



Hauraki Plains College

2. EOTC Risk Assessment and Supervision (RAS) Form

Event Name	TVSS Cross Country Champs	Date	28/05/2024
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Risks Identified for this Event

The section below is to be completed in collaboration between the **Person in Charge, EOTC Coordinator** and **others** involved in the event. Repeat the section for each harm you identify for all of the activities that make up your event. Help in identifying harms, hazards and control strategies for common EOTC events can be found in the [EOTC Good Practice Guides](#). The guides provide example harms, hazards and controls that you can add below, in addition to adding your own.

HARM What could go wrong?	HAZARD Why would this happen?	Risk Rating How serious?	Controls How can it be prevented? First try to Eliminate, then Minimise the risk	Check Controls implemented? Reviewed?	Residual Risk Rating?
Injury/Illness	Pulled muscle, graze, sprain, tear, blisters, fractures, bruising	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW	School Actions: All students briefed on appropriate behaviour while at the event. Leader Actions: All members of the team are fully fit and not carrying injuries. Complete comprehensive warm up before event.	Event Manager Team Management	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW
	Sunburn	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW	School Actions: Provide ice and 1 st Aid Kit Leader Actions: Sunblock and 1 st Aid Kit provided. Ensure students apply sunscreen. Students to wear appropriate footwear and clothing.	HPC Team Managers	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW
	Fatigue/Exhaustion, Existing injury, Asthma/Allergies, Hydration/Refuelling	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW	School Actions: Education on the importance on water intake and refuelling prior, during and after events. Leader Actions: Check existing medical conditions and individuals have correct medication. Ensure all athletes are well enough to compete.	Schools Team Managers	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW
Environment/ Equipment	Dehydration Sunstroke/Heat Exhaustion	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW	School Actions: Ensure adequate shade when outdoors for prolonged period. Leader Actions: Provide sunblock and remind athletes to apply. Remind athletes to drink plenty of water.	Schools Team Manager	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW
	Surface Event Equipment	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW	School Actions: Event staff to have checked field surface & equipment is safe and secure prior to starting. Leader Actions: Remind students to keep their gear safe. All students and staff briefed on respect for grounds and facilities.	Event Manager Event Manager	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input checked="" type="radio"/> LOW

REPEAT THE SECTION ABOVE FOR EACH HARM THAT COULD OCCUR

REMEMBER: The Emergency Response Guide should be complete and with leaders at all times during the event.

Ākongā with Additional Needs

Are there participants that require extra support to participate fully and successfully in this activity?

Yes No

Name	Reasons for additional support	Will there be an individual support plan (Form 11) used?
		Yes No
		Yes No
		Yes No
		Yes No
		Yes No

Consider: ORS/High health needs/Special funding, Medical conditions, Injuries, Additional needs including sensory issues, dyslexia, autism, ADHD, anxiety and neurodiverse conditions, Gender diversity, Cultural considerations.

Please describe your support plan for this activity if individual plans are not used.

Consider: support staff, specialised equipment, prayer room etc.

Specific Activity and Site Planning

Are there environmental operational limits that would cause this event to be cancelled? **Yes**

If yes please describe the operational limits. Consider: River Levels, weather warnings, surf conditions, rip warnings, volcanic activity

Weather Warnings – heavy rain and lightning



Is this activity weather dependent? **Yes**

If so, who is responsible for monitoring weather reports?

Who will check the weather the week before?

Cindy Berridge

Who will check the weather the day before?

Cindy Berridge

Who will check the weather during the activity?

Cindy Berridge

If a decision needs to be made regarding the weather, who will make the final decision and what will the process be?

Event Manager, Cindy Berridge, will consult with HPC Management regarding any weather decisions. If the event needs to be called off, Cindy will communicate with all TV Schools who are entered. A decision will then be made from the TVSSSA whether to reschedule to another day or cancel.



Circumstances - What are the other options available if this activity is cancelled due to weather or environmental conditions?

Reschedule to another date.

Site Specific Hazards on the Day

Every activity site is different. Describe potential hazards that are known at the location where this activity will take place and how they can be managed (if they are not already covered in the Risk Assessment table at the top of this form).

Farmland

A site visit will take place prior to the event, which will include a walkover of the course. Course consists of hills, creeks, mud, cow effluent, stones.

Site Specific People Related Hazards on the Day

For this activity at this location, what are the potential issues relating to your leadership team, volunteers, service providers, student participants or interactions with the public (if they are not already covered in the Risk Assessment table at the top of this form).

Past Incidents

Have there been issues at this site or with this type of event in the past? Yes

If there have been issues at this site in the past please describe what steps will be taken to reduce the possibility of it happening again.

Injuries have occurred during this event.

The TVSSSA have discussed this and decided at this time, the association will not fund an ambulance to be on site for this event. However, schools do need to come prepared with their own driver/s should one of their students need to be taken to a medical centre or hospital. Any students with health issues or concerns must have their own parent/caregiver with them for the duration of this event.

Leadership and Supervision Plan

Event Roles and Required Competencies - List the roles and competencies needed to conduct this event safely

EOTC Role	Required competencies	Does the role require safety checking &/or police vetting?	First Aid Cert Required?	What induction/training is required?
Person in Charge	Cindy Berridge	Yes	No	
First Aid Leader		Yes	No	
		Yes	No	
		Yes	No	

Staff Assigned to EOTC Roles

Name	Role within EOTC event	Skill / Qualification / Experience	First Aid Cert Exp (m/y)	Induction and/or Training? (d/m/y)
			/ /	Yes No / /

			None	Description:
			-- / --	Yes No Date completed: / /
			None	Description:
			-- / --	Yes No Date completed: / /
			None	Description:
			-- / --	Yes No Date completed: / /
			None	Description:

Volunteers & Contractors Requiring Safety Checking

Name	Safety checked?	Police vetted?
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No

Staffing and Supervision Structure - Describe the supervision structure required for this event

Supervision structure (includes allocation of roles and allocation of akonga 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 Manager, 0274 655 289

Ian Clark – Course Coordinator

HPC Staff – Marshalls, Set-Up and Pack-Up



Signed Off as Completed

Completed by Cindy Berridge	Signature 	Date (d/m/y) 15/5/24
Approved by 	Signature 	Date (d/m/y) 15.5.24