

# RISK ANALYSIS MANAGEMENT SYSTEM - BOPSS Triathlon Championships 2023

Location: Port Ohope Reserve, Ohope	Date: Tuesday 21 <sup>st</sup> February Postponement Date: N/A	Type of Activity & No. of Participants: Approximately 200 Description of participants : Secondary School ages students	Event Manager: Tauranga Triathlon
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Hazard No.	Potential Hazard or Risk	Causes <i>What could cause it to happen?</i>			Priority	It is practicable to:				Mitigation <i>How could we prevent it from happening?</i>	Responsibility
			Likelihood	Impact		Eliminate Yes No	Isolate Yes No	Minimise Yes No			

## People

*Participants , Volunteers and Staff e.g. individual abilities and fitness, attitudes, age, experience, health conditions, drugs and alcohol, allergies*

1	Medical conditions ie. Asthma, Allergies	Pre-existing medical conditions can cause the athlete to become unwell during the activity. Water ingestion and possible drowning	Unlikely	Catastrophic	Medium	✓		✓		✓	Schools required to advise teachers in charge/team managers of any pre-existing medical conditions of students and to ensure all students bring any medications required. All teachers in charge have access to medication. Qualified first aid staff and lifeguards are on site.	Participant Schools/Teacher in Charge Parent.
2	Lack of fitness/ conditioning	Lack of appropriate training for level of event. Any pre-existing medical conditions. Exhaustion during event, water ingestion and possible drowning.	Moderate	Catastrophic	High	✓		✓		✓	Teachers in charge should be aware of the fitness and health of their athletes. They need to ensure their students have the appropriate training and conditioning and are in suitable events. Teachers should be aware of any pre-existing medical conditions and have possibly requested medical clearances for their swimmers to compete. Course Marshalls will be vigilant.	Teacher in Charge Participant Event Manager
3	Ability level of the participant	Ability level below requirement to compete at event safely. Anxiety during swim or bike sections.	Unlikely	Catastrophic	Medium	✓		✓		✓	Teachers in charge should know the triathlon background of their athletes prior to the event and place participants in appropriate races. volunteers will be vigilant.	Teacher in Charge Participant Event Manager
4	Lifeguards & Course marshals	Qualifications of staff can vary at events. Specific levels of experience essential for some roles.	Unlikely	Catastrophic	High	✓	✓			✓	All essential officials at this event should have previous experience. Essential officials need to be identified prior to the event.	Event Manager Schools/TIC
5	Spectators and athletes waiting to compete	Failure to acknowledge restricted areas and no go zones. Busy transition and marshalling areas. Congestion and crowding points.	Moderate	Minor	Medium	✓		✓		✓	A detailed briefing pre-event that includes Health and Safety. Signage detailing restricted area's and no go zones. Event Manager/ Team managers/lifeguards to police restricted areas and participant/ spectator behaviour throughout the day. Team managers responsible for their groups through the day.	Event Manager Teacher in Charge Spectators
6	Inappropriate behaviour by Volunteer/spectators/Members of Public to children	Lack of supervision by team managers/teacher in charge	Moderate	Catastrophic	High	✓		✓		✓	Teacher in charge/team managers should supervise participants, know where participants are at all times and ensure they are not alone in changing rooms/toilets. Any suspicious activity should be reported to the event manager immediately.	Teacher in Charge Event Manager

## Equipment

*Suitable clothing, specific gear relevant to the activity, equipment meets the abilities of the participant, relevant safety gear, first aid kit*

1	Manual handling - cuts, bruises, strains	Lifting and handling heavy signs and equipment	Moderate	Moderate	Medium	✓	✓			✓	Two person job unloading/loading signs, allow sufficient time to do job safely.	Event Manager Committee (prior)
2	Equipment failure	Bike failure (eg brakes, puncture)	Unlikely	Moderate	Medium	✓	✓			✓	Remind competitors of their responsibility for their own equipment during pre-race briefing, experienced club members available to assist with checks.	Venue Management Organiser/ Event Manager
3	Personal injury	Personal injury Incorrect footwear or swimwear	Unlikely	Minor	Medium	✓	✓			✓	Remind competitors of their responsibility for their own equipment during pre-race briefing.	Event Manager Participant Teacher in Charge

## Environment

*Weather, terrain, infrastructure – bridges, roads, maintenance work; other events at the same time, spectators and public – keep safe*

1	Sunburn, hypothermia, dehydration	Adverse weather conditions (sunshine, wind, rain)	Moderate	Moderate	Medium	✓	✓			✓	Draw competitors' attention to weather risk during pre-race briefing, cancel or postpone event in adverse weather.	Event Manager Participant
2	Slips, trips, falls	Uneven surfaces (setting up course, competing)	Moderate	Moderate	Medium	✓		✓		✓	Allow sufficient time for set-up, ensure sufficient helpers during set-up, remind competitors of uneven surface areas during pre-race briefing.	Event Manager Volunteers
3	Adverse weather	Dangerous swimming conditions Dangers biking conditions	Unlikely	Moderate	Medium	✓		✓		✓	Cancel event if weather creates a significant safety risk.	Event Manager Sport BOP
4	Traffic management	Setting up course (road signs and cones) before event and collecting in afterwards	Unlikely	Moderate	Medium	✓	✓			✓	Two-person job unloading/loading signs, allow sufficient time to do job safely, hi-viz vest to be worn while setting up and dismantling course.	Event Manager Volunteers
5	Traffic management	Public roads used for bike and run legs - collision with vehicle or avoidance of vehicles	Unlikely	Moderate	Medium	✓	✓			✓	Traffic Management Plan followed, signs out at major intersections or turns, marshals as per TMP, clear explanation of risk during race briefing, helmets must be work on bike leg, continued focus on road safety within club.	Event Manager
6	Traffic management	Vehicles present during set-up of transition area (competitors arriving)	Moderate	Moderate	Medium	✓	✓			✓	Tape off transition area early during set-up, open area used for transition.	Event Manager Course Marshals
7	Aquatic life	Shark attack	Unlikely	Catastrophic	High	✓		✓		✓	Limited mitigation, can remove participants from water if a shark is sighted	Event Manager Course Marshals Participants (if they see a shark)

**Who has the overall responsibility of the activity: Tauranga Triathlon**

If the activity is to be held at an "owned" location Venue – Memorial Pools - **Health and Safety Plans** must be sighted and checked and attached to this form for signing off

**All locations must be inspected prior** to an activity/event taking place and an on the day checklist completed.

**Comments:**

**Responding to an incident:** Procedure for treatment for injuries: **Minor** will be treated on site with the assistance of Team Managers and/or Memorial Pools Staff. In the unlikely event of a **serious injury**, the Memorial Pools Health and Safety Officer or other suitably qualified person will assess the patient, call an Ambulance, keep the patient calm and reassured, treat any symptoms, and continually monitor until help arrives. An incident form will be completed after the event and the incident investigated with a report given to their manager. **Staff must read and attach a copy of the relevant response plan for identified incidents.**