

# **CHRISTCHURCH SCHOOLS CYCLING HEALTH & SAFETY POLICY & PLAN 2026**



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**A        Document Control/Contact/Location**

Document Control and Review	
<b>Policy Title</b>	Health and Safety Policy & Plan
<b>Policy Review Number:</b>	Version 07
<b>Effective Date:</b>	1 May 2026
<b>Review Period:</b>	This Health & Safety Policy & Plan will be reviewed annually
<b>Policy Audience:</b>	All Workers and Contractors
<b>Responsible Role:</b>	Alex Mann

Contact and Responsibility <i>see Section 3 for full contact list &amp; Associated PCBUs</i>		
<b>Key Personnel</b>	<b>Designation/Responsibility</b>	<b>Mobile Number</b>
Alex Mann	Race Director / Manager	027 2776659
Leanne Creighton	Finance / Administration	027 2541010
Hamish Ferguson	Commissaire / Timing	027 2211533
Brian Thompson	Assistance Manager/Director	021 756621

## 1. Introduction

The purpose of this document is to provide a framework to assist the event staff in delivering a safe environment for all those involved in the event. This includes a process to evolve and improve the manual as new risk emerge as well as improving measures to address existing risks.

The document will be reviewed on site and will be updated accordingly. It will also be reviewed annually to ensure it is up to date.

The scope of the environment referred to as 'The Event' and or 'Workplace' is dynamic and varied. It includes the field of play and event venues and other areas as specified and includes task such as setting up, delivery of key functions, pack down and any other tasks as specified.

The term 'Event Staff' refers to any persons involved in assisting or setting up the event or as specified.

This document is intended to provide a practical approach to identifying and dealing with Accidents and Incidents that may arise during the event. It also outlines details to assist event staff to undertake their duties in a safe manner to avoid, minimize or isolate identified risks. Because of the nature of the event delivery, not all scenarios can necessarily be identified; therefore, this document includes procedures to assist event staff to safely deal with these if they arise, these include contingency plans

and emergency planning.

## 2. OVERVIEW- SCHOOL CYCLING PROGRAMME OF EVENTS 2024

These events, known as the Christchurch Schools Cycling Racing Programme. The events are managed by a local organising committee on behalf of Cycling New Zealand Road and Track Canterbury.

These events are held between May and September each year in the Christchurch area.

The events have the approval of Christchurch city Council and Selwyn District Council

**Venue: 1 Old Tai Tapu Road – Halswell 1.5 km from Akaroa Highway, just past Rossendale Wines**

**Venue2 the Quarry cnr Cashmere / Kennedys Bush Rd / Holmes Road**

**Race Day:** Wednesdays

**Start Time:** 3.15pm. Sharp. [Registrations from 2.40pm.]

**Cancellations:** Sports Director makes decisions regarding cancellations.

The decision may be to issue a cancellation notice by 10.00am or put decision on hold till no later than 12 noon Schools are advised by Fax message and notice on Schools Web Site - [www.canterbury.schoolsport.org.nz/cancellations](http://www.canterbury.schoolsport.org.nz/cancellations)

Cancellation will also be posted on our Facebook page: <https://web.facebook.com/christchurchschoolsycling/>

## 3. KEY EVENT ROLES & CONTACTS

Coordinator	Alex Mann
Race Director/ Manager	Alex Mann
STMS & Site Director	Spray Marks = Ezra Good-Geels
Volunteer Manager	Brian Thompson
Race HQ Manager	Leanne Creighton
Communication Manager	Alex Mann /Hamish Ferguson
Chief Commissaire	Hamish Ferguson

Timing Manager	Hamish Ferguson
Health and Safety Officer	Leanne Creighton/Cassie Reid
Disputes & Discipline	Hamish Ferguson, Alex Mann
Schools Liaison	Gary McNaughton
First Aid	advised weekly
Emergency Response	111
Christchurch Police	111

### 3. RULES

The following are specific rules used weekly .

**Race Numbers:** Sign on and collect number on arrival

Wear on left side centre back

Return Immediately you finish

**Helmets:** Must be worn correctly at all times. This includes to and from racing.



**Accessories:** Sports cameras and headphones are not permitted while racing.

**Cycles:** Must be safe and roadworthy

**Lights:** Shorter days going into winter means you must have lights to go home safely.

**Uniform:** We adopt a reasonably flexible approach to uniform particularly novices and students at schools without significant cycling organisation.

If your school has a racing uniform, it is compulsory for you to wear it. This is non-negotiable!

Individual sponsors have no place in school cycling. If your team has a sponsor, then that sponsorship should be contained on the leg panel/and /or top of your uniform as per schools' rules.

As per the school rules warmup jackets can have any sponsorship but must not be used in the race.

Riders who do not have a school race shirt should wear a plain colour preferably one of the colours from your school. In the past some schools have worn a school basketball shirt over a plain cycling shirt. For riders in this category please do your best to comply on Wednesdays.

Similarly plain shorts must be worn. Most have a discrete logo and this is acceptable but trade shorts and significant logos are unacceptable.

More details are on our website: [www.christchurchschools racing.org.nz](http://www.christchurchschools racing.org.nz)

**Parking Tai Tapu:** Our biggest issue has become the management of supporters' vehicles. As we are required to manage the area parking will be in accordance with the attached plan.

**All supporter parking must be in The Bicycle Thief Restaurant Car park. We are very fortunate that the Bicycle Thief restaurant has generously made this area available to us.**

**This is also the area that drop-off of cyclists must take place. Here is to be no drop-off of cyclists in the plan area.**

**If supporters choose to ignore our officials our only recourse will be to penalise their riders.**

**In the event of inclement weather parking has been offered in the Rosendale Winery Carpark.**

**Start/Finish Area:** All cyclists must keep off the roadway before starting races and after finishing races. All cyclists must keep their cycles well off the road on the start side of the roadway. Do not gather on the road side of vehicles.

#### Toilets

We have a toilet in the driveway by the start zone.

NOTE: The Bicycle Thief is a restaurant, and we need to respect that. No one who is involved with School Cycling is to use the toilets there or seek to fill water bottles at the restaurant. Please respect their request as the use of their car park is essential for the safety of the event.

**Neighbours:** We expect courtesy to residents of neighbouring properties! We have plenty of marked spectator area. Do not use neighbours' driveways! When we get a complaint, it is usually because a neighbour's tolerance has run out.

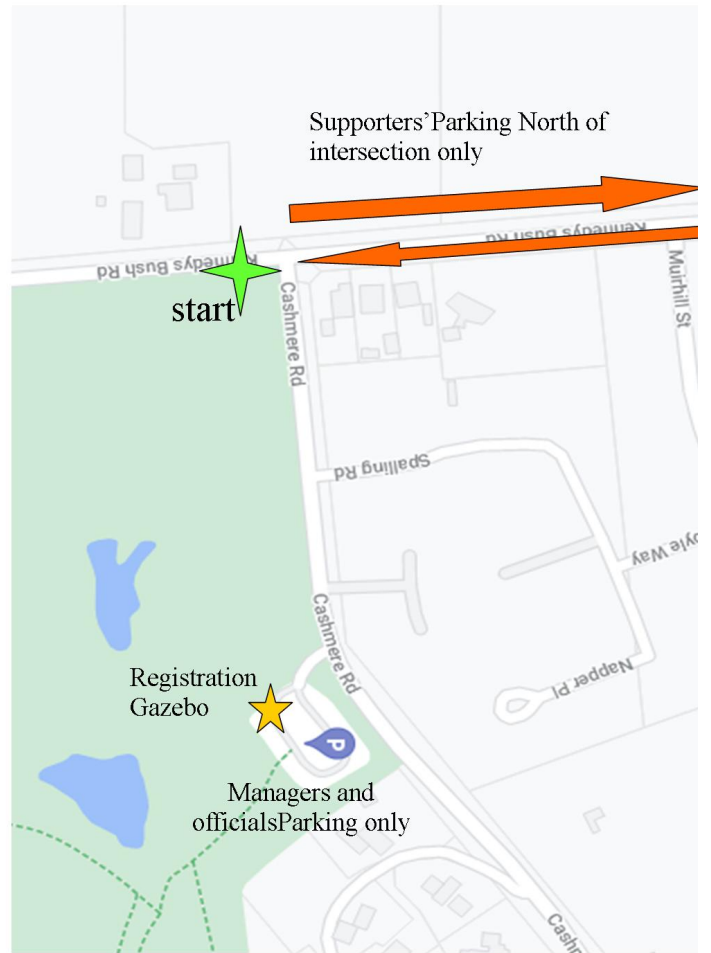


## Halswell Quarry

All supporter parking must be on Kennedys Bush Rd North of Kennedys Bush Rd /Casmere Rd Corner This is also the area that drop-off of cyclists must take place. Here is to be no drop-off of cyclists in the plan area.

If supporters choose to ignore our officials our only recourse will be to penalise their riders. Riders will gather in the carpark on Cashmere Road and will be despatched to the start line on Kennedy's Bush road, utilising the bike pathway provided.

**Start/Finish Area:** All cyclists must keep off the roadway before starting races and after finishing races. Riders will move to the start line on cycle path from registration area. All cyclists must keep their cycles well off the road on the start side of the roadway.



**Littering:** This is a no no and riders can expect penalties if caught littering. Similarly, parents caught littering can expect school points deducted from their child's school.

We and neighbours are not there to clean up your rubbish!!!!

### **Behaviour**

Every official is a volunteer and without them this event would not happen. Courtesy towards officials is expected.

Cyclists swearing within hearing of Commissaires should be aware that disqualification may follow.

### **First Aid**

While first aid is primarily the responsibility of each school, we would ask that any suitably qualified first aiders make themselves available to assist.

## **Gearing for all Christchurch Schools events**

**With effect from 1 January 2023, no maximum gearing restrictions will apply to road events at all age groups.**

### **Points Competition**

Each race day riders earn points for themselves and their School towards end of season trophies. Scratch Races: 10 points - 1st., 8 points - 2nd., 6 points - 3rd., 4 points - 4th., 2 points - 5th. - each race. Plus, 1 point for start.

Time Trials: Top 25 Boys & Top 25 Girls. Points 25 down to 1 - plus 1 Point for start

Teams Races: - Points only accumulate for the Christchurch Schools - Race Scotty Browns Team Time trial series. 5 points - 1st., 3 points - 2nd., 2 points - 3rd., 1 point - 4th.

### **Seeding**

**The aim of your cycling should be to improve. When a rider wins 2 races or has 3 placings in their grade then that rider will be promoted up a grade. When a rider is promoted the lowest performing rider in that promotion grade may be relegated to the grade below.**

### **Christchurch Schools Cycling 4 Person Team Time trial series.**

-Open to all schools and school riders in Canterbury

-The competition will compose Year 7/8 under 16 and under 20 grades for boys and girls.

-The Time Trial Series will compose five events. The winners will be decided on the total of the best 4 of 5 events. In the event of a tie the winner will be decided on count back.

-The winners will receive the Canterbury Schools Team Time Trial series trophies

-Race dates are as per the Christchurch schools cycling calendar.

Team composition

-School and Composite Teams of 4 with time recorded on fastest three finishers.

#### The series:

The series will be held in parallel with the Canterbury team time trial championships and South Island Schools Championships.

School teams Individual schools can enter Teams e.g. Team A, Team B and Team C. Teams within a school may change riders through that series but it will be the nominated team which receives series points e.g. Christchurch Boys High A may have different riders for selection during the season but it will be the team A which receives the points each time team A races.

#### Composite teams

A school which genuinely cannot field a team of four in each grade may combine with another school. Once a composite team is nominated that team will compete in the series. A composite team may use up to two non-nominated reserve when nominated riders are unable to compete to enable the team to compete.

### **Christchurch Schools Cycling 2 Person Team Time trial series.**

-Open to all schools and school riders in Canterbury

- The competition will compose Year 7/8 under 16 and under 20 grades for boys and girls.
- The Time Trial Series will compose five events. The winners will be decided on the total of the best 4 of 5 events. In the event of a tie the winner will be decided on count back.
- The winners will receive the Canterbury Schools 2 person Team Time Trial series trophies.
- Race dates are as per the Christchurch schools cycling calendar.

Team composition

- Teams will be identified by a nominated lead rider
- School and Composite Teams of 2 with time recorded on second finisher.
- A team may use a non-nominated reserve when one nominated rider is unable to compete to enable the team to compete

The series:

The series will be held in parallel with the Canterbury Schools team time trial championships.

**Racing**

Cycling is a non-contact sport. There is no contact permitted. This also extends to negative tactics like blocking at the front. If your Schoolmate is out in front you don't have to chase but it is against the rules to sit at the head of the race and try and slow the group. Please take care when using brakes. Using brakes at the front of the group is unsafe!!! Negative racing. We can't enforce this but racing hard on Wednesdays is your best preparation. Crossing the centre line-Intentional crossing of the centre line while racing will result in disqualification. Without limiting the decisions of Commissaires making progress on the wrong side of the road amounts to intentional crossing

**Parents-** we expect you to follow this code:

To all riders: these events are held on public roads always open to normal traffic. You must always obey the Road code keeping as far to the left as possible.

**In all respects race organisers will have the final say over racing matters having regard to these rules and the rules of Cycling New Zealand Schools and then New Zealand Road and Track Technical Regulations.**

**When available we will have an experienced cyclist following specific grades ensuring racing is fair and riders respecting the protocols for racing.**



## 2026 Schools Racing Calendar

- Wed, 29 Apr 2026 Skills session – Old Tai Tapu Road ▼
- Wed, 6 May 2026 Individual TT – 8km (IP) ▼
- Wed, 13 May 2026 4 Person TT (IP) ▼
- Wed, 20 May 2026 Graded Scratch – 12km & 8km (IP and School points) ▼
- Wed, 27 May 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 3 Jun 2026 4 / 2 Person TTT (Scotty Brown Teams Series R1) ▼
- Wed, 10 Jun 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 17 Jun 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 24 Jun 2026 4 / 2 Person TTT (Scotty Brown Teams Series R2) ▼
- **Wed, 1 Jul 2026 NO RACING – School Holidays ▼**
- **Wed, 8 Jul 2026 NO RACING – School Holidays ▼**
- Sat, 4 Jul 2026 South Island Secondary Schools Cycling Championship – Ruapuna Park ▼
- Sun, 5 Jul 2026 Ruapuna – Scratch Races ▼
- Wed, 15 Jul 2026 2 Person TT (IP, Scotty Brown Teams Series R3) ▼
- Wed, 22 Jul 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 29 Jul 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 5 Aug 2026 2 / 4 Person TT (Scotty Brown Teams Series R4) ▼
- Wed, 12 Aug 2026 Individual TT – Old Tai Tapu Road (IP) ▼
- Wed, 19 Aug 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Sat, 15 Aug 2026 Southern Tour – Blenheim ▼
- Wed, 26 Aug 2026 Gender Mixed TTT ▼
- Wed, 2 Sept 2026 Graded Scratch – 12km & 8km (IP & S) ▼
- Wed, 9 Sept 2026 Canterbury Schools TTT Championships & Prizegiving ▼

## 5. RACE BRIEFING

There are race briefings which are held at the start of each day's race.

The main purpose of the race briefing is to raise the participant's awareness to the potential hazards of the event course.

The race briefing will cover the following

- Brief description of the day's event
- Roads not closed to other traffic
- Must keep to left side of road
- No support traffic.
- Participants may be disqualified or given a time penalty if seen breaching the rules
- Specific safety information for that day

## **6. MAPS**

See Appendix 19

## **7. SAFETY COMMITMENT**

The organisers are committed to providing and maintaining utmost health and safety standards, by ensuring that all risks and hazards associated with the event are adequately identified managed or mitigated to prevent harm from occurring to the event staff, participants and all other personnel involved.

## **8. EVENT INSURANCE**

The events have Liability Cover Insurance Policy in place through Membership of Cycling New Zealand. The Liability package includes six different liability insurance products;

- Public Liability (General Liability)
- Associations Liability
- Statutory Liability
- Professional Indemnity
- Employers Liability and
- Legal Prosecution Defence Costs

See Appendix 1

## **9. MEDIA MANAGEMENT & POLICY**

Any media attending the event should report to the Race Manager immediately on arrival to the event. Media shall be advised that no unauthorized vehicles are permitted on course and that no quotes or comments are to be sought from any non-authorized persons.

Nobody connected with the event is authorised to speak to the media without the express permission of the Race Coordinator or Race Manager,

Event Staff and Volunteers are notified of this policy during their briefing. Any unauthorized release of photographs or statements is forbidden.

In the event of a major incident, the Emergency Response Plan will be initiated, and any comment will be made by authorized personnel once an appropriate response has been formed following the review of all relevant information.

## **INFORMATION TO PARTICIPANTS**

The following summarises information received and available to participants.

## A. Entry Information

Events entry is available to Schools and authorised students. The following information is required:

- First Name, Surname, Gender, DOB of each participant
- Teacher in Charge
- Team Manager
- Contact person on the day
- Agreement to the Events Terms& conditions (See Appendix 2)
- Any medical conditions of any student taking part

An overview of the briefing will also be read to the competitors prior to each race. Briefing Notes can be found in Appendix 5 . These are guidelines only subject to Para 5 above.

### **INFORMATION TO THE PUBLIC**

With this being school events with young inexperienced participants and the fact that the road is not closed it is essential that the public are aware that the events are taking place.

The following initiatives are taken to maximise public awareness that there are regular school cycling events taking place between May and September. This not only takes part on the days of the events but leading up to the events.

The aim of this exposure is to try and encourage as many drivers as possible from being on the course during the event.

1. Letters dropped into neighbours' letterboxes See Appendix 6.
2. Social Media Posts from Christchurch Schools Cycling and other local stakeholders

### **EVENTS SOCIAL MEDIA**

#### **OTHER EMAIL COMMUNICATIONS**

Regular emails are sent to SCHOOLS containing several safety and information messages in relation to racing. These include the following:

- Importance of getting bike and other gear checked
- Support traffic not tolerated
- Information about safe riding in a bunch
- Sportsmanship
- Restricted Parking

## **12. ACCIDENT INCIDENT REPORTING**

Any minor incidents will be covered through business-as-usual Health and Safety procedures. Under the Health and Safety at Work Act 2015 (HSWA) law the event is required to report any Notifiable events to Work Safe NZ.

Any Notifiable Events are to be reported to the Race Manager and they will ensure the appropriate reporting is completed. (See Appendix 7)

Any non-notifiable events are to be reported to the Race Manager as soon as practicable by phone/radio. They are then required to complete the relevant forms given to them (See Appendix 8) after the event. These will be reviewed logged in the Event Risk Management Register. (See Appendix 18).

A notifiable event is when any of the following occurs as a result of work:

a death

notifiable illness or injury

a notifiable incident.

All Incidents and accidents are to be recorded in Event Risk Management Register. This is then reviewed for the following year as part of our continuous safety improvement process.

School representatives will also be asked at the race briefing to inform the event of any accidents or incidents that happen to them during the event.

Schools and/ event first aider asked to submit a list of people treated on the course and a description of what they have been treated for and what happened (See Appendix 9)

### **13. TRAFFIC MANAGEMENT**

The Traffic Management Plans for events are approved by Christchurch City Council and Selwyn District Council. The plan will be implemented by the Events organising committee. Copies of the traffic management plans are available for inspection at the events and upon request.

### **14. WASTE MANAGEMENT**

The events acknowledge that the nature of the events will produce additional waste. Schools are asked to manage their own waste and remove from the events.

### **15. LOST & FOUND**

The organisers recognize that there is a risk of children/vulnerable persons becoming lost or separated from their caregivers. A process to react to any situations is outlined in the Emergency Response Plan (See Appendix 16)

### **16. VEHICLE SUPPORT**

The events have vehicle support organised including the following:

- Cycling New Zealand Commissaire and Safety vehicle and/or authorised vehicles.

The duties of the above groups are as follows:

- Vehicles- Public Awareness
- Commissaires- Responsible for managing and monitoring the rules and conduct of the participants for the events (includes motorcycle commissaires)
- Safety Vehicle- ensure all cyclists have returned and course closed.

### **17. EVENT STAFF TRAINING**

Event staff will be briefed prior to undertaking any duties. At the briefing the organisers provide an overview of the event and then go through each position in detail and will be advised of any specific risk controls required to protect themselves and other. It will also cover Radio Protocol if required (See Appendix 11).

Event Staff are given the opportunity to ask questions.

Event staff are also allocated accident/incident report forms, key contacts, emergency procedures, provided with a Fluro vest and details on their roles.

An Event Improvement Form (See Appendix 12) will be handed out during the racing season to each staff for the opportunity of giving feedback of each position to enable organisers to look at areas that need improving or addressing at season debriefing held after events.

## **18 EVENT HEADQUARTERS**

The events will have a Race headquarters operating each day. The role of the headquarters is as follows:

- To provide a base for general event enquires
- To provide a base for Lost and Found (persons and equipment)
- To coordinate communications and support around emergencies

The headquarters will hold a copy of the Event Master Database (See Appendix 13), Key Contact numbers (See Appendix 14) and Lost and Found Forms (See Appendix 17)

## **19. FIRST AID**

To participate in these events the school representatives are asked at the time of entry to disclose any illness or medical concerns that may affect the riders' performance or be relevant if medical treatment is required. This information will assist medical personnel to administer appropriate treatment should this become necessary during the events.

The School representatives also accept the terms and conditions in recognition of the risk around competing in a cycling event agrees that their riders are fully capable of participating in the even without causing harm to themselves or others, that the riders have sufficiently trained for participation in these events and have not been advised otherwise by a qualified medical person.

The obligation of Medical support for the events is with each participating School. The events will provide a first aid kit at the event and will endeavour to have a volunteer first aider available.

Local Medical Centres and Emergencies Services are easily contactable from the events.

See Emergency Planning (Appendix 16) for more.

## **20. EVENT TIMING & PARTICIPANT IDENTIFICATION**

Timing for the events is done manually.

In addition to the timing, participants are issued with race numbers that are required to be attached to their race jerseys.

Team Time Trial —All team members are issued with the team same number. To be worn on the centre back of each participant.

Individual Races - All riders are issued with a unique race number to be worn on the left side of the centre back of the participant as directed.

## **21. CONTINGENCY PLANNING**

The events recognise that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or distance being adjusted in the interest of participant and officials' safety.

If inclement conditions exist, all decision regarding the implementation of the contingency plan will be made by the Contingency Committee.

See Appendix 15.

## **22. EMERGENCY PLANNING AND RESPONSE**

The event recognises that potential emergency situations to occur. The events have considered likely scenarios and have developed examples of appropriate response should they occur. It is recognised that an incident can occur at any time and that not all those responding will have access to the Planning and Responses procedures.

See Appendix 16

See Appendix 17

### **23. RISK MANAGEMENT**

The event has produced a Risk Management Register. The purpose of this document is to outline the Events approach to risk management. It outlines the means of identifying known risk associated with the event and records any accident or incidents that occur at the event.

See Appendix 18.

### **24. Glossary**

#### **Accident**

An unplanned and undesired event that results in injury to people or damage to property.

#### **Briefing**

A verbal or written account of the Event to participants. It will include a safety briefing which will point out risks to the participants.

#### **Competent**

A person, able (through knowledge, training and/or experience) and willing, to perform an assigned task.

#### **Competitor/Participant**

A person who takes part in the Event.

#### **Contingency Plan**

An alternative plan devised for a specific situation.

#### **Commissaire**

The Chief Commissaire is responsible for the fairness of the event and the application of the rules.

#### **Emergency**

Any notifiable event or situation concerning the health, injury, death, missing person, or extensive damage involving staff, participants or property.

#### **Escalation Point**

The person who is referred to for assistance, leadership or decisions by a particular Event Staff or needs to be advised in the event of a specific situation (i.e., a Serious accident).

#### **Event**

All the activities and specific races that make up the full event schedule, including the set up and pack down operations that ensure that the scheduled races can occur.

#### **Event Manager**

This role is varied; it can be as extensive as being responsible for the entire Event from planning through to event delivery and the debrief process to simply planning, overseeing of the event and debrief.

#### **Event Staff / Event Team**

All those working on or at the Event. This does not include contractors who will come under their own companies' Health and Safety Manual.

#### **Event Venue**

Every building, land, park and water area utilized by Event Staff and Participants during the operations of the event. The Event Venue may at any given time include or exclude certain parts as necessary, for example the registration area may be closed after registration has ceased. The event Venue does not include the Field of Play

**Hazard Register**

Also known as 'Risk Register' or 'Risk Identification Schedule'

Where a Risk is identified and managed appropriately (eliminated, or minimized)

**Incident**

An unplanned and undesired event which, under slightly different circumstances, could have resulted in an accident.

**Injury**

Harm or damage to a person

**Marshal**

A person who is responsible for maintaining the flow of the event, keeping control of spectators and traffic, or maintaining security. They will be a minimum of 18 years of age if located on a road.

**Marshal Management Plan**

A document which identifies the numbers and locations of marshals to be assigned to an event along with the duties of the marshals assigned to these various locations. The plan should also record the names and contact numbers of the marshals assigned.

**Mandatory**

It is a legislative duty, it must happen.

**Medical Team**

A team of professional medical personnel that can include a Doctor, St Johns/Paramedics and other people with specific training to deal with injuries likely to occur during the event and with training that enables them to assist and stabilize injured persons. Ideally this would include the ability to transport injured persons, if needed, to the nearest hospital.

**Notifiable Event**

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe NZ when certain work-related events occur. A notifiable event is when any of the following occurs as a result of work:

- A Death (immediately call WorkSafe NZ 0800 030 040)
- Notifiable illness or injury
- A notifiable incident

**Policy**

The general principals or intentions of agreed behaviour in a particular situation

**Procedure**

How the organization implements the policy.

**Race HQ**

A control centre should be established at each event that functions as a central point for communication, decision making and

**Risk**

An occurrence, situation or substance that could occur to cause harm or injury to person or loss or damage to property during the preparation for, running of, and pack-down of an event.

**Risk Management**

A process of identifying and managing risks in order to prevent an accident, incident or loss

**Rules**

The rules that apply to all at this event.

**Run Sheet**

A timeline of key activities that need to occur in order to ensure that the Event is delivered on time and that serves to remind people about key activities and the timing of these.

**Safe**

In relation to a person, means not exposed to any Risks; and in every other case, means free from Risks, "unsafe" and "safely" have corresponding meanings.

**Security Team**

Event Staff that are specifically assigned to ensure that security is maintained as needed throughout the delivery of the event, this may include overnight security or security for finish areas.

**STMS**

Site Traffic Management Supervisor and at the appropriate level for the volume and Level of roads at the Event

**Tail End Charlie**

An assigned Event Staff member, who is responsible for travelling along the course behind the last participant in order to ascertain that all participants have either completed the course or withdrawn and are no longer on the course or in need of assistance.

**Team Leader**

A member of the Event Staff that oversees Event Staff and in some cases event delivery of certain portions of an Event

**TMP**

Traffic Management Plan

**Workers**

Event staff for the event and volunteers

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE CONTINUING WITH YOUR ENTRY AND/OR SIGNING. THIS FORM HAS LEGAL CONSEQUENCES AND WILL AFFECT YOUR LEGAL RIGHTS AND WILL LIMIT OR ELIMINATE YOUR ABILITY TO BRING FUTURE LEGAL ACTIONS.

## NOTE Entry of School teams to events will amount to acceptance of these terms

**A. INTRODUCTION** I understand and acknowledge that by agreeing to this Terms and Conditions Form (“Form”), that I am legally agreeing to the statements in this Form on behalf of my school, our students and attending support officials, that I have the authority to do so and that these statements are being accepted and relied upon by the Released Parties, as defined below. Please note that the Event social media pages may contain other terms and conditions that apply to the Event. By participating in the Event I also acknowledge my acceptance of the terms and conditions set out on the Event social media pages. If another person has submitted my registration for the Event, I understand that person is assumed to be my agent and that person has accepted on my behalf all the terms and conditions set out on this Form, the Event website social media pages. In consideration of being permitted by Christchurch School Cycling or delegated persons (hereafter “ORGANISER”) to participate in the Event, I acknowledge and agree as follows:

**B. ACKNOWLEDGEMENT AND ASSUMPTION OF RISKS** The Event and other activities associated with the Event take place indoors or outdoors in various locations and can include, but are not limited to: warm-up exercises; competitive and recreational cycling, both in practice and in the Event; demo-ing (trying out) gear; participation in clinics, training, demonstrations or other games and activities, attendance at any activities and travelling in planes, vans, buses or other vehicles to and from activities (the Event and other activities collectively referred to in this Form as “activities”). Activities may be scheduled or unscheduled, mandatory or optional, structured or unstructured and include free time. **I acknowledge that the inherent and other risks, hazards and dangers (collectively referred to in this Form as “risks”) of these activities can cause injury, damage, death or other loss to participant or others.** These risks include but are not limited to those associated with: any competitive, recreational or athletic activity; the need for extreme fitness and endurance; an outdoor or indoor environment; the decision making and conduct of ORGANISER’s staff members, officials, volunteers, contractors, co-participants or others; cycling or other activities; the participant’s personal health and participation, whether participant’s health conditions are disclosed or undisclosed, known or unknown; locations or premises; equipment; and the conduct of co-participants, spectators and/or other third parties.

**I understand and agree:**

**1.** I will review all materials received, accurately complete and agree to the registration information, documents and process, and obey all rules, regulations and policies always. These rules, regulations and policies include, but are not limited to, the rules and conditions detailed in this Form and as detailed on the Event website, [www.schoolscycling.nz](http://www.schoolscycling.nz), Drug Free Sport NZ, Cycling Anti-Doping Foundation Authority (CADF) Regulations, the competitive and administrative rules of Cycling New Zealand, Cycling New Zealand Schools and Union Cyclist International (UCI), as may be amended,

and all traffic laws. Failure to comply in any way with these matters may lead to me being pulled from the Event, disqualified and banned from future participation in Cycling New Zealand and Cycling New Zealand Schools events.

2. My School's final acceptance and participation in the Event is contingent upon ORGANISER's receipt and review of all required information and forms, including this Form.
3. My school, our students and attending support officials am fully capable of participating in the Event without causing harm to themselves or others. I further agree that my school, our students and attending support officials are physically fit, have sufficiently trained for participation in this Event and I have not been advised otherwise by a qualified medical person.
4. To respect the rights, dignity and worth of every individual at the Event including participants, volunteers and spectators. I will at all times act professionally and responsibly and maintain high standards in respect to my language and actions and will not discriminate against any person on any grounds but in particular based on sex, sexual orientation, ethnicity, religion, ability or performance;
5. Before participating in any activities, I may inspect the racecourse, facilities, equipment, and areas to be used, if I choose. I will immediately advise ORGANISER or an Event official if I believe or become aware that the racecourse, facilities, equipment or areas to be used in the Event are unsafe.
6. The information provided in this Form is not exhaustive, other unknown or unanticipated activities, inherent or other risks and outcomes may exist, and ORGANISER cannot assure my safety or eliminate all risks. ORGANISER representatives are available should I have further questions about the activities or the associated risks;

### **C. RELEASE AND INDEMNITY**

**PLEASE READ CAREFULLY. THIS RELEASE AND INDEMNITY SECTION CONTAINS A SURRENDER OF CERTAIN LEGAL RIGHTS.** In consideration of the acceptance of my entry, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns as follows:

1. **I HEREBY WAIVE, RELEASE AND DISCHARGE** Cycling New Zealand, Cycling New Zealand Schools, Christchurch School Cycling, Event sponsors, Event organizers, Event promoters, Event producers, race directors, Event officials (Commissaires), Event staff, advertisers, administrators, contractors, vendors, volunteers, district Councils or local bodies of whatever nature in which the Event may be staged, New Zealand Police, NZTA, and all property owners and provincial, city, town, county, and other governmental bodies, and/or municipal agencies whose property and/or personnel are used and/or in any way assist in locations where the activities take place, and each of their respective parent, subsidiary and affiliated companies, assignees, licensees, owners, officers, directors, trustees, partners, board members, shareholders, members, supervisors, insurers, agents, employees, volunteers, contractors and representatives and all other persons or entities associated or involved with the activities (individually and collectively

referred to in this Form as the "Released Party" and the "Released Parties") with respect to any and all claims, liabilities, suits or expenses (including attorneys' fees and costs) (collectively referred to in this Form as "claim" or "claim/s") for any injury, damage, death, lost and/or stolen property or other loss in any way connected with my enrolment or participation in the activities, negligence, whether passive or active, of the Released Parties, any breach by the Released Parties of statutory duty, and/or use of any equipment, facilities or premises, howsoever caused. **I AGREE HERE TO WAIVE ALL CLAIM/S I MAY HAVE AGAINST THE RELEASED PARTIES AND AGREE THAT NEITHER I, NOR MY ESTATE, HEIRS, ASSIGNS OR BENEFICIARIES NOR ANYONE ELSE ACTING ON MY BEHALF, WILL MAKE A CLAIM AGAINST THE RELEASED PARTIES FOR ANY INJURY, DAMAGE, DEATH OR OTHER LOSS I, my school, our students and attending support officials MAY SUFFER.**

**2. I HEREBY INDEMNIFY AND HOLD HARMLESS** ("indemnify" meaning protect by reimbursement or payment) the Released Parties with respect to any and all claim/s brought by or on behalf of me, my spouse, a family member, a co-participant or any other person, for any injury, damage, death or other loss in any way connected with my enrolment or participation in the activities, negligence, whether passive or active, of the Released Parties, any breach by the Released Parties of statutory duty and/or use of any equipment, facilities or premises, howsoever caused.

**3. THIS RELEASE AND INDEMNITY SECTION INCLUDES BUT IS NOT LIMITED TO CLAIM/S FOR PERSONAL INJURY OR WRONGFUL DEATH (INCLUDING CLAIM/S RELATED TO EMERGENCY, MEDICAL, DRUG AND/OR HEALTH ISSUES, RESPONSE, ASSESSMENT OR TREATMENT), PROPERTY DAMAGE, LOSS OF CONSORTIUM, BREACH OF CONTRACT OR ANY OTHER CLAIM, INCLUDING CLAIM/S RESULTING FROM THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.**

#### **D. OTHER PROVISIONS**

##### **I understand and agree:**

**1.** If I am signing as the participant's legal guardian or authorised School signatory, I have the legal authority to act for the participant and on their behalf. If my guardian status is challenged or found invalid, I will defend and indemnify the Released Parties, to the fullest extent allowed by law and per the provisions of this Form, just as if I were the participant's lawful legal guardian.

**2.** The Race (which may contain athlete's race bib and timing chip) must be picked-up by either the registered athlete in person or the Team Manager (if applicable) at the scheduled registration for the Event, as detailed on the Event website. I hereby acknowledge that the School must have a Cycling New Zealand Schools to pick-up race packs. Failure to do so may result in riders being unable to participate at the event.

**3.** I authorise ORGANISER staff, representatives, contractors or other medical personnel to obtain or provide medical care for, to transport our students and attending support officials to a medical facility, and to provide treatment (including but not limited to evacuation, hospitalisation, blood transfusions, surgery and medications) they consider necessary for their health. I agree to pay all costs associated with that care and transportation. I agree, to the release (to or by ORGANISER, insurance carriers, other health care providers and their staff, representatives or contractors) of any

medical information or records necessary for treatment, referral, billing or other purposes. I agree to provide the name and contact phone number of a person, who is not a participant in the Event, who can be contacted in the event of an emergency, which person will be available during and after the Event.

**4.** I grant to ORGANISER, its affiliates, designees and assignees the right and permission to photograph, film, record and/or otherwise capture in any media the name, image, voice, written statement, photograph and/or visual likeness of my our students and attending support officials (collectively "images"), with right to sublicense, during the activities or otherwise, without compensation, for use for any purpose in any media throughout the world in perpetuity, including but not limited to use in broadcasts, photographs, publications, podcasts, webcasts, motion pictures, brochures, CDs, DVDs, internet websites, social media platforms, television, and/or in any related commercial, informational, educational, advertising, or promotional materials. I understand that all ownership and copyright rights in the images shall be owned by ORGANISER and I waive any inspection or approval rights. I understand and agree that our students and attending support officials name, bib number and race results will be available to the public during and after the Event.

**5.** I consent to the organiser providing my school, our students and attending support officials details to the authorised event photographer who may contact me via email to alert me when photos from the Event are available on its website. Zealand and the

**6.** I consent to my school, our students and attending support officials Event database and that unless I specify to the contrary, I will be subscribed to various ORGANISER related publications which may include a monthly newsletter and other promotional materials about upcoming events. I acknowledge that I am able to opt-out of these services at any time. I agree that if I choose not to be included on the ORGANISER'S Event database I will still receive newsletters that relate to the Event in which my school, our students and attending support officials have registered. I also agree that it is my responsibility to obtain information and Event up dates from the Event website (if applicable).

**7.** I, my school, our students and attending support officials are fully responsible for the security of all personal possessions at the Event and ORGANISER will not be liable for the replacement of any personal possessions.

**8.** Cycling New Zealand, Cycling New Zealand Schools and the ORGANISER reserves the right, in its sole discretion, to dismiss any participant from the activities, to deny or revoke entry of any applicant at any time, to issue special entries and/or to disqualify any participant from the Event. If my school, our students and attending support officials are dismissed or depart for any reason, I agree that I am responsible for all costs of early departure whether for medical reasons, dismissal, personal emergencies or otherwise. If my school, our students and attending support officials Event entry application is denied or revoked, I agree that ORGANISER is not responsible for costs incurred or damages suffered in excess of the amount of the entry fee. In the event that ORGANISER denies or disqualifies any participant from the Event (either before or during the Event), ORGANISER will not refund any entry fees to that participant where the participant has misrepresented their eligibility to participate in the Event at the time of entry or has breached any of the conditions of this Form.

9. The Organiser, in its sole discretion, may delay, modify, or cancel the Event, including the right to alter the advertised course or start time (at their absolute discretion). If the Event is delayed, modified, or cancelled, including but not limited to acts of God or the elements (including without limitation, wind, rough water, rain, hail, hurricane, tornado, earthquake), acts of terrorism, fire, threatened or actual strike, labour difficulty, work stoppage, insurrection, war, public disaster, flood, unavoidable casualty, race course conditions, or any other cause beyond the control of ORGANISER, there shall be no refund of the Event’s entry fee or any other costs incurred in connection with the Event.

10. This Form is effective regarding participant’s enrolment or participation in the activities from the date signed and / or entry into races through the completion of all activities, and this Form shall remain in full force and effect following completion of all activities.

11. The Organiser may assign this Form to other entity/s or individual/s (“assignees”) at any time, and any such assignment will grant assignees the full rights and protections accorded in this Form.

12. If my school, our students and attending support officials wish to withdraw from the Event, the event specific cancellation policy set out on the event website will apply.

13. My School, our students and attending support officials Event registration is not transferable to other people or other events. Any attempt to transfer my entry or allow another person to participate under my school, our students and attending support officials name may result in cancellation without refund, insurance being deemed as void and disqualification from participating in future Organiser’s events.

.....

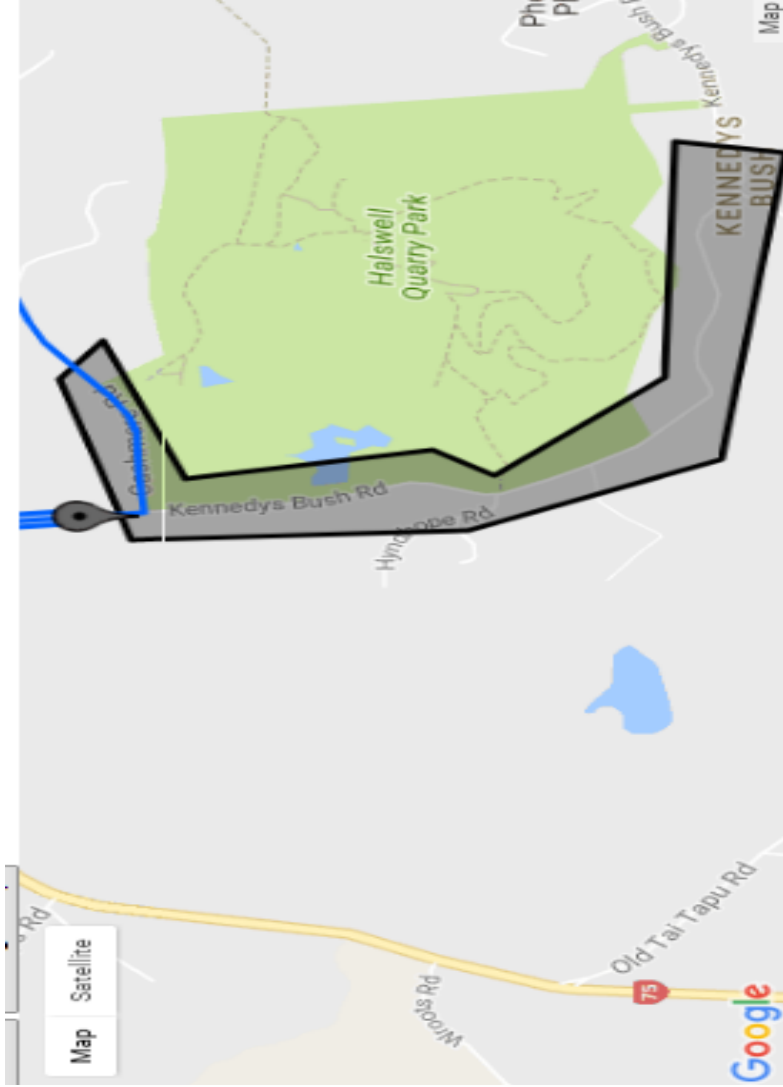
School and Principal’s Name

.....

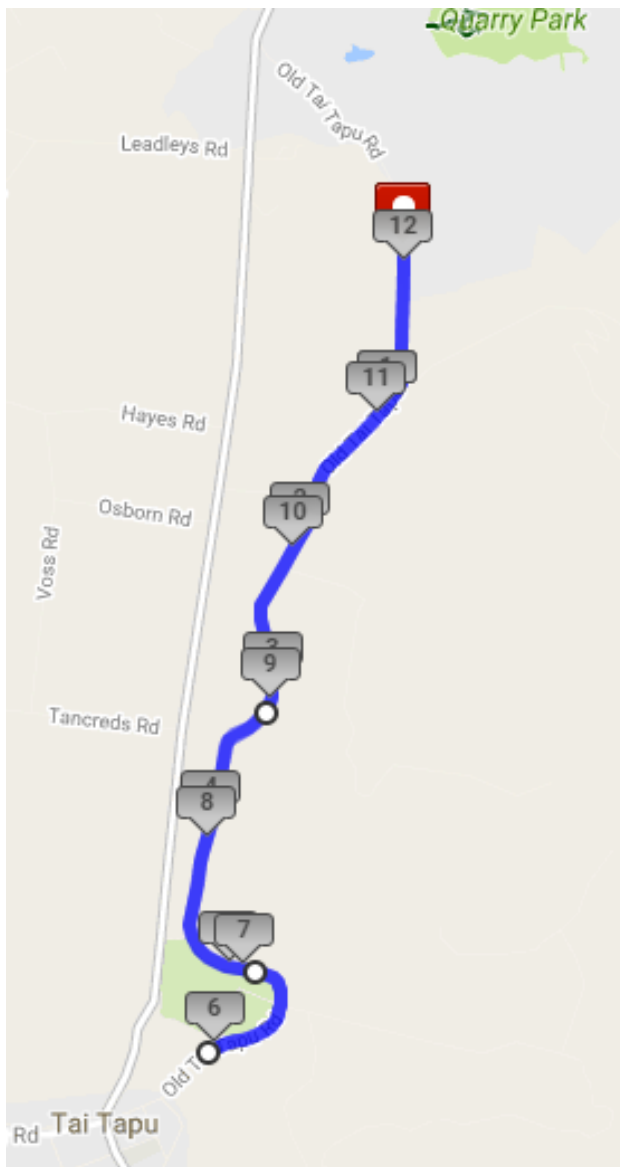
School Principal’s Signature

Appendix 3 Maps

Hill Climb



Weekly Race



### Appendix 3 -NZSCA Racing Rules

### Appendix 4 -Cycling New Zealand Road & Track Technical Regulations

### Commissaire - Road Race Briefing Notes

Christchurch Schools Road Cycling programme

- Today's race is            km.

You will be riding on OPEN ROADS therefore you must comply with the NZ Traffic Regulations at all times and the race rules of Cycling New Zealand Road & Track and the NZSCA.

- The course will be marshalled and signposted but, the ultimate responsibility is with you to ride safely and be aware of other traffic
- YOU MUST KEEP LEFT AT ALL TIMES AND DO NOT CROSS THE CENTRE LINE
- Other races will be on the course at the same time, do not become involved in these
- There is to be no touching or contact between riders and no pushing or assistance is to be given by parents, teachers or coaches
- Keep both hands on the handlebars at all times no cable holding
- For scratch races This race will be a neutralized start to the indicated start for scratch races
- For scratch races- When advised the first five finishers must report for gear check immediately after crossing the finish line. Failure to do so could result in disqualification
- Have a safe race, ride to win and good luck

### Accidents- cyclists and Marshalls

- In an event of an accident/crash, help the competitor from the course or if serious divert other cyclists around the site ensuring their safety at all times.

- If you have access to a cell-phone contact - the Race Manager
- If the accident is serious then the individual should not be moved, call 111 immediately and then contact Kevin

### **Marshalls**

Please note the following general information.

1. All roads are open to the public.
2. Please wear the Hi-vis Safety vest done up at all times, on the outside of all Clothing, including raincoats.
3. Remember to keep yourself safe at all times. Cars and cyclists need to be able to clearly see you. Please face any on coming vehicles (don't turn side on).
4. Participants will be relying on you to maintain a safe course so please familiarise yourself with your position and be vocal in your directions. If you have any questions around your role please ask.
6. Report any minor accidents or problems to and fill out your accident form and hand back to the Race Manager

Whip Briefing Sheet - Teams Time Trial /Time trial

- Check number
- Team/ rider order
- Have 5 teams/10 riders ready to go
- Riders are wearing an approved safety helmet • Check bar ends are plugged
- Wheels must have minimum 16 spokes • Rims no greater depth than 45mm
- No disc or fixed wheels
- Standard handlebars
- Brief riders -

Obey instructions of all officials

If overtaken, keep left & avoid all contact with the overtaking team

It is forbidden to draft off your opponents who are less than 25m ahead If overtaking teams shall pass on a parallel of not less than 1.5 metres Dropped riders may finish but not draft, interfere or assist another team

- Brief hold procedure

Whip Briefing Notes Road Race

Commissaires Check -

- Riders have correctly placed number/s
- Check two race numbers are on - 1 centre back or 1 on riders left side • Riders are wearing an approved safety helmet
- Check uniforms comply with Schools Rules
- Handlebars are standard no aeros
- Check bars ends are plugged
- Wheels must have minimum 16 spokes
- Rims no greater depth than 45mm
- No carbon or composite rims, spokes
- No disc or fixed wheels

## Commissaires To Brief

- Race commences with a neutral start until all riders have a fair start. The lead car will then pull away
- Do not overtake the lead car if present during the neutral phase
- Those riders dropped well behind the main race may be withdrawn
- Please obey all instructions of the race officials

2024

Dear Householder

Christchurch Schools Cycling is holding Schools Road Cycling each Wednesday in your area from Early May to Mid-September. This is the long running cycling competition for schools in Christchurch. The success that our Olympians and Commonwealth riders enjoy starts on this road.

Our Management area will be on the straight after Bicycle Thief Restaurant. Set up will begin at 1.30pm, with racing starting at 3.20pm and finishing by 5.00pm. Cyclists will race from the straight after Bicycle Thief Restaurant on an out and back circuit. The turnaround is near Tai Tapu domain. We have traffic management in place throughout the course and mobile race supervisors following riders.

We reiterate to cyclists that they must obey the road rules and keep to the left-hand side of the road, but we do ask that you take care when coming out of your driveway between the above-mentioned times. We have tried to cover every householder in your area with our letter drop but please, if you are talking to your neighbour, ask if they are aware of our event.

We have strict rules around parking and littering.

We would like to thank residents for their patience during the season. Your support and assistance enables us to create future Olympians.

Thank you for your understanding.

Yours sincerely

Brian Thompson  
**Race Coordinator**  
**Schools Cycling Christchurch**

## Appendix 7

# NOTIFICATION OF A DEATH OR A NOTIFIABLE INJURY OR ILLNESS

Use this form to notify WorkSafe New Zealand of a notifiable event ie an injury, illness or death to a person(s), as required by section 56 of the Health and Safety at Work Act 2015 (the Act)

Did you know you can save time by completing this form online, [click here](#)

### Notifier details

Are you making this notification as a:		<input type="radio"/> PCBU	<input type="radio"/> Other
Title:	Last name:		
First name:		Middle names:	
Phone number:		Mobile number:	
Postal address:			
Town/city:		Postcode:	
Email:			

### Details of event

Date of event:	Time of event:
Event address:	
Town/city:	Postcode:
Provide a description of what happened:	
Confirm that the site has been preserved, as required by section 55 of the Act: <input type="checkbox"/>	
Have you notified any other agency?	<input type="radio"/> Yes <input type="radio"/> No
Notified agency name:	

## Injury Details:

Have multiple people been injured?

Yes (complete and attach one copy of this page per person)

No

## Nature of Injury

Select all applicable (If the event you are attempting to notify us of does not appear in this list, then notification is not required and this form cannot be used):

Death

Amputation of any body part

Serious head injury

Serious eye injury

Separation of skin from underlying tissue (scalping or degloving)

Spinal injury

Loss of bodily functions

Injury or illness that requires (or would usually require) immediate hospital admittance

Serious lacerations

Injury or illness that requires (or would usually require) medical

Other injury or illness declared notifiable by regulations

## Body part(s) affected

Select all applicable:

Head

Neck

Trunk

Upper limb

Lower limb

Systemic internal organs

## Injury description

Briefly describe the injury:

## Treatment attempted:

Not known

First aid only

Doctor (not hospital)

Hospitalisation

I have attached any supporting information (photographs or diagrams).

*(supporting information is not mandatory, but should be supplied when helpful in explaining the incident)*

## Injured/Ill person detail

Family/surname:		Given names:	
Date of birth:		Gender:	
Residential address:			
Town/city:		Postcode:	
Injured person's phone number:			
Affected person type:			
<input type="radio"/>	<input type="radio"/> Worker		<input type="radio"/> Other
How many hours had the person been at work when the incident occurred:			
<input type="radio"/> Electricity, Gas, Water and Waste	<input type="radio"/> Financial and Insurance Services		<input type="radio"/>
<input type="radio"/> Forestry	<input type="radio"/> Health Care and Social		<input type="radio"/> Information Media and Telecommunications
<input type="radio"/> Manufacturing	<input type="radio"/> Mining – Minerals		<input type="radio"/> Mining – Petroleum
<input type="radio"/> Mining – Other Services	<input type="radio"/> Not Elsewhere Included		<input type="radio"/> Other services (specify below)
<input type="radio"/> Professional, Scientific and Technical Services	<input type="radio"/> Public Administration and Safety		<input type="radio"/> Rental, Hiring and Real Estate Services
<input type="radio"/>	<input type="radio"/> Transport, Postal and Warehousing		<input type="radio"/> Wholesale Trade

**PCBU Details**

Specify other:	
Physical address:	
Town/city:	Postcode:

Postal address  Same as above

Postal address:

Town/city:

Postcode:

PCBU phone number:

PCBU mobile number:

PCBU contact:

*(first name, last name)*

Email:

Yes

No

### Health and Safety Representative (HSR) details

There is an HSR working for this organisation

They are NZQA qualified to use their powers

### Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed, email it to WorkSafe:

If emailing this form is not practical, you may post it to:

The  
Regist  
rar  
WorkS  
afe

### Terms

**PCBU** — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

**Worker** — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when

### Declaration

Full name:  
*(first name, last name)*

Date:

Designation:

*Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification*

I declare that to the best of my knowledge, the information provided in this notification is true and correct.

## Appendix8 Hazard Identification and Control Form

If you have identified a Hazard in the workplace, please complete this form and hand to the Health and Safety Representative for actioning. If you are unsure or do not wish to deal with the hazard yourself, approach your Health and Safety Representative, explain and they will assist you in dealing with the Hazard.

Name: \_\_\_\_\_

Date of

**I believe that there is a hazard in our place of work located at:**


**This hazard is:**


**I suggest the following controls to mitigate the hazard:**

**ELIMINATE – MINIMISE (circle one)**


**Risk rating before controls:**

**Risk Rating after controls:**

Likelihood: 1 = unlikely, 5 = highly likely  
Potential Harm 1 = band aid or minor, 5 = major or death  
Combine numbers to get rating

**ACTION TAKEN BY WHOM:**

**DATE:**

/ /

**Describe how the Hazard was Remedied:**


**Added to Hazard Register by Whom:**

**DATE:**

/ /

**Review Completed by Whom:**

**DATE:**

/ /

**Further Controls Required: YES / NO (if yes please state)**


<b>Any further details (witnesses etc)</b>





## Appendix 11 Radio Protocol

Key staff may be issued with a two-way radio. It is the individual's responsibility to ensure they have been briefed sufficient on the correct use as all radios do not operate the same.

There is a process to using a radio and it is preferred that you use the following 6-steps which is defined below.

### General Radio Protocol:

- Think about what you are going to say – before you do
- Listen for the airways to be clear before beginning
- Press and hold the Talk button
- Breath / Pause
- Speak slowing and clearly
- Say who are you wanting to speak to first and who you are
- Release the button and await response
- Once you have completed your message, finish with the words 'Over' / Copy to signal you have finished conversation

### Example Conversation:

Race Manager is wanting to speak to Chief Commissaire

RM: "Chief, Chief this is Race Manager, over"

Chief: "This is Chief receiving, over"

RM: "Rider #43 is withdrawing from the event, over"

Chief: "Confirming rider #43 is withdrawing from the event, over"

RM: "That is correct, out"

Note for emergency communication use the word "PRIORITY" before commencing your message

### Example Priority Call:

"Priority, Priority, this is Chief, we require medical assistance at the finish line"

**If you hear this message stay off the airways until situation is back under control**

In an emergency dial 111

In the event of sensitive information, it is best practice to use Cell phone.



**Appendix12 Event Improvement form**

Event: \_\_\_\_\_

Role/Position: \_\_\_\_\_

Can you recommend any improvements for this event?

Did you have any issues? How would you recommend that we can improve this issue?

Do you have other feedback or comments about the event?

Name .....

Mobile..... Email.....

**Appendix 13- Event database**

**To be completed at close of season registration**

## **Appendix 14**

### **Key Contacts**

Event Coordinator	Alex Mann 027 2776659
Race Director	Alex Mann 027 277659
STMS & Site Manager	Spray Marks – Ezra Good-Geels 027 436 0842
Volunteer Manager	Brian Thompson 021 756621
Communication Manager	Alex Mann /Hamish Ferguson
Chief Commissaire	Hamish Ferguson 027 2211533
Timing Manager	Hamish Ferguson 027 2211533
Season Points Manager	Hamish Ferguson
Health and Safety Officer	Leanne Creighton / Cassie Reed 027 2541010
Disputes & Discipline	Hamish Ferguson, Alex Mann
First Aid	Cassie Reed / Paul Watts
Emergency Response	111
Christchurch Police	111

## **Appendix15- Contingency Planning**

The event recognises that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or distance being adjusted in the interest of participant and officials' safety.

If inclement or adverse conditions exist, all decision regarding the implementation of the contingency plan will be made by the Contingency Committee. When decisions are reviewed, considerations must be made to the level of risk and what is accepted conditions that can occur in events of this nature.

The Contingency Committee will consist of:

The Event Coordinator

The Race Director

The Site Manager/STMS

The Chief Commissaire

The Race Director will monitor weather contingencies and will call together the Contingency Committee if inclement conditions exist or a significant change in the event plan has occurred.

In the unlikely event the Event is required to be cancelled or postponed a decision should be made 11.30am on race day if possible.

The Event Coordinator will inform participants via appropriate means (including the MC, social media, and website and in person)

The Race Director shall inform course staff

The Chief Commissaire shall inform Commissaires.

Other Key staff shall inform those under their direction.

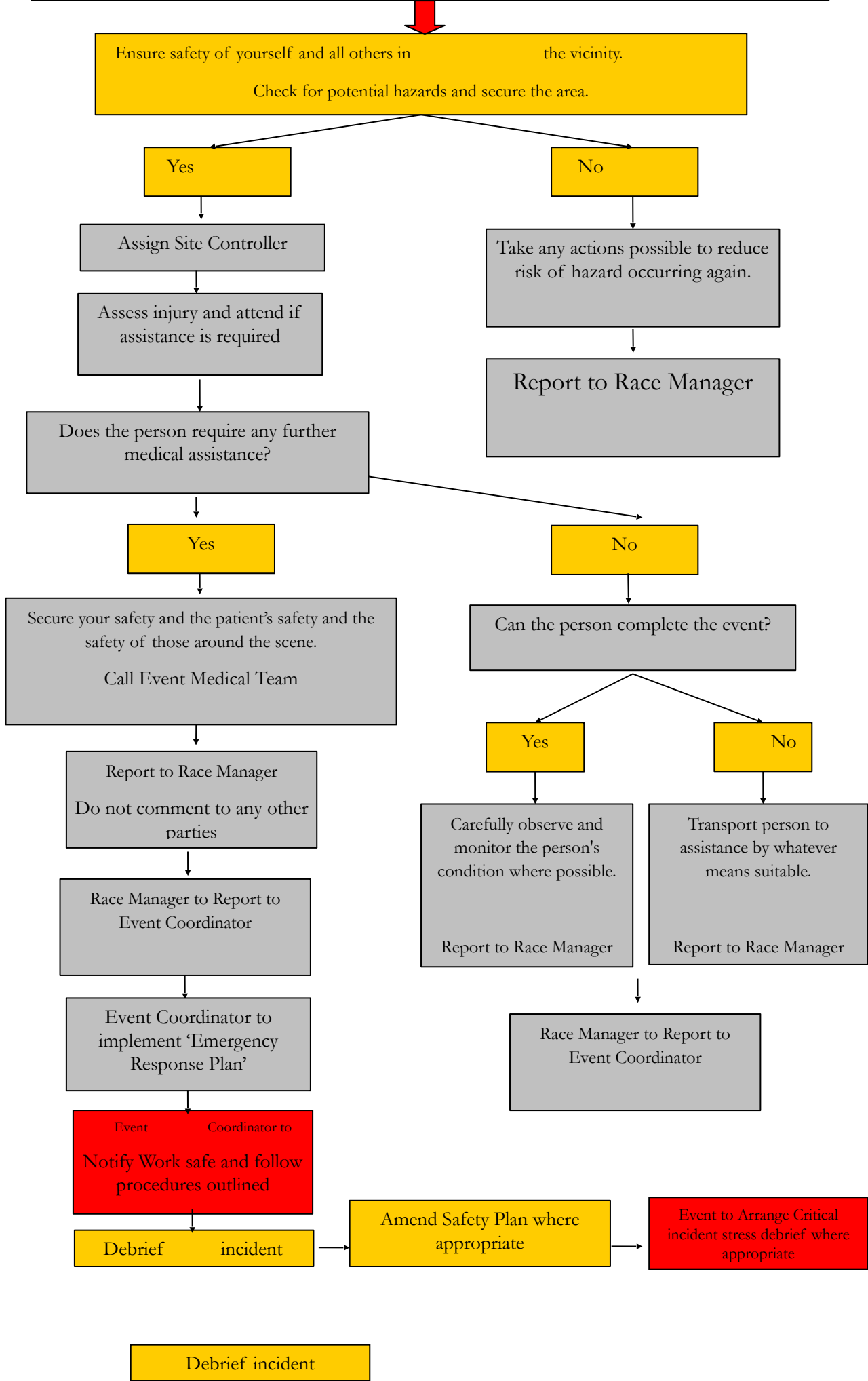
The Race Manager is the only person authorised to speak to the media or make any public comment.

## **Appendix16- Emergency Planning**

Emergencies that may occur during the Event have been considered and appropriate plans developed to manage these.

Simple and easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These are located in the following pages.

## 2 SERIOUS HARM INCIDENT (Notifiable Incident)



# 1 Minor / Moderate Incident on the course (Non

Ensure safety of yourself and all others in the vicinity.  
Check for potential hazards and secure the area.

## 3. Competitor Fatality

Assess injury and attend if  
If a death occurs, the Race Manager to call the Police on 111  
Take any actions possible to reduce risk of hazard occurring again.

Does the person require any further  
Report to Race Manager  
Follow instructions from Emergency Services

Race Manager to work with Emergency Services

Secure your safety and the patient's safety and the safety of those around the scene.  
Is the person able to continue in role?  
Race Manager to advise Race Coordinator, Chairman Schools Cycling, Cycling New Zealand CEO and implement 'Emergency Response Plan'  
If no response call Race Manager

The police will contact the family. No Event Staff should not make the first contact with the family  
Report person to  
by whatever  
means suitable.

Key Event staff to be quietly informed of the fatality by the Race Manager. No one else is to be informed.  
to Race Manager

Does the patient require transportation to the hospital or are they or First Aid requesting 'School Contact' to be notified

Yes No

Appointed Spokesperson to handle any media and public comments after the event. NO other staff to comment.

Debrief the processes after the event and alter safety plan where appropriate



Arrange Critical incident stress debrief where appropriate

4 Missing Competitor or Adult



Once a report of a missing person is received complete Missing Persons Form and Notify Race Manager



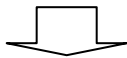
Race Manager initiates missing person process:

1. Completes forms
2. Phone call to missing Competitors school contact
3. Radio to other event staff
4. Race Manager initiates a sweep of all other logical areas.

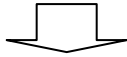


If search is unsuccessful the Race Manager notifies the Police (refer Contacts section)

Race Manager liaises with police and act on their instructions



Debrief incident



Amend Safety Plan where appropriate



Race Manager Arrange Critical incident stress debrief where appropriate

**5 Missing Persons (Adult OR Competitor) Report Form**

Date:	Time:
Report written by:	
<b>Information about missing person</b>	
Name	
Address	
Age	
Phone number	
Last know point	
<b>Description of Missing Person</b>	
Gender	
Ethnicity	
Clothing description	
Unique physical features	
<b>Information about Party reporting missing person</b>	
Name	
Address	
Phone Number	
ID Viewed and Checked	
<b>Complete when missing person is found</b>	
Location person was	
Who found person	
Date:	Time:

<b>7 MCVP REPORT FORM</b>	Time:
Date:	
Report written by:	
<b>Information about missing Child/ Vulnerable Person Lost</b>	
Name	
Address	
Age	
Vulnerable Comment	
Phone number	
Last know point	
<b>Description of missing Child/ Vulnerable Person</b>	

Gender	
Height/Weight	
Ethnicity	
Clothing description	
Unique physical features	
<b>Information about Party reporting missing Child/ Vulnerable Person</b>	
Name	
Address	
Phone Number	
Relationship with missing child/ person	
ID Viewed and Checked	
<b>Complete when missing Child/ Vulnerable Person is found</b>	
Location missing child/Vulnerable person was found	
Who found child/person	
Released into the care of: Name/ Relationship/ID	
Notify Event Staff/Emergency Services (if applicable)	
Date:	Time:

**6 Missing LOST Child (non competitor) / Vulnerable Person** **8 FOUND /**  
Child  
Vulnerable Person

**FOUND CHILD/VULNERABLE PERSON (FCVP)**

As soon as a FCVP is identified complete FOUND FCVP form

Notify Event Director  
027 644 8921

Event Director to advise all radio users and commentary team on FCVP details

Assign nominated staff as guardian of FCVP

Parent/Guardian found within 30 minutes

**Yes**

**No** Call Emergency

**Complete form**

**Call Emergency Services and follow instructions** Event

Debrief incident

Debrief

Debrief incident

Amend Safety Plan where appropriate

Amend Safety Plan where

Amend Safety Plan where appropriate

**9 FOUND Child / Vulnerable Person - Report Form (FCVP)**

Date:	Time:
Report written by:	
<b>Information about found Child/ Vulnerable Person Found</b>	
Name	
Address	
Age	
Vulnerable Comment	
Phone number	
Last know point	
<b>Description of found Child/ Vulnerable Person Found</b>	
Gender	
Height/Weight	
Ethnicity	
Clothing description	
Unique physical features	
<b>Assign Staff Member as Guardian</b>	
Name	
Address	
Phone Number	
ID Viewed and Checked	
<b>Complete when parent/guardian or Caregiver is FOUND</b>	
Name of Parent/Guardian	
Relationship to Child/Vulnerable person	
Address	
Phone Number	
ID Viewed and Checked	
Notify Event Comms/Emergency Services (if applicable)	
Date:	Time:

**10 Fire Plan**

**FIRE**

**IF YOU DISCOVER A FIRE**

**R**

Remove - people from immediate danger.

# A

Alert – contact emergency services, dial 111.

# C

Confine the fire – if possible.

# E

Extinguish – if considered safe to do so.

## General points: -

- Pay attention to escape routes from the area. Often the way in is the only way out.
- Account for all those in the area, and remove from immediate danger. Assembly point individual to each location.
- If unable to evacuate, is there a place that is safe to go to? i.e. a bunker.
- If the fire is small try to contain by removing, where possible, any further sources of fuel for the fire to feed on, and eliminate where appropriate with a water source.
- Only attempt to extinguish the fire if it is safe to do so, and use the appropriate extinguishing method for the appropriate fire.
- If an electrical fire, turn the power supply off before trying to extinguish.

All event personnel should know site name, location, and know whom to contact in an emergency

## Appendix 17

### Emergency Response

This plan is written to assist the process in the likely event of a serious, critical, life threatening or fatal incident (Notifiable Incident)

Key Notes:

1. Ensure Emergency services have been dispatched
2. Race Manager to initiate Emergency Responses Checklist once incident has been advised
3. The Race Manager will be dispatched to oversee and manage the scene immediately
4. Keep yourself and those around you safe while making the scene as safe as possible
5. No staff, officials, volunteers or others are authorised to speak to the media unless authorised by the Race Manager
6. The Race Manager is the only person authorised to speak to school contacts/event coordinator
7. In the unlikely event of death, the police are the only person authorised to speak to the school contacts/race manager/next of kin.

See Checklist Over:

**Emergency Response CHECKLIST**

Priority	Task	Key Staff	Time	Comment
1	Incident call received			
2	Dispatch Emergency Services			
3	Dispatch Race Manager			
4	Event Coordinator notified			
5	Advise Police if Notifiable			
6	Advise School Contact			
7	Assign School Liaison			
8	Advise Key Staff,			
9	Receive Update from scene			
10	Collect any belongings from scene			
11	Complete Notifiable Incident Report			
12	Collect Witness Details			

## Appendix 18- Risk Management Register

### 1. Risk Management

Effective Risk Management applies a clear process to identify risks, sets an acceptable level for risk and takes steps to keep risks at that level. Risks are managed by assessing potential consequence and likelihood of occurrence and working out a clear action and response plan.

The Event, so far as is reasonably practicable, must ensure the health and safety of its workers and that other people are not put at risk by its work.

#### 1.1 Risk Identification Policy

It is the events policy to identify risks in the event. Identified risks are then assessed for the likelihood of consequences (risk), managed and then monitored.

#### 1.2 New Risks

Any new risk identified at any time prior to or at the event should be reported to the Race Manager who will make a note of it, direct any control and review it as part of the post event debrief process.

Volunteers, officials and event staff may need to make quick decisions regarding risks and take quick actions to manage and avoid escalation of the situation. Where possible the Race Manager should be notified to authorise these changes. In some cases event personal may have to use common sense to deal with a given situation.

These instructions form part of event personal briefing.

#### 1.3 Review Process

After the event a review is conducted to ensure that risk controls in place were effective and to review any new risks identified. Key Staff are involved in this process.

Key Staff are provided with an Event Improvement Form to record any further feedback.

#### 1.3 Risk Categories

Risk categories for this event can be defined as:

- |                      |  |
|----------------------|--|
| <b>Strategic:</b>    | Strategic risks can be defined as key matters at business board level and/or Central Government level that have a potential impact on the whole business, rather than just the event.  |
| <b>Operational:</b>  | Operational risk can be defined as the risk resulting from inadequate or failed procedures, systems or policies in the planning and or delivery of the event. Includes Health and Safety.                                      |
| <b>Reputational:</b> | Reputational risk can be defined as any potential actions that will affect the character or standing of the business or event. This can include any actions from direct and in-direct association with external organisations. |

**Financial:** Financial risk can be defined as exposure to the event suffering any degree of un-planned financial loss.

#### 1.4 Consequence of Risk

##### High

**Strategic:** Considered major risk to the business strategic plans which may affect the future stability or direction of the business. Potential advisory required to central government.

**Operational:** Considered major risk to the delivery of the event that could result in the cancellation or major alteration to the programme or event planning. Includes any major health and safety incident that results in a fatality or serious harm.

**Reputational:** Considered major risk to reputation of the event or the business that is considered irreparable. Includes actions of direct and in direct stakeholders.

**Financial:** Above \$10,000

##### Moderate

**Strategic:** Considered moderate risk to the business strategic plans which may have some impact or moderate effect on the direction of the business.

**Operational:** Considered moderate risk to the delivery of the event that could result in the delay or moderate alteration to the programme or event planning. Includes any moderate health and safety incident that results in a moderate injury or harm.

**Reputational:** Considered moderate risk to reputation of the event or the business that needs a dedicated communication and media plan to minimise and isolate. Includes actions of direct and in direct stakeholders.

**Financial:** Up to \$5,000

##### Low

**Strategic:** Considered low risk to the business strategic plans which may have little or no impact on the direction of the business.

**Operational:** Considered low risk to the delivery of the event that could result in minor delay or alteration to the programme or event planning. Includes any minor health and safety incident that results in a minor injury or harm.

**Reputational:** Considered low risk to reputation of the event or the business that is easily mitigated by existing communication and media plans. Includes actions of direct and in direct stakeholders.

**Financial:** Up to \$1,000

## **1.5 Likelihood of Hazard**

### **Highly Likely**

75 - 100% likelihood that it will occur

Circumstances are highly likely to arise often

Expected frequent/regular occurrences

### **Likely**

35 - 74% likelihood that it will occur

An above average chance that this risk will occur

Likely to occur more than once, but not an 'every day' occurrence

### **Possible**

0 - 34% likelihood that it will occur

A remote or small chance of occurrence

Likely to occur at least one, but not expected to occur much more than this

## 1.6 Determining Risk Level

Risk level is determined by multiplying the CONSEQUENCE and LIKELIHOOD.

LIK ELI HO OD	Highly Likely (3)			
	Likely (2)			
	Possible (1)			
		Low (1)	Moderate (2)	High (3)
		<b>CONSEQUENCE</b>		

**KEY:**

Low Risk (1-2)	Moderate Risk (3-4)	High Risk (6)	Extreme Risk (9)
----------------	---------------------	---------------	------------------

## 1.7 Escalation of Risk

There is an agreed process to follow once Risks Levels have been identified.

Low Risk	Awareness by the Race Manager
Moderate Risk	Raised by Race Manager to Event Coordinator
High Risk	Raised by Event Coordinator to Contingency Committee
Extreme Risk	Raised by Contingency Committee to Cycling New Zealand Schools Executive Representative

**1.8 Risk Register**

Risk ID	RISK CATEGORY	RISK	CONSEQUENCE 3 – High 2 – Mod	LIKELIHOOD 3 – Highly Likely 2 – Likely	OVERALL RISK RATING 2024	CONTROLS	RESPONBIITY	MINIMISED/ ELIMINATED
1	Operational	Adverse weather on the event day creating a safety hazard and disruption to the event.	3	2	6	<p>Monitor Met Service website.</p> <p>Provide a weather update at Team and Official meetings</p> <p>Schools to provide shelter for competitors.</p> <p>Event to provide shelter for officials</p> <p>Provide instruction to event participants about safe riding techniques in adverse weather</p>	Event Manager	Minimise
2	Operational	High or gusting winds causing damage to equipment/ structures, injury or disrupting event.	2	2	4	<p>Monitor Met Service website.</p> <p>Ensure all contractors are fulfilling their own H&amp;S requirements.</p> <p>Schools communicate to ensure they bring and use sufficient equipment.</p> <p>All event infrastructure correctly weighted or</p>	Site Manager Schools	Minimise
3	Operational	Excessive heat leads to heat stress and heat illness	3	1	3	<p>Monitor Met Service website.</p> <p>Ensure a water supply is available for participants.</p> <p>Schools to provide shelter for competitors.</p> <p>Event to provide shelter for officials</p>	Race Manager Site Manager Schools	Minimise

4	Operational	Poor visibility creating a safety risk for participants and event personnel (e.g. fog, poor light)	2	2	4	<p>Event conducted during daylight hours.</p> <p>Event personnel to wear fluorescent vests while on road.</p> <p>All support vehicles to have headlights on.</p> <p>Provide instruction to event participants about safe riding techniques in poor visibility conditions.</p>	Race Manager	Minimise
5	Operational	Extreme weather creating a safety risk and causing a disruption to the event	3	2	6	<p>Monitor Met Service website.</p> <p>Ensure Contingency plans are in place.</p>	Race Manager	Minimise
6	Operational	Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	2	1	3	<p>Appoint a site manager.</p> <p>Conduct site inspection and identify any potential hazards in risk assessment prior to pack in.</p> <p>Ensure Contract is in place for venue use.</p> <p>Ensure Contractors and venue provide H&amp;S Register.</p> <p>Brief Contractors as they come on site.</p> <p>Fence off vulnerable areas where possible.</p> <p>Choose hard surfaces for parking areas where possible.</p>	Site Manager	Minimise
7	Operational	Inadequate waste management resulting in damage to reputation and/or injury	1	1	1	<p>Schools requested to ensure designated areas are kept clean</p> <p>Riders reminded on littering rules</p>	<p>Site Manager</p> <p>Race Manager</p> <p>Schools</p>	Eliminate

8	Operational	Excessive noise resulting in public complaint and/or damage to reputation	1	2	2	<p>Notification of event provided to local residents</p> <p>PA communication restricted to necessary</p>	Site Manager	Minimise
9	Operational	Event Personnel being hit by vehicles during setting up and dismantling of event	3	2	6	<p>Event Personnel to wear fluorescent vests during all set up and pack down</p> <p>Ensure adequate Traffic Management provision</p>	Race Manager Site Manager STMS	Minimise
10	Operational	Vehicles and event participants conflicting in car parking areas or at start and finish locations	2	1	2	<p>Parking plan developed for start and finish areas to minimize potential conflict between event vehicles and riders before and after the event</p> <p>No parking zones implemented and communicated to participants.</p>	Site Manager Race Manager	Minimise
11	Operational	Public vehicles and event participants conflict on course resulting in injury to participants	3	2	6	<p>Traffic Management Plan (TMP) prepared by STMS. Approved and signed off by Council</p> <p>Traffic controlled on the event course by accredited traffic controllers or marshals in accordance with the TMP</p> <p>Letters sent to local residents</p> <p>Stop/go Marshalls provide a warning to approaching traffic and protection for riders</p>	Race Manager Chief Commissaire STMS	Minimise

12	Operational	Official Event support vehicles conflicting with participants resulting in injury	3	1	3	<p>Official Event support vehicles under the direction of the Commissaire via Mobile phone</p> <p>All drivers are briefed prior to the event.</p> <p>Schools advised that no personnel rider support</p>	Chief Commissaire Schools Race Manager	Minimise
13	Operational	Support vehicles conflicting with other vehicles or members of the public	3	1	3	<p>Official Event support vehicles under the direction of the Commissaire via Mobile phone.</p> <p>Support vehicles required to drive with headlights on.</p> <p>Vehicles are to apply caution when approaching 'blind' corners and to choose safe sections of road and alert riders when overtaking.</p> <p>Vehicles are required to</p>	Chief Commissaire Schools Race Manager	Minimise
14	Operational	Event participants injuring themselves by falling off their bicycles or crashing into each other Or crashing into members of public	3	3	9	<p>Entries/Riders are endorsed by schools.</p> <p>Schools agreeing to event waiver.</p> <p>Riders' responsibility to be familiar with the rules of racing available on event website.</p> <p>Provide briefing and instruction to event participants about safe riding techniques and awareness of members of public.</p> <p>Ensure finishing straight is of an appropriate width and length in the likelihood of a bunch sprint.</p>	Race Manager	Minimise

15	Operational	Event Participants crashing as a result of hazards or obstacles on the course	3	2	6	<p>Course inspection to identify all hazards and obstacles and minimize where possible (e.g. sweep debris, indicate potholes etc.).</p> <p>Provide briefing to riders on potential hazards and obstacles</p>	Race Manager Chief Commissaire STMS	Minimise
16	Operational	Participants crashing as a result of equipment failure e.g. puncture; breakages to	3	2	6	Rider Information and/or event website advises participants that it is their responsibility to ensure that their bike is kept in good working order.	Schools	Minimise
17	Operational	Grade or group of participants is too large for the course / venue increasing the	2	1	2	Reduce or limit participant numbers per grade or group as appropriate for the event course.	Race Manager	Eliminate
18	Operational	Skill, age or fitness level of participants too low for the course or conditions causing participant to be a risk to themselves or others	3	2	6	<p>Minimum age is applied.</p> <p>Participants ride within set age groups.</p> <p>Event only receives entries from Schools</p> <p>Provide briefing to riders on safe riding practices in relation to course conditions.</p> <p>If conditions warrant it, modify the course</p>	Event Manager Race Manager Chief Commissaire	Minimise

19	Operational	Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications	3	2	6	<p>Riders responsibility to be familiar with the rules of racing</p> <p>Riders are distinguished by a racing number.</p> <p>Race rules detailed on FB Page</p> <p>Pre-race briefing details race rules and conditions.</p> <p>Non-compliant competitors face warning, disqualification and/or fine issued by race officials.</p>	Race Manager Chief Commissaire	Minimise
20	Operational	Support vehicles not complying with event rules and requirements resulting in accident, injury, damage to reputation, financial and/or legal implications	3	1	3	<p>No personal support vehicles permitted to follow the race.</p> <p>Riders associated with offending vehicles can face warning, disqualification and/or fine issued by race officials.</p>	Race Manager Chief Commissaire	Minimise
21	Operational	Unexpected adverse traffic conditions (which may vary during the event) pose a safety risk to participants	2	1	2	<p>Chief Commissaire and Race Manager able to be contacted by mobile phone.</p> <p>Low use roads have been selected for courses.</p> <p>Letters send to local residents on course.</p> <p>Consult with traffic management provider if any changes are appropriate.</p>	Race Manager Chief Commissaire	Minimise

22	Operational	Grades or categories of riders merge, overlap or overtake each other causing riders to crash or conflict with vehicles	2	1	2	<p>Apply a time gap between grades or categories to minimise risk of groups overlapping.</p> <p>Chief Commissaire and Race Manager able to be contacted by radio and/or mobile phone.</p> <p>Limit group sizes in accordance with the nature of the course</p> <p>Should the situation of merging grades or categories occur, plan to neutralize the slower moving group until the faster group has passed.</p>	Race Manager Chief Commissaire	Minimise
23	Operational	Participant going the wrong way on the course or venue causing risk to others or risk of getting lost	2	1	2	<p>Event course made available to all participants pre-race.</p> <p>Provide pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity.</p>	Race Manager	Minimise
24	Operational	Participants are left stranded on the course	2	1	2	<p>All riders are briefed to report to an official if they abandon the event.</p> <p>Ensure that the driver of the sweep vehicle (if available) is briefed on remaining behind the last rider in the race and they pick up any participants (or advise of their location) who are unable</p>	Race Manager Chief Commissaire Timing Manager	Minimise
25	Operational	Volunteers are left stranded on the course	2	1	2	<p>Volunteers provided with transport to and from remote sites.</p> <p>Sweep Vehicle to drive course and advise marshals that last rider has passed their station.</p> <p>Volunteers required to</p>	Race Manger Manager	Minimise

26	Operational	First Aid inadequate for the event	3	1	3	Appropriate number of first aiders and kits on site in proportion to participants, supporters/ spectators and event personnel.	Race Manager	Eliminate
27	Operational	Delayed or inappropriate response to medical emergency results in serious injury/	3	2	6	First Aider on site Local hospital made aware of the event.  Event Staff issued with Emergency Planning documents.	Race Manager	Minimise
28	Operational	Participant has a serious health problem (e.g. heart attack, asthma attack)	3	1	3	Schools must declare any student medical conditions in entry form.  Details passed to First Aider and Race Manager.  First Aider on site and contactable and accessible throughout the	Race Manager Medical Provider	Minimise
29	Operational	Emergency vehicle access restricted or difficult	3	1	3	Emergency services made aware of the event.  Adequate communication system in place to alert event staff and participants of emergency vehicle access.  Event marshals and staff briefed on procedure if Emergency Vehicles need	Race Manager	Minimise
30	Operational	Riders conflicting with support vehicles when sprinting for the	3	1	3	All vehicles are diverted away from the finishing straight.  Drivers issued with	Race Manager Chief Commissaire	Minimise
31	Operational	Riders crashing into spectators or members of the public	3	1	3	Fencing provided in areas of increased spectators before and after the finish line.  MC advises spectators of approaching riders	Race Manager MC STMS	Minimise

32	Operational	Riders crashing into event signage or barriers causing injury	3	1	3	<p>Ensure signage on course is located off the side of the road.</p> <p>Ensure signage and barriers do not have sharp protrusions.</p> <p>Ensure that barriers and signage is secured.</p> <p>Ensure finishing straight is</p>	Race Manager STMS	Minimise
33	Operational	Participants are physically distressed as a result of the demands of the course	2	1	2	<p>Course layout and distances designed for age appropriate experience.</p> <p>Course map and profile are provided prior to the event for participants.</p> <p>Entries are received from schools</p> <p>Sweep/follow vehicle is</p>	Event Manager Race Manager	Minimise
34	Operational	Participants become dehydrated or do not have enough	1	2	2	Competitors advised to carry adequate fluid and nutrition.		Minimise
35	Operational	Officials, event staff or volunteers become dehydrated or do not have	1	2	2	Ensure that water and food is available for officials, event staff and volunteers.		Minimise
36	Operational	Use of generators creates risk of electrocution, burns, fire or injury	3	1	3	Ensure all portable electrical equipment tested and tagged.	Site Manager	Minimise
37	Operational	Electrical leads causing a trip hazard	2	1	2	Leads to be located in areas away from	Site Manager	Eliminate
38	Operational	Inadequate amenities and/or maintenance resulting in damage to	1	1	1	Ensure appropriate number of accessible toilets and maintenance schedule is in place.	Site Manager	Minimise

39	Operational	Emergency evacuation causing disruption or cancellation of event, damage to reputation,	3	1	3	Emergency Response Plan in place.	Event Coordinator	Minimise
40	Operational	Planned venues become unavailable	3	1	3	Contingency Planning in place	Event Coordinator Race	Minimise
42	Operational	Insufficient or incorrectly positioned signage on course	3	1	3	Adequate informational and safety signage deployed to satisfy operational needs and identified hazards.  Participants aware of course prior to the event.  Participant responsibility to know the course.  Pre-event course inspection conducted.  Event marshals in contact	Race Manager STMS	Minimise
43	Operational	Existing signage contradicted on course	2	1	2	Incorrect or contradictory signage to be reported and replaced immediately.	Race Manager STMS	Minimise
44	Operational	Event signage being left on course resulting in financial implications and/or affecting	2	1	2	Event personnel assigned to collect signage.	Race Manager STMS	Minimise
45	Operational	Communication breakdown due to phone or radio network failure	3	2	6	Ensure event staff have event contacts for mobile phone communication.	Race Manager	Minimise
46	Operational	Lost child/adult leading to distress, panic or injury	3	1	3	Develop procedure for dealing with a lost person and include in Event Management Plan and	Event Manager	Minimise

47	Operational	Police or local council express concerns about the operation of the event on the day damages reputation	3	1	3	All relevant authorities engaged in the planning process  Copies of all permits available at the event  All requirements contained in the permits are adhered to	Race Manager	Minimise
48	Operational	Inappropriate or uninformed comments to media and/or authorities damages reputation of	2	1	2	Event spokesperson nominated  All media and authority enquiries to be directed through spokesperson	Race Manager	Minimise
49	Operational	Volunteers and staff unaware of event responsibilities or do not have sufficient training or	3	1	3	Volunteers engaged through Race Manager  Briefing and instruction provided on roles and responsibilities	Race Manager	Minimise
50	Strategic / Financial / Reputation	Event costs exceed budget risking further events	3	1	3	Agreed budget  Cost Control from an operations level  Regular financial	Event Coordinator	Minimise



6						
7						
8						
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10						
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13						
14						
15						

## Appendix19 -STAFF INDUCTION

*Please tick off each item as discussed but only after you are satisfied you have full understanding from explanation given and have asked any questions*

<i>Details</i>	<i>Key Points</i>	√
<b>MEETINGS</b> <ul style="list-style-type: none"> <li>• Start of day</li> <li>• End of day</li> </ul>	Where and When Compulsory	
<b>SAFETY POLICY</b> <ul style="list-style-type: none"> <li>• Explain worker's responsibilities</li> <li>• Events Safety Management Plan</li> </ul>	Keep yourself safe Read and Understood SMP Report hazards and accidents Follow safe work practices	
<b>PCBU RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Provide a healthy and safe workplace</li> <li>• Duty to fulfil all legislative requirements</li> <li>• Provide training for staff at all levels</li> </ul>	Workers to be consulted in Health & Safety matters Designated Safety Manager	
<b>WORKER PARTICPATION</b> <ul style="list-style-type: none"> <li>• Explain the functions of the Health &amp; Safety meetings</li> </ul>	Share problems and ideas to improve safety at the event Consultation with staff and management Recommendation to organisers	
<b>ACCIDENTS, INCIDENTS AND NEAR MISSES</b> <ul style="list-style-type: none"> <li>• Will explain reporting procedure</li> <li>• Explain action in case of serious harm injury</li> <li>• First Aid / Medical provisions at event</li> </ul>	Report to Race Manager Damage to property equipment "Near Misses" General public incidents	

<b>HAZARD REGISTER AND REPORTING</b> <ul style="list-style-type: none"> <li>Viewed copy of significant hazard register</li> <li>Know how to identify and report hazards</li> </ul>	Hazard identification procedure Hazard Register Hierarchy of controls – Eliminate/Minimise Vehicles/class of licence and traffic regulations <b>(if applicable)</b>	
<b>PERSONAL PROTECTIVE EQUIPMENT</b> <ul style="list-style-type: none"> <li>Show how to wear and explain need for equipment issued in department (if applicable)</li> </ul>	Hi Viz Vest <b>(if applicable)</b> Safety footwear <b>(if applicable)</b> Gloves <b>(if applicable)</b>	
<b>EMERGENCY PROCEDURES</b> <ul style="list-style-type: none"> <li>Know the procedures for any emergency - fire, medical</li> </ul>	Notification Locations of fire exits, extinguishers, assembly area Contingency Plans Radio Protocol	
<b>MEDIA POLICY</b> <ul style="list-style-type: none"> <li>Understanding of the media policy for the event</li> </ul>	Who can speak to Media	
<b>CODE OF CONDUCT &amp; PERSONAL MANAGEMENT</b> <ul style="list-style-type: none"> <li>Drug and Alcohol Policy</li> <li>Hours of Work, rest breaks etc</li> </ul>	Smoking, drugs & alcohol What you should do if you are being harassed or bullied. Grievance resolution Use of business property Copyright, intellectual property and confidentiality	
<b>SUSTAINABILITY AND ENVIRONMENTAL GUIDELINES</b>	Waste Management, recycling, energy and water use	

Person Conducting Induction \_\_\_\_\_ Date \_\_\_\_\_

Staff Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a current first aid certificate? YES/NO

## Appendix 20- Event Worker Induction

**Name:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

<i>Please tick off each item as discussed and only after you are satisfied you have full understanding from explanation given and have asked any questions</i>	√
Event Overview (what to expect)	
Specific Briefing for duties that will be undertaken (including reporting lines)	
What to wear including any Personal Protection Equipment – High Vis Vests, enclosed footwear	
Health & Safety at the event – responsibilities and participation	
Hazards, reporting & control forms – hazards at the event, how to report & manage new hazards	
Accidents and Incidents, reporting, near misses, serious harm	
Notifiable Event Procedure	
Athlete Withdrawal from Race	
Media Policy	
Safety Manager – role and responsibility	
Sustainability or environmental guidelines, e.g. recycling, energy and water use	
Working conditions - Rest, eating, toilets, parking, gear storage	
Traffic Management (if applicable)	
Vehicles/class of licence and traffic regulations (if applicable)	
Emergency alarm systems, evacuation routes and assembly areas	
First aid kits, medical onsite, fire extinguishers and hose points	
Staff contacts	
Radio protocol and emergency notification	
Contingency Plans	
Any questions	

Person Conducting Induction: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Do you have a current first aid certificate? YES/NO

Medical conditions that Cycling New Zealand should be aware of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix 21-Staff Safety Meeting – Start of Day**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Attendees:

Name	Role	Signature

**Items discussed** *(tick as appropriate)*

- € Plan for the day
- € Who is doing what roles
- € Communication procedures to be used for the day
- € Identify any hazards for the day (known or new)
- € Effect controls for the hazards identified (Eliminate or minimize)
- € Updates/changes to the plan as outlined below

Notes from the meeting:

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**Appendix 22-Staff Safety Meeting – End of Day**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Attendees:

Name	Role	Signature

**Debrief from days events** – update on how the day went and any potential hazards that occurred or were identified around course or venue

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**Effect controls of new hazards** – as identified above - eliminate or minimise (include in register)

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**Weather** – including, Forecast, Water conditions, contingencies if required and process

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**Course updates** – any changes to the course

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**Incidents** – any incidents that need to be reported? *(remember to complete an incident report)*

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**Staff updates** – any outstanding areas that need completing, concerns/issues, health and well-being etc.

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**Timeline/Plans for next day** – updates from all staff with time that they will be onsite and plans for race day

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**Other Updates**

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