

Health and Safety Plan - Singletracks Secondary Schools XC MTB Race Series

Crocodile XC MTB Park - Halswell Quarry

Run by the Christchurch Singletrack Club in association with School Sport Canterbury

Communication/Emergency Plan

The event manager is Murray Anderson (027 696 2851)

First Aid is provided by a St Johns First Responder and Mobile First Aid Unit.

In the event of a serious injury or medical event requiring immediate medical attention call 111.

The location of the event is Halswell Quarry Upper Dog Exercise Area. The race is located mainly in the adjacent Crocodile XC MTB Park.

The marshal/first aid coordinator is Murray Anderson (027 696 2851)

All race officials and marshals will have two way radio contact with mobile phone back up.

Racers will be briefed before each race.

Hazard Assessment Terms

Method of Control:

- **Eliminated (E)** - if appropriate controls are put in place the hazard is no longer a risk
- **Isolated (I)** - people are protected from the hazard
- **Minimised (M)** - the risk still exists but controls are put in place to expose people to the risk in a controlled manner

Levels of harm:

- **High** - requires external assistance, affects likely to be ongoing
- **Medium** - may require on-site or external assistance and affects may be ongoing but likely to be less severe than in the high category
- **Low** - can be resolved quickly and ongoing effects unlikely

Hazard Assessment

REGISTRATION AREA

Hazard		Race Timing (Location)
Risk Level		Medium - High
Management	I	Locate timing and route course so that if a rider crashes on the finish line they are unlikely to end up crashing in to timing crew or shelter.

Hazard		Tripping
Risk Level		Low - Medium
Management	I	Route pathways so people are not inclined to walk close to pegs and ropes supporting finish banners, pop-ups and marquees
	I	Make sure any cords are away from pedestrian areas.

Hazard		Collision between person on bike and pedestrian Pedestrians could be other people associated with event, or members of the public
Risk Level		Low - Medium
Management	I	Locate the registration desk away from start and finish of race.
	M	Have a course Marshal located at the entrance to the MTB park from Halswell Quarry Reserve.

COURSE HAZARDS

Hazard		Course Fence Standards (falling on one)
Risk Level		Low - Medium
Management	M	Put temporary standards in the ground so that the sharp pointy end is pointing away from the direction of riders so that loose clothing can't get snagged on it and if they do fall against it, it is not sharp.

Hazard		Electrical Leads
Risk Level		Low
Management	M	Visual inspection of all leads for defects. Damaged leads will not be used. All Leads will be suitable for outdoor use. Leads will not be ran through standing water. Connections will be kept dry. All leads will be connected to RCD at source. Leads will be ran to minimise the risk of persons tripping. All equipment connected will be of suitable condition and free of defects and will meet all relevant regulations and standards. A competent person will check the electrical installation before power is switched on.

Hazard		Generator
Risk Level		Low
Management	M	Fuel level checked before use and filled by a competent person if necessary. Generator will be positioned in a well ventilated position with exhaust venting away from persons. Generator will be positioned to minimise noise to persons. The generator will meet all relevant standards and regulations. The generator will be checked by a competent person before start up.

Hazard		Aggressive/dangerous stock
Risk Level		Low
Management	E	Notify farmer of event to see if stock can be moved to another area of the farm
	M	If not, before the race encourage stock to move away from the race course

Hazard		Steep/technical sections
Risk Level		Low - Medium
Management	M	At briefing encourage riders to walk sections they feel are beyond their skill level

Hazard		Stumps/branches
Risk Level		Low - High
Management	E	Before event cut off any stumps around thumb diameter that riders could fall on to, at or close to ground level. Trim flush with the trunk any similar sized branch stumps that a rider could fall against.
	E	Ensure no branches are so low that they could hit a tall rider's helmet
	E	Ensure no branches are angled towards oncoming riders

Hazard		Barbed wire fences
Risk Level		Low - Medium
Management	M	Route course so it doesn't follow fence lines
	I	Don't have technical sections near barbed wire fences
	M	Cover barbed wire with carpet or heavy duty cloth during the event

Hazard		Major Earthquake
Risk Level		Low
Management	M	Riders to be briefed about reporting to their school team manager regarding their safety
	M	Watch out for rocks rolling down the hill
	M	Get in to a safe position
	M	Stop riding
	M	Race manager to radio course marshals regarding course evacuation
	M	Course Marshals to clear the course when returning to the registration area.
	M	Race Manager to make contact with all school team managers.

Hazard		Fire
Risk Level		Low
Management	M	Riders to be briefed to either make their way up to the Kennedys Bush Rd exit or down to the Halswell Quarry exit depending on location of fire
	M	Riders to be briefed about reporting to their school team manager regarding their safety
	M	Race manager to radio course marshals regarding course evacuation
	M	Course Marshals to clear the course when returning to the registration area.
	M	Race Manager to make contact with all school team managers.

Hazard		Bee Stings
Risk Level		Low - High
Management	I	Don't route course near bee hives
	M	Have first aid crews available
	M	If people are allergic they will usually carry an epi-pen with them

Hazard		Radio communication not working
Risk Level		Low
Management	M	All marshals have all other marshals' mobile phone numbers so they can communicate that way if required

PARTICIPANT HAZARDS

Hazard		Bike/Helmet unsuitable
Risk Level		
Management	M	Remind riders at briefing that equipment condition should be suitable for race conditions and that for example, quick release levers on the wheels are done up firmly

Hazard		Medical conditions or injury
Risk Level		
Management	M	Record relevant medical conditions if known on the registration form and give copies of this and riders' race numbers to the first aid crew Have it written in the registration form that riders must be in race-fit condition
	M	Have first aid crew in attendance Riders assigned a race number for identification Participants asked to attend to a rider until official help can arrive If injured person on course, divert other riders around the scene Check that other riders are emotionally okay if they have witnessed something upsetting
<i>Example</i>		<i>Bee sting allergy, heart attack, asthma</i>

Hazard		Collision between riders
Risk Level		Low - High
Management	M	In race briefing, give advice about passing
	M	Ensure (especially kids) they know how to use brakes and gears and that they are in working order
	M	Marshals on course to call for assistance/supervise
	M	First aid crew in attendance

Hazard		Collision between riders and spectators/members of the public
Risk Level		Low - High
Management	M	Have marshals in locations where there is likely to be a high number of spectators
	M	Marshals on course to call for assistance
	M	Use tape to highlight the course so people don't inadvertently walk on to it
	M	Make sure spectators don't gather in an area where they could be hit by a rider falling from their bike

Example	http://www.dailymail.co.uk/news/article-2750409/Spectator-29-dies-hit-mountain-bike-supported-boyfriend-race.html
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Hazard	Riders going off course - getting lost
Risk Level	low
Management	<p>I Have excellent course marking, explain arrows and tape at briefing. All unused tracks/roads will be marked off with hazard tape or with an arrow to prevent competitors from taking a wrong turn.</p> <p>M All riders accounted for at the end of the race</p> <p>M Riders asked to advise timekeepers if they decide to pull out of the race.</p>

Hazard	Riders going off course - crashing
Risk Level	High - Low
Management	<p>M Marshals and First Aid crew in attendance</p> <p>M Participants given instructions on what to do</p> <p>M All riders accounted for at the end of the race</p> <p>M Riders asked to advise timekeepers if they decide to pull out of the race</p>

EVENT MANAGEMENT

Hazard	Adverse weather
Risk Level	
Management	<p>E High Winds - trees could be blown down, cancel event</p> <p>M High Winds - if tents in danger of being damaged, take them down</p> <p>M Very wet track - advise competitors to have tyres suitable for muddy conditions. Cancel the race if conditions are too dangerous as the risk of loss of control increases with reduced traction. Riding on wet tracks also causes damage to the environment.</p> <p>I Very cold conditions - make sure crew members are warm enough - timekeepers should have access to rugs/sleeping bags as they can get very cold because they are unable to move around Shorten races to minimise exposure</p> <p>I Very hot conditions - make sure crew members have sufficient fluids, provide shade if possible. Shorten races to minimise exposure.</p>

Hazard		Ill health of key personnel
Risk Level		
Management	M	Have all procedures written down in detail so that someone else could pick up the tasks if required

Hazard		Vehicle movement during pack in / out
Risk Level		Medium
Management	M	All vehicles will be driven at walking pace, hazard lights on.
	M	Vehicles will be managed when they are moving in and out of their “event position” by Event Coordinator
	M	When reversing (including with trailer) a spotter will be used to ensure people are clear of reversing path.
	M	No vehicles will be moved during the event without authorisation of the Event Organiser

IMPROVEMENTS

Any improvements identified throughout the 5 week series will be added to the document.