

**Waikato Secondary School**  
**Ski and Snowboard Competition**  
**August 2024**

**SAFETY MANAGEMENT PLAN**

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## 2. VERSION CONTROL

Version	Date	Author	Notes	Audited by
1	18 Aug 2019	Bevan Thompson	Draft SMP	
2	9 Aug 2021	Bevan Thompson	Updated event date, volcanic evac. maps, hazards. Added covid info	
3.0	28 Sept 2023	Bevan Thompson	Updated event date Updated Covid-19 Updated Terrorism threat Added Child Safeguarding Policy	

### 3. ABBREVIATIONS AND DEFINITIONS

*Event Management:* Any individual part of the event organising group conducting work for WSSSSC at any work site.

*Event Staff:* All event personnel – Any individual conducting work for WSSSSC at any work site. Person or persons responsible for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity.

Note: Staff may be contractors, sub-contractors, volunteers, employees, casual event crew, marshals, anyone involved with physical event operations.

*Harm:* An illness, injury, or both, and includes physical and mental harm caused by work-related stress.

*Hazard:* Anything that does or could cause harm; and includes a situation where a person's behaviour may be an actual or potential cause or source of harm to themselves or to another person, e.g. due to the effects of fatigue or drugs and alcohol.

*Incident:* An event that caused or could have caused harm to any person. An incident that did not cause harm is also called a near hit, close call, or near-accident.

*Injury:* Harm or damage to a person.

*Must:* Refers to requirements that are essential to comply with the SMS.

*WSSSSC:* Refers to Waikato Secondary School Ski and Snowboard Competition

*Notifiable Event:* An incident/event of Major or Critical Consequence (appendix 2)

*Participant:* Any individual who has formally registered to participate/compete in the WSSSSC and is not event staff.

*Person Conducting Business or Undertaking (PCBU):* A broad concept used throughout Health and Safety at Work Act to describe all types of modern working arrangements which we commonly refer to as businesses.

*Ruapehu Alpine Lifts (RAL):* The owners of the ski fields – Whakapapa and Turoa

*Safety Management System (SMS):* Documented management system for directing and controlling an operation in regard to safety.

*Serious Hazard:* A hazard that does or could cause a notifiable event.

*Should:* refers to matters that are recommended.

*so far as is reasonably practicable:* An important concept that involves doing what is reasonably able to be done to ensure people's health and safety under the given circumstances.

*Standard Operating Procedures (SOPs):* Detailed, written information and instructions or plans for performing a particular activity or task (including ancillary services).

*Work Site:* Any place of work that an event staff member is required to work for WSSSSC.

## **4. INTRODUCTION**

### **4.1 Purpose**

The purpose of this document is to specify the health and safety policies and procedures for the Waikato Secondary School Ski and Board Competition.

All event personnel (paid or unpaid) - contractors, subcontractors, volunteers, marshals, event crew, and participants involved with running the event are required to comply with the provisions of this document.

### **4.2 About WSSSSC**

The Waikato Secondary School Ski and Board Competition is organized by the NISSSC Board Event Management on behalf of Sport Waikato. The event is held on Mt Ruapehu and is in its 9th year.

The event consists of Banked Slalom and a Freestyle Jam. It involves between 140 – 150 students from 13 teams, from 46 Secondary Schools in the Waikato Region.

## 5. SAFETY MANAGEMENT SYSTEM (SMS)

### 5.1 Purpose

An SMS is an established set of processes to manage health and safety and maintain a high safety standard in an operation. (Source: Worksafe)

This SMS enables WSSSSC to achieve our event goals, health and safety goals, and comply with The Health and Safety at Work Act 2015, and any other relevant legislation (appendix 1).

### 5.2 Content

This SMS is made up of a safety management plan, safe operating procedures, safety forms and tools, and a strong safety culture.



A hard copy of the SMS is kept at the Haig residence in Te Awamutu. This document is available to all staff, contractors, volunteers, and other interested parties.

### 5.3 Health and Safety Goals

WSSSSC is committed to attaining and maintaining an excellent standard of health and safety for its employees, contractors, volunteers, marshals, and participants. Assessment of hazards and risks of the event and its operations is paramount. WSSSSC recognise that skiing and snowboarding events in an alpine environment have an inherent level of risk that are likely to result in minor injuries and illnesses (eg. sprains, fatigue, coldness)

The key safety goal is ZERO HARM

- Zero harm for participants (caused as the result of the way the event is organised and/or managed)
- Zero harm for event staff and contractors
- Zero harm for volunteers and marshals
- Zero harm for associated PCBU's

Staff to ensure the safety of all event staff and participants by:

- Ensuring that people are not exposed to unmanaged or uncontrolled hazards.
- Providing and maintaining a hazard identification procedure and management strategy.
- Annually reviewing and updating this Safety Management Plan

To achieve this, WSSSSC will take steps so far as is reasonably practicable to:

- Systematically identify all hazards. Where there are significant hazards, we will take all practicable steps to eliminate or minimise these hazards to prevent any injury or damage.
- Inform participants of hazards and hazard controls.
- Ensure all event staff and contractors are properly qualified, trained, and/or supervised.
- Ensure all event staff, contractors, volunteers and participants are properly briefed and/or supervised wherever practicable.
- Record all incidents and accidents during the event and take all practicable steps to prevent these incidents from happening in the future.
- Carry out planned self-inspections to monitor health and safety issues.
- Ensure all event staff, contractors and volunteers are given reasonable opportunities to participate effectively in on-going processes for the improvement of health and safety of the event.
- Ensure this Safety Management Plan is made available to all event staff and contractors involved in the event.

Management, event staff, contractors, sub-contractors, and volunteers must:

- Act with safety foremost in mind at all times.
- Take all practicable steps to ensure their own safety.
- Ensure that none of their actions or inactions cause harm to another person.
- Be familiar with the WSSSSC Safety Management Plan



- Do not undertake any task without the appropriate qualifications or safety equipment.
- Know and use appropriate procedures for any task undertaken.
- Report all incidents and accidents that occur as soon as practicable to their immediate supervisor or WSSSSC Coordinator.
- Management and key Event Staff have the authority to halt any activity if a hazard threatens the safety of any person associated with the activity and/or event.

#### **5.4 Overlapping Duties**

All PCBU's must, so far as is reasonably practicable, consult, cooperate, and coordinate activities with all other PCBU's who have health and safety duties and duty of care in relation to the same matter.

All PCBU's should

- Discuss what work activities are being carried out
- Agree on who will manage what and how it will be managed
- Agree on the use of shared facilities
- Monitor and check how things are going on an ongoing basis

WSSSSC reserves the right to halt any operation/activity conducted by a contract personnel member for safety or other reasons.

#### **5.5 Annual Safety Review**

Management will plan for the following safety actions each year:

- Event staff induction – new event staff
- Event staff training – new and returning event staff through safety briefings
- Regular safety communication (safety updates and safety meetings)
- Safety reviews – activity based, post programme and/or post season
- Post event feedback reports
- Annual review of SMS

WSSSSC recognises the need to continually improve health and safety systems and performance. The following processes will support this focus on continual improvement:

- Regular assessment of work processes, equipment, and environments to identify hazards and risks, and develop appropriate control measures.
- Review of safety management processes following any critical event and/or significant change in work practice.
- Internal reviews of activities to identify opportunities to improve the SMS and when prompted by audit findings, changes to our event, sites, hazards, environment, key

staff, incidents, and emergencies, or following changes in legislation, standards, activity safety guidelines, codes of practices, or sector information.

**Signed**

A handwritten signature in black ink, appearing to read 'M Haig', written in a cursive style.

Malcolm Haig

Organiser / Coordinator

Waikato Secondary School Ski and Snowboard Competition

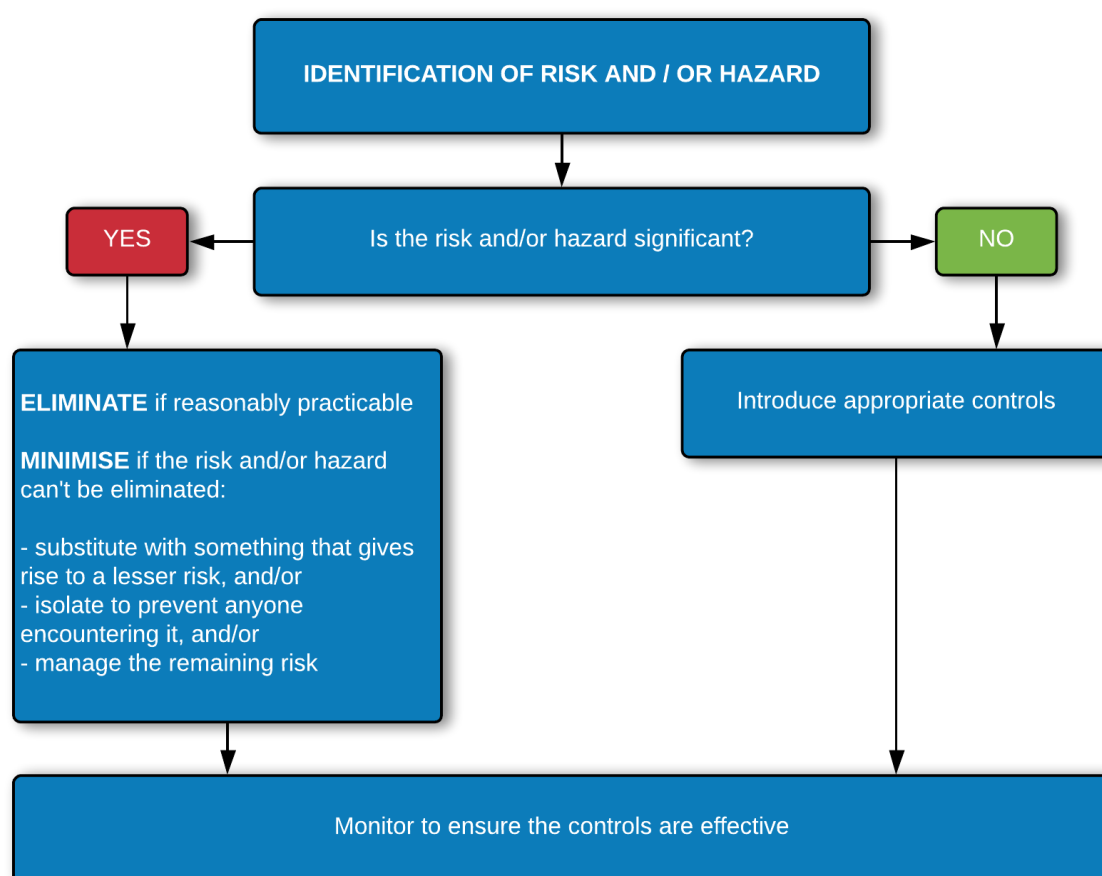
## 6. RISK AND HAZARD MANAGEMENT

### 6.1 Introduction

A hazard is defined as anything that can cause harm. Hazard and risk management is about identifying how someone could be harmed in the workplace and putting effective measures in place to prevent that harm occurring. In order to identify hazards and control risks, WSSSSC ensures:

- Event staff are heavily involved in the hazard and risk management process.
- Hazards and risks are identified
- Hazards and risks are assessed
- Hazards and risks are controlled
- Hazard, risks, and controls are monitored and regularly reviewed
- Event staff, volunteers, marshals, and participants will have the necessary safety clothing and equipment
- Equipment is fit for purpose

### 6.2 Hazard Identification Process



### **6.3 Hazard Identification and Risk Assessment**

The hazards identified in the Risk Assessment & Management Plan (appendix 2) are applicable to the WSSSSC event.

Event Staff are involved in identifying and assessing hazards. If any Event Staff member, contractor, volunteer, marshal, participant, or spectator identifies a hazard and is reported to Management, that hazard will be assessed by Management and may be added to the Risk Assessment & Management Plan.

## **7. EVENT STAFF, CONTRACTORS, AND VOLUNTEERS**

### **7.1 Introduction**

WSSSSC personnel are made up of contractors and volunteers. The use of the term “Event Staff” in this document refers to both the contractors and volunteers unilaterally.

WSSSSC has many volunteers who make up the temporary workforce. It is possible that these people do not have a lot of event experience, therefore good training and supervision is important to keep people efficient and safe.

### **7.2 Event Staff Policies**

- Event Staff will be competent to do their job or be supervised by a competent person.
- Event Staff will be inducted before they work and there will be documented proof they have been inducted
- Event Staff and participants will have ready access to someone with suitable and current first aid competence.
- Expectations of professional standards and personal presentation will be set by Event Management and reinforced.
- Event Staff have the authority to halt an activity if a hazard threatens the safety of any person associated with the activity.
- Event Staff can raise operational safety concerns with Event Management at any time.
- Event Staff have the right to refuse to work if they believe there is an uncontrolled serious risk. They must inform Event Management of their reasons for refusal and, in good faith, work with Event Management to resolve any differences.
- Event staff will use equipment that is fit for purpose, including Personal Protective Equipment (PPE).

### **7.3 Role / Job Descriptions**

A Job Description is developed for each role (appendix 3)

Safety roles and responsibilities are communicated to ensure clear understanding of who is responsible at any given time for each aspect of ensuring the safety of every person associated with the activity.

A part of each of these roles is the requirement that Event Staff manage risk including continual hazard identification and management.

## **7.4 Induction**

Prior to starting work, Event Staff will take part in an induction process, which includes a briefing about their roles and tasks, safety information, and any other event specific information.

Only authorised Event Management Staff may carry out inductions to subordinate Event Staff.

Event Staff are required to sign the Induction Form (appendix 4)

## **7.5 Drugs and Alcohol Policy**

WSSSSC has a zero-tolerance policy for the use of illegal drugs or alcohol while operating on any event task. Anyone suspected or known to be under the influence of illegal drugs or alcohol will be immediately stopped and removed from event operations.

All Event Staff agree to eliminate drugs and alcohol during work hours and out of work hours, to the degree that influences competency at work. All Event Staff will bring concerns to the attention of Event Management as soon as possible.

Because RAL is a SmokeFree environment, all Event Staff agree to eliminate smoking of cigarettes, cigars, vapes, or any similar medium while on the mountain. All Event Staff will bring concerns to the attention of Event Management as soon as possible.

## **7.6 Monitoring Event Staff**

Each key Event Staff member is responsible for monitoring their event staff, including performance, behaviour, attitude, competency, fit for work, and safety.

## **7.7 Personal Equipment and Clothing**

WSSSSC operates in an alpine environment, often exposed to the elements and the weather. It is common that the weather is very cold and sometimes very windy, rains, and snows. The weather can also be to the other extreme, with high UV exposure.

Event Staff need to be well-prepared for this environment, making sure they are dressed appropriately and have fit for purpose equipment, which includes, but not limited to, a waterproof ski jacket, waterproof ski pants, polypropylene or wool base layers, polypropylene or wool beanie, waterproof gloves, sunglasses or goggles, sunscreen, polypropylene or wool socks, and appropriate footwear (normally ski or snowboard boots).

WSSSSC will supply appropriate Event Staff member with a hi-vis vest that is to be worn at all times.

## **7.8 Electrical Equipment**

All electrical equipment or appliances (new and used; owned, borrowed, or hired) that 'Plug in' to a power source must be tested and tagged in accordance with AS/NZS 3760 prior to use at the event.

It is the responsibility of all WSSSSC Event Staff to visually inspect electrical equipment and appliances before they use them and to report any obvious faults as hazards that require immediate attention.

## 8. COMMUNICATION

### 8.1 Communication Procedures During Event

The following communication tools will be used:

- Mobile phones utilizing Spark, Vodafone, 2 degrees, and Skinny networks
- UHF simplex radios

All Event Staff are asked to carry a mobile phone that is charged and with credit if they are stationed on the event.

Key Event Staff members will have UHF radios for communication. These radios are to be used for official event purposes and emergency situations. Users must adhere to the following:

- No idle chit-chat
- Maintain professionalism at all times
- Do not discuss private / sensitive matters related to an event incident over the radio
  - switch to phones
- Be wary of who is listening around you

### 8.2 Communication Plan

Communication Item	Person Responsible	Audience	When?	Notes
Preparation and Planning	WSSSSC Coordinator	RAL	May-June	
Pre-Event Info	WSSSSC Coordinator	School Sports Coordinators and team managers	Early June – Mid August	
Event Briefing	WSSSSC Coordinator WSSSSC Chief of Race RAL Staff	All team managers and course assistants	August	
Event Day Communications	WSSSSC Coordinator RAL Staff	All team managers, course assistants, and competitors	August	
Emergency Communications	WSSSSC Coordinator WSSSSC Event Management RAL Staff	All personnel involved in the event	August	
Media Information	WSSSSC Coordinator			
Post Event Reporting	WSSSSC Coordinator	Waikato Race Committee School Sport NZ RAL Worksafe NZ Sport Waikato		



### **8.3 Media Interactions**

WSSSSC is committed to portraying a positive image at all times and ensuring any interaction with any media personnel, agency or medium provides the best possible outcome for WSSSSC.

This policy outlines the coordination of contact between WSSSSC and the media. It applies to all Event Staff without exception. It is designed to ensure that in all dealings with the media, WSSSSC acts in a professional, coordinated manner and that all statements made are accurate and appropriate.

For the purposes of this policy, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

The WSSSSC Coordinator, or someone allocated by the WSSSSC Coordinator, is responsible for approving all external content for media including media releases, media statements and letters to the editor. He/she the official spokesperson and will coordinate all contact with the media.

Event Staff will not under any circumstance initiate media contact. If any person other than the WSSSSC Coordinator is contacted directly by a journalist, they will request the journalist's name, contact details, and what they are requesting – for example, a quote, statement, or background briefing and immediately forward to the WSSSSC Coordinator.

Journalists are to be treated respectfully and courteously by all Event Staff at all times.

Media responses should always be 'on the record'. They will be truthful and accurate, and not include speculation, guesswork, nor personal opinion. They will not include disparaging comments about other organisations or individuals.

## **9. PARTICIPANTS**

### **9.1 Mountain Safety**

Participants have personal responsibility and are expected to follow Ruapehu Alpine Lifts (RAL) safety and rules at all times during the event, whether actually competing or not. Participants are to follow the New Zealand Snow Safety Code (appendix 5).

If participants are seen by and/or reported as acting in a dangerous manner by Event Staff and/or RAL staff, they run the risk of themselves and their team being disqualified from the competition as well as having their left pass withdrawn.

### **9.2 Equipment and Clothing**

Team managers and participants have personal responsibility to be suitably equipped for the extreme weather conditions that can occur on the mountain. Participants may be in adverse conditions for long periods of time.

Details of the equipment and clothing that is recommended is given at the Sunday night Managers Meeting where all team managers are expected to attend. Recommended equipment and clothing include:

- snowboards, bindings, skis, boots, and poles safety checked by a professional
- waterproof ski/snowboard jacket
- waterproof ski/snowboard pants
- polypropylene or wool base layers
- wool or similar mid layers
- polypropylene or wool beanie
- polypropylene or wool socks
- waterproof gloves
- snow goggles or sunglasses
- sunscreen
- ski/snowboard racing approved body armour and protection

This is a recommended equipment list and is only a guideline to what participants should consider taking during the event. It is the responsibility of the participants to participate with equipment that is suitable for the conditions.

### **9.3 Helmets**

Helmets are compulsory and must be worn by all participants while competing in any of the events. No helmet = no competition. There are no exceptions to this rule.

### **9.4 Participant Information**

Medical information is gathered from all participants when they enter the event. This information is distributed amongst Event Management prior to the event starting to be used in case of an accident.

## **9.5 Child Safeguarding Policy**

Working with children and young people is a privilege. Children and young people have the right to thrive in safe and supportive environments within the play, active recreation and sport system.

Play, active recreation and sport is a vital part of life. It offers fun, great pride, a sense of achievement and is a positive influence in the lives of many children and young people, including building self-esteem, resilience, routine, teamwork and a sense of belonging. However, the wellbeing of children and young people in play, active recreation and sport also requires their safety and welfare being covered.

To achieve this, WSSSSC has embraced policies and practices that support and protect children and young people.

We acknowledge that every person involved in WSSSSC has a legal and moral responsibility to protect children and young people from abuse and neglect. Children and young people have a right to take part in ski racing and freestyle at WSSSSC in a safe environment and to receive the support they need if they are at risk or vulnerable.

Every childhood is important, and every child and young person has the same rights to enjoyment, to have their views considered and to be free from abuse. All children and young people, regardless of their backgrounds have the right to access the support they need. It is crucial all children and young people are in the care of safe and skilled adults at WSSSSC who are supported, trained and guided by effective policies, procedures and standards.

Refer to Child Safeguarding Policy – WSSSSC 2024 for the full policy.

## **10. COVID-19**

### **10.1 Introduction**

In the current pandemic climate, WSSSSC are committed to be part of the national approach to COVID-19. Due to the nature of this event, Event Staff, Participants, and Spectators have the potential to come into contact with an infected person and potentially contract the disease.

While we believe the actual risk is very low (as at June 2024), there are mitigation strategies, aligned with the guidelines provided by The Event Sector Voluntary Code, that will minimise the chance of our people contracting or spreading COVID-19.

### **10.2 Managing Risk**

The WSSSSC will run under RAL's COVID-19 guidelines.

Event Staff, Participants, Spectators will be advised to stay home if they are feeling unwell.

Event Staff, Participants, Spectators will be advised to follow normal personal hygiene practices of washing hands, coughing/sneezing into elbows, and sanitising hands regularly.

If someone at the event displays symptoms of COVID-19, the WSSSSC Coordinator will politely ask that the person leaves the event and self-isolates.

## 11. TERRORISM THREAT

### 11.1 Introduction

New Zealand's current national terrorism threat level is LOW. This means that a domestic terrorism event is assessed as feasible and could well occur.

Any terrorism event is devised in complete obscurity and on impulse. They are carried out by individuals with little to no prior visibility in terms of behavioural patterns or threat recognition, thus making it virtually impossible to maintain any elements of anticipation by RAL staff and WSSSSC Management Staff.

### 11.2 Procedure

Awareness is the key for prevention. Being alert and attentive to something that may seem uncommon or suspicious is the simplest way to help reduce any potential threat. Anything out of the ordinary should be highlighted, whether minor or major. Trust your instinct and err on the side of caution.

In the very unlikely event that an attack occurs on the mountain, all Event Staff and participants will need to act decisively and quickly.

- Follow the direction and instruction of RAL Staff
- If hiding is the best option, remember to silence your mobile device.
- All people should act as a team by advising and leading others to safety. Not everyone will react in the same manner, so it is important to ensure people stay calm and focused on removing themselves from the situation.

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

<b>Run</b> <ul style="list-style-type: none"><li>• Have an escape route and plan in mind</li><li>• Leave your belongings behind</li><li>• Keep your hands visible</li></ul>	<b>Hide</b> <ul style="list-style-type: none"><li>• Hide in an area out of the active shooter's view</li><li>• Block entry to your hiding place and lock the doors</li></ul>	<b>Fight</b> <ul style="list-style-type: none"><li>• Only when your life is in imminent danger</li><li>• Attempt to incapacitate the active shooter</li><li>• Act with physical aggression and throw items at the active shooter</li></ul>
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**CALL 111 WHEN IT IS SAFE TO DO SO**

## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

### 1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

<ul style="list-style-type: none"><li>• Remain calm, and follow officers' instructions</li><li>• Immediately raise hands and spread fingers</li><li>• Keep hands visible at all times</li><li>• Avoid making quick movements toward officers such as attempting to hold on to them for safety</li></ul>	<ul style="list-style-type: none"><li>• Avoid pointing, screaming and/or yelling</li><li>• Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises</li></ul>
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### 2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 111 OPERATOR:

<ul style="list-style-type: none"><li>• Location of the victims and the active shooter</li><li>• Number of shooters, if more than one</li><li>• Physical description of shooter/s</li></ul>	<ul style="list-style-type: none"><li>• Number and type of weapons held by the shooter/s</li><li>• Number of potential victims at the location</li></ul>
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## **12. INCIDENT RECORDING, REPORTING, AND INVESTIGATION**

Accident and incident recording, reporting, and investigation obligations apply both during the event and during all other times the personal are engaged with WSSSSC activities

### **12.1 Incident Recording**

Event Staff are briefed that they are to report all incidents, accidents and near misses to WSSSSC Coordinator or Event Management. All incidents, accidents and near misses should be recorded on Appendix 6: Incident Report Form.

All incidents, accidents, and near misses will be reviewed after the event, the Risk Assessment & Management Plan (appendix 2) will be updated.

RAL medical services will provide WSSSSC with a full medical and incident report post event and assist with any investigations undertaken by WSSSSC. Incidents, accidents and near misses will be noted to Event Management by the medical services so the Risk Assessment & Management Plan can be updated.

### **12.2 Incident Reporting**

All incidents will be reported to School Sport New Zealand as per the requirements of School Sport New Zealand sanctioning (appendix 8).

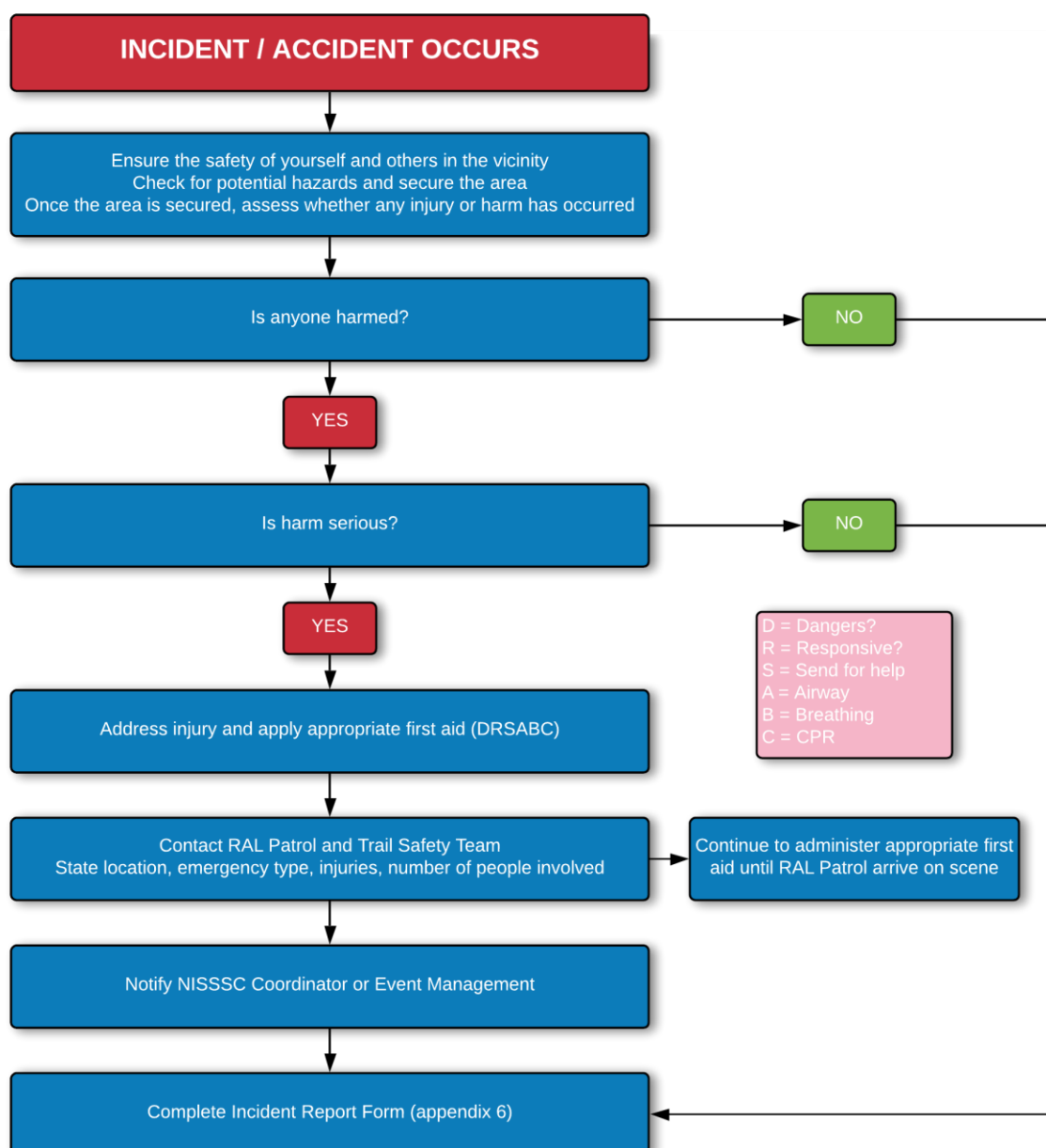
Incidents of consequence *4. Major* and *5. Critical* (appendix 2) are considered serious harm and must be reported to WorkSafe New Zealand as soon as practicable. This allow WorkSafe New Zealand to investigate or follow up on significant event immediately.

### **12.3 Incident Investigation**

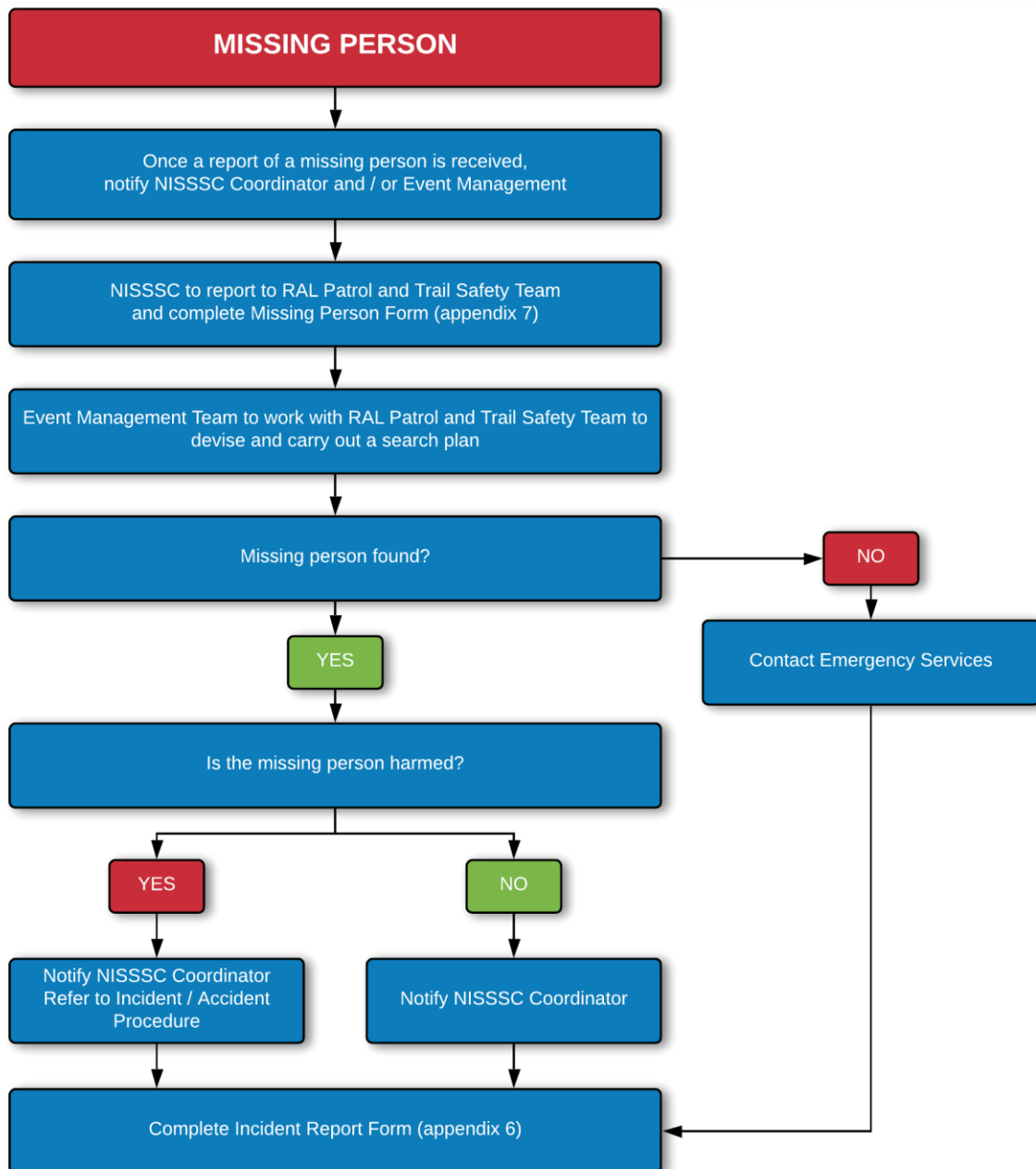
The WSSSSC Coordinator and Event Management will investigate all incidents, accidents, and near misses. The results of the investigation shall be communicated to all relevant interested parties.

## 13. INCIDENT PROCEDURES

### 13.1 Incident / Accident Occurs



## 13.2 Missing Person





## **14. EMERGENCY PROCEDURES**

The priority in the event of an emergency is for the safety of yourself and all people present.

Raise the alarm from a safe point. Contact RAL Patrol and Trail Safety Team. Dial 111 for Fire/Police/Ambulance if required.

Notify WSSSSC Coordinator and/or Management Staff.

Follow all instructions given by RAL Patrol and Trail Safety Team and/or RAL staff

The WSSSSC Coordinator is the sole authorised person to speak to the media

The following are adapted from RAL's Emergency Plan

### **14.1 Ski or Snowboard Accident**

If reporting an accident on the mountain and someone needs assistance in any way:

- Your safety is the priority. Do not endanger yourself!
- Do not move the injured person.
- Contact Ski Patrol in any way you can – Phone or find someone nearby with a radio e.g. lift operator, Event Staff.
- Keep the informant with you until Ski Patrol have confirmed they understand the location.
- Note where the incident occurred, when it occurred, how many people are involved
- Tell Ski Patrol what the location of the injured person is in relation to the nearest lift tower or ski run if possible. Describe the location using “skiers” left or right (looking down the hill).
- Stay on scene until Ski Patrol arrive

### **14.2 Vehicle Accident**

In the event of a vehicle accident, minor or major, witnessed or involved in:

- Maintain site safety – post a guard above and below accident site to stop traffic
- If accident is serious and people are injured or trapped, note number of persons involved and location.
- Be aware of leaking petrol and sources of ignition. Arrange for extinguisher at site if not available in vehicle
- If a serious event, call 111 immediately
- Call Ski Patrol
- Stay on scene until Emergency Services and/or Ski Patrol arrive
- Complete Incident Report Form (appendix 6)

### **14.3 Earthquake**

- Keep calm
- Stay indoors where practical
- Keep away from windows and heavy furniture
- Take cover – doorway or under strong table

- Follow instructions of Ski Patrol and/or RAL staff
- Complete Incident Report Form (appendix 6)

#### **14.4 Fire**

- Raise the alarm by operating the nearest fire alarm.
- Leave the building immediately.
- Call 111, ask for fire, state your name and your emergency, and where you are.
- Report to the designated assembly point.
- Do not re-enter the building until the all clear is given by the Senior Fire Officer.
- Complete Incident Report Form (appendix 6)

#### **14.5 Avalanche**

- Call Ski Patrol
- Tell them where the avalanche happened, when it happened, any people involved (number of people if possible)
- Await further instructions from Ski Patrol and/or RAL staff
- Complete Incident Report Form (appendix 6)

#### **14.6 Volcanic Eruption**

For Whakapapa Ski Area, the primary concern is lahars:

- Get out of valleys – move onto ridges
- Call Ski Patrol
- Keep people in safe areas until further communication is received from Ski Patrol
- Follow instructions from Ski Patrol
- Keep radio channel clear unless urgent
- Complete Incident Report Form (appendix 6)

For Turoa Ski Area, the primary concern is rock projectiles:

- Move down the mountain away from the summit
- Call Ski Patrol
- Keep people in safe areas until further communication is received from Ski Patrol
- Follow instructions from Ski Patrol
- Keep radio channel clear unless urgent
- Complete Incident Report Form (appendix 6)

Refer to appendix 9 for volcanic hazard maps

## **15. APPENDICES**

### **15.1 Appendix 1 – Relevant Legislation**

This section provides an overview of relevant health and safety legislation.  
It also identifies other legislation that may be relevant.

[Health and Safety at Work Act 2015](#)

[The Privacy Act 1993](#)


[The Human Rights Act 1993](#)

## 15.2 Appendix 2 – Risk Assessment & Management Plan

Likelihood	Consequence				
	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

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (eg. Minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. 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.

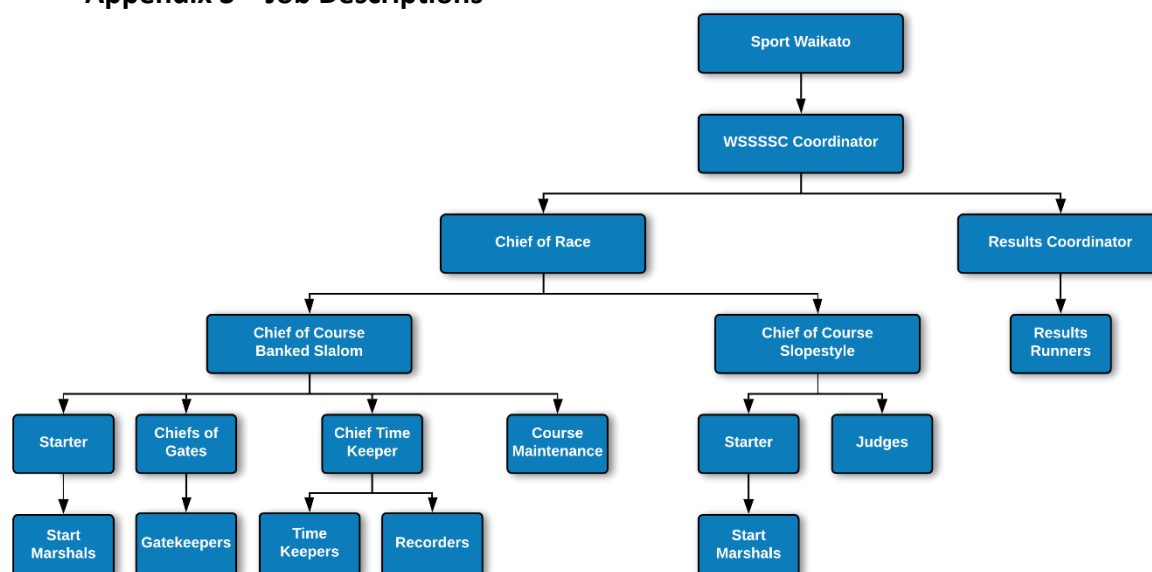
Hierarchy of Controls	
Most effective (high level)    Least effective (low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer, separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

Event Hazard Identification and Risk Assessment									
Hazard or Risk Identified	Risk Level	Level of Control					Action		
What could go wrong?	Low Medium High Extreme	Eliminate	Substitute	Engineering Control	Administration	PPE	How will we prevent it?	Person Responsible	What will we do if it happens?
Slipping on Ice or Snow	Medium	N	N	N	Y	N	Advise at briefing/induction Signage	WSSSSC Coordinator	Refer to Incident Procedure Refer to onsite RAL medics
Accident / skier/rider crash on mountain / course	High	N	N	Y	Y	Y	Advise at briefing RAL signage, barriers, patrol Wear helmets NZ Snow Code	WSSSSC Coordinator Team Managers	Refer to Incident Procedure Refer to onsite RAL Trail Safety Team
Going over cliffs	Medium	N	N	Y	Y	Y	Advise at briefing RAL signage and barriers	WSSSSC Coordinator	Refer to Incident Procedure Refer to onsite RAL Trail Safety Team, emergency services - 111
Collision with other users	High	N	N	N	Y	Y	Advise at briefing Refer to Snow Safety Code RAL signage Wear helmets	WSSSSC Coordinator Team Managers	Refer to Incident Procedure Refer to onsite RAL medics
Vehicles in car park and on access road	High	N	N	Y	Y	N	Advise at briefing/induction RAL signage and barriers RAL parking staff Keep to the defined walking paths	WSSSSC Coordinator Team Managers	Refer to Incident Procedure Refer to onsite RAL Trail Safety Team, emergency services - 111
Getting lost/unfamiliar with the mountain	Low	N	N	Y	Y	Y	Advise at briefing Issue trail maps RAL signage and barriers Always ski/ ride with at least one other person	WSSSSC Coordinator Team Managers	Refer to Missing Person Procedure

Fatigue	Medium	Y	N	N	Y	N	Advise at briefing/induction Event staff well rested Participants well rested Stay fuelled with food	WSSSSC Coordinator Team Managers	Suggest / force person to rest / take a break
Medical problems	Low	N	N	N	Y	Y	Advise at briefing/induction Collect medical details of all Event Staff and participants	WSSSSC Coordinator Team Managers	Refer to onsite RAL medics
Lack of fitness	Low	Y	N	N	Y	N	Course information communicated prior; people are made aware of the type of environment	WSSSSC Coordinator Team Managers	Management has authority to remove persons from the event
Lack of riding skills	Medium	Y	N	N	Y	N	Course information communicated prior – minimum skill level required	WSSSSC Coordinator Team Managers	Management has authority to remove persons from the event
Inappropriate and unsafe behaviour	High	Y	N	Y	Y	Y	Advise at briefing/induction NZ Snow Code Team managers to adequately supervise participants RAL signage and barriers	WSSSSC Coordinator Team Managers	Refer to Incident Procedure RAL staff and Management has authority to remove persons from the event
Exposure to Sun	Medium	N	N	N	Y	Y	Advise at briefing/induction to use sunblock, eyewear, etc	WSSSSC Coordinator Team Managers	Refer to onsite RAL medics
Cold and/or wet weather - Hypothermia	High	N	N	N	Y	Y	Advise prior to event and at briefing/induction about appropriate clothing and equipment	WSSSSC Coordinator Team Managers	Refer to onsite RAL medics
Dehydration	Low	N	N	N	Y	N	Advise at briefing/induction Carry fluids Fluids available at cafes	WSSSSC Coordinator Team Managers	Refer to onsite RAL medics
Faulty, loose, or unsecured equipment	Medium	N	N	N	Y	Y	Advise at briefing/induction NZ Snow Code Managers to check equipment prior	WSSSSC Coordinator Team Managers	Secure equipment Refer to Incident Procedure Refer to onsite RAL medics
Poor visibility / white out conditions	Medium	N	N	Y	Y	N	Advise at briefing/induction Team managers to adequately supervise participants	WSSSSC Coordinator Team Managers	Stop and wait for visibility to improve

							RAL signage and barriers Ski/ride with at least one other person		Follow RAL signage and staff down the mountain keeping to the defined and marked trails
Unstable snow / avalanche	Medium	N	N	N	Y	Y	Advise at briefing/induction the potential of happening	WSSSSC Coordinator RAL staff	Follow RAL evacuation procedures
Volcanic eruption	Medium	N	N	N	Y	N	Advise at briefing/induction the potential of happening	WSSSSC Coordinator RAL staff	Follow RAL evacuation procedures
Illegal substances	Low	Y	N	N	Y	N	Advise at briefing/induction Team managers to adequately supervise participants	WSSSSC Coordinator Team Managers	Refer to Incident Procedure RAL staff and Management has authority to remove persons from the event
Manual handling	Low	Y	Y	N	N	N	Advise at briefing/induction	Management Staff	Use trolleys or more than one person to carry
Stress	Low	Y	Y	N	N	N	Advise at briefing/induction Be organised Get appropriate rest	Management Staff	Take breaks Ask for help on tasks
Untidy work areas	Low	Y	Y	Y	Y	N	Advise at briefing/induction Keep area tidy	Management Staff	Tidy work area, trip hazards, etc
Poor Lighting	Low	Y	Y	N	Y	N	Advise at briefing/induction	Management Staff	Improve lighting
Building fire	Low	N	N	Y	Y	N	Advise at briefing/induction the potential of happening	WSSSSC Coordinator RAL staff	Follow RAL evacuation procedures
Covid -19	Low	N	N	Y	Y	Y	Follow Govt Health guidelines, Sanitizer, Scan entry to stadium, database of all contacts	WSSSSC Coordinator RAL staff	Close event down, isolate all groups within their bubbles. Follow Health guidelines. Participants to be contacted prior to event on plan for Covid Level change. Hand sanitizer to be available at venues. Contact Tracing to be available at facility. Communications to all that if participants or management are sick, they are to stay at home. Follow MOH guidelines

## Appendix 3 – Job Descriptions



### Chief of Race

Appointed by the WSSSSC Coordinator, the Chief of Race is the team leader of all race activities

- Allocates all other course assistant jobs/tasks
- Liaises with skifield staff
- Makes any decisions regarding postponement or cancellations
- In radio contact with RAL staff, Chief of Courses, and Results Coordinator

### Chief of Course

Responsible to Chief of Race

Must be a person with good technical knowledge as well as a good understanding of the race rules and race course requirements.

- Responsible for the preparation of the course and the condition of the course during the race
- Ensures that the race/event proceeds with a minimum of delays
- Has the power to disqualify with discussion with Chief of Race

### Starter

Responsible to Chief of Course

- Responsible for the correct and efficient starting of competitors
- Is in radio contact with the Finish Referee and Chief of Gates
- Identifies the Racers to the Finish Referee by reporting the Bib number
- When informed by the Finish Referee that they are ready for the next race, he alerts the racers and gives them a count down
- Racer Ready? Aaaaaa "UP", (broadcast over the radio.) Because we are hand timing.
- Calls "False Starts" by using the whistle



## **Start Marshals**

Responsible to Starter

- Generally, assists the Starter
- Responsible for arranging competitors in the correct starting order
- Ensures the start area is kept clear of extra people
- Checks that riders have the correct bib number on, coinciding with the start order list

## **Chief of Gates**

Responsible to Chief of Course

- Responsible for organising and controlling sufficient gatekeepers
- Communicates information to the Finish Referee and Starter by radio
- Overall responsibility for ongoing course maintenance (Performed by RAL Event Crew only)

## **Gatekeepers**

Responsible to Chief of Gates

- Responsible for judging the passage of each racer through the gates under their control and deciding whether the passage was correct or not. If in doubt, the advantage must go with the racer
- Communicate information up the course ie missed gate, course not clear etc
- Course not clear – HOLD POLE/ARM IN AIR
- Reset the poles in a vertical position. Tell the Chief of Gates and/or send message up course
- Replace any poles that have been knocked down. Again RAL Event Crew only
- Ensure that all personnel (spectators, racers etc) keep a distance away from the course so they are not disturbing the racer on the course
- If the racer is disturbed on their run and requests the opportunity to race again, the Gatekeeper must note the reason why. Communicate message up course. (THE ONLY CAUSE FOR A RERUN WILL BE DIRECT INTERFERENCE RESULTING IN THE RACER BEING UNABLE TO COMPLETE THEIR RUN). The racer must leave the course at the point of interference and not complete the remainder of the course
- If a gate is missed the racer must immediately climb back to the gate. Both ankles must go above the level of the gate missed before continuing

## **Course Maintenance**

Responsible to Chief of Course

- Overall course setting, safety, and maintenance is the responsibility of RAL Snow School staff
- Responsible for repairing the section of the course under their control
- Slip around gates and smooth ruts when necessary

- Replace any broken poles and ensure debris is cleared so it is of no danger to racers or spectators

### **Chief Time Keeper**

Responsible to Chief of Course

- Responsible for overall control of finish area
- Responsible for bottom of course radio and in radio contact with the starter
- Ensure correct times have been recorded for the correct racer by identifying the racers before the race over the radio via the starter (bib number)
- Confirm each racer that their time has been recorded and that their run stands
- Ensure that the finish area is kept clear of extra people

### **Time Keepers**

Responsible to Chief Time Keeper

- Record All Three Times
- Eliminate the "Outlier"
- Average the remaining two times

### **Recorders**

Responsible to Chief Time Keeper

- Responsible for recording placings on the results sheet (2 copies needed)
- When a page is complete, one copy can be given to the results runner
- Retain all the second copies until the end of the race and personally take all copies to the Results Coordinator in the Conference Room (above Ski Patrol)
- Ensure all writing is legible using pencil
- Keep sheets dry by writing inside plastic bags supplied if wet weather
- Write in the middle of the page

### **Results Coordinator**

Responsible to WSSSSC Coordinator

- Record the results of each race in the Banked Slalom
- Record the points scored in the Slope Style
- Send the results to the Media contact

### **Results Runners**

Responsible to Results Coordinator

- Must be a competent skier or rider
- Transports one copy of the completed results sheets to Results Coordinator as they come to hand
- Carry gear from the vans and up the mountain
- Return equipment at the end of the day

## 15.4 Appendix 4 – Staff Induction Form

The purpose of this induction form is to ensure that event staff, contractors and volunteers are ready to undertake their job as safely as possible at the WSSSSC event.

It is the responsibility of the Team Leader to check that their team members meet the requirements of this induction prior to them starting work.

Event Staff members must be adequately briefed before signing this induction form including any specific hazards they may be exposed to.

Declaration:

By signing this form, I agree that;

- I will operate with my safety and the safety of others as the number one priority
- I am comfortable with the information and training I have received
- I am competent for the tasks I need to do
- I am well equipped
- I will comply with the instructions given in the briefing
- I will notify WSSSSC Event Management of any accidents, incident, and/or near misses
- If I am authorized to brief and induct others, I will do so at the high standard required of this event.

Date	Time	Inductee	Inductor	Inductee Signature	Can Induct Others Y/N

# NEW ZEALAND SNOW SAFETY CODE

## KNOW YOUR LIMITS

- > Ride to your ability, control your speed
- > Be aware of the conditions
- > Take a lesson

## FIND YOUR SPACE

- > Stop where you can be seen
- > Give others room
- > Look ahead

## PROTECT YOURSELF

- > Obey all signs and closures
- > Tired, take a rest
- > Wear a helmet

## 15.6 Appendix 6 – Incident Report Form

### Instructions

Complete this form should you witness an accident, incident, or near miss and submit to the WSSSSC Coordinator or Event Management. If you witness multiple accidents, incidents, or near misses, either record on a separate sheet or all and subsequent details on this form

Date	
Location	
Time	
Witness Name	
Witness Contact Details	
Accident, incident, or near miss description and actions taken	
Reported to	

## 15.7 Appendix 7 – Missing Person Form

### Reporting Person's Details

Name of person making report	Contact phone	Relationship to missing
Address while at event		
Home address		

### Missing Person's Details

Name of missing person		Contact phone	
Gender	Age	Weight	Height
Description of equipment and clothing			
Where, when and by whom last seen			
Medical condition(s)			
Experience, ability, and knowledge of the mountain			

WSSSSC Coordinator notified (time)	Police notified (time)
------------------------------------	------------------------

Person found Where:	When:
------------------------	-------

## 15.8 Appendix 8 – Injury and Incident Report Form – School Sport New Zealand

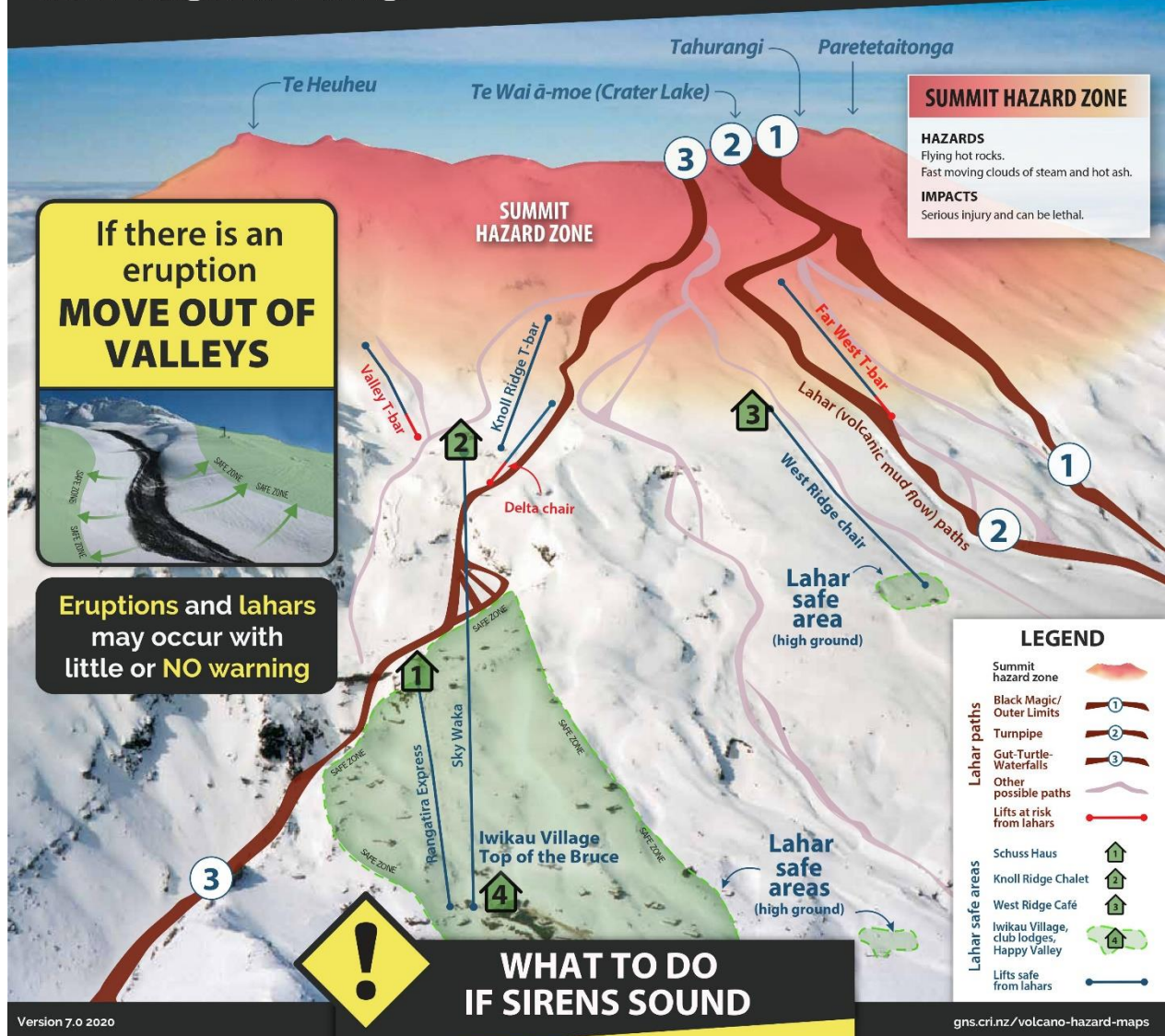
### A: Injury Report

Type of Injury	Part of Body	Cause of injury	Treatment	Degree	Notifiable Incident Y/N
- sprain - fracture - cut	- head - knee - wrist	- fall - collision	- first aid - RAL medic	- Minor - Moderate - Major - Critical	To WorkSafe

### B: Incident Report

Details	Outcome	Degree	Processes to be implemented to remove or mitigate future risk	Notifiable Incident Y/N
- Lost participant/s - vehicle accident - equipment failure	- details of injury and treatment - resolution	- Minor - Moderate - Major - Critical		To WorkSafe

# VOLCANIC HAZARDS AT WHAKAPAPA MT RUAPEHU



## HAZARDS

**LAHARS PATHS:** Eruptions generate lahars (volcanic mudflows) that can pass through valleys in the ski area.

**HAZARD ZONE:** During an eruption, flying rocks & fast moving clouds of steam and hot ash may occur.

**IMPACTS:** Serious injury and can be lethal.

**Anywhere** on this map is at risk from ashfall – this can obscure vision and make it hard to breathe.

A lahar in 1995 narrowly missed the bottom of the Far West T-Bar.

## IF YOU ARE:

### IN A VALLEY

- > Move out of the valley to a ridge top.



### IN THE HAZARD ZONE

- > Move down the mountain following ridges.



- ! If you see flying rocks, or a steam & ash cloud coming towards you, take shelter behind a bank or ridge and cover your head with your pack.

### IN A BUILDING/CAR PARK/HIGH GROUND

- > Stay put and await instructions.

## LAHAR WARNING SYSTEM

An Eruption Detection System (EDS) is operating in the ski area. The system will set off sirens and loudspeaker messages.

### Disclaimer

This map shows areas most at risk in a sudden eruption with little or no warning. Larger eruptions can and do occur. Volcanic activity and other unforeseen factors may alter features on this map, so safe and hazardous areas may change without notice.

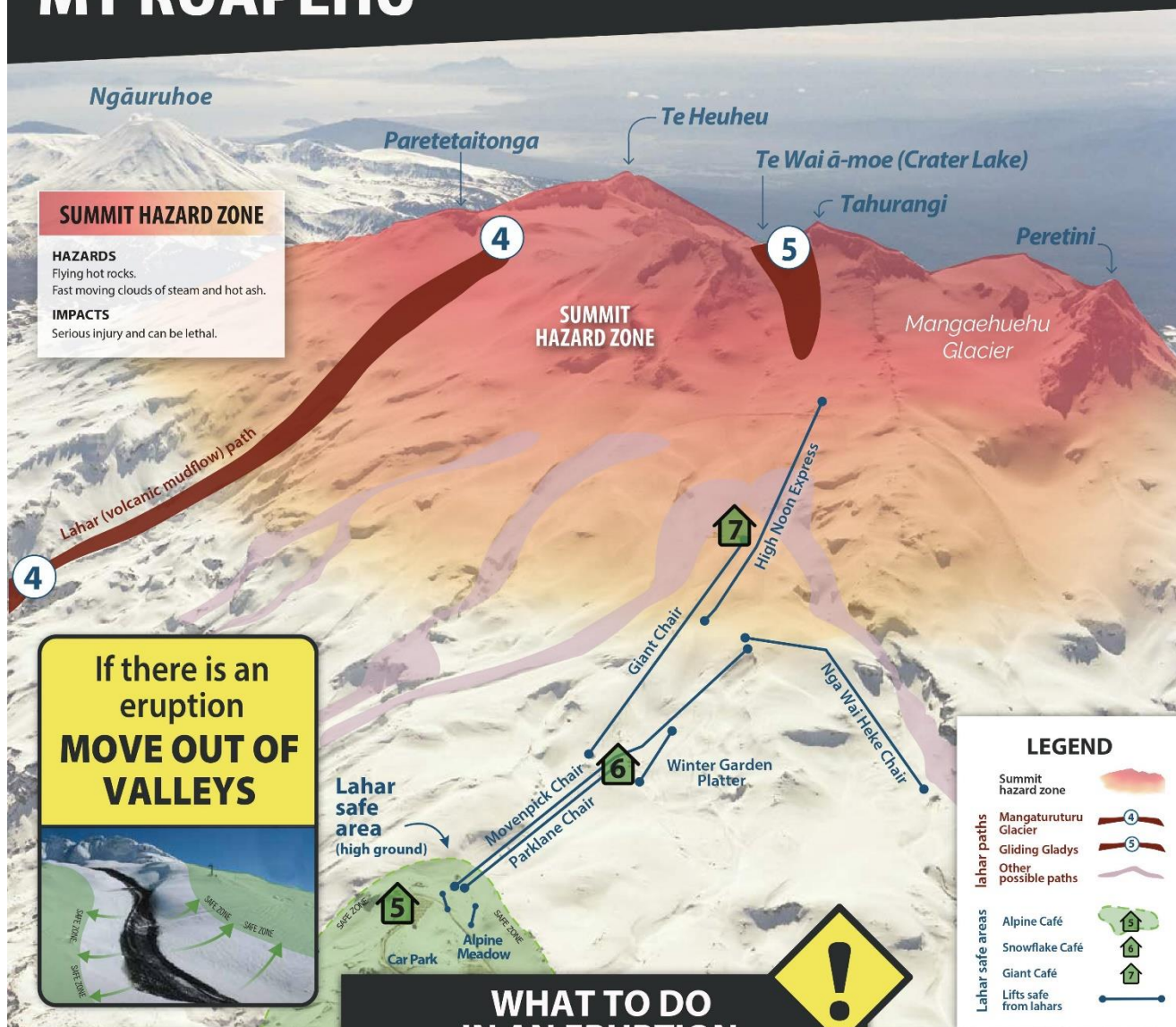


Department of Conservation  
Te Papa Atawhai





# VOLCANIC HAZARDS AT TŪROA MT RUAPEHU



**Eruptions and lahars** may occur with little or **NO** warning

## HAZARDS

**LAHARS PATHS:** Eruptions generate **lahars** (volcanic mudflows) that can pass through valleys in the ski area.

**HAZARD ZONE:** During an eruption, **flying rocks & fast moving clouds of steam and hot ash** may occur.

**IMPACTS:** Serious injury and can be lethal.

**Anywhere** on this map is at risk from **ashfall** – this can obscure vision and make it hard to breathe.

## IF YOU ARE:

### IN A VALLEY

- > **Move out** of the valley to a ridge top.



### IN THE HAZARD ZONE

- > **Move down** the mountain following ridges.



- ! If you see **flying rocks**, or a **steam & ash cloud** coming towards you, **take shelter** behind a bank or ridge and **cover your head** with your pack.

### IN A BUILDING/CAR PARK/HIGH GROUND

- > **Stay put** and await instructions.



## Disclaimer

This map shows areas most at risk in a sudden eruption with little or no warning. Larger eruptions can and do occur. Volcanic activity and other unforeseen factors may alter features on this map, so safe and hazardous areas may change without notice.

Department of Conservation  
Te Papa Atawhai

