

New Zealand Track & Field Festival

RISK ANALYSIS AND MANAGEMENT

Part 1: Risks.

The event is covered by the Athletics New Zealand public indemnity insurance however this does not absolve organisers in discharging their obligations for “reasonable care” and parties may still be liable under civil or criminal law.

1.1 Athletes

1.1.1 Injury risk from normal participation: strains, sprains, blisters, spiking, falls.

Such injuries are the normal and accepted risk from participating in the sport of athletics. As event managers we must accept this and be prepared to minimise the consequences by:

- Provision of first aid room, including privacy screens;
- Adequate equipment in first aid room: blankets, ice, bandages, plasters, strapping, paracetamol or similar mild pain relief;
- Provision of professional first-aid respondents, physios and a doctor on site : The room needs to be staffed while athletes are present at the ground, either for competition or warm-up / warm-down; ;
- Ambulance on site at the venue for evacuation in the case of serious injury or suspected serious injury
- Adequate access for emergency vehicles. There is ambulance access at the rear of the medical room. Road closure directly behind the stadium with no public vehicle access will allow emergency vehicles easy access to the ground directly from Butts Road. First Aid personnel will be allocated a key to unlock the gates into the ground to facilitate access for emergency vehicles.

1.1.2 Injury from other athletic activities

These are events the organisers need to manage. They are things like:

- Crossing the grass in the path of thrown implements;
- Crossing the track in the path of athletes.
- Athletes not removing spikes before leaving the competition area

These are managed by clear instructions on the PA system, in race pack and in the official programme *and* proper supervision by track and the field managers and officials.

- The accepted rule is that there should be nobody inside the perimeter fence who is not immediately involved in an event;
- There should be a strategy for dealing with recalcitrant offenders;
- Officials need to ensure that athletes, officials and observers do not stand with their backs to the throwing cages;
- The 200m start in the vicinity of the “University end” throws cages can be a risk area if a throwing event is in progress.

- Space made available at the finish line for athletes to remove spikes and officials stationed at the gate to monitor this.

1.1.3 Risks arising from Grounds, Facilities and Environment:

Most such risks arise from undisciplined behaviour on the part of athletes, and are very much their own responsibility. Known incidents have included:

- Falls in the grandstand and stairs.
- Children playing in the trees surrounding the ground.
- Injuries on unsupervised high jump/pole vault pads.
- Injuries from misuse of hurdle equipment.

There is also a need to control vehicle traffic in the immediate vicinity of the ground, including the warm-up areas.

Other potential risks are:

- Unauthorised throws warm-up taking place in the warm-up area;
- Weather (heat/sun, cold exposure, high winds);
- Bee stings and hay-fever from summer growth;
- Warm-up injuries in the warm-up area, when the medical facilities are situated in the Main Stadium;
- Equipment failures.

Such risks should be managed by:

- All warm-ups in the designated area/s;
- No throws allowed on warm-up ground;
- Bulk sun-block to be available;
- PA speakers able to be heard in the warm-up area/s;
- All equipment will comply with IAAF specifications and there should not be fractured shots, hammers or discs. The throwing cages should restrain implements that hit them;
- Technical officials measuring athletes' personal implements must inspect and pass for safety;
- High jump/pole vault bars must be inspected and approved to be in good condition.

1.1.4 Motor Vehicle Safety

There are likely to be two four-wheel motor bikes in use inside the competition arena. These will be used to pull hurdle trolleys etc. and to move other equipment and athletes' gear.

Possible hazards are:

- Inexperienced or juvenile drivers;
- Passengers riding in unsafe positions;
- Children on vehicles or trailers;
- Conflict with athletes warming up or waiting on the track;

These risks will be managed by:

- Authorisation to use the equipment is given by senior officials in relation to the need of the event and only issued to approved drivers;
- All drivers to be advised not to allow “substitutes”;
- Drivers must wear an approved helmet and abide by accepted Health & Safety practices;
- All drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver;
- No passengers except in emergency situations for transportation of an injured person;
- No children riding on vehicles or trailers.

2.1 Officials

2.1.1 Risks arising from normal fulfilment of duties:

Risks officials can reasonably anticipate in the activities they undertake:

- Mis-thrown implements ricocheting off protective cages;
- Risk to Officials in the field during all throwing events (from both directions);
- Exposure to elements.

At Officials Meetings officials will be reminded that at national competitions implements will be thrown with more force and range than is generally experienced at local meetings.

They should also be reminded to use sun-block, and have suitable hot, cold or wet weather clothing and hats available.

2.1.2 Risks arising from adjacent events

- Officials need to be reminded of what is happening around them, particularly at the long jump and high jump sites where competing track athletes may be passing in close proximity, also at the 1500m and 200m starts where they may have their backs to throwing areas;
- While officials should know basic safety rules, it does not necessarily follow that all volunteers do. Officials are responsible for ensuring that their helpers are aware of dangers and comply with instructions;
- Where there are teenage volunteers (athlete escorts, medal bearers, hurdles crew, messengers) they need to be specifically reminded to keep clear of danger areas when carrying out their duties.

2.1.3 Environment

- Officials should be used to a normal athletics environment;
- They need to be aware of the unusual: there will be tents and marquees: watch for guy-ropes etc.;
- Cabling for electronic equipment should be safely located. It should not be draped over floors in control rooms and result areas;
- With the influx of additional equipment, the adequacy of power supplies and outlets should be monitored;
- If an auxiliary power source is arranged, an electrician should supervise the safety and location of any electric lines.

2.1.4 Officials and Safety

The Chief Judge in charge of each event and location need to be reminded that they are responsible for the operational safety in their area.

The meeting management needs to be confident that Officials pay full attention to event safety.

3.1 Spectators

Spectators are expected to behave in a reasonable manner. The organisers cannot be held responsible for actions that spectators could reasonably be expected to know are dangerous or risky.

- Spectators and non-competing athletes will not be permitted inside the competition arena.
- Notices and regular PA announcements will remind them they are not allowed inside the competition arena – this includes sitting on the grass just inside the competition arena fence.
- Notices should be large enough to be visible and legible to partially sighted athletes and spectators.
- Playing with rugby, soccer or other sports balls is prohibited in or around the competition area.
- The riding and use of bikes, skateboards and scooters is prohibited within the Caledonian Ground perimeter fence.
- The whole of the Caledonian Ground is a no smoking area.

3.1.1 Children

Parents are responsible for their children. The same rules apply to children as to other spectators, but the people responsible for the children are accountable for their understanding.

Risks include:

- Straying into the field;
- Playing in the water-jump;
- Playing on or in jump pits;
- Playing in trees/bushes and using broken branches as toys;

- Straying outside the ground into other parts of the Logan Park complex.

3.1.2 Traffic

The organisers will arrange with Dunedin City Council to have reserved parking area and road closure from the Academy of Sport buildings to the Butts Road exit. Only essential vehicles will be allowed to park in this area (in the 4 carparks closest to Butts Road exit).

Limited parking for officials will available be in the **non-reserved** parks in the Academy car park.

The organising committee will not be otherwise involved in managing traffic, including parking, associated with these Championships. Parking will be available within 200 metres of the entrance in the DCC designated parking area, and on Butts Road. Illegal parking on grass verges and in time restricted areas can expect to be issued with parking infringement notices.

3.1.3 Risk to Property:

There will be equipment set up for the 3 days of competition and it (and the facility itself), as well as contractors' equipment, will be at risk of theft, interference or vandalism at any time.

To mitigate these risks:

- After-hours security coverage will be organised by the organising committee;
- Athletes and spectators need to be regularly reminded to keep their personal belongings with them, or leave them in the custody of people they know and trust;
- They need to be regularly reminded that care of personal effects is their own concern;
- If it is windy, visitors need to be reminded to watch for belongings blowing away;
- A lost property venue needs to be provided.

4.1 Summary and Safety Strategy:

4.1.1 Emergencies:

- First Aid equipment to be checked and replenished;
- First-aiders to be arranged for first aid room;
- Sports Medical staff to be arranged;
- Contact and arrangements made with ambulance service;
- Access for ambulance/ emergency vehicles with personnel allocated responsible for having road and gates open from the Butts Road entrance;
- Contact and first-aid access for warm-up areas;
- Provision of bulk sun-screen.
- Contact list for local police, civil defence, ambulance and fire is available to event organisers
- In the case of true emergencies dial **111**

- Evacuation points accessible and widely advertised to all spectators, athletes and officials.

4.1.2 Athletes:

- Athletes expected to behave in a reasonable manner;
- If possible publish athlete code of conduct in the programme;
- Athletes responsible for their own equipment and personal safety;
- Athletes are required to follow instructions from event and ground officials.

4.1.2 Officials:

- Event officials responsible for safety at their event;
- Event officials to be reminded of hazards from adjacent events;
- All officials to be reminded to prepare for all weather possibilities;
- Safe location of electric and electronic cables;
- Competent electrician or engineer to review electrical and electronic set up.

4.1.3 Spectators:

- Spectators expected to behave in a reasonable manner;
- Spectators responsible for their own safety;
- Spectators responsible for their children;
- Spectators to be reminded that their support is encouraged, but spectator noise can disrupt track starts.

4.1.3 Traffic:

- No access to Stadium precincts;
- No public parking at rear of Stadium.

4.1.4 Vehicles

- Only authorised people are to use the equipment and only for the purpose of the smooth running of the meeting;
- All authorised drivers to be advised not to allow “substitutes”;
- All authorised drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver;
- No passengers except in cases of emergencies/injuries;
- No children riding on vehicles or trailers.

4.1.5 Event Management:

- Regular PA announcements to public and non-competing athletes about keeping outside the track perimeter fence – the competition arena;
- Regular reminders on PA to parents to keep children inside the Caledonian Ground area and in sight;

- Large print notices reminding unauthorised people to stay outside the field of play;
- Officials with communication equipment in the warm up areas to manage safety;
- Technical officials to check safety of equipment as well as ensuring IAAF compliance;
- Officials to be briefed on their own safety;
- Officials to be briefed on their responsibilities for safety at their events.