HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Event Day - Safety Check List (tick as completed ✓)

Coordinator	HARM Form completed	☐	**CONTROLLER & COORDINATOR**	Have read and understood the current Safety Management Plan (SMP). *Available from the ONZ website*	☐	**Controller**	List last minute information or specific hazards for start line briefing.	☐
	Communication and contact procedures passed on to all event officials	☐		First aid / paramedic personnel known and listed. Location of 1st aid kit known.	☐		Any specific action required due to weather	☐
	Hazard ID and Emergency Procedure notice completed and posted	☐						
	Wide area map available for rural events (5km radius of the event area)	☐						
	Keys to locked areas for expansive vehicle searches.	☐						

Associated Documents

- Hazard ID Notice
- Emergency Procedure Notice
- Missing Person Procedure
- ONZ Events Manual with Standard Operating Practises (SOPs)

Event Name	New Zealand Secondary Schools Orienteering Championships – Long			**Date**	17/07/2026
Event description	Foot orienteering			**Start and finish times**	10:15-15:00
Event Officials (Name & Mobile no.) — **Controller**	Tim Wright 021 288 5113	**Location** — ***Land Owner***	Te Kōhaka o Tūhaitara Trust		
Planner	Alister Metherell 021 900 467	***Event address***	Outlet area accessed from Bridge Street, Waikuku		
Coordinator	Anthony Wild 027 588 5569	***Terrain Type***	Forest and open sand dune terrain		
		Event Centre Grid Ref	-43.288226, 172.717878		
Emergency shelter Provided?	Event caravan and pagoda available for shelter	***Toilet Facilities***	Yes	**Water** *(on course)*	Yes

Does the area have mobile reception	Yes	**Where is nearest reliable communication site** *(If no mobile reception)*	Reception available outside of forest, patchy within the forest
Is there a PLB available? (*if required for extraction location on course)*	Yes		
Paramedics: *Is there a list of paramedics or a first aid provider available?*	Yes	**Medical & Emergency Facilities** *(Name, Location Ph Number)*	24 HR Surgery 401 Madras St 033657777 Ring 111 in Emergency

Use a separate sheet for map location and access roads if required.

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Event Hazards

Hazard Identification & Management – include *significant hazards* only

Eliminate [E] by ensuring that the hazard no longer exists, or is no longer part of the activity;

Minimise [M] by doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

	Significant Hazard	[E] [M]	Management Strategies	Whose Responsibility
Rural/Park Environment	1. Uneven ground, rooty and rocky ground, steep ground, unstable ground. 2. Cliffs/banks, pits, tomos, and trenches present. 3. Varying ground cover including; dense bush, undergrowth, and tree material which could be slippery and/or unstable when wet or rotten. 4. Possible collision with trees, and/or spiky branches. 5. Hazardous plants present. 6. Fences that are unstable, and hard to see. 7. Flooded and deep waterways 8. Wasps present. 9. Natural disasters; fire, earthquake, tsunami . 10. Unstable trees.	**M**	Map checked for quality and consistency of mapping, with all hazardous terrain features identified and accurate.	Controller
		M	Courses designed to illuminate hazards where possible in relation to the skill level of competitors.	Planner
		M	Competitors notified of terrain hazards in event information, hazard notification will include slash piles, windfall and ground cover.	Coordinator
		M	Signage and tape used as appropriate in event area on day.	Controller
		M	Get up-to-date site information from landowners.	Coordinator
		M	Vegetation 'runability' and fences identified on map.	Coordinator
		M	Competitors advised to consider eye protection.	Coordinator
		M	Hazardous plants made known to competitors.	Coordinator
		M	Known wasp nests marked on the maps and taped off. Courses designed to avoid them.	Controller
		M	Display Emergency Procedure Notice, describing evacuation process.	Coordinator
		M	Hard to see fences marked on map, and taped to enhance visibility in the field.	Controller
		M	Courses will be planned to avoid any unstable trees identified by the planner and controller and these will be taped if there is risk.	Controller
	Risk: anaphylaxis, sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm. Drowning.			

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	Significant Hazard	[E] [M]	Management Strategies	Whose Responsibility
Weather	1. Severe or extreme weather conditions such as wind, rain, snow, sun, heat.	**M**	Weather forecasts reviewed prior to, and on day of event to ensure the event can proceed safely.	Controller
		E	Participants clothing will be checked at the start line, and will not be allowed to start if found inadequate for the conditions.	Coordinator
		M	Shelter provided at event centres.	Coordinator
		M	Drinking water provided at appropriate intervals available on the course, or advise participants to carry water if this is not the case.	Controller
		E	If necessary, notice of cancellation will be given on website or facebook as soon as possible.	Coordinator
		E	Events will be cancelled if high winds are present at the event site and there is a risk of falling branches	Controller
	Risk: Injury from falling branches/trees, hypothermia or hyperthermia.			
People	1. Environment, terrain, course technicality not suited to the capability (competency level) of the participants. 2. Participant lost / leaving the mapped area. 3. Insufficient briefing. 4. Pre-existing medical conditions 5. Covid-19 virus transmission	**M**	Courses have been planned and controlled to cater for the varying levels of orienteering participants expertise	Planner and Controller
		M	Registration process describes course types and terrain for participants to choose as appropriate.	Coordinator
		M	A process allowing participants to declare their medical conditions.	Coordinator
		M	Participants advised to carry a whistle at all times. This is compulsory for secondary schools events	Coordinator
		M	Wide area map available for use on searches.	Coordinator
		M	Missing Person Procedures available.	Coordinator
		M	Participant on course times monitored.	Coordinator
		M	Safety bearing advertised.	Coordinator
		M	Participants will be informed of last minute and important issues at the start line.	Coordinator
	Risk: Participants getting lost and/or exposed to hazardous weather conditions for too long. Participants not knowing the existing hazards. An existing medical condition causing harm while participating.			

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	Significant Hazard	[E] [M]	Management Strategies	Whose Responsibility
Equipment	1. Fire caused by vehicles and equipment. 2. Electrocution 3. Trip hazard 4. Tents failing and equipment falling or blown about in strong winds.	**M**	Fire extinguishers available at car park and in caravan	Coordinator
		M	Cables are positioned and protected so they are not a tripping or electrical hazard	Coordinator
		M	Tents and equipment inspected, fit for purpose and adequately anchored in the event of strong winds or equipment bumped into.	Coordinator
	Risk: Fire. Injury or serious harm caused by equipment.			
		M	Marshalls in parking area directing traffic as appropriate. The safety of members of the public and competitors will be ensured with appropriate procedures.	Coordinator
		M	Warning signs for traffic and the general public.	Coordinator
		M	Participants have been informed and warned of the presence of other land users, and to give due consideration to others.	Coordinator
		M	Separating elites from children / elderly in time or space. If possible, plan course to have the similar direction of flow, especially near start / finish or other high use parts of the map.	Controller
		M	Members of the public will be notified of the event with signage in the weeks before and increased signage on the day of the events.	Controller
	Risk: Injury caused by being hit by a moving vehicle (including a bicycle), or hitting another person.			

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Emergency Plan

Ensure everyone knows what to do in case of an emergency such as, where the emergency equipment is including; a communication device and first aid kit.

	Equipment/people required
Death: 1. Controller assumes command role. 2. Keep others physically safe, and informed. 3. Police notified. 4. Treat body with respect and leave protected from elements but undisturbed for police investigation. 5. **Immediately e**nd the Event, all evacuate or as Police directs. 6. Request confidentially from all involved so police can notify immediate family. 7. Organise Debrief and counselling. 8. Appropriate paperwork completed. Notify ONZ	• Mobile phone(s) • A first aid provider in attendance.
Major Injury (Head injuries, fractures, etc): 1. Controller assumes command role. 2. Keep others physically safe and informed. 3. Call ambulance. 4. Protect scene. 5. Remove affected person(s) and discuss situation. 6. Organise debrief and counselling 7. Complete appropriate paperwork. 8. Notify ONZ.	• First aid kits. Whistles carried. • A first aid provider in attendance. • Emergency shelter/vehicle. Comms to Emergency Services.
Minor injury/illness (sprains, eye injury, grazes, etc): 1. First aid person assumes command role. 2. Provide first aid and shelter as required. 3. Keep others safe, and secure the area of the injury.	• First aid kits. • Whistles carried. • First aider attendance. • Emergency shelter/vehicle.
Medical condition arising: 1. First aid person assumes command role. **2.** Provide first aid and shelter as required. **3.** Assist with administration of any medications. **4.** Call ambulance if necessary. **5.** Complete appropriate paperwork.	• First aid kits. Whistles carried. • Personal medications. A first aider in attendance. • Comms to Emergency Services.
Weather related illness/condition: 1. First aid given. Ambulance notified if necessary.	• First aid kits. • Personal medications. • Comms to Emergency Services.

FIRE, EARTHQUAKE, NATURAL DISASTER

Note the following needs to be flexible and common sense should prevail depending on the situation.

1. On notification of a fire threat or situation putting participants' safety seriously at risk, the Controller assumes command role.
2. Ensure everyone is removed from immediate danger.
3. In an emergency dial 111 if this has not already been done.
4. Safe assembly point is the event centre and exit route is to head west to open land (if this area is not able to be reached, participants should travel upwind from any fire and out onto the beach).
5. Activate warning system by having cars, bikers or runners moving along safe roads and tracks continuously sounding car horns or air horns. They can collect participants en route and return them to the event centre of safe assembly point.
6. Exit Route should be determined according to the circumstances on the day, with signage if necessary.
7. Controller should ensure everyone accounted for and someone signs off participants as they leave.

Sign Off

Coordinator:	Controller:	Planner: