

Health and Safety Plan

Name of Organisation	Canterbury Triathlon Club
H&S controller	TBC
Event Name	JD Duathlon
Event Location	Southbridge, Canterbury
Primary contact/Event organiser	John Newsom
Telephone	021 399774
Mobile Phone	021 399774
Email	events@canterburytriclub.co.nz
Addresses	10A Parklands Drive, Huntsbury, Chch
Secondary contact	Belinda Newsom
Mobile Phone	021 067 2063

Event details-

Duration	7am-12noon
Start time	9:00am
Finish time	12pm



Accredited as an International 'Safe Community'
by the World Health Organisation Collaborating Centre on Community Safety.

Total expected numbers	
• Participants	~100
• Spectators	~50

Description of Event	Bike – laps of a 9km circuit https://ridewithgps.com/routes/35624940 Run – laps of a 1.5km circuit https://ridewithgps.com/routes/35624959
Competitor Race Briefing	Written Race Manual containing race rules on website, emailed and available at registration and additional verbal race briefing at least 15 minutes prior to start of each race
Marshal Briefing	All marshals to be given written instructions on their role and contact mobile phone numbers.
Contingency Plans	If the weather or any other incident/accident is considered to be a risk to the participants, key staff will make a decision if part of, or the entire event should be cancelled.

Event Roles

Title	Name	Contact Phone Number
Assistant Race Director	Dave Dwan	021 389 367
Traffic Mgt	Kirsty	
First Aid Personal	St John	

TRANSITION

- Marshals will be located within the transition area throughout the event to manage competitor movements and ensure athlete safety.
- The Transition area will be clearly marked and any hazards will be clearly identified and will also be pointed out at race briefing.

BIKE

- The bike course is to be managed in accordance with the Traffic Management Plan that has been submitted to and approved by the local council
- The bike course will be open to the public, all competitors will be clearly briefed to be aware of public on the course.
- Marshals will be located at any turn points to ensure athletes do not become lost or miss the turn.
- **BIKE COURSE RULES TO BE ISSUED TO ALL COMPETITORS**
(for all events except the Elite Cup)
 - 1 Handle bar ends must be plugged, tyres well glued to prevent rolling, helmets and seat posts tight and wheels true. Each wheel must have a brake.
 - 2 Helmets must be worn at all times during the cycle section. Helmets must be available commercially and without any further modifications. Competitors not wearing approved helmets with a chinstrap and properly secured during any section of the bike leg will be disqualified.
 - 3 Each participant will be **INDIVIDUALLY RESPONSIBLE** for repair and maintenance of his/her own bike. Assistance by anyone other than official technical support personnel will be grounds for immediate disqualification. This disallows the use of spare wheels and back-up bikes and requires that each competitor be prepared to handle any possible mechanical malfunction.
 - 4 Participants may run / walk their bike if necessary but must have their helmet securely fastened when in contact with their bike.
 - 5 Competitors are individually responsible for following the New Zealand traffic road code and are solely responsible for the consequences of any infractions. **KEEP TO THE LEFT. DO NOT UNDER ANY CIRCUMSTANCES CROSS WHITE OR YELLOW CENTRE LINES** – this will result in immediate disqualification.
 - 6 Blocking or restricting the ability of cyclists to pass is prohibited. Cyclists must ride as close to the left hand side of the road as possible, unless passing.

- 7 All riding is on left side of the road. The “normal lane” is that on the left and the “passing lane” is between the normal lane and the centre line. The passing lane should only be entered for passing or safety reasons. After completing a pass the rider must return to the normal/left lane and remain there until again trying to pass another rider.
- 8 **No drafting is permitted (except for the**. The cycle draft zone is a 7 metre by 3-metre rectangle (23ft by 10ft) which must be maintained between riders and only entered into when the rear rider wishes to overtake. When overtaking, a competitor has 15 seconds to pass through this zone. The cyclist that has been overtaken then has 15 seconds to drop out of the draft zone. If the manoeuvre fails because the lead rider speeds up, the challenging rider must immediately drop back out of the zone and may not challenge again until 15 seconds has lapsed. If you are seen blatantly drafting your number will be taken and 1 minute will be added to your finish time. A board will display drafting infringements at the prize giving. In summary the zone requires a rider to ride single file with around 3 bike lengths (7m) between the lead and the following bikes; measured from the rear wheel of lead bike and front wheel edge of following.

THE ROADS ARE NOT CLOSED TO NORMAL VEHICLE TRAFFIC AND THE NEW ZEALAND ROAD CODE RULES MUST BE OBEYED AT ALL TIMES

RUN

- The run course will be open to the public, all competitors will be clearly briefed to be aware of public on the course.
- All runners must wear appropriate footwear to complete the run course.
- Marshals will be located at any turn points to ensure athletes do not become lost or miss the turn.

EMERGENCY FIRST AID

- A qualified first aid responder will be on hand at the event and will be in radio contact with swim safety crew and phone contact with marshals. They will act as the “first aid directors”.
- The First Aid responder role will be to respond to any medical situation and attend to that situation to the best of their ability.
- Should the First Aid director deem any case to be **serious** they will have a cell phone with them and will have the authority to contact the local ambulance

COMMUNICATIONS

- All key people will have a cell phone and this will be turned on for the duration of the event.
- All persons using a radio will be sufficiently briefed on appropriate use of the radios prior to each event.

Health and Safety -

		✓ or N/A
Health	Emergencies	
	• Natural disaster (e.g. earthquake)	✓
	• Manmade threat (e.g. bomb threat)	n/a
	Accidents and health emergencies	
	• Participants/spectator with medical condition/ emergency	✓
	• Injury to participant/spectator	✓
	Communications	
	• Volunteers/Staff	✓
	• Emergency Services	✓
	• Police	✓
	• Council	✓
• Control/management station or office	NA	
Safety	Environmental	
	• Extreme heat	✓
	• Wet/adverse weather conditions	✓
	• Cancellation advisory	✓
	Traffic Management	
	• Access for emergency vehicles	✓
	• Assembly point designation staff, emergency services	✓
	• Parking	✓
	• Vehicle access to the park required	✓
	• Road, car park or footpath closure	✓
	Electrical/sound/lighting	
• Electrical power will be used	NA	
• Electrical equipment, generator or motor equipment will	✓	

	be used	
	Temporary staging/structures	
	• Stages	n/a
	• Tents/marquee/shelters etc.	✓
	• Rides, play equipment, paddling pools	✓
	• Signage	✓

		✓ or N/A
Safety	Stallholders/vendors	
	• Sale/supply of food	✓
	• Alcohol	NA
	• Appropriate licences and permits	✓
	• Sanitary requirements	✓
	Toilets	✓
	Waste management (Hirers responsibility to remove all waste)	NA
	Animals	NA
	Participants safety	
	• Lost / missing children	✓
	• Antisocial behavior	NA
	• Overcrowding	NA
	• Liquor free area	NA
Any other activities	NA	

Event Risk Assessment and Mitigation Sheet

Item/Activity	Risk	Mitigation Actions	Person responsible	Time
Natural disaster (e.g. earthquake)	Injuries, death of participants	Stop event and evacuate to a safe area	Event organiser	Ongoing
Participants/spectator with medical condition/emergency	Injury or death	Refer to medical plan	Medical team	8am-12:30
Injury to participant/spectator	Injury or death	Refer to medical plan. Cone/fence off the course to satisfactory level to separate athletes from spectators	Medical team + set up team	8am-12:30
Injury to participant/spectator	Minor to medium injury	Refer to medical plan Cone/fence off the course to satisfactory level to separate athletes from spectators	Medical team + set up team	8am-12:30
Volunteers/Staff	Insufficient volunteers. Lack of communications with volunteers	Confirm marshals in race week allowing for some to not turn up. All marshals given briefing notes for event stipulating their requirements + main contacts (eg have a mobile phone with them)	Event organiser	Before commencement of event
Emergency Services	Not available	Advise emergency services of the event. Have a emergency vehicle available if ambulance is delayed.	Event Organiser	Before commencement of event
Control/management station or office	No central or obvious place for issues to be reported to	Tri Club tent by finish line will be race HQ and will be manned all through event. Athletes informed of location in race manual	Event Organiser	7:30-12:30
Wet/adverse weather conditions	Danger of flying debris in storms, lower visibility	Ensure area is clear of debris. Cancel event if heavy storms predicted	Event Organiser	Before commencement of event
Cancellation advisory	Attendees may arrive on site that is not safe	Athletes to be emailed, social media updated – if long range forecast is poor pre-warn athletes of contingency plan.	Event Organiser	Before commencement of event
Access for emergency	Unable to attend sick or	Vehicle access to be kept clear at all times. Marshall	Event Organiser to	8:30-12:30

vehicles	injured persons on site.	will be nominated to ensure entrance is clear and meet/guide ambulance on arrival	brief marshals prior to the event	
Assembly point designation staff, emergency services	Unable to locate sick or injured if required	Tri Club tent by finish is race HQ and all issues directed to that point	Event Organiser to brief marshals prior to the event	Before commencement of event
Public Parking	Public parking will be at on surrounding streets off the course and the designated grass area	Email athletes instructions pre-event	Event Organiser	Before commencement of event
Vendor/Volunteer Parking	Vendor/Volunteer parking will be alongside the finish	All vendor vehicles are required to stay stationery until after the event. The are required to be set up by 8am at the latest	Vendors briefed by the Event Organiser via email	Before the commencement of the event..
Electrical equipment, generator or motor equipment will be used	Power for the PA, finish line and bouncy castle	Refueling of generator in open air area only. Only to be done by experienced personnel. Equipment to be shut down while refueling. Fuel to be stored in appropriate area with no public access. Fire extinguisher to be on hand and operator trained in its correct use.	Event organiser to check vendor H&S plan is appropriate for the tasks being performed	Before commencement of event and ongoing
Tents/marquee/shelters etc.	Collapse of tent in adverse weather trapping people, trip hazard from guy ropes and pegs.	Event to be cancelled in adverse weather conditions. Pegs and Guy ropes to be visible. If area around marquee accessible ropes and pegs will be clearly visible and/or visible tell tales will be fixed to them. Pegs to be safe and capped if necessary.	Event Organiser to ensure marquee is safe and pegs and ropes do not create a trip hazard. Sharp pegs to be capped.	Before commencement of event
Sale/supply of food	Fire, personal injury from hot food, electrical fault, food poisoning	All vendors to have valid licenses and appropriate H&S plan. First aid available on site if required. Call emergency services for high level events	Event Organiser to check licences and H&S plan if required.	Event organiser or nominated marshal to monitor vendors
Sanitary requirements	Toilets not working	Toilets to be checked prior to the event. There will be 10 toilets on site plus permanent toilets already on site.	Event organiser to check toilets the day before event	Event Organiser
Animals	Animal bite (event is on a public reserve. Stray or uncontrolled animals may be present)	Animals may be banned from event/grounds. All animals to be kept under control at all times. Announcement to be made as required.	Marshals/public to advise event organiser of stray animal. Event organiser to call	Event organiser

			animal owner to bring under control if possible. Stray animals to be restrained if it can be done safely. If not safe then animal to be isolated and WDC animal control to be called.	
Lost children	Possible panic by child or parents, required medication not available.	Marshalls/ volunteers to be briefed to watch for lost children. Take them to the organisers area if found. Announcement to be made advising attendees of location of child. Organisers to ensure child is reunited with appropriate adult by checking ID if required.	Marshals to be briefed on procedures	Marshals/event organiser
Missing children	Lost child not found	Advise police immediately. Marshals to monitor all event exit points looking for distressed child. Event organiser to arrange initial search of obvious places.	Event organiser to assign volunteers to search. Announcement by event organisers made advising public of missing child. Organiser to be available for police response.	
River/lake/pond	Drowning	Refer to water safety plan	Surf Life Saving NZ	Duration of the event
Antisocial behavior	Violence to persons, litter	Event organiser/volunteers may attempt to defuse the situation if it is safe to do so. If not organiser to contact police for assistance. Private security guards may be employed at the organisers discretion.	Event organiser	Ongoing
Gas BBQ	Explosion or fire	Gas bottles to be isolated from the public. Bottle to be fitted correctly and checked for leaks. Bottles to have current certification. Fire extinguisher to be nearby and operators familiar with its use. Fire service to be called immediately if an issue arises. Event to be stopped and area evacuated in the event	Event organiser to ensure BBQ operators competent to operate and aware of fire extinguisher operation and gas	Ongoing monitoring by operators. Event organiser to call emergency services if

		of fire or risk of explosion. First aiders to assemble at organisers designated area and await instructions.	bottles fitted correctly	required
Emergency situations	Event organiser busy with emergency.	Event hierarchy to be determined prior to the event .	All marshals given list of contacts	Event organiser to nominate alternate manager as required.
Communications	Communications with volunteers and emergency services	Cell phones and phone numbers of key personal given to all marshals.	All volunteers briefed on procedures	Event organiser gives all marshals contact numbers available.
Water available to the public and participants	Dehydration	Reticulated water to be available to athletes in post finish area plus on run course	All volunteers, club members and attendees to be made aware where water can be obtained.	Event organiser to ensure water if available at all times.

Name of nominated Health and Safety Controller: John Newsom

Signature:

Date: 12/4/24

I acknowledge that I am familiar with the contents of the above Health and Safety Plan and undertake to ensure that all hazards and risks are identified and mitigated as shown. This plan will be reviewed and updated on a regular basis.

Additional hazards and mitigations will to be noted as far as is practical. The reasons for changes should also be noted.

Changes will be noted on an ongoing basis.