



Athletics Nelson Health and Safety Plan – Pub runs

This Health and Safety Plan covers all local ‘pub run’ and associated events organised and run by the Athletics Nelson.

SECTION 1: Event Information

This Health and Safety document covers the ‘pub run’ events Athletics Nelson organises throughout the year. These are a series of typically 5km runs done (often from a pub or café) on a weekly basis around cycleways, parks and footpaths around the relevant venue.

This plan covers all existing and future pub runs and will be updated as and when appropriate to ensure the safety of all involved.

The existing pub runs include:

- Saturday afternoon pub runs at various venues (November to April)
- Prince Albert pack runs – Tuesday nights (ongoing),
- Rubys morning 5km runs (January),
- Hill climb series (January),
- Smugglers 5kms (October),
- Turf Hotel 5kms (April),
- Easter 10km,
- New Years Day 10km, and
- Spring and Fern Tahuna (July).

Summary of H&S plan

- Events are planned to minimise H&S risks.
- All officials involved are experienced in event management and risk mitigation.
- Participants are briefed on the risks and take personal responsibility by taking part.

SECTION 2: Event Personnel

As this Health and Safety Document is used for multiple events, the specific Personnel for each event are not included in this document. For all major roles, the Club appoints the appropriate Personnel prior to the particular event.

Name	Role	Responsibility	Qualifications or Experience	Contact Details
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Name	Role	Responsibility	Qualifications or Experience	Contact Details
Appointed for the specific event.	Event Manager	Overall organisation and planning for the event. Ultimate responsibility for the event.	Will normally have been involved for many years organising Athletics Nelson events.	
Appointed for the specific event.	Course Manager	Overall responsibility for course management.	Will normally have been involved for many years setting out Athletics Nelson courses.	
Appointed for the specific event.	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid.	Where possible, some experience relating to health and safety. Often the Event Manager.	
Race Officials (various)	Officiating Duties	Specific race officiating duties particularly at the start-finish line.	Various	
Race Marshals (various)	Course direction and safety	Marshalling and Safety	Various	
Appointed for the specific event.	Timekeeping and Results Manager	Timing individual races and providing a full set of results.	Will normally have been involved to some considerable degree timing events and organising race results.	

SECTION 3: Risk Assessments and Management

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional

Consequence	Description of Consequence	Likelihood	Description of Likelihood
			circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
☐ Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
☐ Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
☐ High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
☐ Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk: Use the template on the following page:

1. List the hazards/risks you have identified.
2. Rate their risk level (refer to information above to assist with this).
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

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

3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Sunstroke or heat exhaustion	Low	No	No	No	No	Yes	Most of the events are either early morning or late afternoon/evening minimising this risk. We will advise competitors to ensure they have appropriate clothing including hats. When appropriate, we will also make sunscreen/sunblock available to all - competitors, officials, volunteers and spectators and provide shade where appropriate. We will also provide water at the finish line to rehydrate.	Event Manager	If needed, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Weather: cold/wet/icy windy conditions	High-Med	No	No	No	No	Yes	While most events are run in the warmer months, at least one current event is run in Winter. We will advise all competitors to ensure they have appropriate warm /wet	Event Manager	For people suffering due to adverse weather, we will immediately ensure they are made comfortable and provided with warm clothing. We will make every effort to ensure

							weather clothing including hat and gloves. We will also provide some shelter at the start-finish area.		the programme runs to time to minimise waiting periods and, if necessary, postpone the start time for a weather break. In severe or extreme weather, we will cancel the event. If needed, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Temporary infrastructure is blown away and causes injury to a person(s) or damage to equipment	Low	No	No	Yes	No	No	We have very limited temporary infrastructure. What we have is often contained in the venue we are using as the start/finish point. As appropriate, we will ensure that all temporary infrastructures are adequately secured. We will monitor the weather conditions prior to and during the event. If weather conditions are forecast to become severe, we will have the temporary infrastructure removed.	Event Manager	If needed, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Electricity cables/wires causing injury or person to trip or fall.	Low-Med	No	No	Yes	No	No	Most events will not have cables. However, when needed, cable covers are to be used where needed and the cables to be placed out of the way of foot traffic.	Event Manager	In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Ground conditions are poor	Low	No	Yes	No	Yes	No	Most of the runs are on footpaths or cycleways. When there is a risk of poor ground conditions, marshals are to inspect the ground prior to	Course Manager	We will re-route the course if required to ensure it is acceptable.

							the start of the event to ensure that the course is safe to compete on.		
Hard or sharp objects are on the course causing injury	Low	Yes	No	No	No	No	There is the possibility of glass etc from public members as we use footpaths and cycleways. We will advise participants to be careful where they run and remove hazards for others if safe to do so.	Course Manager	If spotted, any hazardous objects will be removed as the course is setup. Participants to avoid (and if safe remove) and hazards they come across while participating.
Interference with competitors during the competition	Low	No	No	Yes	Yes	No	As the courses are often a long circuit from/to a start finish area around footpaths this likelihood of this is low.	Event Manager	We will remove any interference to the competition.
Medical Emergency	Low-Med	No	No	No	Yes	No	We will assist with any medical emergency. We know the location of Nelson Public Hospital and emergency numbers to call.	Event Manager	In the event of a medical emergency, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED). We will contact 111 if urgent.
Moving vehicles	Med - high	No	No	Yes	No	No	Where courses cross or access roads or other areas where vehicles may be present, the course will be setup to minimize risk eg, by using footpaths, the edge of roads. Participants will be thoroughly briefed about the course and dangers, including vehicles and directed to be attentive (not use earphones), give way to any and all traffic, run off road where possible,	Event Manager, Marshals	If a course route is particularly risky (eg, construction side with lots of vehicles going in and out on it) we will re-route the course. We will have marshals on high-risk road crossing or vehicle ways. In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).

							stop and check before crossing roadways. Where events are held at night, we will direct participants (including organisers and volunteers) to dress in bring colours hi-vis and lights to make sure they are visible.		
Other cycleway/ footpath users	Med	No	No	No	Yes	No	The events utilise public cycleways and footpaths so could involve collisions with members of the public. Participants will be directed to give way to all other users of the courses. This includes remaining aware of members of the public approaching from behind them.	Event Manager, Marshals	In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Pedestrians crossing public roads to access the event	Low	No	No	Yes	No	No	At some venues, competitors and spectators may park on a public road and walk across the road to reach the event start. While these participants are responsible for their own safety, all reasonable care is taken to ensure their safety.	Event Manager Individuals' Responsibility	In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).

3B: Sport Specific Risk Assessment & Management Plan

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Control	Admin	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Concussion	Low	No	No	No	Yes	Yes	As organisers, we can do a lot to prevent participants having a concussion incident by ensuring the course is safe for running and that any hazard or sharp objects on the course are removed or clearly marked prior to the event.	Event Manager	In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Strains/Sprains Muscle Injury/Breaks	High-Med	No	No	No	Yes	No	As for Concussion , although injuries caused by running may not always be avoidable. Participants should ensure they go through a thorough warmup prior to taking part.	Event Manager	In the event of an injury, if necessary, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Slips leading to breaks or laceration	Low	No	No	Yes	No	No	As for Concussion .	Event Manager	In the event of an injury, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).

Hypothermia	Medium	No	No	No	Yes	Yes	We will endeavour to keep the programme on time and encourage competitors to run in appropriate clothing. Also see <i>Weather: cold/wet/icy windy conditions.</i>	Event Manager	Should a medical event occur, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).
Asthma, breathing or medical conditions	Low	No	No	No	No	Yes	We will encourage parents to be prepared and be aware of any possible medical conditions their children may face.	Event Manager	Should a medical event occur, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED).

SECTION 4: Core Provisions and Communications

Core provisions

Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical Services	Event Manager Health and Safety Officer	Health and Safety Officer Event Manager		If needed, we will refer the person or persons to an appropriate medical provider or to Nelson Hospital Emergency Department (ED). It should be noted that Athletics Nelson has a defibrillator at all its events.
Drinking water	N/A	N/A		Water will be provided at the start-finish line.
Shade	N/A	N/A		In most cases, there is natural shade.
Toilets	N/A	N/A		The only toilets available will be the toilets at the various venues or public toilets on route.

Item.	Provider	Person Responsible	Contact	Management Notes
Waste Management	Course Manager	Course Manager		Rubbish bins will be provided at the start-finish line.
Parking	N/A	N/A		There is adequate public parking at each of our venues.
Vehicles onsite	Course Manager	Course Manager		The courses cross roads as described previously. Registration areas will be away from areas with vehicles.
Event Insurance	Nelson Marlborough Insurance Brokers (NMIB)	N/A		Athletics Nelson has comprehensive public liability insurance cover which provides full cover for the events.

Communications Plan

Communication Item	Person Responsible	Audience	When?	Notes
Event Briefing – Safety Briefing, Event info for participants.	Event Manager	Participants	Prior to the start of the event	Information will include course details and health and safety details.
Event Briefing - for marshals and officials	Event manager	Officials/Marshals	Prior to the start of the event	Information will include course details and health and safety details.