

ROTORUA MINI MARATHON - RISK ANALYSIS AND MANAGEMENT SYSTEMS

Event name	Rotorua Mini Marathon		Total Anticipated crowd numbers		
Event location	Rotorua – Energy Events Centre	Spectators	300	Participants	3000
Organisers	Event Promotions Ltd				
Event date (s):	Friday 25 th September 2020	times	8.30am – 2.30pm		
Pack in date:	23 rd September 2020	times	8am – 5pm		
Pack out date:	26 th September 2020	times	2.30pm – 6pm		
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	Council 24hr contact centre	0274877967		

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

1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day
Falling equipment	High winds	Delay, cancel event or alter course prior to start. Check entire course prior to start	E	2	Course manager	Before 9am	
Flooding	Torrential Rain	Delay, Cancel or alter event course prior to that start. Check entire course prior to start	E	2	Course Manager	Before 8.30am	
Landslips	Torrential Rain	Delay, Cancel or alter event course prior to that start. Check entire course prior to start	E	1	Course Manager	Before 8.30am	
Skin Damage	Extreme UV rating	Ensure schools supply children with sunblock and sunhats	M	2	Schools	Pre-event and entire event day	

2. Participants – age/experience/suitability, [accessibility needs](#), refreshments, [lost children facilities](#), animals

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Injury or death to athlete through collision with other competitors	Other Reckless competitors	- Instruct at race brief for all participants to race in a safe and responsible manner maintaining appropriate space. If in doubt act safely. Emergency response and communications as described above	M	2	organiser	Race briefing Plus pre event e-mail	
Injury or death to athlete through falling and resulting impact on road.	Large amount of competitors	- Inform competitors of any new or special structures constituting a potential hazard - Define hazard by appropriate means if. E.g. Signs, caution signs, cones, spray paint, barricades, flags, - Event Marshalls present at all event obstacles	M	2 – 3	organiser	Race briefing Plus pre event e-mail	
Children getting lost at event	Large crowds	- Lost children to come to the stage truck at any stage during the event.	I	1	Child and organiser	Race briefing	

3. Electrical, sound and lighting - registered tradesman, isolation required, tripping hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
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PA system has fault	Faulty equipment	Qualified personnel plus additional equipment onsite	E	1	Sound technician	Pre, during	
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4. Staging and structures - dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Stage and/or structure has a fault	Faulty equipment or equipment not secured correctly	Qualified personnel in charge of set up Extra supports in place on stage and finish gantry	E	2	Organiser	During	

5. Accident & health emergencies - [first aid](#), [fire extinguishers](#), emergency contacts., report/recording of accidents

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Event accidents on course	Runner/Walker falls, slips or gets in trouble.	<ul style="list-style-type: none"> - St John's onsite with 1 advanced paramedic, 1 Primary care officers, 1 ambulance, 6 wheel ambulance cart and Mobile first aid unit with officers - Meeting prior to event start to arrange plan - Event organisers, staff and Marshalls in communication with the first-aid base 	M	3	St John	8.00am on Race day	

6. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Collision with set up vehicle and or personnel	Poor visibility	- Flashing light bar on the top of the vehicle and personnel to wear high viz vests at all times	M	1	Course set up manager	8am set up day 6am race day	
Person hurt by motor vehicle accident	Poor Visibility, Unstable terrain and reckless vehicle use	- Personnel instructed to operate all machinery in responsible manner and have appropriate license's	M	1	Event Director		
Personnel hurt by moving vehicle	Poor visibility	- personnel to wear high viz vests at all times	M	1	Finish area manager	At arrival on site	

Children not following the mapped course	Confusion of what direction to run	<ul style="list-style-type: none"> - Marshals positioned approximately every 200m and at every intersection. - Course flagged and signed - Lead person on bike for children to follow - Tail end Charlie to ensure no children fall too far behind of veer off the course 	M	2	Event Director, course set up manager	Pre-race briefing and during event	
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11. Security - protection of pedestrians and spectators, security/Police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Stolen gear	Personnel equipment stolen	<ul style="list-style-type: none"> - Remind competitors of potential risks 	M	1	Organiser	By 8am	

12. Crowd control - fencing/barricades and protection of property.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Spectator collides with event participant	Lack of Crowd Control	Crowd control barriers, cones extender barrier arms, barrier tape and flags to be erected around finish line and course	M	1	Course Manager	By 9am	
Cars parked in the way of the event	Lack of car parking provided and lack of information regarding this	<ul style="list-style-type: none"> - Give schools information on bus parking prior to event - Ensure this is complied with on the day of the event 	M	2	Event Director	During	

14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Staff etc not understanding tasks	Poor briefing	<ul style="list-style-type: none"> - Pre event meeting with all key personnel during the week prior - Marshal briefing notes to be sent to volunteer groups a week prior to the event - Briefing of all volunteer groups and staff prior to the start of the event 	M	1	Organiser	Prior to event	

15. Emergency procedures - fire, earthquake, [Hazardous substances](#)

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day
Adverse weather condition	Natural disaster	Contact with Civil defence	M	1	organiser	Always	

16. Other relevant information

The start process for the event has been changed slightly in that the year 5-8 competitors will complete the course before the year 1-4 students begin the course to ease congestion and any risk of injury to the younger children participating. Event organisers and announcers are all aware of this for the event day. Schools will also be notified to help with organisation of the large number of participants on the day.