



SOUTH WAIKATO SCHOOLS MX Challenge

Friday 26th July 2024- Secondary
Saturday 27th July 2024 - Primary & Intermediate

SAFETY RISK ANALYSIS & MANAGEMENT

South Waikato Motocross Park
53 Moffat Rd
Tokoroa



This document has been designed to assist and create safe events for all those involved from all participants, staff, officials, event sponsors and members of the public that are present at our events. This safety plan includes applicable information and regulations from Motorcycling NZ [MOMS](#) and from the Health and Safety Employment Act 1992 (HSE Act) and the Occupiers Liability Act 1962. Patetonga Motorcycle Club (referred to as 'PMCC') will take all practical steps to ensure that all the above are not harmed in anyway as a result of the events we run. Natural Hazards will be managed as safely as possible. The safety plan is to be reviewed annually

SWMCC Health and Safety Policy

The object of the SWMCC Health and Safety Policy is to promote the prevention of harm to all people at events and others in the vicinity of our events. Our policy applies to cover all events and places duties on the event organisers, event participants, event volunteer officials, sponsors and others who are in a position to manage or control hazards. The emphasis of the law is on the systematic management of health and safety at events. It requires employers and others to maintain safe working environments, and implement sound practice. It recognises that successful health and safety management is best achieved through good faith co-operation at the events and in particular through input of those doing the events.

EVENTS

The SWMCC covers the following events:

- Club/regional/national and off road events either competitive or non-competitive in nature
- Number of events per annum: approx. 6
- Average number of participants: 100-500
- Number of club officials per event: approx. 5-15 depending on size of event

LEGAL OBLIGATIONS:

The SWMCC safety policy is committed to comply with the HSE Act. SWMCC is committed to improving Health & Safety performance standards. There is a commitment to involve official committee/volunteers in establishing and implementing HSE Act policy and controls. Policy changes and controls are documented, implemented within an updated policy and communicated to all employees. The policy is available to all interested parties, e.g. officials, contractors and riders etc. The policy is reviewed regularly on an annual basis. The policy is committed to comply with all other relevant legislative and regulatory requirements, e.g. codes of practice. Any machinery, bikes or vehicles which is operated by event staff will meet all NZ requirements by law

INDUSTRY STANDARDS & SPORTS BODY RULES:

Where appropriate relevant industry standards and sporting body rules will be considered and used as a guideline relative to the particular event, skill level and number of

participants. There are no specific industry standards for 'off road' motorcycle sporting events, however some sports bodies have regulations and rules and compliance will be maintained

MANAGEMENT SYSTEMS:

The SWMCC appointed and elected executive and committee will ensure hazard/risk identification is complete before starting any event in conjunction with event officials

OPERATIONAL SYSTEMS:

SWMCC appoints an event co-ordinator to each event to co-ordinate all officials, volunteers and professional support staff such as medics, flag marshalls and spectators required for each event

ACCOUNTABILITY:

Participants enter all events at their own risk and are expected to take full responsibility for their safety. All participants must sign in before participation at an event and an event liability waiver may be supplied to be read before taking part in any event. This is done at event registration if not already done before

HAZARD IDENTIFICATION:

For each event, designated event and track maintenance staff will travel the event course within the weeks leading up to any given event and check for hazards. Hazards are then either removed (eliminated), managed (isolated) or participants notified about them (minimised). The Clerk of the Course is aware of all potential hazards and will inform staff/officials/volunteers and participants prior to starting an event

EVENT COURSE INSPECTION:

Track maintenance crew along with Clerk of the Course is responsible for the concept, design and approval of all event courses

EVENT BRIEFINGS/INFORMATION:

Participants gather event information from the events respective website pages and by correspondence sent out by emails prior to the event. Participants must attend a pre-race briefing either the day before the event or on the day of the event prior to their race start. Any additional information (weather updates, course changes etc), participants need to know is announced at the briefing via voice appeal and if need be again on the start line of the event. Copies of all material can be supplied to event participants on request

STAFF:

Event co-ordinator and committee officials will decide event staff numbers and skill level for various events. Appropriately skilled people will be employed to manage safety in various locations

EQUIPMENT:

Participants are required to keep their equipment in a safe and maintained order stated by the manufacturer. The majority of equipment is either owned or borrowed. Any equipment rented must be in a safe working order or supplied by a professional company in which case it is their responsibility that it is operation and suitably safe

SWMCC issues participants with timing transponders – these are the property of a timing contractor. Other equipment owned by the club is general track signage, bbq, starting gates, flags, first aid kits, registration and furniture

- Signage and furniture cleaned after each event
- First aid kits restocked after each event and checked before each event. Checklist provided
- Signage, barrier tape erected before each event and removed after event

ACCIDENT / INCIDENT REPORTING:

All accidents/incidents either minor or major are reported using the SWMCC incident report form. Post event any forms filled in are discussed with event official staff and matters causing danger are identified and any changes are made to future events to avoid any recurrence. Any major accidents involving serious harm are notified to Occupational Safety and Health. The definition of an accident is “serious injury requiring evacuation, missing person or death”

EMERGENCY PROCEDURES:

There is a standard emergency procedure that event official staff must follow in such a situation. Each event will have additional information specific to the environment included in the official staff event briefing

EMERGENCY PROCEDURE:

The key steps for Emergency are as follows:

- **Assess and secure site to prevent situation escalating while maintaining personal safety**
- **Provide first aid emergency care if required**
- **Notify Clerk of Course/Race director and/or emergency services – see laminated sheet located in medic/first aid hut for our GPS location which should be given in ‘111’ call**
- **Monitor scene until help arrives**
- **Hand over control to Race Director or Emergency Services**

- **Ensure incident report is completed**

Potential Emergencies:

- Serious injury during event requiring evacuation
- Missing person
- Death

Accident/injury severity classification levels (not limited to these examples)

LEVEL 1 = MINOR

- Not requiring evacuation, i.e. minor scrape, cut, fall. Injuries treatable on location by official staff

LEVEL 2 = MODERATE

- Not requiring evacuation
- Moderate injuries treated on location. May require further assistance from medic, stabilisation, monitoring and follow up. I.E. bruising, fall, sprained ankle, insect sting

LEVEL 3 – SEVERE/EMERGENCY

- Requires evacuation or assistance
- Severe injury of rider, spectator, official or other
- Missing person or life threatening situation requiring immediate emergency response e.g. chest pain, severe rider injury like 'head injury', spinal cord injury, fractures, major lacerations. Missing person, allergic reactions, diabetic coma etc

SITUATION MANAGEMENT – ACCIDENT / INJURY PLAN

- Ensure the immediate safety of self, other official staff, sponsors, public and participants
- Event may be paused, modified or cancelled to ensure safety
- Assess the injury or accident that has occurred
- Level 1 – administer first aid as required
- Level 2 – Stabilise, provide first aid as able, call race director or Medic/First Aiders for assistance
- Level 3 – Emergency Priority Call (111) – requires immediate evacuation assistance
- Notify Race director as soon as practicable
- Collect information and fill out incident report and forward to race director ASAP

- Debriefing to occur with official staff, race director, and emergency services

***** The safety of participants and staff is paramount*****

If the injured person wants to continue their participation in the event and it will make the injury worse, they MUST have approval from Race Director/Clerk of the Course

EMERGENCY CALL OUT PROCEDURES FROM EMERGENCY LOCATION TO 111

The following needs to be supplied:

- Type of assistance required, i.e. Police, Ambulance, Fire
- Who it is who is calling
- Nature of emergency
- Exact location
- **LUCAS OIL Motocross Park,**
- **Moffat Road,**
- **Amisfield, Tokoroa**
- Condition of injuries
- The number of people requiring assistance/evacuation
- OFFICAL STAFF MEMBER TAKES STEPS TO INITIATE EMERGENCY PROCEDURES.
- Priority is to get assistance to the injured person ASAP
- Call made to NZ 111 emergency service call centre immediately
- The Clerk of the Course/Race Director must be contacted and advised straight away
- Handheld radio or mobile numbers noted at sign on desk as Clerk of the Course/Race Director
- Onsite Medics/First aiders to be notified and activated ASAP

SAFETY PLAN TABLE:

Activity Hazard Risk Management Response

- Trained first aiders/medics working on event. Local emergency contact information easily accessible. At least **one** reliable if not two forms of partial communication available. I.e. phones and radio
- Medical conditions and allergic reactions like anaphylaxis shock secondary to bee stings, food etc must be notified to race director/staff when entering any SWMCC events. The participants are reminded they have to control and manage pre-existing medical conditions and allergies themselves
- Local emergency contact information easily accessible, with one if not two reliable forms of partial communication available

Camping overnight

Campsites at specific events includes site safety. Participants are warned of any hazards like wind and tree fall, flooding and fire. Participants are moved if in danger.

Participants are informed that no fires are allowed to be lit

Persons wanting to camp overnight on site are reminded that trained first aiders will not be in attendance after hours. Local emergency contact information will be easily accessible and officials have been made aware of participants medical conditions & allergies that they may have

Parents/Care Givers are responsible for their children and there is a curfew of 10pm. There is to be no alcohol, drugs, smoking or vaping to be used by school children while camping at the track

Fire Safety

All care will be taken regarding fire risk/safety. South Waikato Motorcycle Club has fire extinguishers onsite at the track available for use if the need arises. Participants and supporters will be advised of fire safety precautions and regulations at riders briefing

Health & Safety of Participants Including Supporters

Experienced and qualified medical staff will be employed for the duration of the event. All participants and supporters will be informed of safety procedures to be adhered to. All marshalls and officials at the event will have two-way communication via handheld RT radios. A voice appeal public address system is used at briefing and throughout the day to communicate messages and instructions

Medical treatment & first aid

South Waikato Motorcycle Club employs medical & first aid professionals for all our events responsible for the treatment and management of patients and their injuries. Teams and participants are reminded that they are responsible for providing minor & basic first aid such as ice

Medi-vac (Helicopter transport)

In the event of needing Medi-vac or helicopter transport to hospital, South Waikato Motorcycle Club have a designated helicopter landing zone in a paddock adjacent to the venue. This is cleared by the farmer and manned by an official from the event in regards to landing the helicopter and maintaining safety of the helicopter and parties involved

Vehicle Parking

There is ample parking in the pits for participants at the event. There is a separate area designated away from the main area of the event for supporters and official's vehicles. In the event of vehicle parking overflow, a second paddock is available to accommodate the overflow. It is asked that supporters and non-participant vehicles are parked in this area away from the pits to reduce unnecessary traffic to eliminate the possibility of an accident to ensure the helicopter landing zone is not affected

Road Safety

This event does not involve any roadways for the running of this event

Clean up / Waste Management

This site is a working farm. All participants and their supporters are required to make use of the rubbish bins provided around the venue and use drop mats under their motorbikes when making any changes to their bikes in regards to fluids – including oils, cleaners, and lubricants

Toilet / sanitary facilities

There is a toilet site at the venue – this is under the sign-on/registration building. There will be extra port-a-loos brought in to accommodate the needs of the public. These will be located around the venue

Food and refreshments

There will be catering contractors onsite to provide food and refreshments

Hazard Identification / Controls

District: **LUCAS OIL Motocross Park,**

Activity: **MX Racing**

Location: **LUCAS OIL Motocross Park, Moffat Road, Amisfield, Tokoroa**

Natural terrain with Number of participants: **Between 150-500**

Date: **Monthly (whilst racing)**

Control Method: E = Eliminate, I = Isolate, M = Minimise

Hazard	Potential Harm	Significant Hazard?	Control Method	Action Proposed	Completion (Date/Sign)	Frequency of Monitoring
Noise	Hearing loss/injury (Permanent / temporary)	Yes	M	Measure noise pollution levels at least x1 per year and document. Provide ear plugs to all officials, especially flag marshalls		Constant monitoring
Vision	Injury to eyes from dust exposure	No	M	Make safety glasses available to those officials who may require them. Like flag marshalls who are trackside		Constant monitoring

				for most of the day. Wet the track where appropriate		
Environment	Unauthorised access to track	Yes	M	Signs erected at high risk areas. Policed by officials on the day. Safety warning signs to be erected. Voice appeal at briefing		Constant monitoring
Environment	Designated helicopter landing zone	Yes	M	Paddock will be cleared on the day of racing or an alternative landing zone at the track will be discussed and arranged		Constant monitoring
Injury	Significant injury to rider or spectator	Yes	M	Medical staff are employed for all events and a first aid point is clearly made visible. A voice		Constant monitoring

				appeal is made at riders briefing to advise all parties present of the medical / first aid personnel and location		
Chemical	Contamination from oil spills, exposure to propellant fumes/solvents	No	M	Face/hands to be washed post activity. Good ventilation. Rubber gloves provided in the shed		Constant monitoring
Environment	Quad bike riders – to be wearing safety helmets at all times while riding bike	No	E	Checks made at the start of the day with the rider of the bike. Helmets are on hand if needed		Constant monitoring
Environment	Tractor driver has appropriate experience/licencing to operate machinery	No	E	Persons identified on the day to operate the machinery have correct and appropriate experience and		Constant monitoring

				appropriate licence(s) where required	
Environment	Buildings or track on fire from machinery or person	No	M	Brought to the attention of all persons via voice appeal at briefing advising the location of fire extinguishers	Constant monitoring


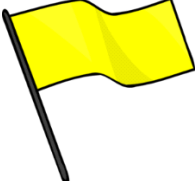
HAZARDS

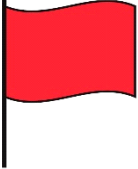
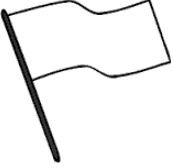


NOISE eg ear protection, neighbours etc.

VISION eg eye protection.

CHEMICAL eg cleaning solvents, oil spills, blood etc.

ENVIRONMENT eg boundaries, no go areas, free of obstacles, fire extinguishers

 GREEN FLAG	Start racing
 YELLOW FLAG	<u>Held Stationary</u> – caution, slow down, no jumping or passing <u>Waved</u> – caution, slow down, no jumping or passing, be prepared to stop

 RED FLAG	<p>Race has stopped. Return to pits or start line</p>
 WHITE FLAG	<p>Entering last lap</p>
 CHEQUERED FLAG	<p>Race has finished, return to the pits</p>
 ACCIDENT / MEDIC FLAG	<p>Medical assistance needed Caution, rider down or injured, slow down, be careful when passing incident</p>

Understanding Race Flags