

**Risk Management Plan – Canterbury Athletic Championships  
Nga Puna Wai, Christchurch Tuesday 17 & Saturday 21 March, 2020**

<b>Risk Category</b>	<b>Hazard</b>	<b>Probability of Occurrence</b>	<b>Severity if it Occurs</b>	<b>Risk Assessment</b>	<b>Minimise By</b>	<b>Responsibility</b>
<b>Environmental</b>	Unsafe track & field facilities	Low	Moderate	Low	Pre event visual inspection of facilities. If during competition, halt event and attend to issues as required.	Meeting Manager Venue Manager Regional Sports Director Safety officer
	Unsafe surrounds	Low	Moderate	Low	Pre event visual inspection facilities. If during competition, halt event if necessary and attend to issues as required.	Meeting Manager Venue Manager Regional Sports Director Safety officer
	Unsafe warm-up areas	Low	Moderate	Moderate	Pre event visual inspection facilities. Designate warm up areas for throws and cordon off as required Monitor through visual inspection of activities Halt and move to a stable and safe area.	Meeting Manager Venue Manager Regional Sports Director Safety officer
	Adverse weather conditions	Moderate	Moderate	Low	Postpone / cancel if required If the weather deteriorates during the day event Manager to assess situation	Meeting Manager Venue Manager Regional Sports Director Safety officer
	Sunburn	Moderate	High	High	Student/school responsibility to ensure adequate protection. Free Sunblock provided Regular reminders via PA	Participating Schools Regional Sports Director

	Dehydration	Moderate	Moderate	Moderate	School responsibility to ensure adequate fluid intakes. Water taps and shop available at venue. Regular reminders via PA	Participating Schools Regional Sports Director
	Transport to and from venue	Low	Varies	Low	Schools are required to take the responsibility for the transport arrangements of students to and from the venue.	Participating Schools
	Traffic	Low	Low	Low	Venue is an enclosed venue, car parking available. Pre event map and information provided Ensure signage is adequate.	Venue Manager Regional Sports Director
	Earthquake	Moderate	Low - High	Low	Briefing to Team managers and Officials at Managers meeting.	Venue Manager Regional Sports Director and Participating Schools
	Bee Stings	High	High	Low	First Aid treatment is on site and own anti histamines carried.	Regional Sports Director, St. John and Participating Schools
	Litter (Slips, Trips and Cuts)	High	Varies	Moderate	Ensure adequate rubbish bins are on site and fully accessible. Ensure emptying of bins. Promote and encourage all present to pick up any litter.	Venue Manager Regional Sports Director and Host School and Participating Schools
	Unsafe spectator facilities	Low	High	Moderate	Fenced competition venue, Non competitors are not permitted in competition area. Designated no-go areas	Venue Manager Regional Sports Director Safety officers

<b>Equipment</b>	Unsafe equipment	Low	High	Low	Hired equipment. Equipment manager to monitor.	Equipment Manager, Meeting Manager
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<b>Emergencies</b>	Danger to spectators	Low	High	High	Safety Officer appointed. Clearly defined spectator areas and rules regarding non-competitors in competition areas	Venue Manager Safety officer Manager Regional Sports Directors
	Danger to participants	Low	High	High	Event officials to monitor safe placement and conduct of students at each event.	Meeting Manager Regional Sports Director
	Danger to officials	Low	High	High	Chief Officials appointed to each venue to oversee safety at each event.	Meeting Manager Officials Manager Regional Sports Director
<b>First aid/medical</b>	Injury to spectators	Low	High	Moderate	St John's in attendance. Phone available to contact emergency doctor or hospital.	Venue Manager St. John personnel Regional Sports Director
	Injury to participants	Low	High	High	Schools are to take appropriate measures. Ice available. St John's in attendance. Phone available to contact emergency doctor or hospital.	St. John personnel School Manager Regional Sports Director
	Injury to officials	Low	High	Low	St John's in attendance. First aid kit & Ice available. Phone available.	St. John personnel Meeting Manager Officials Manager Regional Sports Director
<b>Officials</b>	Insufficient number	Low	Low	Low	Event controller to act. Schools are required to take responsibility for ensuring teams have coaches and/or managers and/or required officials.	Meeting Manager Officials Manager Regional Sports Director
<b>Rules Contest Behaviour</b>	Inadequate rules and regulations	Low	Low	Low	Rules have been defined and published with information given to all schools.	Meeting Manager Officials Manager Regional Sports Director

	Inherent risks in activity	Low	Varies	Low	Recognised sporting activity. All officials in charge of field events have written safety procedures in event folders	Meeting Manager Officials Manager Regional Sports Director
	Participants fairly/equitably matched	Low	Low	Low	Will be resolved in preliminaries	Regional Sports Directors Meeting Manager
	Unfair behaviour of participants	Low	High	Low	Code of Conduct published to all schools prior to event. Officials appointed to each event Disciplinary action defined	Meeting Manager Event Officials Regional Sports Director
	Mis-behaviour by spectators	Low	High	Low	Code of Conduct published and distributed prior to event to all schools. School managers to monitor student behaviour	Regional Sports Director Individual School Managers Venue Manager

**Revised by Bill Grogan  
Dated 21 February 2020**