

Mini Marathon – Risk Analysis and Management Systems

Event Name	Mini Marathon 2024	Anticipated crowd numbers	
Event Location	Rotorua Energy Events Centre	Spectators	500
Organisers	Event Promotions Ltd	Participants	3000
Event Date	Friday 3 rd May 2024	Times	6am – 2pm
Pack in date	Thursday 2 nd May 2024	Times	8am – 5pm
Pack out date	Saturday 4 th May 2024	Times	2.30pm – 5pm
Event Organiser	Murray Fleming	On the day contact number	0274877967
Alternative Contact	Khushali Patel	On the day contact number	0212629293
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					
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

Participants					
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

Staging, Structures, Lighting, Sound, Electrical					
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

Accident and Health Emergencies					
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

Set up/Pack down of the event and course					
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

Security and Crowd Control					
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