**Health, safety and risk management plan for Gravity Canterbury’s Downhill races in Victoria Park, September 2017 – March 2018**

Notes

* Approved tracks: Each event uses specific Downhill tracks in Victoria Park. The tracks and race plan are approved by the Park rangers prior to taping.
* Supplementary documents: Drivers’ Briefing Notes, Riders’ Briefing Notes, Marshals’ Briefing notes (the latter three are base documents to which any event-specific messages will be added on the day).

Key contact details

* Local Event Managers (LEM) – Howard McConachie 021 337 207 (race base); Glenn Rees 027 438 7486(on course/finish line)
* Medics – if engaged for specific events, their details will be circulated prior and on hand by all event management and first aid
* Admin – Ruth Sarson Secretary 0278390217

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| **Activity** | **Hazard** | **Risk Assessment** **Likely occurrence / Severity** | **Management / Control measures**  |
| **Ref no** | **Description** |
| **ON THE BIKE** |
| 1 | Rider injury while on race course  | Accident/injury occurs while rider is practising or racing on the course | High / High | * Riders are encouraged to wear safety gear according to MTBNZ Protective Gear Guidelines. A fullface helmet and knee pads are minimum, club requirements for DH races. LEM to remind all riders at rego and at riders’ briefings that they must wear undamaged fullface helmet and knee pads, with elbow pads, full finger gloves and neck brace recommended; there will be messaging at event village. Pre-event messaging is via website and Facebook.
* Riders are required to do at least two slow practice runs to familiarise themselves with the course, prior to being allowed to do any timed, seeding or race runs. NOVICE RIDERS ARE ENCOURAGED AT REGISTRATION TO TAKE THEIR TIME ON PRACTICE RUNS – NO PRESSURE – AND TO LET THE START TIMER KNOW IF THEY NEED EXTRA TIME BETWEEN THEM AND THE NEXT RIDER. THIS MESSAGING TO BE REPEATED AT THE RACE BRIEFING. RIDERS ARE TO BE REMINDED TO SLOW DOWN IF THEY ARE WAVED DOWN BY MARSHALS, AS IT MAY MEAN THERE IS A RIDER ON THE TRACK BELOW THEM. RIDERS WILL BE ALLOWED TO TAKE A ‘MENTOR’ UP THE HILL WITH THEM TO ACCOMPANY THEM ON A COUPLE OF RUNS, IF THAT WILL HELP REASSURE THEM ABOUT HOW TO RIDE THE TRACKS SAFELY.
* Staff line crew keep a watch on riders’ attire and protective gear and warn riders they will not be allowed to compete if they fail to dress more appropriately (e.g. no singlets).
* Marshals carry radios, whistles and wear vests. They are briefed by the LEM at the start of the day on how to respond to accidents/injuries.
* Two trained first aid staff are on site at all times, in radio contact with the event base.
* See full description of First Aid and Emergency Services provision in attached documents.
* LEM checks and approves the course prior to the start of practice and racing. Modifications, if needed, will be carried out prior to commencement of practice runs, and throughout the event if the course changes and risks/hazards are identified.
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| 2 | Lack of awareness by other users, include public, of the tracks being used for the event | Walking, running or riding onto course while practice or racing takes place causes danger to participants or spectators/others. | Low / Low | * Venue and all tracks are clearly signposted by the club and marked before and throughout the event alerting people that the event is on. Signs are put up in Vic Park, at the approach to the Bowenvale 4WD and at the Summit Rd drop-off, and other on-course points where the track dissects or is very close to walking or XC tracks. 4WD TRACK NOT USED FOR THIS EVENT. HOWEVER, GLENN WILL CHECK APPROPRIATE SIGNS ARE IN PLACE PRIOR TO SIGNING OFF THE COURSE – ESPECIALLY WHERE THERE IS POTENTIAL FOR RIDERS AND WALKERS TO CROSS OVER
* Marshals and volunteers on duty at event village will alert walkers/other bikers.
* Any spectators with dogs will be asked to keep them on close leads and away from the tracks.
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| 3 | Riders going off track | Riders going off track during events, resulting in injury or going missing. | Low / Low | * Clearly identified Sweeper (hi Viz vest and ‘S’ race plate) clears track before and after race runs.
* Race numbers issued to all participants so each rider has unique number.
* Marshals are in place at interactions or dangerous areas.
* If a rider is missing, the LEM will identify rider’s last sighting, to assist search.
* If rider is still missing, inform Park Rangers and Police and begin search.
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| 4 | Vehicles | En route to or at the venue | Medium / Medium | * Shuttle van and event management drivers have appropriate driver’s licence and authority to drive respective rental vehicles.
* Drivers are briefed by LEM on safe shuttle driving practices, including checking that all bikes are securely fastened on racks, passengers suitably seated, doors secure, before setting off on shuttle runs. DRIVERS NEED TO TAKE SPECIAL CARE WHEN ENTERING VIC PARK AND MOVING TO/FROM THE TURNAROUND AREA IN THE RANGERS COMPOUND – IN FRONT OF THE 19TH MEMORIAL CAN BE A RELATIVELY HIGH PEDESTRIAN AREA
* See attached drivers’ briefing notes.
* Vans are all hired from Hire Pool and the club assumes that they are roadworthy and safe – as part of our contract with them.
* All the club trailers have current WOFs and Regos and are regularly checked by a committee members for road worthiness.
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| 5 | Death /fatality | Death fatality of any person on site at the event area | Low / Low | * If death occurs, the Emergency response team (First Aid/doctor) is to ring 111 immediately.
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| **OFF THE BIKE** |
| 6 | Fire | Event is partly being held in part-forest and all of Victoria Park is extremely dry at the moment. Risk of accidental fires by riders, spectators, volunteers, staff, vehicles, machinery. | High / High | * Event participants, marshals, spectators are told it is a No Smoking event. There is messaging on Facebook and the club website.
* No Smoking signage will in place at event village.
* Marshals are briefed to ensure spectators do not smoke and marshals are not allowed to smoke either.
* Marshals are briefed on specific fire evacuation procedures at commencement of any day, should it be a ‘red flag day’. Park rangers will assist with this briefing.
* CCC regularly mows grass during the summer, in van turnaround area. N/A FOR THIS EVENT
* Gravity is affiliated to CyclingNZ , so we have public liability insurance.
* 1kg dry powder fire extinguishers in all First Aid vehicles.
* Spark arrestors will be fitted to any first aid polaris or 4WD motorbike if there is a high fire risk.
* Club volunteers will ensure the timing generator is positioned away from long grass.
* Immediate action if there is a fire:

-Announce over PA and radios; marshals immediately assist in evacuating area around them.-Call 111 and notify them of location- Call Park rangers (numbers are held by LEM and ADMIN crew-Event organisers to ensure all riders, staff and volunteers are accounted for and in safe place |
| 7 | Insufficient marshals | There are insufficient resources to marshal courses safely and report on accidents promptly. | Low / Medium | * Gravity is familiar with the race course and aware of requirements and potential areas of risk. The track will be marked and risky features mitigated accordingly. MARSHALS WILL BE BRIEFED TO TAKE PARTICULAR CARE IN IDENTIFYING IF RIDERS CRASH AND LOOK AS IF THEY NEED HELP, AS MANY OF THEM WILL BE NOVICES AND LESS SKILLED AT CRASHING SAFELY!
* Gravity can respond promptly and effectively in redressing any shortfall or inadequacy in marshal coverage – we have extra people available e.g parents watching their kids ride.
* LEM signs off race course prior to commencement of practice session, so any identified risks or gaps in marshal provision will be addressed then. We have tree padding, spray paint, extra tape on hand, plus any tools to e.g. trim a root, to address any risks that arise during events.
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| 8 | Earthquake | An earthquake occurs in the area, sufficient to risk rockfall | Low / High | * Brief riders and marshals on earthquake response (stay low, if it’s been significant then when safe, make way to designated meeting area – main public carpark in Victoria Park). DIRECT PEOPLE TO THE CARPARK BELOW THE RANGERS STATION IF THAT IS SAFE, OR ELSE THE CARPARK BY THE PLAYGROUND.
* Ensure all staff, riders, marshals know where the safe designated gathering place is.
* Immediate action if there is a damaging/risky earthquake:

-Do radio check to see if there any damage, rockfall has been seen or notified.Check in with park rangers. -Announce over PA and radio that people should make their way to the main carpark when it is safe. |
| 9 | Event Village | Event Village is not suitable/safe for Commissaires, admin volunteers riders or spectators | Low / Low | * Adequate efforts have been made to ensure there is shelter from sun, wind and rain
* Drinking water is freely available at all times for all volunteers and riders. THERE IS A DRINKING FOUNTAIN AT THE SKIDDER SITE AND ALSO NEAR WHERE THE START LINE IS.
* Sunscreen and insect repellent is freely available.
* There is a portable toilet at the event village.
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| 10 | Abusive behaviour | Abusive behaviour directed towards marshals or race officials by riders or the public | Low / Low | * Contact LEM to inform them of the situation and they will provide support.
* If it’s an unruly rider, the LEM will speak to them about conduct and if it continues they will be withdrawn from the event.
* If event escalates, call the Police, dial 111.
* Include expected rider behaviour in rider briefing.
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| 11 | Spectator / staff/ volunteer injury at the event | Accident / injury / illness / hypo or hyperthermia / sunburn / dehydration | Low / Low | * Professional First Aiders will attend.
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| 12 | Course changes | Course changes or direction not implemented as planned | Low / Medium | * LEM to liase and ensure course changes are implemented safely and communicated clearly to rase base, riders, spectators and marshals.
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| 13 | Bad weather | Bad weather potentially putting riders at risk during event | Medium / Medium | * Weather forecast monitored in lead up to event.
* Participants advised to prepare for all conditions and have adequate food, water, sunscreen and clothing.
* Gravity to consider what ‘wet options’ can be taken to reduce risk if weather turns bad.
* In event of weather conditions deteriorating, making riding on course too dangerous for riders/organisers, the LEM will make decision on cancelling if need be.
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| 14 | Vans on public roads  | Heavy vehicle and cyclist activity on Dyers Pass Rd and Summit Rd | Medium / High | * All van drivers at start of morning and afternoon driving shifts are briefed about the importance of driving carefully and slowly, in particular allowing adequate distance between the trailer sides and cyclists on Dyers Pass and Summit Rd. AS ABOVE – DRIVERS NEED TO BE REMINDED TO DRIVE CAREFULLY IN THE VICINITY OF THE 19TH MEMORIAL AS THERE IS RELATIVELY HIGH PEDESTRIAN TRAFFIC AROUND THERE.
* Drivers’ behaviour is monitored throughout the event by informally checking with riders who have travelled on vans. Any complaints will be considered seriously and, if appropriate, followed up directly with the drivers.
* Any reported complaints (either to the organisers, police or CCC) will be followed up immediately. If we can ascertain the driver at fault, they will be asked to stop their duty.
* In the case of any complaints, all drivers will be given a further safety briefing.
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| 15 | Damage to Victoria Park and/or Armstrong’s Paddock | There is damage to the land or roads  | Low / Low | * Riders are briefed to stay on official tracks only and be respectful of all plantings and tracks.
* Use of tracks and event area is approved by landowners.
* Sufficient rubbish bins for waste disposal are provided by the club.
* Sufficient public toilets are provided by the club.
* Marshals are in place and briefed on any sensitive areas and maintain a strict No Smoking policy.
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| 16 | Security | Public area where anyone can walk into: riders/spectators possessions could be stolen. | Low / Low | * Riders and tent sites are cautioned to take close care of their gear and not leave unattended.
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