



**Cromwell Summer Series**

**Safety Management  
System**

14 May 2010

**Cromwell & Districts Promotion Group**

## Document control

We will retain only the current version electronically and archive out-of-date versions as paper copies. This will also apply to each event plan.

When	What's new	Prepared by
14 May 2010	<ul style="list-style-type: none"> <li>• New overarching document</li> <li>• Systematic hazard identification and hazard management in planning reports</li> <li>• Communications from Nevis Valley clarified (Bannockburn Gutbuster MTB)</li> </ul>	Stu Allan & Terry Emmitt

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## Introduction

The Cromwell & Districts Promotion Group organises the Cromwell Summer Series programme, a series of endurance events.

Currently, there are six events, involving mountain biking, road cycling, running, walking, swimming, and kayaking. However, the events and the event courses could vary each summer. Any change will involve new or amended planning documents specific to that event.

The Cromwell Summer Series will operate within a prescribed framework as is legally required. This safety management system sets out that framework.

## Our health and safety policy

The Cromwell & Districts Promotions Group is committed to protecting employees, volunteers, participants, and spectators from injury.

In meeting this commitment, we will:

- Plan to operate safely.
- Establish and insist on safe practices.
- Report and record accident and incidents.
- Comply with relevant legislation, regulations, codes of practice, and industry standards.
- Regularly review and continuously improve our safety management.
- Involve personnel in the development of our safety management system.

This policy is available to any interested party.

## Our health and safety goal

Overall, we aim to continuously improve our safety performance.

Specifically, we aim to have no accidents or incidents rated 4 and above on the **Incident Severity Scale** (see Appendix B).

## Our health and safety responsibility

All staff, volunteers, and participants have a responsibility for health and safety, although the primary responsibility resides with the Cromwell & Districts Promotion Group.

This primary responsibility is delegated to the Event Organiser who is also the Health and Safety Officer. The responsibilities are listed in the **Event Organiser's checklist** section, and include:

- Risk management planning, including identifying specific hazards and managing those hazards.
- Ensuring that all personnel operate within this safety management system.

Our aim is to keep staff, volunteers, event participants, and spectators safe. This overarching document brings together all our plans to achieve that aim.

Adrian Somerville  
President, Cromwell & Districts Promotions Group

## Safety Management System

The safety management system for the Cromwell Summer Series comprises this overarching document and the following planning documents.

Event	Activities	Planning documents
Carricktown Crusher	Mountain biking	<ul style="list-style-type: none"> <li>• April 2008 planning report</li> <li>• 2010 brochure</li> </ul>
Lake Dunstan Cycle Challenge	Road cycling	<ul style="list-style-type: none"> <li>• 5 January 2009 planning report</li> <li>• 2010 brochure</li> </ul>
Lake Dunstan Triathlon and Duathlon	Running, cycling (duathlon), and kayaking/swimming (triathlon)	<ul style="list-style-type: none"> <li>• 28 December 2009 planning report</li> <li>• 2010 brochure</li> </ul>
Bannockburn MTB Classic	Mountain biking	<ul style="list-style-type: none"> <li>• 27 December 2009 planning report</li> <li>• 2009 brochure</li> </ul>
Bannockburn Gutbuster MTB	Mountain biking	<ul style="list-style-type: none"> <li>• 24 November 2009 planning report</li> <li>• 2009 brochure</li> </ul>
Cromwell Half Marathon and 10km Walk or Run	Running and walking	<ul style="list-style-type: none"> <li>• 19 October 2009 planning report</li> <li>• 2009 brochure</li> </ul>

## **Legal obligations**

### **Health & Safety in Employment Act 1992**

The Cromwell Summer Series is bound by New Zealand's health and safety legislation. Consequently, we have a responsibility to keep staff, volunteers, participants, and spectators safe.

These people also have responsibility for their own safety. This includes identifying and reporting hazards, and providing feedback on issues that could compromise safety.

### **Land Transport Act 1998**

Events using public roads will have a Transit-approved Temporary Traffic Management Plan.

All vehicles involved in the running of the event, eg pilot vehicles, 'Tail end Charlie' vehicles and trailers, and vehicles transporting race officials will be warranted, and their drivers will be licensed.

### **Maritime Transport Act 1994**

Support boat personnel (jetboats and kayaks) and kayaking participants will wear buoyancy aids that meet New Zealand Standard (NZS) 5823, as per Maritime Rules Part 91. These should be Type 402 (jetboat personnel) or Type 406 (kayakers).

## Operational risk management procedures

### Our responsibilities

We will prepare both staff and participants to be involved safely in our events. Preparation of staff will include a staff briefing, which will include making available to them our safety management system documentation and asking for their input to improving it.

The Event Organiser will monitor that race officials and participants follow this safety management plan, sampling performance during each event.

### Staff responsibilities

Staff have responsibility for the safety of everyone present. This includes:

Who	Monitoring (and intervening if necessary)
Participants	<ul style="list-style-type: none"> <li>Participants continue to wear and carry required clothing and equipment</li> <li>Participants' condition, eg hypothermic or exhausted</li> <li>Participants' behaviour, eg cyclists not keeping left on the road</li> </ul>
Support crew	<ul style="list-style-type: none"> <li>The risk posed by support vehicles, eg following too close to cyclists or disrupting traffic</li> </ul>
Spectators	<ul style="list-style-type: none"> <li>The risk posed by spectators, eg collisions if on or near a public road or wandering into the path of cyclists, or motor boats colliding with participants in the water</li> </ul>

### Accident and incident reporting

All accidents and incidents (near misses) rated 4 and above on the **Incident Severity Scale** must be reported to the Event Organiser.

This includes accidents and incidents involving any personnel – staff, volunteers, participants, and spectators. The Event Organiser is responsible for ensuring these accidents and incidents are entered on the **Register of Accidents and Incidents** (Appendix C).

Accidents that are rated 6 and above on the **Incident Severity Scale** must be reported to the Event Organiser as soon as is practicable (see Appendices B and D). The

Event Organiser will then notify the Department of Labour as soon as is practicable and report within seven days, as required by the Act.

### **First aid support**

We will contract St Johns to provide first aid support for each event. This will involve:

- Qualified first aid personnel.
- First aid supplies.
- Ambulance on standby.
- Communication of any medical information from participants that could affect their safety.

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## Emergency procedures

Planning for a potential emergency includes route planning, participant and staff monitoring, and the providing of first aid personnel and emergency equipment, including a means of communicating from everywhere on the course.

### Emergency equipment

This will vary depending on the event. Event participants will have wear or carry specific clothing or equipment, which marshals will check. The Event Organiser will ensure that industry-standard emergency equipment is available.

### Communications

Marshals will use radios to communicate with each other during cycling events.

Cellphone coverage is available at nearly all points on the courses and the Event Organiser and marshals will carry cellphones at all times.

The exception to complete cellphone coverage is Nevis Valley. For the event using this valley (Bannockburn Gutbuster MTB), a St Johns ambulance with a satellite phone will be positioned there and communications tested before the event.

### Emergency numbers

Who	Phone number
Ambulance / Police / Fire Service	111
St Johns ambulance	
Local police	445 1999
Terry Emmitt, Event Organiser	0274 849 424
Bill Godsall, Race Referee	021 442 626
Barbara Emmitt, Registration Officer	0274 102 301
Bannockburn Hotel	445 0615
Lake Dunstan Boat Club	445 1522
Harbourmaster	0274 345 289

## Event Organiser's checklist

The Event Organiser will check the following for each event:

Task	Tick/NA
Participants' declarations (all declarations are signed)	
Risk management planning is completed	
Emergency planning is completed, including organising emergency equipment and communications	
A detailed weather forecast (as close as practicable to the start of the event)	
Staff vehicle warrants	
Staff drivers' licences	
Staff are briefed	
Participants' clothing and equipment are checked	
Participants are briefed	
Participants' evaluations are collected	
Staff are debriefed	
Accidents or incidents are reported and procedures reviewed as necessary	
Course report is sent to the Promotions Group	

## Updating this safety plan

### Internal reviews

The Cromwell & Districts Promotion Group will review this safety plan annually, including reviewing the:

The **Register of Accidents and Incidents**.

The health and safety policy.

The reviewers will be the Health and Safety Officer, the Race Referee, and the President of the Cromwell & Districts Promotion Group.

### External reviews

We will contract an external review of this safety management system:

- Every three years.
- After a significant accident or incident.

# Appendices

## A. Accident and Incident Form

<b>Race Official</b>					
Name					
Accident / incident:    Date				Time	
Where did it happen?					
<b>Injured person</b>					
Name					
Race official	<input type="checkbox"/>	Participant	<input type="checkbox"/>	Spectator	<input type="checkbox"/>
What happened?					
What is the injury/s?					
Was there a pre-existing condition?			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
What did you do?					
What were the weather conditions?					

<b>Event Organiser</b>			
Notified (if applicable)	How, eg phone, email	Date	The person who I contacted
Department of Labour (for serious harm) <input type="checkbox"/>			
Harbourmaster <input type="checkbox"/> (kayaking/swimming leg)			
I investigated this accident on:			
Other actions that I took (if applicable):			

## B. Accident and Incident Severity Scale

SEVERITY	IMPACT ON PARTICIPATION	INJURY	ILLNESS	SOCIAL/ PSYCHOLOGICAL DAMAGE	SEVERITY	EQUIPMENT DAMAGE	ENVIRON DAMAGE
1	<b>MINOR/SHORT TERM IMPACT</b> on individual/s that doesn't have large effect on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	1	Minor cost	Littering
2		Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	2	>\$50	Minor damage to environment that will quickly recover
<b>Record severity scale 3 &amp; above on the Register of Accidents &amp; Incidents</b>							
3	participation in activity /programme.	Blisters, minor sprain, minor dislocation  Cold/heat stress	Minor asthma, cold, upset stomach, etc	Stressed. Beyond comfort level. Shown up in front of group.	3	>\$100	Scorched campsite, plant damage
4	<b>MEDIUM IMPACT</b> on individual/s that may prevent participation in the activity / programme for a day or two.	Lacerations, frostnip, minor burns, mild concussion  mild hypothermia, mild heat stroke	Mild flu, migraine	Stressed, wants to leave activity, a lot of work to bring back in.	4	>\$500	Burnt shrubs, cut live branches, washed group dishes in stream, etc
5		Sprains & hyper-extensions, minor fracture	Flu, food/hygiene related diarrhoea/ vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	5	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
5		Sprains & hyper-extensions, minor fracture	Flu, food/hygiene related diarrhoea/ vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	5	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water
<b>Any workplace incidents at grade 6 and above need to be reported to the Department of Labour.</b>							

6	<b>MAJOR IMPACT</b> on individual/s that means they cannot continue with large parts of the activity/ trip/ programme.	Hospital stay < 12 hours, fractures, dislocations, frostbite, major burn, concussion, surgery, breathing difficulties, moderate hypothermia/he at stroke	Medical treatment required, hospital stay < 12 hours eg, serious asthma attack, serious infection, anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	6	>\$8,000	Destroyed/ killed flora/fauna
7		Hospital stay > 12 hours eg, arterial bleeding, severe hypothermia/he at stroke , loss of consciousness	Hospital stay > 12 hours eg, infection or illness causing loss of consciousness, serious medical emergency	Therapy/ counselling required by professional	7	>\$20,000	Killed, destroyed or polluted small area of environment
8	<b>LIFE CHANGING</b> effect on individual/s or death.	Major injury requiring hospitalisation eg, spinal damage, head injury	Major illness requiring hospitalisation eg, heart attack	Long term counselling/ therapy required after incident	8	>\$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident,	9	>\$250,000	Fire or pollution etc resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident	10	>\$1,000,000	Major fire or pollution causing serious loss of environment or life

Davidson, 2005. Incident Severity Scale.

Adapted and expanded from the Accident Frequency Severity Chart (Priest, 1996).

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### C. Register of Accidents and Incidents

Accident or incident	People involved	Where	When

## **D. Serious Harm Definition**

`Serious harm' means death, or harm of any of the kinds and descriptions listed below:

1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion, of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

