



# Hauraki Plains College

## 2. EOTC Risk Assessment and Supervision (RAS) Form

Event Name	TVSS Cross Country Champs	Date	3/06/2026
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### Risks Identified for this Event

The section below is to be completed in collaboration between the **Person in Charge, EOTC Coordinator** and **others** involved in the event. Repeat the section for each harm you identify for all of the activities that make up your event. Help in identifying harms, hazards and control strategies for common EOTC events can be found in the [EOIC Good Practice Guides](#). The guides provide example harms, hazards and controls that you can add below, in addition to adding your own.

HARM What could go wrong?	HAZARD Why would this happen?	Risk Rating How serious?	Controls How can it be prevented? First try to Eliminate, then Minimise the risk	Check Controls implemented? Reviewed?	Residual Risk Rating?
Injury/Illness	Pulled muscle, graze, sprain, tear, blisters, fractures, bruising, existing injuries, or asthma/allergy flare-ups.	<b>O MEDIUM</b>	School Actions: All students briefed on appropriate behavior while at the event. Leader Actions: Ensure team members are fit for cross-country running, carry necessary personal medications (inhalers, etc.), and complete a comprehensive warm-up.	Event Manager Team Management	<b>O LOW</b>
Environment/ Equipment	Sunburn from outdoor exposure.	<b>O MEDIUM</b>	School Actions: Provide ice and a comprehensive First Aid Kit. Leader Actions: Sunblock provided; ensure students actively apply it. Mandatory appropriate running footwear and clothing for farm terrain.	HPC Team Managers	<b>O LOW</b>
	Fatigue, exhaustion, or dehydration due to race exertion.	<b>O MEDIUM</b>	School Actions: Prior education on the importance of water intake and refuelling before, during and after competitive distance races. Leader Actions: Ensure athletes are sufficiently recovered and well enough to compete.	Schools Team Managers	<b>O LOW</b>
	Extreme dehydration, sunstroke, or heat exhaustion from prolonged exposure.	<b>O MEDIUM</b>	School Actions: Coordinate or set up adequate shade/gazebos when outdoors for a prolonged period. Leader Actions: Provide sunblock and remind athletes to consistently drink water.	Schools Team Managers	<b>O LOW</b>
	Track surface hazards (uneven farm terrain, holes, mud) or faulty race equipment.	<b>O MEDIUM</b>	School Actions: Event staff to check the farm field surface and racing equipment to ensure it is safe and secure prior to the first race. Leader Actions: Remind students to keep their gear safe. Brief all students/staff on respecting host farm property.	Event Manager	<b>O LOW</b>

# REPEAT THE SECTION ABOVE FOR EACH HARM THAT COULD OCCUR

**REMEMBER:** The Emergency Response Guide should be complete and with leaders at all times during the event.

## Ākonga with Additional Needs

Are there participants that require extra support to participate fully and successfully in this activity? **No**

Name	Reasons for additional support	Will there be an Individual support plan (Form 11) used?
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No

Consider: ORS/High health needs/Special funding, Medical conditions, Injuries, Additional needs including sensory issues, dyslexia, autism, ADHD, anxiety and neurodiverse conditions, Gender diversity, Cultural considerations.

Please describe your support plan for this activity if individual plans are not used.

Consider: support staff, specialised equipment, prayer room etc.

## Specific Activity and Site Planning

Are there environmental operational limits that would cause this event to be cancelled? **Yes**

If yes please describe the operational limits. Consider: River Levels, weather warnings, surf conditions, rip warnings, volcanic activity

**Weather Warnings – heavy rain or lightning that compromise the safety of participants and officials on the course.**

Is this activity weather dependent? **Yes**

If so, who is responsible for monitoring weather reports?

<p>Who will check the weather the week before?</p> <p><b>Cindy Berridge</b></p>	<p>Who will check the weather the day before?</p> <p><b>Cindy Berridge</b></p>	<p>Who will check the weather during the activity?</p> <p><b>Cindy Berridge &amp; HPC</b></p>
<p>If a decision needs to be made regarding the weather, who will make the final decision and what will the process be?</p> <p><b>Event Manager, Cindy Berridge, will consult with HPC Management regarding any weather decisions. If the event needs to be called off, Cindy will communicate with all TV Schools who are entered. A decision will then be made from the TVSSSA whether to reschedule to another day or cancel.</b></p>		
<p>Contingencies - What are the other options available if this activity is cancelled due to weather or environmental conditions?</p> <p><b>Reschedule to another date.</b></p>		

## Site Specific Hazards on the Day

Every activity site is different. Describe potential hazards that are known at the location where this activity will take place and how they can be managed (if they are not already covered in the Risk Assessment table at the top of this form).

**Terrain Hazards: Cross-country terrain variables (uneven farm ground, hidden holes, open drains, mud and slips).  
Course markers and flagging tape will clearly map out safe paths and course marshals will be stationed at key turning points.**

## Site Specific People Related Hazards on the Day

For this activity at this location, what are the potential issues relating to your leadership team, volunteers, service providers, student participants or interactions with the public (if they are not already covered in the Risk Assessment table at the top of this form).

**Public/Participant Interaction: Large numbers of students and school vans arriving simultaneously.  
Clear designated assembly areas are allocated for each visiting school to prevent overcrowding and ensure easy monitoring by school Team Managers.**

## Past Incidents

Have there been issues at this site or with this type of event in the past? **Yes**

If there have been issues at this site in the past please describe what steps will be taken to reduce the possibility of it happening again.

**Vehicles stuck in mud – had to be towed.**

**Management Strategy: Strict wet-weather vehicle parking zones will be managed on-site based on paddock moisture levels on the day.  
Heavy transport (buses/vans) may be designated to roadside or hard-stand drop-off zones to avoid soft grass.  
Instructions will be communicated clearly to arriving schools.**

# Leadership and Supervision Plan

## Event Roles and Required Competencies - List the roles and competencies needed to conduct this event safely

EOTC Role	Required competencies	Does the role require safety checking &/or police vetting?	First Aid Cert Required?	What induction/training is required?
Person in Charge	<b>Cindy Berridge</b>	Yes	No	
First Aid Leader	<b>Tess Watts - Thames High School</b>	Yes	Yes	
Course Marshals	<b>HPC Staff &amp; Senior Student Officials</b>	Yes - Staff	No	
		Yes	Yes	No

## Staff Assigned to EOTC Roles

Name	Role within EOTC event	Skill / Qualification / Experience	First Aid Cert Exp (m/y)	Induction and/or Training? (d/m/y)		
<b>Cindy Berridge</b>	<b>Person in Charge / Event Manager</b>		/ / None	Yes	No	Date completed: / /
				Description:		
<b>Joanna Richards</b>	<b>Asst Manager</b>		/ / None	Yes	No	Date completed: / /
				Description:		
<b>Ian Clark (Boris)</b>	<b>Property Manager</b>		/ / None	Yes	No	Date completed: / /
				Description:		
			/ / None	Yes	No	Date completed: / /
				Description:		

## Volunteers & Contractors Requiring Safety Checking

Name	Safety checked?	Police vetted?
	Yes	Yes
	No	No
	Yes	Yes
	No	No
	Yes	Yes
	No	No
	Yes	Yes
	No	No



### Staffing and Supervision Structure - Describe the supervision structure required for this event

Supervision structure (includes allocation of roles and allocation of akonga to supervisors, e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

**Event Manager - Cindy Berridge**  
**Asst Manager - Joanna Richards**  
**Property Manager - Boris**  
**Officials - HPC Staff & Senior Students**

**All visiting Thames Valley schools must provide their own Team Managers to satisfy their specific school board's supervision ratios. Visiting managers retain primary responsibility for supervising their own ākonga while the students are waiting or not actively competing on the track.**

### Signed Off as Completed

<b>Completed by</b> <b>Cindy Berridge</b>		<b>18/05/2026</b> <small>Date (d/m/y)</small>
<b>Approved by</b> <i>Scott Russell</i>		<i>18/5/26</i> <small>Date (d/m/y)</small>