided with transport to and from remote sites.</p> <p>Sweep Vehicle to drive course and advise marshals that last rider has passed their station.</p> <p>Volunteers required to check in with Volunteer Director when returned from event duty.</p>	Volunteer Director	Minimise
26	Operational	First Aid inadequate for the event	3	1	3	<p>Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider.</p>	Race Director	Eliminate

						<p>First Aid Officers in contact by two way radio and mobile phone.</p> <p>First Aid operates a base station for self-presentation.</p>		
27	Operational	Delayed or inappropriate response to medical emergency results in serious injury/death	3	2	6	<p>First Aid Officers on site and in contact by two way radio and mobile phone.</p> <p>Local hospital made aware of the event.</p> <p>First Aid Provider has mobile vehicle units.</p> <p>Event Staff issued with Emergency Planning documents.</p>	Race Director	Minimise
28	Operational	Participant has a serious health problem (e.g. heart attack, asthma attack)	3	1	3	<p>Schools must declare any student medical conditions in entry form.</p> <p>Details passed to First Aid Provider and Race Director.</p> <p>First Aid Officers on site and contactable and accessible throughout the event.</p> <p>Emergency Response Plan in place</p>	Race Director Medical Provider	Minimise
29	Operational	Emergency vehicle access restricted or difficult	3	1	3	<p>Emergency services made aware of the event and road closure schedules.</p> <p>Adequate communication system in place to alert event staff and participants of emergency vehicle access.</p>	Race Director	Minimise

						Event marshals and staff briefed on procedure if Emergency Vehicles need to access site.		
30	Operational	Riders conflicting with support vehicles when sprinting for the finish line.	3	1	3	All vehicles are diverted away from the finishing straight. Drivers issued with instructions.	Race Director Chief Commissaire Volunteer Director	Minimise
31	Operational	Riders crashing into spectators or members of the public	3	1	3	Barrier fencing provided in areas of increased spectators before and after the finish line. MC advises spectators of approaching riders	Race Director MC	Minimise
32	Operational	Riders crashing into event signage or barriers causing injury	3	1	3	Ensure signage on course is located off the side of the road. Ensure signage and barriers do not have sharp protrusions. Ensure that barriers and signage is secured. Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint.	Race Director	Minimise
33	Operational	Participants are physically distressed as a result of the demands of the course	2	1	2	Course layout and distances designed for age appropriate experience. Course map and profile are provided prior to the event for participants.	Event Director Race Director	Minimise

						<p>Road Race and Points race are multi lap so participants can easily withdraw from race.</p> <p>Entries are received from schools only not directly.</p> <p>Sweep/follow vehicle is available to pick up participants who are unable to complete the event.</p> <p>First Aid Officers available at the event</p>		
34	Operational	Participants become dehydrated or do not have enough nutrition during the event	1	2	2	Competitors advised to carry adequate fluid and nutrition.	Race Director Schools MC	Minimise
35	Operational	Officials, event staff or volunteers become dehydrated or do not have enough nutrition for the event	1	2	2	Ensure that water and food is available for officials, event staff and volunteers.	Volunteer Director	Minimise
38	Operational	Inadequate amenities and/or maintenance resulting in damage to reputation or injury	1	1	1	Ensure appropriate number of accessible toilets and maintenance schedule is in place.	Site Director	Minimise
39	Operational	Emergency evacuation causing disruption or cancellation of event, damage to reputation, financial impact or legal impact	3	1	3	Emergency Response Plan in place.	Event Director	Minimise

40	Operational	Planned venues become unavailable	3	1	3	Contingency Planning in place	Event Director Race Director	Minimise
42	Operational	Insufficient or incorrectly positioned signage on course	3	1	3	Adequate informational and safety signage deployed to satisfy operational needs and identified hazards. Participants aware of course prior to the event. Participant responsibility to know the course. Pre-event course inspection conducted. Event marshals in contact by two way radio.	Race Director	Minimise
43	Operational	Existing signage contradicted on course	2	1	2	Incorrect or contradictory signage to be reported and replaced immediately. Marshall at key course points	Race Director	Minimise
45	Operational	Communications breakdown due to phone or radio network failure	3	2	6	Ensure Radio system is in place and event staff have event contacts for mobile phone communication.	Race Director	Minimise
46	Operational	Lost child/adult leading to distress, panic or injury	3	1	3	Develop procedure for dealing with a lost person and include in Event Management Plan and staff briefings Establish 'lost child' location on site	Event Director	Minimise

48	Operational	Inappropriate or uninformed comments to media and/or authorities damages reputation of the event	2	1	2	<p>Event spokesperson nominated</p> <p>All media and authority enquiries to be directed through spokesperson</p> <p>All event staff and volunteers advised of protocol</p>	Event Director	Minimise
49	Operational	Volunteers and staff unaware of event responsibilities or do not have sufficient training or experience or fail to attend.	3	1	3	<p>Volunteers engaged through Volunteer Director</p> <p>Briefing and instruction provided on roles and responsibilities</p> <p>Key Contacts given to each volunteer</p>	Volunteer Director	Minimise

Summary of Accidents and Incidents on the day

Number	Time	Notifiable (N) or Minor (M)	Reported by	Location	Brief Description	Any Action Required
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						