

## Waikato BoP Schools Road Cycling SAFETY ACTION PLAN

<b>DATE</b>		<u>3<sup>rd</sup> June 2020</u>		
<b>EVENT</b>		<u>Waikato BOP School Road Cycling Championships</u>		
<b>EVENT MANAGER</b>		<u>Errol Newlands</u>		
<b>PHONE NUMBER</b>		<u>021 449 670</u>		
<b>PARTICIPANTS</b>	<b>Who</b>	<u>School Cyclists</u>		
	<b>Age</b>	<u>Year 7 – 13 Students (11-19 years old)</u>		
	<b>How Many</b>	<u>&lt;150</u>		
 <b><u>SPECIAL CONSIDERATIONS:</u></b>				
<b>OFFICIALS</b>	<b>Who</b>	<u>Race Director</u>		
	<b>How many</b>	<u>1</u>		
	<b>Qualifications</b>	<u>Extensive event management experience over 20 years</u>		
<b>HELPERS</b>	<b>Who</b>	<u>Red Events Staff, contractors and local volunteers</u>		
	<b>How many</b>	<u>10</u>		
	<b>Qualifications</b>	<u>Various – STMS L1 x2, TC L1 x2, Advanced Paramedic x1, volunteers/marshals x3</u>		
	<b>Experience</b>	<u>Lots of years and events</u>		
<b>VENUE</b>	<b>Manager/Contact</b>	<u>Event Manager</u>		
	<b>Address</b>	<u>Paterangi School, Te Awamutu</u>		
	<b>Phone Number</b>	<u>021 449 670</u>		
	<b>Evacuation Procedure</b>	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Inside</td></tr> <tr><td>Outside</td></tr> </table> <span style="display: inline-block; vertical-align: middle; margin-left: 10px;">NA NA</span>	Inside	Outside
Inside				
Outside				
	<b>Building/WOF</b>	<table border="1" style="display: inline-table;"><tr><td>NA</td></tr></table>	NA	
NA				
<b>FIRST AID</b>	<b>Organisation</b>	<u>Event Medical &amp; Safety (EMS)</u>		
	<b>Who</b>	<u>Chris Griggs</u>		
	<b>How Many</b>	<u>1</u>		
	<b>Phone Number</b>	<u>021 460 991</u>		
	<b>Cell Phone Number</b>	<u>021 460 991</u>		
	<b>Qualifications</b>	<u>Advanced Paramedic</u>		
	<b>Vehicle Access for Emergencies</b>	<table border="1" style="display: inline-table;"><tr><td>Yes</td></tr></table>	Yes	
Yes				

<b>COMMUNICATION</b>	<b>Walkie Talkie/RT</b>	<input type="text" value="yes"/>
	<b>Mobile Phone</b>	<input type="text" value="yes"/>
	<b>Speaker/PA</b>	<input type="text" value="yes"/>
<b>WAIVERS/ MEDICAL/ ENTRIES</b>		<input type="text" value="no"/>
<b>FRESH WATER ON SITE?</b>		<input type="text" value="yes"/>
<b>TOILET HYGIENE</b>		<u>Toilets &amp; shower facilities available on site</u>
<b>BRIEFING</b>	<b>Responsibility</b>	<u>Event Director</u>
	<b>Content</b>	<u>General safety, event rules, behaviour, road rules apply and must be followed, caution roads are open, beware of cars, slippery when wet on corners.</u>
	<b>Evacuation Procedure</b>	<u>NA</u>

**Traffic Management Plan:**      Authorised by Waipa District Council

## **EMERGENCY PROCEDURE**

### **1. Emergency Services**

Action:

- Step by Step:
- Crisis Management :
- Accident Management:
- Safety:

### **2. Contact Hierarchy:**

Event Director/STMS – Errol Newlands	<b>021 449 670</b>
Event Manager – Megan Roets	<b>027 208 3919</b>
Road Safety Manager – Wayne Strong	<b>027 482 5285</b>
First Aid Manager – Chris Griggs	<b>021 460 991</b>

## ON THE DAY CHECKLIST

### Marshal Plan

<b>Direction Only</b> Left Turn all riders	<b>x1 Corner Singh Rd and Paterangi Rd</b>
Advance warning/Riders have legal ROW	x1 One lane bridge Singhs Road
Traffic Control Stop/Go Riders left turn	x1 Singhs Road/Ryburn Road Corner
Traffic Control Stop/Go Riders left turn	x2 Ryburn Road/Meadway Road intersection
Sag Wagon	x1 on course circulating
Lead Vehicles	x0 Not provided – volunteers accepted. Beacons, flags and course maps available.

### FIRST AID

<b>Personnel</b>	<u>EMS</u>
<b>Ambulance</b>	<u>EMS</u>
<b>First Aid Kits</b>	<u>EMS – Start Finish Line/Mobile as required</u>

### CELL PHONE NUMBERS (on site emergencies)

<b>Event Manager</b>	<u>Errol 021 449 670</u>
<b>Coach</b>	<u></u>
<b>STMS</b>	<u>Errol Newlands 021 449 670</u> <u>Or substitute Wayne Strong 027 482 5285</u>
<b>Ambulance</b>	<u>Chris Griggs 021 460 991</u>
<b>First Aid</b>	<u>Chris Griggs 021 460 991</u>

<b>EQUIPMENT</b>	<b>Cones</b>	<input type="text" value="yes"/>
	<b>Signs</b>	<input type="text" value="yes"/>
	<b>Barriers</b>	<input type="text" value="yes"/>
	<b>Tents</b>	<input type="text" value="yes"/>
	<b>Finish Gantry</b>	<input type="text" value="NA"/>
	<b>PA Systems</b>	<input type="text" value="yes"/>
	<b>Finish Line</b>	<input type="text" value="yes"/>
	<b>Timing System</b>	<input type="text" value="yes"/>
	<b>Manual Backup</b>	<input type="text" value="yes"/>
	<b>Lead vehicles</b>	<input type="text" value="No"/>
	<b>Tail end vehicles</b>	<input type="text" value="yes"/>
	<b>Marshals</b>	<input type="text" value="yes"/>
	<b>Traffic Management</b>	<input type="text" value="yes"/>
	<b>Coffee Cart</b>	<input type="text" value="yes"/>
		<input type="text"/>

NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

## Facilities:

- There will be first aid facilities available near to the Start/Finish Line and/or mobile on the course.
- Additional support will be available from St John in the event of a major incident and they will be contacted via the 111 network

## The nearest Pharmacy:

- 156 Teasdale Street, Te Awamutu  
Ph 07 871 4918

## The nearest Medical Centre:

- Te Awamutu Medical Centre, 220 Bank Street, Te Awamutu  
07 872 0030

## or for 24 hour service

- Anglesea Medical, Cnr Thackeray and Anglesea Streets, Hamilton 07 858 0800

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**      **Waikato BOP Schools**      **Manager**      **Errol Newlands**      **Date**      **3<sup>rd</sup> June 2020**  
**Road Cycling**

<b>Risk: What could go wrong?</b>	<b>Cause</b>	<b>Prevention: Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check (tick)</b>	<b>Who is responsible?</b>
Fall from bike	Loss of control Contact with other riders Mechanical failure	Pay attention and be aware Ride straight lines and avoid sudden braking or changes of direction Equipment checks before racing	NA NA Ensure in good condition		Riders Riders Riders
Collision with other vehicles using the road	Failure to follow direction of marshals and STMS/TC Errant driver Passing too close	Implement approved TTMP and use event experienced staff. Briefing of all riders before racing commences to remind of responsibilities and risks from conditions, other vehicles Personal responsibility for individual safety of self and others.	Approved Signs & cones		STMS & Staff Event Manager Riders Drivers
Medical Emergency	Over exertion Trip/Fall/Slip Illness Pre existing condition	1 <sup>st</sup> Aid staff on duty	1 <sup>st</sup> Aid		EMS Staff

--	--	--	--	--	--

## STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
  - ☐ Physical injury
  - ☐ Social / psychological
  - ☐ Material (gear or equipment)
  - ☐ Programme interruption
  
2. List the factors that could lead to each risk/loss.
  - ☐ People
  - ☐ Equipment
  - ☐ Environment
  
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
  - ☐ Eliminate            If possible
  - ☐ Isolate                If can't eliminate
  - ☐ Minimise            If can't isolate
  - ☐ Cancel                If can't minimise
  
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
  - ☐ Step by step management
  - ☐ Equipment/resources required
  
5. Continual monitoring of safety during the activity.
  - ☐ Assess new risks
  - ☐ Manage risks
  - ☐ Adapt plans

### RISK ASSESSMENT FACTORS TO CONSIDER



People	Resources and Equipment	Environment
<ul style="list-style-type: none"> <li>• Outside providers / instructors</li> <li>• Experience</li> <li>• Ratios</li> <li>• Medical</li> <li>• Physical size/shape</li> <li>• Fitness</li> <li>• Anxieties / Feelings</li> <li>• Motivation</li> <li>• Special needs</li> </ul> <p>Educational Language abilities Cultural abilities Behaviour Physical disability</p> <ul style="list-style-type: none"> <li>• Social and psychological factors</li> <li>• Dropping your guard</li> <li>• Unsafe act(s) by participants</li> <li>• Error(s) of judgement by teacher(s)/instructor(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Information Parents/Whanau</li> <li>• Plan</li> <li>• Food and Drink</li> <li>• Transport</li> <li>• Special Equipment</li> </ul> <p>Rope Canoe/Kayaks Maps/compass Cameras</p> <ul style="list-style-type: none"> <li>• Equipment, maintenance, quantity, quality.</li> <li>• Safety equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Weather</li> <li>• Terrain</li> <li>• Emergency services</li> <li>• Security</li> <li>• Animals/Insects</li> <li>• Road use</li> <li>• Traffic density</li> <li>• Fences</li> <li>• Human created environment</li> </ul>