

Event Safety Briefing Template

Event Personnel	
Who is the event manager?	Clare Lynch and Alec McNab
Who are the event staff?	Ellie Heenan (SW), Host school: WCS staff, school helpers
Who is the facility contact?	George Flutey 027 344 0915

First Aid	
Who is lead first aider?	Ellie Heenan 027 624 4996
Who are other first aiders?	School teachers in charge
Where is the first aid post?	Under main tent at finish line
How can first aid be contacted?	Ellie Heenan 027 624 4996 or Clare Lynch 027 370 7226

Building Evacuation	
Where are the building exits?	The event is out on the golf course so we will not be in any buildings until the presentation at the end of the event which is in the dining room – all exits out of the dining room are clearly sign posted.
What is the assembly point?	Centre of the field

Site Hazards	
Identify known hazards.	Course will be wet once slippery, tree roots near course.
Procedure to report hazard.	WCS has a hazard register in main office. Also needs to be reported to Sport Whanganui staff member Clare Lynch to be recorded, followed up on and raised at the Sport Whanganui Health & Safety meeting.

Communication	
How do you contact the event manager?	Clare Lynch Mobile: 027 370 7226 Alec McNab Mobile: 021 421 145
Who do you contact if you cannot reach them?	Ellie Heenan Mobile: 027 624 4996
Use of communication equipment (if provided).	
Any communication difficulties (i.e. blackspots).	-

Schedule	
When will the event start?	12.30pm
When will it finish?	2.45pm
When should staff/volunteers leave their post?	Once the last race has finished or otherwise notified by event manager.
What to do if participants are overdue.	Participants are responsible to follow the programme, report 5 mins prior to their race and get to event on time.

Participants	
Safety equipment requirements.	First aid kit.
How we will account for all participants finishing safely.	Students will be accounted for at the end of their race to ensure this matches up with entries. Schools responsibility to roll check throughout the day and ensure their students leave the venue safely at the end of the day.
Supervision (for youth).	Teachers in charge - As per school ratio
Adult ratio (for youth).	As per school ratio. Schools to determine how many adults accompany the number of students they bring to the event.

Event Areas	
Where is registration?	Registration for the event is submitted before the day, the technical and managers meeting will be held at the finish tent at 12.30pm.
Where can water be accessed?	Izard Gymnasium and dining room.
Where are the toilets?	Izard Gym

Sport Whanganui Policy Document

Where is the parking?	Streets surrounding WCS but buses and schools need to park on Grey Street.
Designate any other relevant areas (i.e. transition).	
Designate any relevant boundaries.	Must stay within WCS Golf course grounds for entirety of event unless notifying teacher in charge.
Where are spectator areas?	Outside the fencing that surrounds the course – not on the course
Where are the access points?	Grey Street
Where can emergency vehicles access the area?	Through Grey Street entrance, past the tennis courts and onto the golf course area/field

Weather	
What is the weather forecast?	Fine spells. Light winds as at: 3:22am 24 May
How could it affect the event?	Depending on severity of weather conditions, it could delay or cancel some/all events. Unlikely though.
What weather conditions will change the delivery of the event?	High winds, severe rain. Extreme cold or hot temperatures.

Traffic Management	
What traffic restrictions apply?	-
Who is the STMS?	-
What period will traffic control apply to?	-

Accident Procedure	
How to report an accident.	Accident register in main office at WCS, please report the accident to Clare Lynch who will deal with it. Also needs to be recorded on the Sport Whanganui accident register at results tent so it can be followed up on and raised at the Sport Whanganui Health & Safety meeting.
How an accident will affect your event role.	Depending on severity, it could delay or cancel some/all events.

Lost Participant	
Procedure to report.	Notify event manager and TIC asap.
Action to take.	Record at main tent, TIC and Clare Lynch to work together to locate or contact school & parents.
Collection point (youth).	Main tent on field.

People With Disabilities	
Additional safety actions required.	Same as above.
Differences in access, ingress or egress areas.	-
Additional participant specific safety information.	-

Handouts may include: Map, marshal information, emergency plan, high-vis, radios, safety clothing, signs.