

NZ Schools Triathlon Champs 2024 Volunteer Risk Assessment

What could go wrong		Before Controls are in place			Level of Control					After Controls are in place			Management of Risk		
		Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	Controls	Potential Harm	Likelihood			Risk Level
Hazard or Risk Identified	Impact of the Risk	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme						How will we prevent it?	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme	Person responsible	What will we do if it happens?
Inability to attract or retain volunteers	Reduced number of volunteers available for event	Major	Possible	High				✓		<ul style="list-style-type: none"> Determine roles and numbers early in planning phase Recruit through organisations (use organisation to manage attendance) Ensure donation is set at an appropriate level and review annually Ensure volunteers are looked after on event day Promote the role of the volunteers in media 	Major	Rare	Low	Volunteer Manager Event Director	Move volunteers from another lower responsibility role into key positions. Recruit short term labour to cover key positions
Volunteer drop out / 'no show'	Not enough volunteers to fill all roles at the event	Major	Likely	High		✓		✓		<ul style="list-style-type: none"> Recruit in excess of requirement Recruit through organisations (use organisation to manage attendance) Assign a 'manager' within each group Link donation to fulfilment of obligation Pool of multi tasked 'senior marshals' Quality pre-event briefing (include weather related instructions) 	Minor	Possible	Medium	Volunteer Manager Event Director	<ul style="list-style-type: none"> Move volunteers from another lower responsibility role into key positions. Use pool of 'spare' volunteers to be moved into other position
Slip, trip, fall	Injury to volunteer	Moderate	Almost certain	High			✓	✓		<ul style="list-style-type: none"> Power cables covered. Tent pegs to be covered or clearly visible. 	Minor	Possible	medium	<ul style="list-style-type: none"> Venue Manger Contractors Sound System Provider Safety Manager 	<ul style="list-style-type: none"> Onsite race day medical support Isolate area to ensure no further harm and amend as able to remove hazard
Vehicles on course or in venue	<ul style="list-style-type: none"> Injury to person which could be fatal Access to site impeded Negative media attention WorkSafe investigation 	Critical	Possible	High			✓	✓		<ul style="list-style-type: none"> Volunteers briefed prior to event day on Safety and traffic awareness Volunteers all required to wear Hi-Viz vests while 'on course' and advised not to put themselves in harms way Reduced speed on venue TMP in place for entire event 	Critical	Unlikely	High	<ul style="list-style-type: none"> STMS Event Director Volunteer Manager Safety Manager 	<ul style="list-style-type: none"> Onsite race day medical support Isolate area to ensure no further harm

NZ Schools Triathlon Champs 2024 Venue Risk Assessment

What could go wrong		Before Controls are in place			Level of Control					After Controls are in place			Management of Risk		
		Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	Controls	Potential Harm	Likelihood			Risk Level
Hazard or Risk Identified	Impact of the Risk	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme						How will we prevent it?	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme	Person responsible	What will we do if it happens?
General Waste	<ul style="list-style-type: none"> Rubbish left at venue Event doesn't comply with council consent 	Moderate	Almost Certain	High	✓		✓	✓		<ul style="list-style-type: none"> Independent contractor appointed to provide waste & recycling bins at all venues including at aid stations on course. Athletes informed of litter zones for event and are penalised if not used. Course and venues swept for litter post event 	Minor	Rare	Low	<ul style="list-style-type: none"> Course Director Event Director Waste Management Technicia Delegate 	<ul style="list-style-type: none"> Litter to be picked up from the location by staff or volunteers Course sweep will occur after the event Communication with effected party to ensure that they are happy with the area once cleaned
Event requires staff to work long hours	Event Team fatigue	Major	Possible	High		✓				<ul style="list-style-type: none"> Workforce plan to be applied to run sheet to ensure workforce is not asked to work an unnecessary volume of hours. Volunteers given breaks between racing 	Minor	Possible	medium	<ul style="list-style-type: none"> Event Director Volunteer Manager 	<ul style="list-style-type: none"> Workers who have not had long shifts to assist where possible
Exposed cords and other obstacles around the venue	Slips, trips & falls	Moderate	Almost certain	High			✓	✓		<ul style="list-style-type: none"> Power cables covered. Tent pegs to be covered or clearly visible. 	Minor	Possible	medium	<ul style="list-style-type: none"> Venue Manger Contractors Sound System Provider Safety Manager 	<ul style="list-style-type: none"> Onsite race day medical support Isolate area to ensure no further harm and amend as able to remove hazard
Electrical equipment onsite	Electrocution Electrical Fault	Critical	Unlikely	High	✓		✓	✓		<ul style="list-style-type: none"> Certified electrician to install all electrical services All equipment to have current testing certification 	Critical	Rare	Medium	<ul style="list-style-type: none"> Venue Manager Electrician Safety Manager 	<ul style="list-style-type: none"> Isolate power and area until power is de-energised. Use onsite first aid or call 111 for medical emergency Contact WorkSafe if required
Fire on site	Injury to persons as they are evacuated Loss of equipment	Critical	Unlikely	High				✓		<ul style="list-style-type: none"> Workers informed of evacuation plan in their induction Fire extinguisher onsite 	Critical	Unlikely	High	<ul style="list-style-type: none"> Venue Manager Marquee provider Workers Event Director 	<ul style="list-style-type: none"> Emergency evacuation plan in SMP Media director to handle any media
Sunburn/heat exhaustion	Burnt Skin Heat Stroke Dehydration	Major	Possible	High			✓	✓		<ul style="list-style-type: none"> Water & Isotonic drinks available at venues Sunblock to be freely available on site 	Major	Possible	High	<ul style="list-style-type: none"> Workers Safety Manager 	<ul style="list-style-type: none"> Onsite medical team or 111 in an emergency

Large Structures onsite Marquees Finish Arch Display stands Pop-up tents	Structure collapsing or being effected by wind gusts and injuring person	Critical	Possible	High		✓	✓	Tauranga Party Hire engaged to install, manage and remove marquees structures using appropriate labour. Marquees to meet current regulations with regards to tethering and erection Display stands and small tents to be weighted down prior to event in operation Finish Gantry to be secured with weights	Critical	Unlikely	High	•Dobsons Marquee Hire •NPDC •Partners •Event Director •Venue Manager •Safety Manager	•Disassemble any tents that are threat or have been blown in the wind •Onsite medical team or 111 in an emergency
Suppliers making deliveries causing unsafe surroundings	<ul style="list-style-type: none"> •person being injured by moving vehicle •Injury to person which could be fatal •Access to site impeded •Negative media attention •WorkSafe investigation 	Critical	Unlikely	High		✓	✓	<ul style="list-style-type: none"> •Briefing of all suppliers of dedicated delivery areas and advised of health and safety system •Venue Manager to monitor all deliveries to ensure that they are adhering to the rules of low speed •Deliveries to not to be made in areas of high-density crowds - or a spotter used in this case 	Moderate	Unlikely	Medium	•Venue Manager •Suppliers	<ul style="list-style-type: none"> •Use onsite first aid or call 111 for medical emergency •Isolate area so no further harm is caused until situation can be remedied
Striking an Underground power line or gas line during setup	<ul style="list-style-type: none"> •Electrocution resulting in significant injury or fatality •Damage to power network •Damage to equipment •Cancellation of event due to worksafe investigation •Negative media attention •WorkSafe investigation 	Critical	Possible	High	✓		✓	<ul style="list-style-type: none"> •Powerlines and gas to be marked out prior to setup by TCC •Location of these to be included in staff and contractor inductions. •Safety Manager to monitor. •Contact details for person to isolate power. 	Critical	Rare	Medium	•TCC •Event Director •Safety Manager	<ul style="list-style-type: none"> •Isolate power and area until power is de-energised. •Use onsite first aid or call 111 for medical emergency •Contact WorkSafe if required

NZ Schools Triathlon Champs 2024 Course Risk Assessment

What could go wrong		Before Controls are in place			Level of Control					After Controls are in place			Management of Risk		
Hazard or Risk Identified	Impact of the Risk	Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	Controls	Potential Harm	Likelihood	Risk Level	Person responsible	What will we do if it happens?
		Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme						How will we prevent it?	Insignificant Minor Moderate Major Critical	Rare Unlikely Possible Likely Almost Certain	Low Medium High Extreme		
Vehicles on course or in venue	<ul style="list-style-type: none"> Injury to person which could be fatal Access to site impeded Negative media attention WorkSafe investigation 	Critical	Possible	High			✓	✓		<ul style="list-style-type: none"> Event-wide communication system Volunteers briefed prior to event day on Safety and traffic awareness Volunteers all required to wear Hi-Viz vests while 'on course' and advised not to put themselves in harms way Resident and business notification 2 weeks prior to event TMP in place for entire event and closed roads Event billboards in place 6 week sprior to event. 	Critical	Unlikely	High	<ul style="list-style-type: none"> STMS Event Director 	<ul style="list-style-type: none"> Onsite race day medical support Isolate area to ensure no further harm
Adverse Weather Conditions	Course requiring changes due to unsafe conditions for athletes	Moderate	Possible	High	✓			✓		<ul style="list-style-type: none"> Weather to be monitored in the lead up to the race. Contingency Committee for event will meet daily in the 2 days leading up to the event to monitor the weather and decide if any contingencies need to be put in place. Refer to contingcy plan 	Minor	Possible	Medium	<ul style="list-style-type: none"> Contingency Committee 	<ul style="list-style-type: none"> Contingency plan. Onsite medical or 111 for an emergency
Sunburn/heat exhaustion Athlete fatigue	<ul style="list-style-type: none"> Burnt Skin Heat Stroke Dehydration Collapsed athlete 	Major	Possible	High			✓	✓		<ul style="list-style-type: none"> Aid station on run course First Aiders throughout course. Water to be made available to all event team and volunteers. Sun screen to be provided to all event team and volunteers Participants told to be prepared for all weather Athlete cut off time imposed on course. •Any athletes wishing to withdraw during the event will be picked up by the course crew from the nearest aid station. 	Major	Possible	High	<ul style="list-style-type: none"> Workers Participants Medical team 	<ul style="list-style-type: none"> Onsite medical team or 111 in an emergency
Athlete hit by boat during swim	Significant injury to athlete	Critical	Possible	High			✓	✓		<ul style="list-style-type: none"> Maritime safety rules SLSNZ on course to monitor boats coming into area BOP Regional council approval of event SLSNZ managing safety 	Critical	Unlikely	High	<ul style="list-style-type: none"> Event Director SLSNZ Safety Kayaks 	<ul style="list-style-type: none"> Onsite medical team or 111 in an emergency Follow athlete fatality procedure Media Policy to be implemented
Athlete taking a wrong turn on the course during any part of race	Missing and/or injured participant	Moderate	Possible	High			✓	✓		<ul style="list-style-type: none"> Athletes receive course information prior to starting Water safety on course Swim buoys on swim course Course directional signage and marshal placement at critical intersections on bike and run course 	Moderate	Unlikely	Medium	<ul style="list-style-type: none"> Swim Director Bike Director Run Director Event Director Participants Marshals on Course 	<ul style="list-style-type: none"> Refer to lost participant policy Swim Clearance plan Onsite medical team or 111 in an emergency

Unknown medical conditions of athletes	<ul style="list-style-type: none"> •Fatality •Cardiac arrest etc •Negative media attention •Delay or disruption to event 	Critical	Possible	High			✓	✓	<ul style="list-style-type: none"> •Volunteers and staff inductions to include information of what to do in a medical emergency. •Onsite medical team with AED available •Staff with first aid training •Participants are required to have a Pre-participation Evaluation carried out prior to event and prior to being accepted into the event. 	Critical	Possible	High	<ul style="list-style-type: none"> •Workers •Participants •Event Director 	<ul style="list-style-type: none"> •Follow athlete fatality procedure •Isolate area •Identify any new hazard that may have caused the fatality. •Isolate and remedy to prevent any further risk •111 for medical assistance then work with onsite medical staff •Media Policy to be implemented
Cold Weather	<ul style="list-style-type: none"> •Hypothermic participants or workers and requiring medical treatment and/or hospitalisation •Negative experience at event 	Major	Possible	High			✓	✓	<ul style="list-style-type: none"> •Manage workers hours and exposure to elements of cold weather •Warm medical tent. •Weather monitored for cold and athletes warned to wear clothing for the conditions •Wetsuits are allowed to be worn when water temp is below 20°C and madatory when below 14°C 	Major	Possible	High	<ul style="list-style-type: none"> •Event Director •Contingency Committee •Medical team •Participant 	<ul style="list-style-type: none"> •Onsite medical team and hospital treatment if required •Contingency plans
				Red								Red		

Risk Assessments and Management

Using the Risk Matrix below identify all your hazards and how they will be controlled. The risk matrix is used to assess the likelihood and consequence (potential harm) of the identified hazard.

The methodology below sets out how to assess and assign a risk rating based on likelihood (how likely is this hazard to happen) and potential harm (what harm may result). Controls are then put in place to reduce the risk.

Likelihood	Potential Harm				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium


Potential Harm	Description of Harm	Likelihood	Description of Likelihood
Insignificant	No treatment required	Rare	Will only occur in exceptional circumstances
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Moderate	Injury requiring medical treatment or lost time	Possible	May occur within the foreseeable future, or within the project lifecycle
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	Likely	Likely to occur within the foreseeable future or within the project lifecycle
Critical	Loss of life, permanent disability or multiple serious injuries	Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety

Control the Risk

1. List the hazards/risk you have identified
2. Rate their risk level
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred hierarchy of control

Hierarchy of Controls	
Most effective  Least Effective	Elimination: Remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. Induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. Helmets, mouth guards, high-vis)