

Waikato-Bay of Plenty Track and Field Events
RISK ANALYSIS AND MANAGEMENT – April 2015 V3

Part 1: Risks.

The event is covered by the Athletics New Zealand third party insurance and accidental injuries by the Accident Compensation Corporation. Neither of these removes from those involved the standard of “reasonable care”. By giving examples of some known or anticipated risks and applying the agreed strategies the organisers are discharging their obligations for “reasonable care” and should not 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 e.g.

- Provision of first aid room or facility, including privacy screens.
- Adequate equipment in facility: blankets, ice, bandages, plasters, strapping, scissors, Panadol.
- Provision of competent first-aiders: The room needs to be staffed while athletes are present at the ground, either for competition or warm-up / warm-down.
- Provision of qualified sports medical staff for more serious injuries.
- Arrangements with Ambulance service for the evacuation of serious casualties.
- Adequate access for emergency vehicles.

1.1.2 Injury from other athletic activities

These are events the organisers need to manage. They are things such as access to and movement in the competition area. Competitors and officials should be aware that the competition area presents many potential hazards including:

- Crossing the grass infield 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 and proper supervision by track and the field managers and officials.

- The accepted rule is that there should be nobody inside the competition area 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 areas.
- The track events starting in the vicinity of the throws areas (e.g. 200m or 1500m) 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.
- Playing in the tree's surrounding the ground.
- Injuries on unsupervised high jump pads.
- Injuries from misuse of hurdle equipment.

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

Other potential risk areas are:

- Unauthorised throws warm-up taking place in the warm-up area.
- Foreign objects in Long Jump Pits.
- Weather (heat/sun/cold exposure, high winds).
- Bee stings and hay-fever from summer growth.
- The potential for delays, missed events, inadequate timing reminders at warm-up venues.
- Warm-up injuries in the warm-up area, when the medical facilities are situated in the Main Stadium.
- Equipment failures.

To reduce the potential for such risks:

- All warm-ups in the designated area/s.
- No throws allowed on warm-up ground.
- Throwers to be allowed a practice throw at their competition venue immediately prior to competition.
- Long Jump pits to be dug over and raked before competition begins to look for dangerous items and to fill the hole that occurs through use.
- 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 throwing implements. The throwing cages should restrain implements that hit them. Extreme winds might affect discus flights.
- Technical officials measuring athletes' personal implements need to inspect and pass these implements for safety as well.
- High jump bars are expected to be in good condition.

1.1.4 Motor Vehicle Safety

There is likely to be a four wheel vehicle with trailer with the ability to pull hurdle trolleys etc. and moving other equipment and athletes' gear inside the field of play.

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.

To reduce the potential for such risks, safety should 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”.
- 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:

These are the sorts of things they can reasonably anticipate in the activities they undertake:

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

It is desirable that at Officials Meetings officials are reminded that with high standard of competition 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 elsewhere within the competition area, particularly at both jump sites, 1500m and 200m starts where they may have their backs to throwing areas.
- While officials should know basic safety rules, it doesn't necessarily follow that all volunteers do. Officials are responsible for ensuring that their helpers conform.
- If there are additional athlete helpers then they need to be specifically reminded to keep clear of danger areas when asked to do things.

2.1.3 Environment

- Officials should be used to the 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 power lines.

2.1.4 Officials and Safety

A safety briefing is to be conducted prior to the event by the meeting manager or a designated safety manager who has overall responsibility for safety at the event. Any new officials that start during the event also must be safety briefed. The officials 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 the officials pay as much attention to event safety as they do to the correct conduct of events.

3.1 Spectators

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

- Perhaps the most important safety rule is that spectators (including children) and non-competing athletes should not be allowed inside the competition arena. Outside the competition arena they are relatively safe. They need to know, with notices and regular PA announcements that they aren't allowed inside the arena – including sitting on the grass just inside;
- Notices should be large enough to be noticeable and legible to partially sighted athletes and spectators.
- Playing with rugby, soccer or other round or oval sport balls is prohibited in or around the competition area.
- Riding of bikes and use of skate boards are prohibited around any grandstand and or spectator areas.
- The ground is a no smoking area.

3.1.1 Children

Parents are totally responsible for their children. This is another thing they need to be reminded of. 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 within the tree's and using broken branches as toys
- Straying outside the ground into other areas
- Stranger danger. The organisers cannot be responsible for members of the public at a public event who might accost unsupervised children.

3.1.2 Traffic

Where we are managing traffic (and parking) we are responsible for the safety of its movement. We can't be responsible for aberrant driver behaviour, but we are responsible for allowing vehicles to move into heavily trafficked pedestrian areas.

3.1.3 Risk to Property:

Any equipment set up for the competition (and the facility itself), as well as any contractors' equipment, will be at risk of theft, interference or vandalism while events are not in progress.

It must be noted that the Athletics New Zealand insurance policy generally does not cover property.

- For multi day events then after-hours security coverage may need to 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 simply 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 to be maintained.
- Contact and first-aid access for warm-up areas.
- Provision of bulk sun-screen.

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 and failure to do so is at their own risk.

4.1.3 Officials:

- Meeting manager or designated safety manager to take overall responsibility for ensuring safety rules followed and to conduct any safety briefings
- Event officials responsible for safety at their event.
- Safety briefing to be conducted for all officials prior to event start.
- 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.

4.1.4 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, and nearby events such as high jumps.

4.1.5 Traffic:

- No access to competition area precincts.
- Public parking to be designated.

4.1.6 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.

4.1.7 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 venue area and in sight.
- Large print notices reminding unauthorised people to stay outside the field of play.
- Official 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 and helpers to be briefed on their own safety.
- Officials and helpers to be briefed on their responsibilities for safety at their events.
- Meet Manager to ensure Official in Charge of Long Jump is aware of the need to dig and rake Long Jump pit.

Identifying Hazards

It is the responsibility of the organiser to ensure that the environment in which an athletics meeting takes place is safe and complies with all relevant statutory provisions. To discharge this duty of care, it is necessary to develop and implement a risk management strategy. Such a strategy must cover the welfare of all groups of people involved in the meeting, including athletes, competition officials, coaches, spectators etc.

Please note that this plan is based on competition for Centre, Regional, National and International events carried out on all weather tracks. There are 2 such tracks in the Athletics Waikato Bay of Plenty region, which have some slight differences in risk management due to the layout of the facilities.

It should be noted that Athletic meetings by clubs (senior, junior and masters) and schools are often carried out on grass tracks with lesser equipment available, but the basic principles for safety apply.

A. Definitions

1. Hazard.

A hazard is something with the potential to cause harm to an individual. This can be an object, activity, substance or condition. Examples of potential hazards at an athletics meeting include:

Objects- javelin, discus, hammer, shot, hurdles, vertical jump uprights, running track etc

Activities- running, jumping throwing, walking etc

Substances- Water in the water jump, rain, hail etc.

Conditions- temperature, humidity, wind, lightning, light levels etc.

2. Risk

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as follows:-

Low- no or minimal likelihood of injury

Medium- some likelihood of injury

High- significant likelihood of injury

B. Principles for developing a risk management strategy

Risk management strategy

Collection and assessment of all relevant health and safety regulations

Identification of hazards, those who might be harmed and how they might be harmed.

Risk evaluation (low, medium, high).

Assessment of precautions and control measures.

Recording of findings,

Implementation of agreed precautions and control measures.

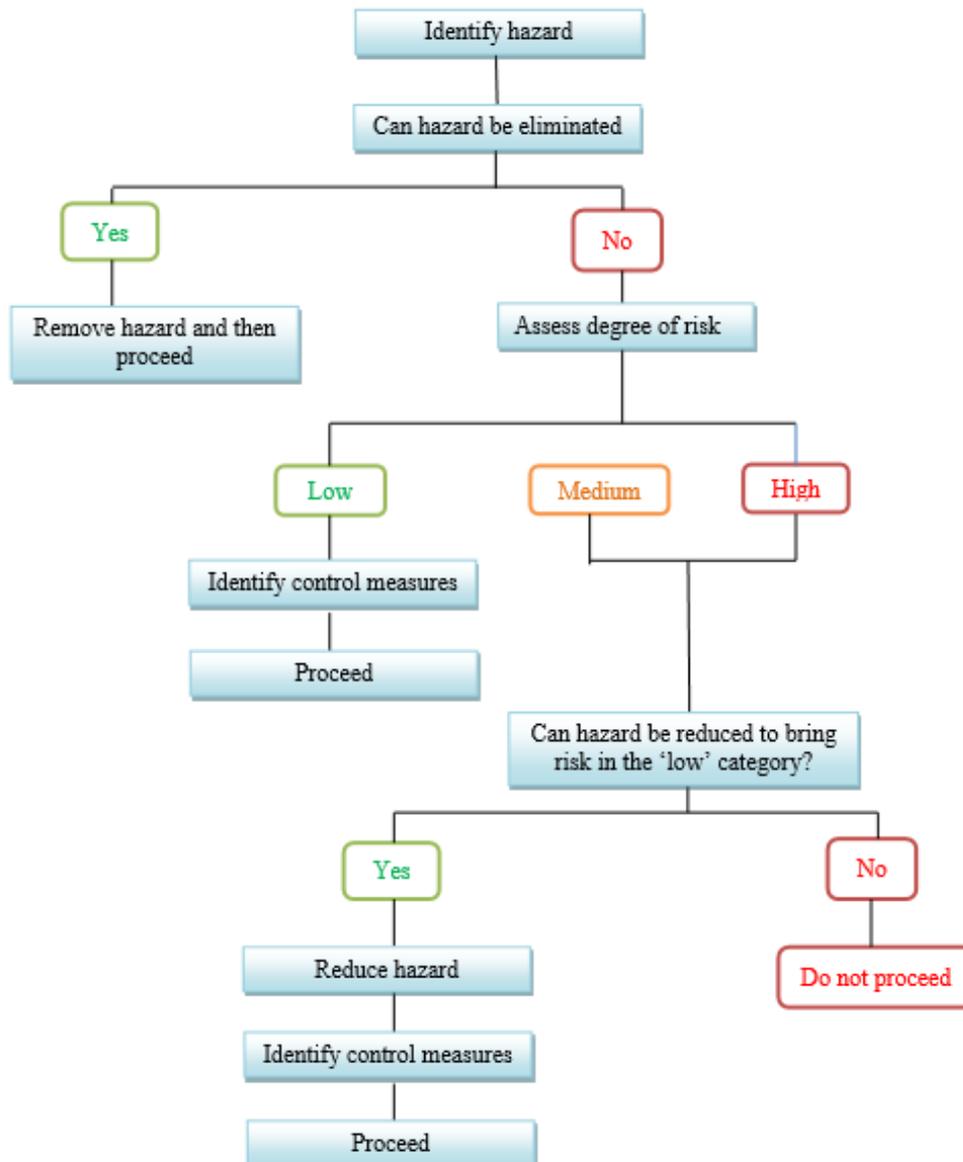
Review and, if appropriate, revision of the strategy.

Details of the safety management plan

Hazard identification and risk evaluation

Figure 1.1 illustrates the hazard identification and risk evaluation procedure.

Figure 1.1 Schematic outline of the hazard identification and risk evaluation procedures



Hazards

The following hazards are common for most athletic meetings and given here as a guide to be considered in a risk management strategy

Track

- Track surface and kerbing
- Starting blocks
- Hurdles
- Scoreboards, lapboard, bell
- Break line
- Water jump

Field

- Scoreboards
- Run up areas and surrounds
- Take off boards
- Vault box
- Vaulting poles
- Vertical jumps uprights and cross bars
- Landing pits and mats
- Throwing circles
- Throwing cages and gates
- Javelin runway
- Landing sectors
- Throwing implements

General

- Weather
- Time of day (light levels)
- Other athletes and officials (collision on the track and in field events)
- Warm up areas
- Final warm up procedures

The hazard identification process has not included actions of the public outside the competition area, eg carpark, grandstand etc. This has been covered in the "Waikato-Bay of Plenty Track and Field Events Risk Analysis and Management- April 2015 V3 document overleaf.

Field Events Hazards

Throws from a circle Hazards (Discus, Shot Put, Hammer, Weight)

	Who/how affected	Control Assessment
Circle	Athletes- injury from slipping due to defective surface or materials in the circle, stepping on defective metal rim of circle	1) Inspect circle regularly to ensure it is level 2) Ensure that the circle is free of dirt, grit and standing water during competition (sweep if necessary) 3) ensure that measuring tapes do not encroach onto the circle Control measure responsibilities: 1, 2 Technical manager, officials 3 Officials
Cage- discus, hammer, weight	Athletes, Officials, Spectators Implement escaping due to poorly maintained or improperly set up cage	1) Inspect cage regularly for damage to net structure 2) Secure netting at ground level as appropriate 3) Check that the gates can move freely and be secured in in both open and closed positions. 4) Secure or ballast netting at ground level as appropriate 5) Ensure all officials and athletes maintain a safe distance 6) For hammer ensure that the gates are correctly positioned for left and right handed throwers for all warm up and competition throws 7) If insert is needed to convert discus circle to hammer/weight ensure it is correctly fitted throughout the competition Control measure responsibilities 1,2,3,4,5,6,7 Technical Manager, officials
Shot Put	Athletes- injury from damaged or poorly fitted stop board	1) Inspect stop board regularly for damage 2) Ensure stability throughout competition Control measure responsibilities 1,2 Technical Manager, officials
Landing area	Officials- injury from uneven surface of landing area	1) Inspect landing area before competition 2) Ensure holes in the landing sector from implements landing during the competition are filled when they occur Control measure responsibilities 1 Technical Manager, officials 2 Officials
Implements- discus	Athletes, Officials- injury from handling defective discus	1) Check disci before the event and each throw to ensure they conform to the relevant rules, are not damaged in such a way as to cause injury and are adequately maintained. 2) Ensure holes in the sector are filled level with the ground to avoid damage to disci Control measure responsibilities 1 Technical manager, officials 2 Officials
Implements-hammer/ weight	Athletes, officials, Public- injury from being struck due to failure of hammer/ weight	1) Check hammers/weights before and during the event to ensure they conform to the rules and that they are serviceable particularly the handle, the wire, and swivel assembly. Control measure responsibilities 1 Technical manager, officials, athletes
Gloves	Athletes- injury to hands due to inadequate protection for hammer/weight	1) Ensure gloves, if worn, give adequate protection Control measure responsibilities 1 Athletes, coaches, officials

Light Conditions	Athletes, officials- injury from not being able to see event area layout, objects, or other dangers	1) ensure adequate lighting for meetings in hours of twilight or darkness. Control measure responsibilities 1- Ground staff, Technical Manager, Officials
Weather	Athletes, officials- injury from slipping on wet surface. Injury from poor control of wet implements Effects of sun/heat/cold	1) Ensure circle surface and drains are cleaned regularly to allow drainage 2) Sweep circle during competition to remove any excess water, grit or debris 3) Provide mats for wiping shoes in wet weather 4) Provide towels to wipe implements 5) Provision of shelter from elements, sunscreen, water Control measure responsibilities 1 ground staff 2 Officials 3 Technical Manager, officials 4, 5 Athletes, Technical manager, officials
Warm-up/Competition	Athletes/officials- injury from being hit by implement	1) Ensure the central throwing area is coned and access is controlled during warm-up and competition 2) Supervise all warm-up and competition throws 3) Ensure each athlete throws in correct order and from circle only. 4) Once competition has started implements not to be used for practice purposes Control measure responsibilities 1- Ground staff, Technical Manager, Officials 2- Officials 3,4 Officials, athletes.

Additional points for throws from a circle

- 1) All officials, volunteers, media personnel and athletes in and near the competition area must be aware of the need for concentration at all times
- 2) Practice throws are to be supervised by officials and in competition order
- 3) Practice throws are not allowed outside the circle
- 4) Only officials allowed forward of the circle
- 5) Officials forward of the circle should stand outside the sector lines and face the circle or thrower
- 6) Implements to be returned by carrying only.
- 7) "Danger Throwing in progress" signage and roping off of throwing areas to be in place at all times

Javelin Throw Hazards

	Who /How affected	Control Assessment
Runway	Athletes and officials- injury from slipping/tripping due to defective surface or objects on the runway	1) Ensure no obstructions, check marks placed on runway 2) Ensure that measuring tapes do not encroach onto runway 3) Encourage athletes to wear appropriate footwear Control measure responsibilities 1- ground staff, Technical Manager, officials 2- officials 3- athletes, coaches
Implements	Athletes and officials- injury from handling defective	1) Check javelins before the event and after each throw to ensure they conform to the relevant rules, especially the grip.

javelin

Control measure responsibilities

1- Technical Manager, officials

Weather

Athletes and officials- injury from slipping on wet surface. Effects of sun/heat/cold

- 1) Ensure runway surface and drains are cleaned to allow drainage
- 2) Sweep runway during competition to remove excess water, Grit or debris
- 3) Provision of shelter from the elements, sunscreen, water

Control measure responsibilities

1 Ground staff

2 Officials

3 Athletes, Technical Manager, Officials

Lighting Conditions

Athletes, Officials- injury from not being able to see event area layout, objects or other dangers

- 1) Ensure adequate lighting for meeting in hours of twilight or darkness

Control measure responsibilities

1 Ground staff, Technical Manager, Officials

Warm up/Competition

Athletes, officials- injury from being hit by javelin

- 1) ensure the runway is coned when not in use, and access controlled during warm up and competition
- 2) Supervise all warm up and competition throws .
- 3) Ensure each athlete throws in turn and from the runway only
- 4) Once competition has begun implements are not to be used for practice purposes

Control measure responsibilities

1- Ground staff

2- officials

3, 4- officials, athletes

Additional points for Javelin

- 1) All officials, volunteers and athletes in and near the competition area must be aware of the need for concentration at all times
- 2) Practice throws are to be supervised by officials and in competition order
- 3) Practice throws are not allowed outside the runway
- 4) Only officials allowed forward of the runway
- 5) Officials forward of the runway should stand outside the landing sector lines and face the runway or thrower
- 6) The javelin must be carried back, vertically with tip down, and not thrown
- 7) A "Traffic control" official must be in place when track events are taking place adjacent to the javelin runway, or if the runway crosses another field event competition area
- 8) Track kerbing removed whilst the event is in progress should be placed in a safe place and replaced at the competition of the competition
- 9) Ensure any cones used to mark the inner edge of the track where kerbing has been removed do not pose a trip hazard for competitors.
- 10) "Danger throwing in progress" signage and roping off of throwing areas to be in place at all times

High Jump

Who/How Affected

Control Assessment

Run-up area (including track)

Athletes- injury, slipping/tripping due to defective surface, or track kerbing being in the runway line

- 1) Inspect run-up area regularly and ensure it is level, free of holes and adequately maintained
- 2) Ensure any clips for holding kerb sections are removed
- 3) Ensure sections of kerbing removed are placed in a safe place
- 4) Encourage athletes to wear appropriate footwear
- 5) Ensure any markers are not "proud" of the run up surface so as to not present a trip hazard

Uprights	Athletes, officials- injury from being struck by falling uprights	<p>Control measure responsibilities 1,2,3 Ground staff, Technical Manager, Officials 4 Athletes, coaches, officials 5 Officials, athletes</p> <ol style="list-style-type: none"> 1) Inspect uprights regularly and ensure they are regularly maintained 2) Ensure clamping screws are lubricated and easily adjustable prior to competition 3) Ensure bases are stable and joined onto the upright prior to competition 4) ensure cross bar supports face each other 5) Ensure uprights are properly positioned during warm up and competition
Crossbar	Athletes- injury from splinters and sharp edges	<p>Control measure responsibilities 1,2,3 Technical Manager, officials 4,5 Officials</p> <ol style="list-style-type: none"> 1) Ensure that crossbars conform to the rules and specifications 2) Inspect crossbars regularly and ensure they are adequately maintained 3) Ensure crossbars are undamaged and free of splinters prior to and during competition <p>Control measure responsibilities 1, 2 Technical Manager 3 Technical Manager, Officials</p>
Surrounds	Athletes- injury from falling/ tripping over objects	<ol style="list-style-type: none"> 1) Ensure no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mats <p>Control measure responsibilities 1 Technical manager, officials</p>
Landing Mats	Athletes- injury from defective poorly maintained or incorrectly set up landing mats Officials- injury from moving landing mats	<ol style="list-style-type: none"> 1) Ensure landing mats are correct size and otherwise conform to relevant rules and specifications 2) Inspect landing mats regularly and ensure they are in good condition- with particular attention to impact foam, tears and holes) 3) Ensure landing mats are securely fastened together and covered with a topper mat prior to and during competition 4) Ensure that where landing mats are placed on timber pallets or other firm material, that edges of such surfaces are covered by the mats both prior and during competition 5) Ensure that there are adequate numbers of officials to adjust the landing mats if required <p>Control measure responsibilities 1,2 Technical manager 3 Technical manager 4 Technical Manager, Officials 5 Officials</p>
Weather	Athletes, officials- injury from slipping on wet run up area. Effects of sun/heat/cold	<ol style="list-style-type: none"> 1) Ensure run up area surface is cleaned regularly to allow drainage 2) Sweep run up area during competition to remove any excess water, grit or debris 3) Ensure landing mat is covered with a waterproof cover to prevent rain ingress 4) Provide shelter from the elements, sunscreen, water <p>Control measure responsibilities 1 Ground staff, Technical Manager 2 Officials 3 Ground staff, Technical Manager, Officials. 4. Ground staff, Technical Manager, Officials, Athletes</p>

Lighting Athletes- injury from not being able to see event area layout, objects or other dangers

1) Ensure adequate lighting for competition in hours of twilight or darkness

Control measure responsibilities
1) Ground staff, Technical Manager, Officials

Warm-up/ Competition

Athletes- injury from collision with other competitors

1) Supervise all warm-up jumps.
 2) ensure each athlete jumps in turn and does not encroach on the approach of other competitors whilst waiting his/her turn
 3) Ensure athletes whose approach runs conflict with other events are made aware of potential collisions
 4) Ensure athletes whose approach extends onto the track are made aware of any conflict with track events

Control measure responsibilities
1 Officials
2,3,4 Officials, athletes

Additional points for high jump

- 1) A ‘Traffic control official’ must be present when there are track events taking place adjacent to the run up area if high jump athletes need to extend their run up onto the track
- 2) ensure any sections of kerbing removed during competition are placed in a safe place and are replaced at the completion of the competition
- 3) ensure any cones placed to mark the inner edge of the track where the kerb is removed do not pose a trip hazard to high jump competitors.
- 4) At Porritt Stadium, ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy

Pole Vault

	Who/How Affected	Control Assessment
Runway	Athletes, Officials- injury from slipping/tripping due to defective surface, objects on the runway or track kerbing being in the runway line	1) Inspect runway area regularly and ensure it is level, free from holes and adequately maintained 2) Clean runway surface regularly to allow drainage 3) Ensure no obstructive objects (eg markers) are placed on the runway 4) Ensure that measuring tapes do not encroach onto runway 5) Encourage athletes to wear appropriate footwear Control measure responsibilities 1,2 Ground staff 3,4,5 Athletes, coaches, officials

Box	Athletes- injury (and pole damage) due to defective box, box not flush with runway or incorrect back plate angle	1) Ensure that box conforms to relevant rules and specifications 2) Inspect box regularly and ensure adequately maintained Control measure responsibilities 1,2 Technical Manager, Officials
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Uprights	Athletes, officials- injury from being struck by falling uprights, collision with uprights	1) Inspect uprights regularly and ensure they are regularly maintained 2) Ensure bases are stable and uprights correctly joined onto the base before use 3) Ensure cross bar supports face each other 4) Ensure uprights properly positioned to athletes requirements during warm up and competition Control measure responsibilities 1,2,3 Technical Manager, officials 4 Officials, athletes
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Crossbar	Athletes- injury from splinters	1) Ensure that only crossbars that conform to the rules and
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and sharp edges

- specifications are used
- 2) Inspect crossbars regularly and ensure they are adequately maintained
 - 3) Ensure crossbars are undamaged and free of splinters prior and during competition

Control measure responsibilities

1,2 Technical Manager

3 Officials

Surrounds

Athletes- injury from tripping/
falling onto a hard surface/objects

- 1) Ensure that no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mats
- 2) ensure unused poles are kept clear of the immediate competition area and "stacked" securely to prevent rolling

Control measure responsibilities

1,2 Technical manager, officials

Landing mats

Athletes, officials- injury from
poorly maintained or incorrectly
set up landing mats

- 1) Ensure landing mat units are correct size and otherwise conform to relevant rules and specifications
- 2) Inspect landing mats regularly and ensure they are free from tears and holes, and that the impact foam is in good condition
- 3) Ensure landing mats are securely fastened together and covered with a topper mat prior to competition
- 4) Ensure that where landing mats are placed on timber pallets or other hard material that the edges of such surfaces are covered by the mats both prior and during competition

Control measure responsibilities

1,2,3 Technical Manager

4 Technical Manager, officials

Poles

Athletes, officials- injury from
pole breaking, or falling onto
official

- 1) Inspect poles regularly to check for damage
- 2) Prevent poles from dropping onto hard surfaces
- 3) If possible, poles should be caught after each vault, and be aware of falling poles

Control measure responsibilities

1 Athletes, coaches

2 Officials

3 Officials, athletes

Weather

Athletes, officials- injury from
slipping on wet surfaces, hands
slipping on poles, missing the landing
mats (due to high winds), or landing on
wet mats
effects of sun/heat/cold

- 1) Ensure runway surface is cleaned regularly to allow drainage
- 2) Sweep runway during competition to remove any excess water, grit or debris
- 3) Provide shelter from the elements, sunscreen, water
- 4) Ensure that athletes are competent enough to deal with weather conditions
- 5) Avoid vaulting into the wind if possible

Control measure responsibilities

1, 3 Ground staff, Technical Manager

2,4 Officials

3 Coaches

Light Conditions

Athlete, officials- injury from not being
able to see event area layout, objects
or other dangers

- 1) Ensure adequate lighting for meetings in hours of twilight or darkness

Control measure responsibilities

1 Ground staff, Technical Manager, Officials

Warm-up/Competition

Athletes- injury from collision with
other competitors

- 1) Supervise all warm-up and competition jumps
- 2) Ensure runway is kept clear when athletes are about to start their approach
- 3) Ensure each athlete jumps in turn

- 4) Be aware of falling cross bar
- Control measure responsibilities**
1,2,3,4 Officials
2,3,4 Athletes

Additional points for pole vault

- 1) If the run up area encroaches onto the track, officials need to be aware of what track events are taking place and control their pole vault athletes accordingly.
- 2) If the run up crosses another field event competition area, officials need to be aware of what the competitors at the other competition are doing and control their pole vault athletes accordingly
- 3) Officials need to be aware of the need to stop the competition if the weather conditions become dangerous.
- 4) At Porritt Stadium, ensure pad covers are placed in a safe position during competition, especially with regard to stability if conditions are windy

Horizontal Jumps (Long jump and triple jump)

Who/How Affected

Runway

Athletes, officials- injury from slipping/tripping due to defective surface, or objects on the runway

Control Assessment

- 1) Inspect runway regularly and ensure it is level, free of holes and adequately maintained
- 2) Clean runway surface regularly to allow drainage
- 3) Ensure no obstructions such as check markers are placed on the runway
- 4) Ensure that measuring tapes do not encroach onto the runway
- 5) Encourage athletes to wear adequate footwear

Control measure responsibilities
1,2 Ground staff, Technical Manager
3,4 Athletes, officials
5 Athletes, Coaches

Take-off boards, plasticine boards

Athletes, officials- injury from slipping/tripping on inappropriate, defective or poorly fitted take off boards, slipping on plasticine
 Officials- injury from lifting ill-fitting insert boards, both plasticine and blank, or the use of incorrect lifting implements

- 1) Ensure that take off boards, insert boards, both plasticine and blank, conform to relevant rules and regulations (they should be made of wood)
- 2) Ensure that the insert boards, both plasticine and blank, are capable of being adjusted so as to be stable and level with the runway
- 3) Ensure that the insert boards, both plasticine and blank, fit adequately without being too difficult to remove
- 4) Ensure that board lifting implements are available and suitable for the purpose of lifting the boards.
- 5) Clean the insert board recess regularly
- 6) Clean and grease any adjustable bolts in the take-off board assembly if present

Control measure responsibilities
1-6 Ground staff, Technical Manager

Surrounds

Athletes- injury from falling onto hard surfaces or objects

- 1) Ensure there are no objects placed within 2m of the landing area
- 2) Ensure any equipment such as scoreboards are kept clear of athletes area

Control measure responsibilities
1,2 ground staff, technical Manager

Landing Area

Athletes- injury from landing on compacted sand, extraneous objects or concrete edging of landing area
 Officials- injury from stepping

- 1) Ensure that only sand that will not cause injury to an athlete is used
- 2) Ensure that the sand is well dug over prior to competition
- 3) Check the landing area is free from dangerous extraneous

onto extraneous objects or tripping on concrete edging of landing area, injury from digging/levelling the landing area

- material
- 4) Ensure that the edges of the landing area are not exposed
 - 5) Ensure that there are no fixed barriers that could impede the athlete exiting the landing area
 - 6) Ensure that the landing area is covered when not in use
 - 7) Rakes, shovels, brooms etc used for levelling and cleaning should be kept away from the landing area. Prongs of rakes should face the ground
 - 8) Ensure the officials digging/levelling the landing area are physically capable to do the tasks required

Control measure responsibilities

1-6 Ground staff, Technical Manager

2,3,4,5,7,8 Officials

Weather

Athletes, officials- injury from slipping on wet surfaces
effects of sun/heat/cold

- 1) Ensure runway area surface is cleaned regularly to allow drainage
- 2) Sweep runway area as needed during competition to remove any excess water, grit or debris
- 3) Provide shelter from the elements, sunscreen, water

Control measure responsibilities

1 Ground Staff

2 Officials

3 Technical manager

Light Conditions

Athletes, officials- injury from not being able to see event area layout, objects or other dangers

- 1) Ensure adequate lighting for meetings in hours of twilight or darkness

Control measure responsibilities

1 Ground staff, Technical Manager, Officials

Warm-up/Competition

Athletes- injury from collision with other competitors

- 1) Supervise all warm up and competition jumps
- 2) Ensure the runway is clear when athletes are about to start their approach
- 3) Ensure each athlete jumps in turn
- 4) Ensure the landing area is clear before allowing athletes to jump

Control measure responsibilities

1-4 Officials

2,3 Athletes

Additional points for horizontal jumps

- 1) Ensure the landing area is free from extraneous objects. Officials need to be aware of the need to stop the competition until such objects can be cleared.

Additional points for all field events

- 1) If the weather conditions make continuing the competition hazardous (wind, rain, lightning, lack of light) competition should cease until conditions become safe again.
- 2) Ensure officials, athletes and any other persons present in the competition area are aware of safety requirements for the event.
- 3) Anyone who refuses to comply with safety requirements should be removed from the competition area.

Track Events Hazards

	Who/how affected	Control Assessment
General Track	Athletes, Officials- injury from defective track surface, debris, incorrectly positioned sections of kerbing and sections removed to facilitate field events/ steeple chase, cones placed on the track	<ol style="list-style-type: none">1) Inspect track regularly and ensure it is level, free of holes and adequately maintained2) Check track regularly to remove debris3) Check kerbing sections correctly positioned and joined4) Ensure sections of kerbing removed to facilitate field events/ steeple chase are placed in a safe area, and replaced after the event is completed5) Ensure any cones required by the IAAF rules are correctly placed, especially if conditions are windy6) Encourage athletes to wear appropriate footwear <p>Control measure responsibilities 1,2,3,4,5 Ground staff, Technical Manager, Officials 6 Athletes, coaches</p>
Officials and other athletes	Athletes, officials- injury from collision with other persons. Injury from collision with any motor vehicle used on the track	<ol style="list-style-type: none">1) Appropriate announcements regarding events about to start2) Ensure any unauthorised persons are not present in the competition area3) Ensure those operating any vehicle on the track are aware of their surroundings and the vehicle's reversing alarm is operational <p>Control measure responsibilities 1,2,3 Technical Manager, officials</p>
Weather	Athletes, officials- injury from slipping on a wet surface	<ol style="list-style-type: none">1) Ensure adequate drainage is present2) Inspect track regularly during competition in wet weather <p>Control measure responsibilities 1 Ground Staff 2 Technical Manager, officials</p>
Lighting Conditions	Athletes, officials- injury from not being able to see other persons, obstacles or dangers	<ol style="list-style-type: none">1) Ensure adequate lighting for meetings in hours of twilight or darkness <p>Control measure responsibilities 1 Ground staff, Technical Manager, Officials</p>

Additional points for track events

- 1) Cones or flags used to mark the edge of the track must be carefully positioned so as not to constitute a hazard to the competitors, especially in windy conditions when the cones may be displaced.
- 2) Should there be a need for a water/refreshment station, this should be positioned so as not to constitute a hazard to the competitors. Discarded cups/ drink containers should be collected immediately.
- 3) Athletes should be reminded to remove their spiked shoes once they have finished their event to avoid injury to others outside the competition area
- 4) At times officials are required to be on the track beyond the finish line- extra care is needed to ensure they are not obstructing the athletes as they run through the finish line. Ensure any media personnel present are also aware of this requirement.

Track Events requiring starting blocks

Starting blocks

Athletes- injury from slipping/tripping due to worn/poorly maintained blocks, or incorrect positioning of blocks
Athletes, officials- injury from handling starting blocks
Athletes, officials- injury from tripping over blocks no longer required for the competition

- 1) Inspect blocks regularly and ensure that they are adequately maintained
- 2) Inspect blocks before use
- 3) Ensure blocks are secure on the track surface
- 4) Ensure officials handling blocks are physically capable of the task
- 5) ensure blocks are removed from the track and stored correctly
- 6) Provide assistance as required for PARA athletes

Control measure responsibilities

1,2 Technical Manager, officials

3 Athletes

4,5,6 Officials

Track-Additional for Hurdles

Hurdles

Athletes- injury from collision with defective or improperly set up hurdles
Officials- injury from handling hurdles.

- 1) Inspect hurdles regularly and ensure they are properly maintained
- 2) Inspect the mechanism for
 - a) Fixing the hurdles at the correct height
 - b) Positioning the counter balance weight, immediately prior to use to ensure they are lubricated and in working order
- 3) Set weight adjustable hurdles accordingly
- 4) Ensure hurdles are correctly placed on the correct mark and within lanes
- 5) Ensure officials are physically capable of handling hurdles

Control measure responsibilities

1,2 Technical Manager

3,4,5 Officials

Track- Additional for races over 400m

Start

Athletes- injury from collision

- 1) Ensure that the number of competitors does not exceed the capacity of the facilities or the limits set by the relevant rules
- 2) Line up athletes in an orderly manner
- 3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress
- 4) ensure any bare footed athletes are so placed as to minimise the risk of injury from other athlete's spiked shoes.

Control measure responsibilities

1-4 Officials

Echelon Starts

Athletes- injury from collision with the necessary cones marking the track, and from collision with other athletes

- 1) Ensure the athletes are instructed as to the echelon procedure
- 2) Ensure the cones are correctly placed and positions maintained if conditions are windy

Control measure responsibilities

1 Officials

2 Technical Manager

800m Break Line

Athletes- injury from collision with other competitors or tripping on markers

- 1) Ensure the break line is clearly identified and the markers are correctly placed and comply with the rules
- 2) Remind the athletes prior to the start of the race of the relevant rules

Control measure responsibilities

1 Technical Manager, Officials

2 Officials

Track- Additional for Steeplechase

Kerb/Cones

Athletes, officials- injury from slipping/tripping on improperly placed kerbing or cones

- 1) Ensure kerbing is correctly placed- at Tauranga Domain for the inside water jump sections need removed and replaced during the race.

- 2) At Porritt Stadium for the outside water jump- ensure cones are correctly placed to indicate the deviation to the water jump
- 3) Ensure any kerbing sections/cones not in use are placed in a safe position

Control measure responsibilities

1,2,3 Technical Manager, Officials

Barriers

Athletes- injury from collision with defective or improperly set up barriers, injury from collision with other athletes, especially at the first barrier
 Officials, ground staff- injury from incorrectly handling/lifting barriers

- 1) Inspect barriers regularly, ensure that they are adequately maintained especially pins for fixing height easily moved
- 2) Check adjustable barriers are the correct height and are securely fixed at that height
- 3) It is recommended that the first barrier taken in the race should be at least 5m in width
- 4) Ensure barriers are correctly positioned
- 5) Ensure ground staff/ officials are physically capable of handling barriers and that safe manual handling practices are used when placing and removing barriers.

Control measure responsibilities

1,2,3,4,5 Technical Manager, officials

Water Jump

Athletes- injury from slipping/tripping on defective barrier, landing on defective barrier or landing in unsafe water
 Athletes, officials and others in the competition area- injury from falling into the water jump, either full or empty

- 1) Inspect barrier and landing area regularly to ensure they are adequately maintained
- 2) Inspect water jump for any damage, obstacles and debris
- 3) Ensure barrier height is set correctly
- 4) Ensure water jump is filled correctly prior to the start of the event, ie water is level with the surface of the track, and free from any debris. The water jump should be kept empty except when in use for an event.
- 5) Ensure unauthorised persons are not in the competition area
- 6) Ensure the water jump is adequately screened off or covered when not in use.
- 7) Remind officials/ athletes of the need to take care in the vicinity of the water jump- at Porritt Stadium the outside water jump when moving around the track, at Tauranga Domain the inside water jump when moving around at field events taking place adjacent to the water jump

Control measure responsibilities

1,2 Ground staff, Technical Manager

3,4,6 Technical Manager

5,7 Officials, athletes

Additional points for Tauranga Domain

- 1) Be aware of the drop off from the track to the lower field on the 200m bend. Care must be taken when moving around the outside of the track at this point
- 2) Be aware of the drop off from the track to the lower field behind the sprint starts- the drop increases away from the outside of the track. This is of extra importance for 110m hurdles competitors and officials.

IMPORTANT: Complete both sides of this report (Page 1 of 2)

Injured Person: <input type="checkbox"/> Employee <input type="checkbox"/> Athlete <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer (state role) <input type="checkbox"/> Other (please state)			
Name:	First	Middle	Last
	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:
Phone:			Email:
Address:			
Parent / Guardian (if injured person is a minor - Under 16)			
Name:	First	Middle	Last
	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Phone:			Email:
Address:			

Accident/Incident Information

Name of Event or Workplace where incident occurred:			
Event or Workplace Address:			
Specific Location of incident:			
Classification: <input type="checkbox"/> Non-Injury <input type="checkbox"/> Minor Injury <input type="checkbox"/> Serious Injury			
Date:	Time:		am / pm
Weather conditions at time of incident (if outdoors):			
Type:	<input type="checkbox"/> Struck object with part of body	<input type="checkbox"/> Verbal abuse	
(Mechanism of accident)	<input type="checkbox"/> Struck by falling/flying/moving object	<input type="checkbox"/> Animal/Insect bite/sting	
	<input type="checkbox"/> Slip/Trip/Fall	<input type="checkbox"/> Other (please state)	
Body Part:	<input type="checkbox"/> Head	<input type="checkbox"/> Eye L / R	<input type="checkbox"/> Ear L / R
	<input type="checkbox"/> Nose	<input type="checkbox"/> Tooth	<input type="checkbox"/> Neck
	<input type="checkbox"/> Shoulder L / R	<input type="checkbox"/> Wrist L / R	<input type="checkbox"/> Finger L / R
	<input type="checkbox"/> Back	<input type="checkbox"/> Knee L / R	<input type="checkbox"/> Ankle L / R
	<input type="checkbox"/> Internal (state)	<input type="checkbox"/> No Injury	<input type="checkbox"/> Other:
Primary Injury:	<input type="checkbox"/> Allergy	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body
(Nature of Injury)	<input type="checkbox"/> Laceration/deep cut	<input type="checkbox"/> Heat Exhaustion	<input type="checkbox"/> Hypertension
	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Electrical Shock	<input type="checkbox"/> Strain / Sprain
	<input type="checkbox"/> Abrasion/graze	<input type="checkbox"/> Illness	<input type="checkbox"/> Dislocation
	<input type="checkbox"/> Nausea	<input type="checkbox"/> Burn	<input type="checkbox"/> Fracture
	<input type="checkbox"/> Pain	<input type="checkbox"/> Cardiac	<input type="checkbox"/> Contusion/bruising
	<input type="checkbox"/> Seizures	<input type="checkbox"/> Concussion	<input type="checkbox"/> Sting / Bite
	<input type="checkbox"/> Death	<input type="checkbox"/> Other:	

