

Mini Marathon – Risk Analysis and Management Systems

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| Event Name | Mini Marathon 2021 | Anticipated crowd numbers | |
| Event Location | Rotorua Energy Events Centre | Spectators | 500 |
| Organisers | Event Promotions Ltd | Participants | 3000 |
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| Event Date | Friday 7 th May 2021 | Times | 6am – 2pm |
| Pack in date | Wednesday 5 th May 2021 | Times | 8am – 5pm |
| Pack out date | Saturday 8 th May 2021 | Times | 2.30pm – 5pm |
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| Event Organiser | Murray Fleming | On the day contact number | 0274877967 |
| Alternative Contact | Aimee Wright | On the day contact number | 0274244459 |
| Safety Coordinator | Murray Fleming | On the day contact number | 0274877967 |
| Event Facilitator | Murray Fleming | On the day contact number | 0274877967 |

- Assess if the risk control will **ELIMINATE** or **MINIMISE** – there are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally eliminate, then isolate or minimise.
- Estimate the likelihood of the hazard occurring – 1 = low, 5 = high.
- This is a guide only – not an exhaustive list. There may be other items that need attention on the day that do not appear on this list.

| Environmental effects on people | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
| Falling equipment | High winds | Ensure all equipment is secured in place and made visible with orange cones | E | 1 | Course manager |
| Flooding | Heavy rain | Check weather forecast 48 pre event, alter course if required, pre event course check | E | 1 | Course manager |
| Landslips | Heavy rain | Check weather forecast 48 hours pre event, alter course if required, pre event course check | E | 1 | Course manager |
| Sunburn | High UV rating | Ensure sunblock is available prior to the event start. Include warning in competitor briefing | M | 2 | Event staff |
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| Participants | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
| Injury due to collision with other competitors | Reckless competitors | Competitor race briefing to include instructions on how to maintain appropriate space, act safely and be aware of other. No headphones permitted for the event. | M | 2 | Event staff |
| Injury due to falling on the course | Inappropriate footwear, large number of competitors, uneven ground | Inform competitors (specifically the half marathon through the forest) of uneven ground and hazards identified by course set up staff. Identify hazards on the course with cones and signage. Encourage correct footwear for competitors. Event marshals positioned at any high-risk areas. | M | 3-4 | Event staff, volunteers, marshals, competitors |
| Lost/off-course competitors | Lack of signage, disorientation | Ensure course is clearly marked. Lead bike for both full and marathon courses. Course marshals positioned where course could split, or where other paths are visible. Tail end Charlie to ensure all participants are off the course. | E | 1 | Course manager, competitors, marshals |

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| Staging, Structures, Lighting, Sound, Electrical | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
|-----------------------------|------------------------------------|--|---------------------|------------|----------------------------------|
| PA system faulty | Power cut, faulty equipment | Back up generator on site, qualified contractor on site with back up equipment | E | 1 | Sound contractor |
| Stage unstable | Faulty equipment, incorrect set-up | Qualified person on site, extra supports in place on the start/finish line stage and finish gantry | E | 1 | Sounds contractor, event manager |
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| Accident and Health Emergencies | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
|-----------------------------|-----------------------------------|---|---------------------|------------|--|
| Medical event on the course | Underlying health condition | Course marshals' positions throughout all courses. Marshals have direct contact with the course manager. Marshals and volunteers instructed to call 111 in a serious emergency. St John on site at the start/finish line. St John provided of medical information declared during event registration if required. | M | 3 | St John, marshals, course manager, event manager |
| Injury out on the course | Competitor slip/fall | Course is well marked with any hazards clearly identified. Competitors all encourage to wear appropriate footwear. St John on site at the start/finish line. Marshals have direct contact with the course manager. | M | 3-4 | St John, marshals, course manager, event manager |
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| Set up/Pack down of the event and course | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
| Collision with set up/pack down vehicle | Poor visibility, careless behaviour | Flashing light on top of all vehicles, personal in high vis vests. All volunteers, marshals expected to behave in an appropriate and safe manner. Persons told to operate any vehicle and all safety machinery in a responsible manner and all must have correct licences. | M | 1 | Course manager, set up/pack down staff |
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| Security and Crowd Control | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
| Stolen equipment | No security, unlocked vehicles, unlocked facility | Remind competitors of risk during the event. Ensure facility and event vehicles are all locked when off site. | M | 3 | Everyone |
| Spectator collides with competitor | Lack of crowd control | Extra barriers to fence off start/finish line. Barrier tape, barrier arms and flags to be used at start/finish line and around the course | M | 1 | Course manager, event manager |
| Cars parked in the way of the event/course | Lack of provided parking, no signage to communicate course areas | Ensure that traffic management clearly marks no parking areas and course areas on the road/roadside parking. Send out parking information to competitors pre event. Notices around Rotorua stating event dates and times to raise awareness. | M | 2 | Traffic management contractor, event manager |
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| Covid-19 | | | | | |
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| Risks (what could go wrong) | Hazards (what could the cause be) | Risk Control (prevention measures) | Eliminate, Minimise | Likelihood | Who is responsible |
| Covid-19 outbreak | Person with symptoms or infected attends event | All communication about covid-19 guidelines sent to all competitors – see specific covid-19 health and safety plan for further information. | M | 1 | Everyone |
| New Zealand regions in split Alert Levels | Those travelling from high alert level trying to participate | Those travelling from regions with higher alert levels asked to stay home and not attend the event | E | 1 | Everyone |

Other relevant event information.

A number of changes have been made due to the Alert Levels in place and to align with the Ministry of Health's guidelines around mass gathering.