

## Health and Safety Plan

WBOPSSAA- Thames Valley Zone Championships

Paeroa Domain, Paeroa Wednesday 11 March 2026

### Introduction

Waikato Secondary Schools Athletics – Thames Valley Zone will be held on Wednesday 11 March at Paeroa Domain, Paeroa. This event has been organised by Waikato Bay of Plenty Secondary Schools Athletics Association and hosted by Whangamata Area School

This plan has been developed to cover the Day from 9.00am – 3.30pm.

This plan is applicable to all event spectators, participants, organisers, staff, volunteers and any contractors.

EVENT MANAGEMENT		
Meeting Director	John Tylden	Mob: 0272645030
Meeting Managers	Jennifer Taylor / Joan Rawnsley	Mob: 0210367984/0272514412

## Waikato Secondary Schools Athletics – Thames Valley Zone Event – General Risks

The Risks and management plans outlined below are for hazards that could result in serious illness, injury and/or death whilst undertaking the planned activities. Risks associated with normal daily life have not been included as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

What Could Go Wrong?	Why would this happen?	Our plan to prevent / manage it is...
Accident or injury whilst on site	Staff and helpers are in a new environment / not aware of hazards  Not following instructions	<input type="checkbox"/> Ensure staff and helpers are briefed fully on ensuring they follow instructions given to them by the Event organisers and Managers Meeting <input type="checkbox"/> Remind people to stay vigilant to their environment and strict adherence to safety rules
	Slip, Trip or Fall	<input type="checkbox"/> Staff and helpers should walk cautiously when carrying equipment <input type="checkbox"/> Staff and helpers should use footpaths and walkways where provided <input type="checkbox"/> Staff and helpers should follow their own H&S practices and policies when bringing hazards onto site <input type="checkbox"/> When using the stairs, Staff and helpers should always use the handrail provided.
	Crossing the road / Driving onsite	<input type="checkbox"/> Stay vigilant of cars. <input type="checkbox"/> Parking should be in designated areas only. <input type="checkbox"/> Staff and helpers should drive slowly and cautiously throughout the school
What Could Go Wrong?	Why would this happen?	Our plan to prevent / manage it is...

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	Failure to carry / lift in a safe way	<p><b>No person should be required to lift more than they are capable of lifting on the Day.</b></p> <p>Always ensure the pathway is clear prior to moving anything.</p> <p><b><i>For loads that can be carried by the individual:</i></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Stand as close to the load as possible with feet apart for good balance, bending your knees and straddling the load.</li><li><input type="checkbox"/> Always try to lift when standing or at least half squatting rather than kneeling</li><li><input type="checkbox"/> Using your legs, keep your back as straight as possible whilst lifting and carrying.</li><li><input type="checkbox"/> Always keep the load as close as possible to your body, with elbows close to your sides making sure you can see where you are going.</li><li><input type="checkbox"/> Do not twist your body to change direction, use your feet.</li></ul> <p><b><i>Team Lifts (Preferred Method):</i></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure one person is in charge during a team lift.</li><li><input type="checkbox"/> Where possible, ensure members of a team lift are of similar height.</li><li><input type="checkbox"/> Position people for the lift having regard to the size, shape and balance of the load.</li></ul>
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# Waikato Secondary Schools Athletics – Central Zone

## Event Specific Risks

Safety is our primary concern. With that in mind, Waikato Secondary Schools Athletics – Central Zone reserves the right to cancel any event / activity that, in the opinion of the event organisers, it deems a danger or jeopardises safety in any way.

**Track** Athletes and officials - injury from

- 1) Inspect track regularly and ensure it is level, free of holes and adequately maintained.
- 2) Check track regularly to remove debris.
- 3) Encourage athletes to wear appropriate footwear.

**Control measure responsibilities:**

1,2,3-Track referee and staff and helpers

**Officials and other Athletes**

Athletes - injury from collision

- 1) Announce prior to the start of each event with other persons. it is about to commence.

**Weather** Athletes and officials - injury

- 1) Inspect track regularly during meetings in wet weather from slipping on a wet synthetic track.

**Control measure responsibilities:**

1-Track and field referees and any Athletics WBOP trained officials.

**Additional points for track events**

- Areas of kerbing that have been moved to facilitate High Jump or Javelin should be placed in a safe area. They should be replaced immediately after the event is completed.
- Cones or flags used to mark the edge of the track must be carefully positioned so as not to cause a tripping hazard for competitors.

**Track - Additional to above for 100 metres, 200 metres, 400 metres**

**Starting blocks** Athletes - injury from slipping due to worn/poorly adequately maintained blocks or incorrect positioning of blocks

- 1) Inspect blocks regularly and ensure they are adequately maintained,
- 2) Inspect blocks before use.
- 3) Ensure blocks are secured in track.

**Control measure responsibilities:**

- 1, Athletics WBOP gear person
- 2, Staff and helpers.
3. Athletes, staff and helpers

**Track - Additional to above for 800 metres, 1500 metres, 3000 metres**

**Kerb** Athletes and officials - Injury from slipping/tripping due to incorrect positioning of removed kerb.

- 1) Place sections of kerbing moved to facilitate steeplechase, high Jump, javelin in a safe area, they should be replaced after the event is completed.

**Control measure responsibilities:**

1-Technical Manager, Officials.

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**Start** Athletes - injury from collision

- 1) Ensure that the number of competitors does not exceed capacity of the facilities or the limits set by the relevant rules.
- 2) Line up athletes in an orderly fashion.
- 3) Instruct athletes prior to the start of each race not to jostle or obstruct other competitors or impede their progress.

**Control measure responsibilities:**

- 1 Staff responsible as track marshall
- 2,3 Staff and helpers.

**800m break line** Athletes - Injury from collision

- 1) Ensure break line is clearly identified with other competitors.
- 2) Remind athletes prior to the start of the relevant rule.

**Control measure responsibilities:**

- 1,2-Staff and helpers

**Track - Additional to above for - 80/100/110/ metres Hurdles, 300/400 meters hurdles**

**Start** Athletes - injury from collision encroaching in their lane

- 1) Ensure blocks are correctly positioned in each lane

**Control measure responsibilities:**

- 1-Athletes, staff and helpers.

**Hurdles** Athletes - injury from collision with defective or improperly set up hurdles

- 1) Inspect hurdles regularly and ensure they are adequately maintained.
- 2) Inspect the mechanisms for
  - a) Fixing the hurdles at the right height,
  - b) Positioning the counter balance weight, immediately prior to use
- 3) Set weight adjustable hurdles correctly.
- 4) Ensure hurdles are correctly placed in lanes.

**Control measure responsibilities:**

- 1- Athletics WBOP gear steward
- 2,3,4, Staff and helpers

## Field

### Hazards Who/How affected Control Assessment

#### High jump

##### 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) Place sections of kerbing moved to facilitate high jump or other events in a safe area (replace immediately after the event is completed).
- 3) Encourage athletes to wear appropriate footwear.

**Control measure responsibilities:**

- 1, Ground staff and field referee
- 2, 3,4 Staff and helpers

**Uprights** Athletes and officials - Injury from being struck by falling uprights.

- 1) Inspect uprights regularly and ensure they are regularly maintained
- 2) Ensure bases are stable and joined onto the upright prior to use.
- 3) Ensure cross bar supports face each other.
- 4) Ensure uprights are properly positioned during warm up and competition.

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## **Control measure responsibilities:**

- 1-Gear steward Athletics WBOP
- 2,3,4 Staff and helpers

**Crossbar** Athletes - Injury from splinters and sharp edges

- 1) Ensure that only crossbars that conform to the relevant rules and specifications are used.
- 2) Inspect cross bars regularly and ensure they are adequately maintained.
- 3) Ensure cross bars are undamaged and free of splinters prior and during competition.

## **Control measure responsibilities:**

- 1,2 Athletics WBOP gear steward
- 3 Staff and helpers

**Surrounds** Athletes - Injury from falling onto a hard surface or objects.

- 1) Ensure no objects (such as scoreboards) are placed within 2m of the sides or rear of the landing mat.

## **Control measure responsibilities:**

- 1-Staff and helpers

**Landing mats** Athletes - Injury from defective, 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 (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 competition.
- 4) Ensure that where landing mats are placed on timber pallets or other material that objects are protected.

## **Control measure responsibilities:**

- 1-Field referee
- 2 Athletics WBOP gear steward
- 3 Staff and helpers

**Weather** Athletes and officials - injury from inclement weather

- 1) Ensure run up area surface is cleaned regularly to avoid slipping on wet run up area and allow drainage.
- 2) Sweep run up area during completion to remove any excess water grit or debris

Athletes - Injury from coldness

- 3) Ensure landing mat is covered with a waterproof cover to prevent rain ingress.

## **Control measure responsibilities:**

- 1,2,3-Field referee, staff and helpers.

**Warm-up/Competition** Athletes - Injury from collision with other competitors

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

## **Control measure responsibilities**

- 1,2,3 Staff and helpers

### **Jumps**

#### **Long Jump/Triple Jump**

**Runway** Athletes and Officials - Injury from slipping/tripping due to defective surface, or objects on the runway.

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

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## **Control measure responsibilities**

- 1,2 Ground staff,
- 3,4,5 Staff and helpers

**Take-off boards** Athletes and Officials - Injury from slipping, tripping on inappropriate or defective take-off boards.

- 1) Ensure that take-off boards conform to relevant rules, regulations (they should be made of wood of wood composite insert soft enough to absorb the impact of spikes).

Officials - injury from lifting ill-fitting boards or using incorrect lifting implements.

- 2) Ensure that take off boards fit adequately without being too difficult to remove.
- 3) Ensure the board lifting implements are available and suitable for the purpose of lifting the boards.

## **Control measure responsibilities**

- 1,2 Field referee
- 3,4 Athletics Waikato BOP gear steward

**Landing Area** Athletes - Injury from landing on to a compacted sand, extraneous objects or concrete edging of landing area.

- 1) Ensure that only sand that will not cause injury an athlete will be used.
- 2) Ensure that sand is dug over prior to the competition.
- 3) Check that landing area is free of dangerous extraneous material.
- 4) Ensure that there are no fixed barriers that could impede athletes exiting the landing area.
- 5) Ensure that the landing area is covered when not in use.
- 6) Rakes, shovels, brooms, etc. used for levelling and cleaning should be kept away from landing area and prongs of rakes should face the ground.

## **Control measure responsibilities:**

- 1, Ground staff,
- 2, 3, 4, 5, 6-Staff and helpers

## **Throws**

### **Discus, Shot Put,**

**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, free of holes or damaged areas, the metal rim has no protrusion or shards of metal and that it is adequately maintained.
- 2) Ensure that the circle is free of dirt, grit and standing water during competition (sweep if necessary).

## **Control measure responsibilities:**

- 1-Ground Staff
- 2-Staff and helpers

## **Cage- Discus,**

Athletes, Officials, Spectators – Discus escaping due to poorly maintained or improperly set up cage

- 1) Inspect cage regularly for damage to the net structure and ensure It is adequately maintained.
- 2) Ensure all officials and athletes maintain a safe distance

## **Control measure responsibilities:**

- 1, Ground staff.
- 2, Staff and helpers.

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**Implements, Discus** Athletes, Officials – Injury from handling a defective discus.

1) Check discus 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.

## **Control measure responsibilities:**

1-Staff and helpers.

## **Javelin Throw**

**Runway** Athletes and Officials - Injury from slipping/tripping due to defective surface or objects on the runway.

- 1) Inspect runway area regularly and ensure it is level, free of holes and adequately maintained.
- 2) Clean runway surface regularly to allow drainage.
- 3) Ensure no obstructions check marks are placed on runway.
- 4) Ensure that measuring tape's do not encroach onto runway.
- 5) Encourage athletes to wear appropriate footwear.

## **Control measure responsibilities:**

1, 2, Ground staff

3,4, 5.-Athletes, staff and helpers

**Implements** Athletics, Officials - Injury from handling or being struck by a defective javelin.

1) Check javelins before the event to ensure they conform to the rules and they are serviceable particularly the grip and point.

## **Control measure responsibilities:**

1, Field referee staff, helpers and athletes.

**Weather** Athletes and officials - injury from slipping on wet surface.

- 1) Ensure runway surface and drains are cleaned regularly to allow drainage.
- 2) Sweep runway during completion to remove any excess water grit or debris.

## **Control measure responsibilities:**

1-Ground Staff

1, 2-Staff and helpers

**Warm-up/Competition** Athletes, Officials- Injury from being hit by Javelin.

- 1) Ensure the central throwing area is roped off and access is controlled during warm-up and competition..
- 2) Supervise all warm-up and completion throws.
- 3) Ensure each athlete throws in turn and from the runway only.

## **Control measure responsibilities:**

1-Field referee and staff.

2-Staff and helpers and Athletes.

## **Additional points for Discus Throw**

- 1) All staff and helpers and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are not allowed outside the circle.
- 3) Only staff and helpers are allowed forward of the circle.
- 4) Staff and helpers forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.
- 5) The discus should be returned by hand only.
- 6) Check cage netting regularly.

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## Additional points for Shot put

- 1) All staff and helpers and athletes in and near the competition area must be aware of the need for concentration at all times.
- 2) Practice throws are not allowed outside the circle.
- 3) Only staff and helpers are allowed forward of the circle or throwing board.
- 4) Staff and helpers forward of circle or throwing board should stand outside the sector lines and face the circle or thrower.
- 5) The shot must be returned by carrying the shot back.

## Additional points for Javelin

- 1) All staff and helpers 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 and singled to throw.
- 3) Only staff and helpers are allowed forward of the runway.
- 4) Staff and helpers forward of runway should stand outside the sector lines and face the thrower.
- 5) The javelin must be returned by carrying vertical and not thrown.
- 6) Track kerbing removed whilst the event is in progress should be placed in a safe area and replaced at the completion of the competition.

**Note the above details have been sourced from the World Athletics Competition Organisation Manual - A Practical Guide. Some details have been adapted to suit local conditions. As noted previously many meetings are conducted on grass tracks and with lesser equipment and facilities but the basic principles apply.**



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## Appendix One – Briefing

### PRE-EVENT BRIEFING OF OFFICIALS / USERS OF STADIUM

1. Our sport is one where there is an element of potential danger from a variety of injuries. Our duty is to minimise the potential risks.
2. The **meeting manager** (or person responsible) must appoint the officials appropriate to the event.
3. Safety is the responsibility of all parties – athletes, officials and spectators.
4. Medical assistance may be required.
  - a. Accident & Injury report forms are available to place with the first aid kit.
  - b. First aid kit is available from the common room. Recommend ice packs are available with the first aid kit.
  - c. Any supplies used from the first aid kit should be noted in the first aid log.
  - d. A **defibrillator** is located at the **fire station** on Willoughby St, Paeroa
  - e. The field referees will have a phone with them should outside medical aid be required.
  - f. If an ambulance is called the address is Paeroa Domain, 6 Willoughby St, Paeroa
  - g. The nearest Accident and Emergency clinics [**A&E**] are
    - i. Paeroa Medical Centre, 4 Queen St, Paeroa.  
Ph 07 8628755 8am - 5pm 7 days
5. Be aware of any safety hazards – regardless of whether the athletics event is within a stadium or ex stadia. This will include weather, light levels (especially for long throws), as well as other potential hazards.
6. If an official believes unsafe activity is happening it is their responsibility to take appropriate action. That may be to stop the competition or advise the chief judge / referee.
7. **The level of “prevention”, e.g. Barrier use, signage**, is in part dependent upon the event status and athlete age / responsibility i.e. Younger athletes require greater supervision / protection.
8. **The competition area should be kept clear** of all personnel not involved in the running of the current events. This includes officials who have finished their duties.
9. **Athletes cannot cross the grassed infield.** They are to walk around the perimeter of the track to access their competition area.
10. Make sure that athletes do not wander off from an event – they should be supervised to, at least, the outside of the competition area.
11. Chief judges must recognise that some officials may not be able to maintain a high level of concentration for long periods and so should appoint them to roles where that will not cause danger to any party.
12. **No implements are to be left unsupervised in the competition area.**
13. **All implements should be returned to the gear shed at the completion of an event.** Who is responsible for this will depend upon the event status.
14. **No throws or jumps are to be undertaken by athletes without a minimum of 2 officials being in attendance.**
15. Any incidents / near misses are to be reported using the incident report  
Details of the meet (event name, location, meeting manager, etc) and that the briefing has been given to be recorded in the “officials briefing log book”.