



PNP MTB Health and Safety Policy and Plan

V4 24 July 2022

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1. Introduction

The PNP Cycling Club is affiliated to Cycling New Zealand and MTBNZ. Cycling New Zealand are affiliated to the international body UCI.

Our club is 96 years old and with a membership that has grown to around 250, we have become the second to largest cycling club in NZ. As part of PNP Cycling we are a subcommittee running the Mountain Bike Events. We run 6 Mountain Bike Events per year. We have a dedicated group of volunteers who work extremely hard, committing their time and resources to the sport of cycling.

The purpose of this document is to provide a framework to assist the event workers in delivering a safe environment for all those involved in a PNP event. This includes a process to evolve and improve the manual as new risks emerge, as well as improving measures to address existing risks. Our goal is to minimize serious harm, as best possible, any unnecessary risk to anyone involved in our event. Having our participants and volunteers leaving happy healthy and whole. We are working towards getting our volunteers onto first aid courses this would add cover to our already contracted first aid support. We expect to achieve this by December 2022. This will be reviewed at the end of the PNP series.

The document will be reviewed and will be updated as required. It will also be reviewed to ensure it is up to date. This will be done at the end of each Series by the committee and updated where needed. To ensure all areas are adequately organized and H & S requirements are continually analysed and improved. This Health and Safety Policy will be reviewed and updated in conjunction with up-to-date Legislation and good practice standards.

The scope of the environment referred to as 'The Event' is dynamic and varied. It includes the area of activity as well as the event venues and other areas as specified and includes tasks such as setting up, delivery of key functions, pack down and any other tasks as specified.

The term 'Event Worker' refers to any persons involved in assisting or setting up the event or as specified.

This document is intended to provide a practical approach to identifying and dealing with Accidents and Incidents that may arise during the event. It also outlines details to assist event workers to undertake their duties in a safe manner to avoid, minimize or isolate identified risks. Because of the nature of the event delivery, not all scenarios can necessarily be identified, therefore this document includes procedures to assist event workers to safely deal with these if they arise. These include contingency plans and emergency planning.


This document was formed by consulting with stakeholders, participants, councils, volunteers, sponsors, and the cycling community. Risks were identified accessed and rated depending on there risk level.

This policy has been made in conjunction with the following resources.

- Standard New Zealand HB 8669:2004 Guidelines for Risk Management in Sport and Recreation.
- Health and Safety at Work Act 2015
- Worksafe New Zealand
- Sport NZ
- Ministry of Health
- MTBNZ
- Cycling New Zealand

2. Safety Commitment

The Event is committed to providing and maintaining utmost health and safety standards, they will achieve this by ensuring that all identified risks and hazards associated with the event are managed to prevent harm from occurring to the event workers, participants and all other personnel involved in accordance with the Health and Safety at Work Act 2015. We commit to comply with the health and safety legislation. We aim to prevent notifiable events and serious risks to health and safety and continual making improvement to safety procedures.

Commitment and Ownership by Senior Management
I have reviewed this document and approve the intent and the content. Dated: 24 July 2022
Signed: Marco Renall, PNP President.


3. Risk Management Plan - Appendix 1

The event has produced a Risk Management Register. The purpose of this document is to outline the Events approach to risk management. It identifies known risk associated with the event and identifies ways to limit risks.

4. Emergency Response Plan - Appendix 2

The event has produced an Emergency Response Plan. The document provides an immediate **Emergency Response Checklist** (first page) followed by more detailed responses to different incident scenarios. This document also includes draft scripts for media releases and venue announcements.

5. Document Control/Contact/Location

Document Control and Review	
Policy Title	PNP MTB Health and Safety Policy & Plan
Policy Review Number:	Version 1.0
Effective Date:	17 June 2022
Review Period:	This Health & Safety Policy & Plan will be reviewed before the next event that uses it
Policy Audience:	All Workers and Contractors
Responsible Role:	Pete Mitchell – Event Director

Contact and Responsibility <i>see Section 7 for full contact list</i>		
Key Personnel	Designation/Responsibility	Mobile Number
Pete Mitchell	Event Director	021 332 666
Robert Comeskey	Race Manager	021 717311

Marco Renall	PNP President	021 2689506
Deb Hiswin	PNP MTB Committee	021 2154450
Wayne Hiscock	PNP MTB Committee	021 526011

Club Details	
Company Details	Port Nicholson Ponake Cycling Club
Phone Number	021 2689506 (Marco Renall)
Email	mtb@pnp.org.nz
Address	199 Miromiro Rd, Normandale, Lower Hutt 5010

6. Event Insurance

As a Cycling New Zealand affiliated club, the event has access to a Liability Cover Insurance Policy in place through CHUBB Insurance.

7. Events Overview

The events covered by this document (PNP MTB Health and Safety Policy and Plan) are a series of races within the annual PNP MTB XCO Spring Series. This document is intended to be used for all races in the series, with specific details of each race contained within the Event Manual.

The mountain bike racing activities of the event is cross country (XCO). These races are available for multiple age groups from Under 11 (U11) to 60+ (Masters4). There is a Social Grade option for adult riders with minimal fitness.

The event is owned by the PNP Cycling Club of Wellington. PNP Cycling Club is an affiliated club of MTBNZ.

Riders should ensure that their bikes and other equipment are suitable for the conditions and are in a well-maintained state. Riders must always wear a NZ safety approved helmet. Riding gloves are highly recommended. Jackets and or windbreakers to be carried when weather conditions are looking changeable. Rider compliance will be checked at start line of each race.

Please refer to the Event Manual for the latest event information as well as details including course maps and descriptions.

8. Key Event Roles and Contacts

Role	Key Responsibility	Contact	Mobile
Event Director	Overall Responsibility for the event	Peter Mitchell	021 332 666
Race Manager	Overall responsibility for the race to be completed successfully, in accordance to the rules	Robert Comeskey	021 717 311
Marshalling and Volunteer Coordinator	Ensure Marshalls are organised and in correct positions on the course	Peter Mitchell	021 332 666

Track Manager	To ensure the track is prepared and of suitable standard	Wayne Hiscock	021 526 011
Race Desk	Rider registration; Communications base	Deb Hiswin	021 2154450
Results and Timing	Output of results (including heats and finals allocation)	Robert Comeskey	021 717 311
First Aid	To respond to and treat any medical incident.	This may vary between events. Please see the Event Manual.	
Sponsorship and Funding Manager	To organise and liaise with Sponsors	Peter Mitchell	021 332 666
Media Manager	Main contact for media queries and the output of any social or mainstream media.	Peter Mitchell	021 332 666
Emergency Response			111
Wellington Hospital	49 Riddiford Street	Newtown	04 385 5999
Lower Hutt Hospital	638 High St	Lower Hutt	04 566 6999
Kenepuru Hospital	16 Hospital Dr	Porirua	04 385 5999
Hutt City Health	5 Fitzherbert Rd	Wainuiomata	04 576 2009
Wellington Police	41 Victoria Street	Wellington Central	04 381 2000
Upper Hutt Police	863 Fergusson Dr	Upper Hutt	04 527 2300
Lower Hutt Police	19 Kings Cres	Lower Hutt	04 560 2600
Porirua Police	19 Heriot Dr	Porirua	04 2381400

9. Participant Identification

The participants are registered and issued with race numbers that are required to be attached to their race bike. These are required to be attached to race bike during all event related sessions.

10. External Contractors

Contractors or companies or persons have been arranged/contracted to deliver specific services to assist with the safe operation of the event.

Each contractor must, so far as reasonably practicable consult, co-operate with and co-ordinate activities with all other persons who have a duty in relation to the same matter. Contractors are advised that they have a shared duty of Health and Safety responsibility and are sent this plan and invited to provide feedback.

They all must ensure, so far as reasonably practicable that the Health and Safety of other persons is not put at risk from work carried out as part of the conduct of their business or undertaking.

11. Event Workers

The event will require a number of workers to assist with tasks for the event. These workers picked appropriately and verified before they are given any duties. Event workers (includes volunteers) will be briefed prior to undertaking any duties. At the briefing the organisers will provide an overview of the event and then go through each position in detail. They will also be advised of specific risks controls required to protect themselves and others. It will also cover Radio hand out and instructions for contacting First Aid services and event management.

It is a requirement that all volunteers and staff are 18 years of age or older. If it is appropriate and safe for a minor to perform a task they shall be supervised by an adult. Volunteers are placed in appropriate places based on their specific experience and skills.

Event workers and volunteers are given the opportunity to ask questions and are advised to advise key staff if they have any concerns. Support and monitoring of volunteers is done via radios or in person during the event.

Event workers are empowered to halt all or part of an activity if a hazard threatens the safety of any person or public safety in general. They will contact the Event Manager immediately.

Feedback will be sought regarding thoughts on how the event can be improved. This will be anecdotal, and collected during an event debrief.

All workers are provided food and water while on duty.

Pre-event planning meetings are held with key staff. Key staff are also sent and asked to review this plan.

A 'start of the day' and 'end of the day' meeting will be held with key staff during the event to address any concerns. Any training will be provided where needed and will be adequate for the event.

12. Media Management and Policy

Any media attending the event should report to the Event Manager immediately on arrival to the event. Media shall be advised that no unauthorized access is permitted onto the track and that no quotes or comments are to be sought from any non authorized persons.

Nobody connected with the event is authorized to speak to the media without the permission of the Event Manager.

Event workers and Volunteers are notified of this policy during their briefing. Any unauthorized release or photographers or statements is forbidden.

In the event of a major incident, the **Emergency Response Plan** will be initiated, and any comment will be made by authorized personnel once an appropriate response has been formed following the review of all relevant information. This policy includes social media.

13. Event Base/Race Desk

The event will have a Race Desk operating each day. The role of the Race Desk office is as follows:

- To provide a base for general event enquiries
- To provide a base for Lost and Found (persons and equipment)
- To coordinate communications and support around emergencies

The race desk is located in the Event Base, as detailed in the Event Manual.

All events have a minimum of one mandatory race briefing for riders, prior to racing, at the Event Base tent. The times for all briefings are all detailed in the Event Manual. All briefings will also be announced over the PA system prior to beginning.

A copy of the Health and Safety Plan, Emergency Response Plan and Risk Management Plan will be at the Event Base/Rego Desk

14. Information to Participants

The following summaries information received and available to participants.

A. Entry Information

Entries are available online. The online entry information form requires the following information:

- First Name, Surname, Gender, Entry Category, Phone Number
- Any relevant medical conditions
- Emergency Contact Name & Phone Number
- Agreement to the Event Terms and Conditions

B. Web Site

The event website is available from: <https://pnp.org.nz/mtb/>. It includes information such as:

- General event details
- Entry details
- Event Manual
- Regular event information updates (e.g. Changes in response to Covid Alert levels)
- Health and Safety Document, Emergency Management Plan and Risk Management Plan

C. Event Rules

Racing will be conducted under the MTBNZ rules including the [MTBNZ Technical Regulations](#) (with Protective Equipment Guidelines) and the [MTBNZ Concussion Awareness Policy](#).

These documents and more are available on the MTBNZ website, within [Documents](#).

15. Accident / Incident Reporting

Any minor incidents will be covered through business as usual Health and Safety procedures. Under the Health and Safety at Work Act 2015 (HSWA) law the event is required to report any Notifiable events to Work Safe NZ.

Given the nature of the sport of mountain biking it is expected and anticipated that minor incidents will occur during a race environment. Unless an incident results in medical attention these will not be recorded.

Any Notifiable Events are to be reported to the Event Manager (or nominated person) and they will ensure the appropriate process and reporting is undertaken.

Any non-notifiable events are to be reported to the Event Manager (or nominated person) as soon as practicable by in-person/phone/radio and they will ensure the appropriate process and reporting is undertaken.

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

All incidents and accidents are to be recorded in the Event Risk Management Register. This is then reviewed following the event as part of our continuous safety improvement process.

School representatives will also be asked at the race briefing to inform the event of any accidents or incidents that happen to them during the event.

The event first aid provider is asked to submit a list of people treated by the First Aid teams at the event and the level of injury. The appropriate level of follow-up is undertaken by the Event Manager post the event.

Any Safety concerns or complaints will be discussed and addressed at our post event debrief and the appropriate action will be taken where necessary. Safety plan/risk management will be amended if necessary.

Below outlines the required action for a Notifiable Event

Event Type	What has Occurred	What the event must do
Notifiable Death	A person has been killed	Phone 111
Notifiable Injury	<ul style="list-style-type: none"> ● Amputation ● Serious Head Injury ● Serious Eye Injury ● Serious Burn ● Spinal Injury ● Loss of bodily functions ● Serious Lacerations ● Skin Separate ● Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment ● A injury that requires (or would normally require) the person to receive medical treatment with 48 hours of exposure to a substance. 	<ul style="list-style-type: none"> ● Phone 111 ● EMT to provide support ● Report to WorkSafe as soon as Possible
Notifiable Incident	People's health and safety are seriously threatened or endangered.	If someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled event, the event manager must immediately be notified.

16. Contingency Planning

The event recognises that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or distance being adjusted in the interest of participant and officials safety.

If adverse conditions exist, all decision regarding the implementation of the contingency plan will be made by the Contingency Committee.

The Contingency Committee is made up with the Event Manager and Event Director. Other available MTB Sub-Committee members may be included.

These members have been advised of this role and have been selected for their experience and relevant position in the organisation.

Extreme weather warning – High winds (exceeding 100km/hr, excessive rain fall, low temperatures, extreme high temperatures. These are monitored via the metservice website if these are predicted/active the race will be cancelled for the safety of participants and marshals. Tracks are inspected prior to the race and if there is any question regarding the safety of participants or marshals the race will be cancelled.

17. Communication Process

The main communication method is in person, by event radio and mobile phone. These will be provided to volunteers on the course and the Radios will be charged and checked prior to the race.

In the case of a minor incident or accident event workers and volunteers are advised to inform the person in charge of their area.

In the case of emergency event workers and volunteers are advise to contact the event medical providers or dial 111.

18. Emergency Planning and Response

The event recognises that there is the potential for emergency situations to occur. The event considered likely scenarios and have developed examples of appropriate response should they should occur. It is recognised that an incident can occur at any time and that not all those responding will have access to the Emergency Planning and Responses procedures.

Please refer to the **Emergency Response Plan** and **Risk Management Plan** for more details.

19. First Aid

Medical support for the event is primarily being provided by contracted on-site First Aid Medical services on each event day. Different site requirements may lead to different First Aid providers being used for different events.

The contracted on- First Aid Medical services will provide a summary of any treatment issued. They are contracted to provide first aid (resulting from accident or medical episode) to riders, event workers or spectators and can provide advanced pre-hospital care prior to any transportation to the nearest hospital if required.

Volunteers on the track will have a first aid kit with them. These are inspected after each race and will be restocked where needed.

During registration riders are asked to disclose any illness or medical concerns that may affect a rider's performance or be relevant if medical treatment is required. This information will assist the medical personnel to administer appropriate treatment should this become necessary during the event. Each rider or rider's Legal Guardian also accepts the terms and conditions in recognition of the risk around competing in a cycling event and agrees that the rider is fully capable of participating in the event without causing harm to themselves or others, that the riders have sufficiently trained for participation in this Event and have not been advised otherwise by a qualified medical person.

20. Compliance

Council Approval: Each event must be approved by land owners prior to the event being held. For some events additional Land Owner approvals are required e.g. for DoC. Approvals will be noted in the Event Manual.

Traffic Management: Most Spring Series MTB events do not involve public roads and so no formal Traffic Management Plan is put in place for the event.
If public roads are used, a Traffic Management Plan will be included with the Event Manual.
Each Event Manual will ensure there is a parking plan in place.

Waste Management: PNP acknowledges that the nature of the event will produce additional waste. The event will provide additional rubbish disposal and waste produced will be removed.

Noise Control: The event utilizes a small portable audio system at each Event Base which is always in a remote area and will not disturb local businesses.

Food/Drink Vendors: Faultline Coffee caravan is the only regular vendor in attendance.

21. Spectators

All spectators will be kept off the race courses by a combination of clear track markings, well-briefed marshals at critical points and announcements over the PA system.

22. Toilets

If venues do not have permanent toilets available, temporary toilets are brought in for the event.

23. Lost and Found

The event recognizes that there is a risk of children/vulnerable persons becoming lost or separated from their caregivers. Actions to be followed are within the **Emergency Response Plan**.

24. Drug, Alcohol and Smoke Free

The event recognises smoking and drug and alcohol abuse as a potential serious hazard/risk and will take a firm approach to dealing with such abuse. Event staff shall all work together to maintain a work environment that is free from the use and effects of drugs, alcohol and smoking and other mood altering substances.

25. Covid-19

The event recognizes the impact that COVID-19 has had on the country and will comply with any regulations detailed on the official [Covid19](#) website. Particular attention is given to the [Sport and Recreation guidelines](#), currently at Orange

Field Code Changed

Each Event Manual will detail both required and recommended actions for the prevention of Covid19 as well as any other infections diseases, including but not limited to:

- Hand sanitiser will be available at the race office for those attending the event.
- Masks will be available at the race office for those attending the event.
- If you're sick, stay home. Please do not turn up at the event.
- If you have cold or flu symptoms call your doctor or Healthline and make sure you get tested.
- Wash your hands.
- Sneeze and cough into your elbow, and regularly disinfect shared surfaces.
- If you are told by health authorities to self-isolate you must do so immediately.

26. Drone Policy

Any use of drones needs to be first cleared by the Event Manager. Please refer to the separate Drone Usage Policy.

27. Appendix 3

MTBN Concussion Awareness Policy.

28. Appendix 4

MTBN Concussion Awareness Pocket Card.

29. Glossary

Accident

An unplanned and undesired event that results in injury to people or damage to property

Briefing

A verbal or written account of the Event to participants. It will include a safety briefing which will point out risks to the participants.

Competent

A person, able (through knowledge, training and/or experience) and willing, to perform an assigned task

Competitor/Participant

A person who takes part in the Event

Contingency Plan

An alternative plan devised for a specific situation.

Commissaire

The Chief Commissaire is responsible for the fairness of the event and the application of the rules.

Emergency

Any notifiable event or situation concerning the health, injury, death, missing person, or extensive damage involving staff, participants or property.

Escalation Point

The person who is referred to for assistance, leadership or decisions by a particular Event Staff or needs to be advised in the event of a specific situation (i.e. a Serious accident).

Event

All the activities and specific races that make up the full event schedule, including the set up and pack down operations that ensure that the scheduled races can occur.

Event Manager

This role is varied; it can be as extensive as being responsible for the entire Event from planning through to event delivery and the debrief process to simply planning, overseeing of the event and debrief.

Event Staff / Event Team

All those working on or at the Event. This does not include contractors who will come under their own companies' Health and Safety Manual.

Event Venue

Every building, land, park and water area utilized by Event Staff and Participants during the operations of the event. The Event Venue may at any given time include or exclude certain parts as necessary, for example the registration area may be closed after registration has ceased.

Hazard Register

Also known as 'Risk Register' or 'Risk Identification Schedule'

Where a Risk is identified and managed appropriately (eliminated, or minimized)

Incident

An unplanned and undesired event which, under slightly different circumstances, could have resulted in an accident

Injury

Harm or damage to a person

Marshal

A person who is responsible for maintaining the flow of the event, keeping control of spectators and traffic, or maintaining security.

Marshal Management Plan

A document which identifies the numbers and locations of marshals to be assigned to an event along with the duties of the marshals assigned to these various locations. The plan should also record the names and contact numbers of the marshals assigned.

Mandatory

It is a legislative duty, it must happen.

Medical Team

A team of professional medical personnel that can include a Doctor, St Johns/Paramedics and other people with specific training to deal with injuries likely to occur during the event and with training that enables them to assist and stabilize injured persons. Ideally this would include the ability to transport injured persons, if needed, to the nearest hospital.

Notifiable Event

Under the Health and Safety at Work Act 2015 (HSWA) you must notify WorkSafe NZ when certain work-related events occur. A notifiable event is when any of the following occurs as a result of work:

- A Death (immediately call WorkSafe NZ 0800 030 040)
- Notifiable illness or injury
- A notifiable incident

Policy

The general principals or intentions of agreed behavior in a particular situation

Procedure

How the organization implements the policy

Race HQ

A control centre should be established at each event that functions as a central point for communication, decision making and

Risk

An occurrence, situation or substance that could occur to cause harm or injury to person or loss or damage to property during the preparation for, running of, and pack-down of an event.

Risk Management

A process of identifying and managing risks in order to prevent an accident, incident or loss

Rules

The rules that apply to all at this event.

Run Sheet

A timeline of key activities that need to occur in order to ensure that the Event is delivered on time and that serves to remind people about key activities and the timing of these.

Safe

In relation to a person, means not exposed to any Risks; and in every other case, means free from Risks, “unsafe” and “safely” have corresponding meanings.

Security Team

Event Staff that are specifically assigned to ensure that security is maintained as needed throughout the delivery of the event, this may include overnight security or security for finish areas.

STMS

Site Traffic Management Supervisor and at the appropriate level for the volume and Level of roads at the Event. (Not required here).

Tail End Charlie

An assigned Event Staff member, who is responsible for travelling along the course behind the last participant in order to ascertain that all participants have either completed the course or withdrawn and are no longer on the course or in need of assistance.

Team Leader

A member of the Event Staff that oversees Event Staff and in some cases event delivery of certain portions of an Event

TMP

Traffic Management Plan

Workers

Event staff for the event and volunteers