

Risk Analysis and Management System – Mountain Biking			
Club	Te Miro Mountain Bike Club		
Activity	Waikato/ Bay of Plenty Secondary Schools MTB Championships 2024		
Marshalls		Location:	Te Miro Mountain Bike Park, Waterworks Road, Cambridge
Group:	School Students and Public	Date:	14th March 2024
Risks (significant potential losses)			
Accident, injury or other form of loss (emotional suffering, physical suffering, major injury).			
1. Road - transport accident		5. Falling, slipping on slippery terrain	
2. Illness, medical emergency (major injury, broken bone, anaphylaxis)		6. Chill/ heat stroke, hyperthermia, hypothermia	
3. Crashes, bumps, knocks, cuts, sprains, concussion			
4. Person lost or missing			
Causal Factors (Hazards, dangers)		Risk reduction strategies	
People	· Driver distracted, inexperienced or tired (getting to and from Te Miro)	· Drivers to pick up competitors to and from event.	
Skills, attitudes, age, fitness, ratios, experience, health etc.	· Fitness level below required level for activity	· Competitors remain in seats	
	· Participants unfamiliar with surroundings	· Clear instructions given about what to expect and how to behave at the event.	

	<ul style="list-style-type: none"> Person is unwell on day or during the event 	<ul style="list-style-type: none"> Ensure competitors listen to and follow instructions at all times.
	<ul style="list-style-type: none"> Youthful exuberance, excitement and curiosity 	<ul style="list-style-type: none"> Check how competitors are feeling throughout the day/week
	<ul style="list-style-type: none"> Lack of clear instructions 	<ul style="list-style-type: none"> Inform competitors to let a marshal know if they are not feeling well, need rest, water, shelter, toilets or have hurt themselves in any way.
	<ul style="list-style-type: none"> Inadequate safety briefing 	<ul style="list-style-type: none"> Read and ensure competitors follow instructions on health and safety signs e.g. around the event
	<ul style="list-style-type: none"> Failure to listen to and follow instructions 	<ul style="list-style-type: none"> Marshalls and supervisors to monitor open areas to minimise risk of competitors injuring themselves.
	<ul style="list-style-type: none"> Inadequate supervision for trip 	<ul style="list-style-type: none"> Take care while riding.
	<ul style="list-style-type: none"> Inadequate supervision if swimming or water activities are part of the event 	<ul style="list-style-type: none"> Competitors counted at regular points of the day
		<ul style="list-style-type: none"> Listen to the event briefing
Equipment	<ul style="list-style-type: none"> Poorly maintained vehicle 	<ul style="list-style-type: none"> Mobile phones on each activity and numbers
Clothing, shelter, transport, activity, specific gear, safety gear etc	<ul style="list-style-type: none"> Personal medical equipment forgotten 	<ul style="list-style-type: none"> Provide onsite supervisors with mobile phone numbers.
	<ul style="list-style-type: none"> Poorly maintained bicycle 	<ul style="list-style-type: none"> Ensure competitors have their bikes serviced/checked prior to race day.
	<ul style="list-style-type: none"> Damaged or unsafe helmet 	<ul style="list-style-type: none"> Check all competitor helmets to ensure they are of a safe standard.
	<ul style="list-style-type: none"> Inappropriate footwear 	<ul style="list-style-type: none"> Marshall in charge must carry a list of all participants (competitors and adult supervisors), contact details and important medical information.

	<ul style="list-style-type: none"> No warm/ waterproof clothing, sunscreen, hats, sunglasses 	<ul style="list-style-type: none"> Ensure competitors have remembered personal medications, food and drink (water bottle to refill, not coke etc.), are wearing <u>closed</u> footwear, and carrying warm/waterproof clothing with a spare set of clothing inside a plastic bag, inside day pack.
	<ul style="list-style-type: none"> No spare dry clothes 	<ul style="list-style-type: none"> No open toed footwear when participating in physical activity
	<ul style="list-style-type: none"> Insufficient fluids 	<ul style="list-style-type: none"> Brief competitors about the importance of sunscreen, sunglasses, sun hat and fluids (water). Bring a rain jacket with a hood.
	<ul style="list-style-type: none"> Insufficient First Aid supplies 	<ul style="list-style-type: none"> Ensure a first aid kit is provided and carried at all times.
	<ul style="list-style-type: none"> Insufficient safety equipment e.g. gloves, safety glasses 	<ul style="list-style-type: none"> Ensure competitors have access to sunscreen and drinking water and shelter.
	<ul style="list-style-type: none"> Lack of shelter 	<ul style="list-style-type: none"> Ensure appropriate safety equipment is used where necessary.
	<ul style="list-style-type: none"> Personal gear lost or damaged 	<ul style="list-style-type: none"> Do not carry out any activity if safety equipment required is not available.
	<ul style="list-style-type: none"> Programme equipment lost or damaged 	<ul style="list-style-type: none"> Provide instructions for safe/ appropriate use of equipment.
Environment	<ul style="list-style-type: none"> Busy roads 	<ul style="list-style-type: none"> Health and safety briefing provided at the beginning of the day to all competitors.
Weather, terrain, water, season etc.	<ul style="list-style-type: none"> slippery underfoot with slimy algae or icy conditions 	<ul style="list-style-type: none"> Venues familiar to at least one member of the group.
	<ul style="list-style-type: none"> Slippery, uneven or muddy ground on slopes. 	<ul style="list-style-type: none"> Clear briefings about hazards, health and safety for all activities, all areas and what to expect at every stage.
	<ul style="list-style-type: none"> Cold, windy, wet weather 	<ul style="list-style-type: none"> Read and follow safety signs at the event and listen to instructors on the day
	<ul style="list-style-type: none"> Very hot weather, UV rays 	<ul style="list-style-type: none"> no swimming in lake.

	<ul style="list-style-type: none"> Lack of shelter 	<ul style="list-style-type: none"> Shelter/ shade utilised where possible.
	<ul style="list-style-type: none"> Steep slopes 	<ul style="list-style-type: none"> Clearly identify any children with allergies and medical conditions. Ensure any medications/ equipment is carried with the competitors.
	<ul style="list-style-type: none"> Wasps (paper wasps) and bees present during the summer months 	<ul style="list-style-type: none"> Inform all participants about the weed spraying. Wash your hands well in the bathrooms onsite before eating or touching your food.
	<ul style="list-style-type: none"> Weed control spraying may be in operation at the time 	
	<ul style="list-style-type: none"> Allergens in the environment including but not limited to: Bees, wasps, biting insects, bait, peanut butter, eggs, pollen, grasses 	

CRISIS MANAGEMENT PLAN		
Competitor missing or lost	Injury/ illness	Fatality
<ul style="list-style-type: none"> Instruct competitors to stop and stay put if they are lost. 	<ul style="list-style-type: none"> Stop the group 	<ul style="list-style-type: none"> Look after the group – shelter, fluids, food
<ul style="list-style-type: none"> Establish when the person/s was last seen and state of mind/body 	<ul style="list-style-type: none"> Assess the situation 	<ul style="list-style-type: none"> Cover the body and create a “no-go” zone
<ul style="list-style-type: none"> Priority to look after rest of group 	<ul style="list-style-type: none"> Apply First Aid – R.I.C.E. (Rest, Ice, Circulation, Elevation) 	<ul style="list-style-type: none"> Advise Emergency Dept.

<ul style="list-style-type: none"> Carry out search of immediate area they were last seen with clear control of group 	<ul style="list-style-type: none"> Control bleeding 	<ul style="list-style-type: none"> Emergency Police 111
<ul style="list-style-type: none"> Alert marshals and organiser in charge. 	<ul style="list-style-type: none"> Get patient to walk, if possible (assisted if necessary) to shelter or road end or make comfortable and someone stay with the patient. 	<ul style="list-style-type: none"> Activate "Emergency procedures"
<ul style="list-style-type: none"> If unsuccessful, seek assistance from Emergency Services (Emergency Police 111) 	<ul style="list-style-type: none"> Activate "Emergency procedures" 	<ul style="list-style-type: none"> Allow for grieving
		<ul style="list-style-type: none"> Abandon the activity
Information needed:		
Map Local knowledge Information about lost person/s Emergency equipment		
NO COMPETITORS ARE ALLOWED CELL PHONE OR TABLET ACTIVITY DURING CRISIS		

Critical Incident Management	
Emergency procedures to manage each identified risk	Emergency gear required
1. Transport breakdown Mobile phones in each car.	Mobile phones in each car. All adults with mobile phone access to have number of the teacher in charge.
2. Transport accident	At least one person in the group with a current First Aid certificate. First Aid kit. Mobile phone present for calling emergency numbers.

Notify organiser of accident so emergency services can be contacted if necessary.	Document with all competitors contact details.
3. Participant/ competitors missing	Contact competitors nominated emergency contact.
Mobile phone on all marshals.	
4. Competitors ill	Sick bags available. First aid kits available. Folder with TIC containing competitors medical information. Mobile phone for calling emergency services.
Mobiles phones carried during activities	Medical – first response is on sight at the venue.
First aid kits available. Notify organisers of any medical incidents.	
5. Competitors gets wet (if weather is cold)	Warm clothes, jacket.
Take all steps practicable to dry off competitors/ keep warm.	Towels available.
	Emergency blankets available.
6. Serious incident/ injury	At least one person in the group with a current First Aid certificate. First aid kit. Mobile phone present for calling emergency numbers.
Stay calm. Do not move the injured person unless there are other dangers. Remove the rest of the group to a safe location with marshal supervision. Initiate/ arrange first aid or other assistance as applicable.	Document with all competitors contact details.
Stabilise person(s) and administer first aid. DIAL 111.	
Provide address details	
7. Fire or emergency situation	Mobile phone present for receiving emergency warning from event organisers/managers and/ or calling emergency numbers.
If you discover a fire raise the alarm. Ensure fire service is notified. Dial 111. Clearly state the nature of the emergency. Notify Park manager.	Move people to safe area. DIAL 111.
	Assembly point identified in briefing

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Relevant Industry Standards Applicable

- At least one marshal or supervisor in the group with current First Aid certificate.
- First Aid kit to be available to the marshals at all times in the field.

Policies and guidelines recommended (activity specific)

Health and Safety in Employment Act 1992 requires that all hazards to clients (employees, contractors, and people in the vicinity) be eliminated, isolated or minimised.

Minimum skills required by event organiser

- Knowledgeable, sensible, cautious
- Experience in event planning and organisation
- Current First Aid/ CPR

USEFUL EMERGENCY NUMBERS		
Event location: Te Miro Mountain Bike Park, Waterworks Road, Cambridge		
Date: 14 March 2024		
Emergency contacts	Name	Phone number

Fire, ambulance, police		Starship Helpline: 307 4902		
		Adult A&E:		
		Emergency services: 111		
		Provide address details:		
		Leamington Medical Centre		
		Shakespeare Street		
		Cambridge		
		(07) 827 5959		
Venue				
Mobile				
Organiser emergency contacts	Bjorn Krauer	'0221213758		
Final Approval	Accept		Reject	
Comments:				
A list of all organisers and competitors participating in the outing should be attached to the trip RAMS form.		Organiser must have a printed summary of competitors' health details and emergency contact numbers.		