

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.



Event Day - Safety Check List



Coordinator	HARM Form completed		CONTROLLER & COORDINATOR	Have read and understood the current SMP (Safety Management Plan).		Controller	List last minute information or specific hazards for start line notification.	
	Communication and contact procedures passed on to all event officials			First aid / paramedic personnel known and listed. Location of First Aid kit known.			Any specific action required due to weather	
	Hazard ID and Emergency Procedure notice completed and posted			<div style="border: 1px solid black; padding: 5px;"> <p>Associated Documents</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Hazard ID Notice</div> <div style="border: 1px solid black; padding: 2px;">Emergency Procedures notice</div> <div style="border: 1px solid black; padding: 2px;">Missing Person (SAR) Process</div> <div style="border: 1px solid black; padding: 2px;">Event type SOP: Generic, MTBO, Rogaine Sprint</div> </div> </div>				
	Wide area map available for rural events(5km radius of the event area)							
	Keys to locked areas for expansive vehicle searches.							

Event Name	Summer Series		Date	Oct 2024 - March 2025	Start and finish times	5.00-7.45	
Event description	Park orienteering						
Event Officials	Controller	Notified at each event	Location	Event Address	Parks within Auckland		
		Planner		Notified at each event	Landowner	Mainly ACC	
	Coordinator			Joanna Stewart	Event Centre Grid Ref	Notified at each event	
		Terrain Type		Mainly park terrain			
Emergency shelter Provided?	Yes, campermatic		Toilet Facilities	Noted where public toilets are	Water Supply	Bottled water available	
Does the area have mobile reception (Which provider is best?)	Yes	Where is nearest reliable communication site	Cell phone coverage available				
Is there a PLB available? (if required for extraction location on course)	No						
Paramedics: Is there a list of paramedics, or a first aid provider available?	Club Members	Medical & Emergency Facilities (Name, Location Ph Number)	Notified at each event				

Use a separate sheet for map location and access roads if required.

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Event Hazards

Hazard Identification & Management – include Significant Hazards only

Eliminate [E] by ensuring that the hazard no longer exists, or is no longer part of the activity;

Minimise [M] by doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility			
Rural/Park Environment	1. Uneven or steep or unstable ground	M	Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate.	Controller			
	2. Banks, pits, and trenches present.						
	3. Varying ground cover including; fallen dead branches, vines growing on the ground which can be a trip hazard.				M	Courses designed to eliminate hazards where possible in relation to the skill level of competitors.	Planner
	4. Some areas of lower visibility forest with sharp sticks that could be a potential eye hazard.				M	Competitors notified of terrain hazards in event information.	Controller
	5. Hazardous plants or insects present				M	Signage and tape used as appropriate in event area on day.	Controller
	6. Flooded or deep waterways				M	Vegetation 'runnability' identified on map.	Controller
	7. Animals present				M	Hazardous plant made known to competitors	Controller
	8. Natural disasters; fire, earthquake, tsunami.				M	Competitors advised to consider eye protection when appropriate	Controller
					E	Plan courses to avoid flooded waterways or provide compulsory safe crossing points	Planner
					M	Known wasp nests marked on maps and taped off. Courses designed to avoid them	Planner
	M	Competitors notified, as appropriate, of wildlife, farm or domestic animals and advised to respect. Courses planned to avoid where appropriate	Controller/planner				
	M	Display Emergency Procedure notice, describing evacuation process.	Coordinator				

Risks: anaphylaxis, sprains, cuts, falls, grazes, eye injury, injuries from animals, more series injuries, drowning

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Weather	1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat.	M	Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		M	Shelter provided at Event Centres.	Coordinator
		M	Drinking water provided at event centre	Coordinator
		E	If necessary, notice of cancellation will be given on website or Facebook as soon as possible.	Controller
Risks: Injury from falling branches/trees, hypothermia or hyperthermia.				
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants. 2. Participant lost / leaving the mapped area. 3. Insufficient briefing. 4. Pre-existing medical conditions	M	Courses planned to cater for the varying levels of orienteering expertise and fitness of participants	Planner/Controller
		M	Registration process describes course types and terrain for participants to choose as appropriate.	Coordinator
		M	A process allowing participants to declare their medical conditions.	Coordinator
		M	Wide area map available for use on searches.	Controller
		M	Missing Person procedures available.	Controller
		M	Participants will be informed of last minute and important issues at the start line.	Controller
Risks: participants get lost, or exposed to weather too long, participants not knowing hazards, existing medical conditions				

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Significant Hazard		[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment. 2. Electrocutation 3. Trip hazard 4. Tents failing and equipment falling or blown about in strong winds.	M	Fire extinguishers available at registration.	Coordinator
		M	If cables present they are positioned and protected so they are not a tripping or electrical hazard	Coordinator
		M	Cmapermatic and tents if present fit for purpose and adequately anchored in the event of strong winds or equipment bumped into.	Coordinator
Risk: Fire. Injury or serious harm caused by equipment.				
Built Environment	1. Potential for traffic collisions between competitors and vehicles, or between vehicles (including bikes). 2. Collisions between people.	E	Courses designed to avoid the route vehicles will be using to reach the event centre	Planner
		M	Instructions issued if road crossing required	Controller
		E	Younger competitor courses avoid any road crossings.	Planner
		M	Warning signs for traffic and general public	Coordinator
		M	If a road crossing is included in the longer courses they are planned to cross at safe places	Planner/controller
		M	If a road crossing is included in the longer courses participants can drop the road crossing time	Controller
		M	Participants informed of other land users and told to respect	Controller
		M	Fast runners are on different courses using different areas from slower/young children and runners going in opposite directions avoided	Planner
Risks: Injury from collisions				

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Emergency Plan

Ensure everyone knows what to do in case of an emergency such as, where the emergency equipment is including; a communication device and first aid kit.

<p>Death:</p> <ol style="list-style-type: none"> 1. Controller assume command roles. 2. Keep others physically safe, and informed. 3. Police notified. 4. Treat body with respect and leave protected from elements but undisturbed for police investigation. 	<ol style="list-style-type: none"> 5. End Event, all evacuate or as Police directs. 6. Request confidentially from all involved so Police can notify next of kin. 7. Organise Debrief and counselling. 8. Appropriate paperwork completed. Notify Orienteering NZ 	<ul style="list-style-type: none"> • Mobile phones • A first aider in attendance.
<p>Major Injury (Head injuries, fractures, etc.):</p> <ol style="list-style-type: none"> 1. Controller assumes command role. 2. Keep others physically safe and informed. 3. Call ambulance. 4. Protect scene. 5. Remove affected person(s) and discuss situation. 	<ol style="list-style-type: none"> 6. Organise debrief and counselling. 7. Complete appropriate paperwork. 8. Notify Orienteering NZ. 	<ul style="list-style-type: none"> • First aid kits. • A first aider in attendance. • Emergency shelter/vehicle. • Comms to Emergency Services.
<p>Minor injury/illness (sprains, eye injury, grazes, etc.):</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 		<ul style="list-style-type: none"> • First aid kits. • First aider attendance. • Emergency shelter/vehicle.
<p>Medical condition arising:</p> <ol style="list-style-type: none"> 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 3. Assist with administration of any medications. 	<ol style="list-style-type: none"> 4. Call ambulance if necessary. 5. Complete appropriate paperwork. 	<ul style="list-style-type: none"> • First aid kits. • Personal medications. • A first aider in attendance. • Comms to Emergency Services.
<p>Weather related illness/condition:</p> <ol style="list-style-type: none"> 1. First aid given. 2. Ambulance notified if necessary. 		<ul style="list-style-type: none"> • First aid kits. • Personal medications. • Comms to Emergency Services.

FIRE, EARTHQUAKE, NATURAL DISASTER

Note the following needs to be flexible and common sense should prevail depending on the situation.

1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role.
2. Ensure everyone is removed from immediate danger.
3. In an emergency dial 111 if this has not already been done.
4. Determine a safe Assembly Point and Exit Route as soon as possible (upwind from any fire).
5. Activate warning system by having cars, bikers or runners moving along safe roads and tracks continuously sounding car horns or air horns. They can collect participants en-route and return them to the Event Centre of safe Assembly Point.
6. Exit Route should be determined according to the circumstances on the day, with signage if necessary.
7. Controller should ensure everyone accounted for and someone signs off participants as they leave.

Sign Off

Coordinator:	Controller:	Planner:
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