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 – Sprint			**Date**	18/07/2026
Event description	Foot orienteering			**Start and finish times**	10:30-14:00
Event Officials (Name & Mobile no.) **Controller**	Martin Peat 027 637 6162	**Location**	***Land Owner***	Lincoln University	
			Event address	Access from Ellesmere Juntion Road, Lincoln	
Planner	Christina Freeman 027 220 4297		***Terrain Type***	Urban, University buildings and paths	
Coordinator	Lisa Chubb 021 293 7838		***Event Centre Grid Ref***	-43.64371, 172.46791	
Emergency shelter Provided?	Event caravan for shelter		***Toilet Facilities***	Yes	**Water** *(on course)* No

Does the area have mobile reception	Yes	**Where is nearest reliable communication site** *(If no mobile reception)*	All areas
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. AED units located at the library, gym, Forbes 'Grounded' space and Waimarie building.

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

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

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**	**Responsibility**
Built Environment	1. Potential for traffic collisions between competitors and vehicles, or between vehicles (including bikes). 2. Collisions between people	**E**	Where possible plan course to avoid crossing major roads and minimise crossings of vehicle routes.	Planner
		M	Utilise traffic island to cross the road when walking from the car park to the event centre and have a marshal at the road crossing.	Coordinator
		M	Competitors notified in event information and as part of briefing that roads are open and to be aware of vehicles (including in parking areas)	Coordinator
		M	The road crossings will be manned to assist and ensure compliance.	Coordinator
		M	Consider no-timing / neutralised crossing treatment if any unavoidable higher-risk road crossing exists.	Controller
		M	Warning signs for traffic and the general public.	Coordinator
		M	Where possible plan course to have the similar direction of flow, especially near start / finish or other high use parts of the map.	Planner
		M	Participants informed and warned to the presence of other users, and to give due consideration to others	Coordinator
	Risk: Injury caused by being hit by a moving vehicle (including a bicycle) or other person(s)			
	3. Slips, trips, falls, or head strikes from stairs, narrow passageways, low overhangs, kerbs, ramps, retaining walls, and uneven/slippery hard surfaces.	**M**	Courses checked to identify slippery areas, choke points, and blind corners.	Planner
		M	Minimise route choices that encourage speed through stairs or narrow blind areas where practical.	Planner
		M	Brief competitors to watch footing and other people.	Coordinator
		M	Tape/sign any specific temporary hazard not obvious on the map or in terrain	Controller
	Risk: Injury caused by slips, trips, falls, or head strikes			
	4. Competitors entering service yards, loading docks, maintenance zones, or construction areas	**M**	Obtain current site advice from landowner / university facilities team and confirm any closures, works areas, or out-of-bounds areas before the event.	Planner
		M	Mark restricted areas clearly on the map and with physical tape/signage if needed.	Planner
		M	Include out-of-bounds information in event information and briefing	Coordinator
	Risk: Participants not knowing the existing hazards leading to injury.			

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

Park Environment	1. Uneven ground, roots and rocky ground, steep ground, unstable ground. 2. Cliffs/banks, pits, 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. Fences that are unstable, and hard to see. 6. Flooded and deep waterways 7. Natural disasters; fire, earthquake, tsunami .	**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.	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	Display Emergency Procedure Notice, describing evacuation process.	Coordinator
	8. Water feature between Memorial Hall and the Ivey Hall is a drowning hazard for young children	**M**	Participants informed and warned to the presence of the water feature in event information.	Controller
		E	Courses designed to avoid the water feature	Planner
		M	Finish chute creates spatial separation from the event centre on the Forbes Lawn.	Controller
	Risk: anaphylaxis, sprains, falls, grazes, abrasions, eye danger, and other injuries including serious harm. Drowning.			

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

	Significant Hazard	E/M	Management Strategies	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 available 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	**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	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.			

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

	Significant Hazard	E/M	Management Strategies	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 event centre (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
		E	Maintain space for emergency vehicles on the road, locating the caravan and event centre equipment clear of emergency vehicle accesses.	Coordinator
		M	If emergency alarms sound on campus (particularly any of the buildings around the event centre) move away from the area and make room for emergency vehicles.	Coordinator
	Risk: Fire. Injury or serious harm caused by equipment.			

HAZARD AND RISK MANAGEMENT (HARM) FORM

Use this form for the management of serious hazards only.

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 end 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. 9. 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. **2.** 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
5. Controller to liaise with Campus Security
6. Exit Route should be determined according to the circumstances on the day.
7. Controller should ensure everyone accounted for and someone signs off participants as they leave.

Sign Off

Coordinator: *Lisa Chubb*	**Controller:** *Martin Peat*	**Planner:** *Christina Freeman*