



Hauraki Plains College

HPC2 1. Risk Assessment and Supervision (RAS) Form

2. EOTC Risk Assessment for: Thames Valley SS Cross Country

Version

Date

23/05/2023

Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious?	Controls How can it be prevented? First try to (e)liminate, then (m)inimise the risk	Check: Controls implemented? By who?	Residual Risk Rating?
Injury	<ul style="list-style-type: none"> Pulled muscle, graze, sprain, tear, blisters, fractures, bruising Sunburn 	Possible	<ul style="list-style-type: none"> All students briefed on appropriate behaviour while at the event All members of the team are fully fit and are not carrying injuries. Complete comprehensive warm up before event Students to wear appropriate footwear & clothing Sunblock & 1st Aid Kit provided 	<ul style="list-style-type: none"> Team Managers SCHOOLS 	Low
Illness	<ul style="list-style-type: none"> Fatigue/Exhaustion Existing injury Asthma/Allergies Hypothermia Hydration/Refuelling 	Possible	<ul style="list-style-type: none"> Manager to ensure that all athletes are well enough to compete prior to event Qualified first aider with team – if possible Check existing medical conditions Check individuals have correct medication Education on the importance on water intake and refuelling prior, during and after events 	<ul style="list-style-type: none"> Team Managers SCHOOLS 	Low
Environment	<ul style="list-style-type: none"> Hypothermia Dehydration Sunstroke/heat exhaustion 	Unlikely	<ul style="list-style-type: none"> Ensure adequate shade when outdoors for prolonged periods Students advised to bring appropriate clothing Provide sunblock and remind athletes to apply Remind athletes to drink plenty of water 	<ul style="list-style-type: none"> Team Managers SCHOOLS 	Low
Equipment Damage/Loss	<ul style="list-style-type: none"> Surface Event Equipment 	Possible	<ul style="list-style-type: none"> Reminder for all students to keep their gear safe Event staff to have checked that field surface and equipment is safe and secure prior to starting All students and staff briefed on respect for South Farms Property and equipment. 	<ul style="list-style-type: none"> Team Managers HPC 	Low

Reviewed:

Date:

Approved:

Next Review:

Specific Event and Site:

By:

Date:

Site Specific Hazards (What else could go wrong at this site?)	Management - How can we control this?
Events previously held at this venue and no previous issues	
Specific Hazards on the Day (What could go wrong at this site?) 1. On this day (weather, tide, current etc)? 2. With these people (participants, staff etc)?	Management - How can we control this?

Supervision Requirements

Consider the risk assessment and the staffing requirements to manage the controls

By:

Date:

1. Roles and Competency: Identify the roles and competencies required for the event

Role Names	Police Check?	First Aid?	Skill / Qualification / Experience	Induction and/or Training?
<i>Person in Charge</i>	<i>Required</i>	<i>Required</i>	<i>Group Management</i>	<i>Yes – EOTC SMP</i>
Cindy Berridge	Yes	No		
<i>Drivers</i>	<i>Required</i>	<i>Required</i>	<i>Group Management / Driving licence</i>	<i>Yes – Transport policy & procedures</i>
N/A				

2. Group members requiring specific management strategies: Provide **specific management strategies** for participants requiring special attention

Health (e.g. asthma, allergies, medical conditions, current injury)

Behaviour (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy)

Capabilities (e.g. swimming ability, physical disability)

3. Staffing and Supervision Structure: Specifically describe the **supervision structure** required for the event

Supervision structure (includes allocation of roles and allocation of students to supervisors)

(e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

Cindy Berridge – Event Coordinator: 0274655289

Ian Clark – Course Coordinator

HPC Staff – Marshalls, Set Up & Pack Up

Completed by:	Cindy Berridge	Date:	8/05/23	Approved:		Date:	
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