Khandallah School Kids' Kaukau Challenge 2021 Event Health and Safety Risk Assessment

Organisers of an event are required to take all reasonably practicable steps to eliminate, isolate or minimize health and safety risks associated the event.

This Event Risk Assessment must be kept on-site and available to the WCC Contact Person on request during the Event.

Event Name	Kids' Kaukau Challenge		
Event Location	Mt Kaukau, Khandallah Park/Reserve and Khandallah School Khandallah, Wellington		
Description of Event	The challenge is a fun run (or walk) up to the top of Mount Kaukau finishing back at Khandallah School with prize giving, participation certificate and loads of great spot prizes. Whanau, parents and siblings can follow along up the mountain – or join the kids for the food fiesta, games, and family fun the bottom of the mountain at Khandallah School.		
Target Audience	School and the wider community kids and families		
Total Anticipated Crowd Numbers	**Spectator numbers:** 500 - 600	**Participant numbers:** Limited to maximum of 500 children	Note: all children under 8 will have an adult supporting them
Event Date	11th April 2021		
Pack in Date	11th April 2021	Time at Khandallah School for set up Time at Khandallah Park for set up	3.00pm 3.00pm

Event Day	11th April 2021	Course check Khandallah Park/Mt Kaukau Set up at Khandallah School Registration Time of Kaukau Challenge Event ends Pack up complete	6.00am - 7.30am 6.00am onwards 9.00am 10.00am – 12.15pm 1.30pm 4:00pm

Event Organiser Details

Name of Event Organiser	Nigel Pounds	**Contact number (during event)**	021 314141
Name of Alternative Contact Person	Lisa McPhail	**Contact number (during event)**	021 685035
Name of Event Health & Safety Coordinator	Mike Woodcock	**Contact number (during event)**	022 6322700

WCC Details

Name of WCC Contact Person	Adam Groenewegen	**Contact Number (during event)**	0278 030 754
Wellington City Council Contact Centre - Open 24 hours per day / 7 days a week			04 499 4444

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1. Participants – i.e. age/experience/suitability, accessibility needs, lost children facilities, animals							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Unmarked track Incorrect or unclear signage	Participants get lost / do not follow the route	Participants	4	3	Marshals on the track will guide participants. Barrier tape and paint will be used to identify hazards Race briefings outline the need to follow verbal directions from Marshals 'Tail end Charlie' walks the course behind or with the last participant All participants have a timing chip so we know they have come back Lost Child Procedure is in place and communicated to all event team.	Course Coordinator and Assistant Course Coordinator Communications via Event Organiser and Event Coordinator	On the day Race briefings
Age of children participating in event	Participants become lost Participants don't follow instructions Participants give up part way through Participants are inexperienced and/or unfit	Participants	3	3	Children under 8 years old (or if they need assistance in completing the course) will need to be accompanied by an adult. Parents/caregivers are responsible for children under 8 Terms and Conditions agreed to on registration.	Event Organiser	Registration Pre-event email Reminder at race briefing
Participants with disabilities / significant medical conditions	Disabled participants / participants with significant medical conditions are at greater risk of physical injury or health event due to the nature of the course	Participants	3	2	Communications associated with the event make it clear that the course is strenuous and over uneven ground. Pre-race briefing reminds participants of this. Registration requires participants to note any medical conditions. Event team will contact participants who note significant disabilities to ensure they are capable of tackling the course or if appropriate to remind them to carry any necessary medication.	Event Organiser	Registration Pre-event email Reminder at race briefing
Open drops from side of track	Falling off the track	Participants	4	2	Track checked for suitability. Paint and barrier tape to isolate/highlight hazards. Marshals are placed at various points throughout the track including significant hazard areas identified by the Events Team. Marshals will give direction (if any) and outline the hazards that the participants are about to encounter.	Course Coordinator and Assistant Course Coordinator Communications via Event Organiser and Event Coordinator	Marshals pre-briefing Pre-event email Race briefing

Slippery, muddy, wet, uneven surface and terrain, track obstacles	Slips, trips and falls, interaction with track obstacles	Participants	2	4	Track checked for suitability. Compulsory for participants to wear closed in shoes suitable for walking with adequate tread. Participants are encouraged to train on uneven terrain prior to the event. Marshals are placed at various points throughout the track including significant hazard areas identified by the Events Team. Marshals will give direction (if any) and outline the hazards that the participants are about to encounter.	Course Coordinator and Assistant Course Coordinator Communications via Event Organiser and Event Coordinator	Marshals pre-briefing Pre-event email Race briefing
Interaction between people and vehicles	Pedestrian-vehicle collision	Participants / Spectators / Drivers	5	2	Two road crossings controlled by marshals. Marshals and participants are instructed to give way to traffic at all times. Roads are still open to the public so foot movement on roads is forbidden. Participants are reminded of this in pre-race briefings and instructed to keep left on footpaths (unless directed otherwise for their own safety) and to give way to traffic in all circumstances. Also instructed to watch for cars in driveways. Marshals (rostered on the footpath and carpark areas) are instructed to remain on the footpath and give way to traffic. Parking is not available for participants on school site, except for essential loading/unloading and emergency vehicles – communicated to attendees.	Course Coordinator and Assistant Course Coordinator Communications via Event Organiser and Event Coordinator Marshal Coordinator	Marshals pre-briefing Pre-event email Race briefing
Poor weather	Increased risk of slips, trips and falls due to underfoot conditions, Hypothermia, high winds cause chill or knock people over at top of course	Participants	4	3	Cancellation plan in place, potential for cancellation due to excessive weather conditions (rain/wind), or flooding / landslide etc. Event Team check weather forecast and decide go/no go prior to event commencing. Marshals on the track. It is compulsory to wear appropriate clothing and footwear - a thermal top and clothing provisions for rain/wind and will be advised to take during Safety briefings outline these hazards.	Event Organiser and Event Coordinator in conjunction with WCC Park Ranger	Before the event, on the day Pre event email

					Liaise with professionals/park ranger.		Reminder at race briefing
Hot weather	Dehydration, heat stress, heat stroke	All attendees	4	4	Every organiser, volunteer, supporter and participant are ● advised in safety briefings to be responsible for taking their own water bottle ● advised in safety briefings to prepare for heat and sun with appropriate clothing and sunblock Hydration and nutrition are provided at the completion of the event at a cost. Sunscreen is provided at the registration area.	Communications via Event Organiser and Event Coordinator	Pre event email Race briefing
Inability to hear instructions due to use of earphones	Participants get lost / do not follow the route Falling off the track Slips, trips and falls, interaction with track obstacles Pedestrian-vehicle collision	Participants	4	1	Earphones are no permitted to be used. If earphones are worn, Marshals will tell participants to take them out. Race briefings outline this hazard.	Course Coordinator and Assistant Course Coordinator Communications via Event Organiser and Event Coordinator	Registration and pre event email Reminder at race briefing
Dogs	Dog attack Dog's leads tangling up participants leading to falls	Participants	3	2	No dogs permitted.	Communications via Event Organiser and Event Coordinator	Registration and pre event email Reminder at race briefing
Buggies and prams	Buggies become stranded on the course Buggies present obstruction risks to other participants	Participants	2	2	Buggies and prams are not permitted.	Communications via Event Organiser and Event Coordinator	Registration and pre event email Reminder at race briefing

Volume of participants	Collision between participants	Participants	2	4	Instruct at race briefing for all participants to race in a safe and responsible manner maintaining appropriate space at any climbing obstacles, includes: • If in any doubt to act safely • Walkers are started behind the runners • Parents/Caregivers are advised to make sure that their child starts at the appropriate place in the field • Children are forbidden to jostle for the start and have to walk until entrance to the park • Keep left and allow fasters runners to pass on the right	Communications via Event Organiser and Event Coordinator	Pre event email Reminder at race briefing

2. Stallholders/Vendors - i.e. contracts, food/health licenses, emergency equipment, briefings							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Inadequate food handling practices	Food poisoning	Participants / spectators	2	3	Ensure gloves are available for all food handling and adequate food heating practices are maintained. Segregate food and money handling. Adhere to instructions in Appendix J: Food Handling Safety. This is to be communicated to all volunteers helping with the preparation, serving and selling of food.	Food Convenor	Pre briefing email to food stall volunteers On the day
Hot appliances / liquids	Burns either from cooking on gas or someone turning around with a hot pot or dropping/spilling contents that are hot	Food Convenors	3	2	Open toed shoes are not permitted in the food stall and café. If you are carrying anything that is hot call out in a loud voice to the people near you so they are aware "Hot pot coming through". If you are reaching behind someone for something let them know "Behind you".	Food Convenor	Pre-briefing email Briefing on the day
Food/liquid containing nuts, gluten, shellfish, fish, eggs, dairy, sesame seeds, added sulphites, and bee products.	Allergic reaction	Participants / spectators	5	2	All food to have a list of ingredients and servers to be aware of what it may have come in contact with.	Food Convenor	Briefing on the day
Knives and other sharp objects	Cuts	Food Convenors	2	4	Knives suitably stored when not in use. On site first facilities at Khandallah School.	Food Convenor	Pre-briefing email

							Briefing on the day
Liquid spillages, trailing cables	Slips, trips and falls	Participants / spectators Food Convenors	3	3	Clean up spillages (including dry spills) immediately and leave the floor area dry. Ensure there are suitable materials to clean up a spill available. No trailing cables of obstructions in walkways or work areas.	Food Convenor	Briefing on the day
Fire	Serious injuries from burns/smoke inhalation	Participants / spectators Food Convenors	4	1	A dry chemical fire extinguisher is to be placed near the BBQ area.	Food Convenor	Pre-briefing email Briefing on the day

3. Staff/Contractors/Volunteers – i.e. Briefings, responsibilities, refreshments, training							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Poor briefing Lack of clear guidelines and roles and responsibilities articulated to helpers	Staff, volunteers and Marshals not understanding tasks or given conflicting information	Participants / spectators	3	2	Pre-event meeting with all Event Team key personnel during the week prior. Briefings for all volunteers and event team prior to the event - sent by email. Marshals to have verbal briefing on the day and are given a Marshal pack. All volunteers to have verbal briefing on the day.	Communication via each group coordinator Marshal Coordinator Food Convenor Coordinator Games & Activities Coordinator	Before the event and on the day
Not enough volunteers	Reduced number of marshals to control participant risks	Participants	3	2	Target helpers through parent reps and the Home and School committee.	Helper Coordinator	Before the event and on the day
Environmental conditions (sun, wind, rain)	Sunburn, hypothermia, heat stress, dehydration	Events team	3	1	Marshals must have sturdy footwear, warm thermal and a coat suitable for wind/rain. Events team, volunteers and marshals must carry any medication they may require with them. There will be long periods of standing in one position so hats and sunblock are also advised. Marshals must also carry their own water.	Helper Coordinator & Marshal Coordinator	Before the event and on the day

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4. Electrical, Sound and Lighting - i.e. registered tradesman, isolation required, tripping hazards							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Electrical power cords	Trips, fire, electrocution	Any attendee	4	2	Cords taped down. Appliances and leads to be in visibly good condition.	Site Coordinator	On the day
Communication black spots	Unable to communicate with other marshals, event organisers or the First Aid base	Participants	3	1	Marshal volunteers have been asked to bring their fully charged cell phones. Prior to the event, Events Team will walk the course and see if there are spots of limited or no coverage at all Marshal points.	Marshals and volunteers Event organiser	On the day
PA System set-up Contractors 'Onetime'	Trips	Any attendee	2	1	Mini Caravan on site to house the PA system. Paint or barrier tape if there are any hazards identified once it is set up.	Event Coordinator	On the day

5. Staging and Structures - i.e. dimensions and weight of structures, building consent, ground stability							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Poor quality structure Inadequate assembly of structure	Marquee/tent collapses Start/finish line at school collapses	All attendees	4	2	The event will be using the school classrooms. Possibly one tent used by our major sponsor - make sure it is adequate for the job. Assembly by skilled person. Start/Finish line to be assembled by 8.30am as participants arrive from 9.00am and to be taken down after 1.30 when the event finishes.	Site Coordinator	On the day - before 8.30am
Onetime caravan parked on sloping ground	Caravan make roll out of control Caravan may cause trip hazards	All attendees	5	1	Trailer and caravan may needs chocks under tyres to make them secure and cone around the front of the trailer as it's a tripping hazard.	Site Coordinator and Event Coordinator In conjunction with Onetime	On the day - before 8.30am

6. Waste Management - i.e. Toilet facilities, rubbish collection/removal, animal waste, recycling.							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Rubbish on site	Sharp objects, biological risks from skin contact	All attendees	3	1	Extra bins are put out at school for the event Bins are emptied regularly throughout the event.	Office Manager/Executive Officer in	Week before the event

					Participants are asked to carry all their rubbish with them and put in the school bins at completion of the course. Marshals are expected to clean up the track on the way back down, picking up any rubbish and bringing it back to school to put in the school bins. Container to collect all glad wrap so it can be recycled.	conjunction with School caretaker Site Co-ordinator Communications via Event Organiser and Event Coordinator Food Convenor	And on the day
Unclean / blocked toilets / not enough toilets	Biological risks from skin contact	All attendees	2	2	Toilets at school will be open. Toilets will be cleaned on Friday night or Saturday and then gain after the event. Toilet rolls will be replaced during the event. Rubbish will be removed from toilets during the event as necessary.	Office Manager/Executive Officer in conjunction with Cleaners and school caretaker	Before the event and on the day of the event

7. Set-up/Pack-down - i.e. What safety is in place while event site is a working site i.e. moving vehicles							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Falling equipment	Impact to persons	All attendees	4	1	Use of contractors who are skilled at the assembly and disassembly of the start/finish line. Clear protocols for setting up/packing up start/finish line up.	Site Coordinator and Event Coordinator	Volunteers briefing via email and on the day
Lack of first aid kits / visibility of first aid facilities	Untreated injuries	All attendees	2	2	Designated area for first aid. Basic first aid kits will be given to each Marshal on the track. All staff, volunteers and participants briefed on where the first aid area is.	Event Organiser and Event Coordinator	Volunteers and Participants Pre-event briefing email
Set-up vehicles on school grounds	Vehicle – pedestrian collision	All attendees	4	2	Person to walk in-front of a moving car at all times wearing a high vis vest and warning people that a car is coming through. Vehicle access to Junior playground closed at 8.30am and reopens at 1.30pm - except for emergency vehicles.	Marshal Coordinator Site Coordinator	When Start/ Finish line, Coffee cart,

8. Crowd Control - i.e. Fencing/barricades, alcohol, and protection of property.

Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Large numbers of people at the start of the track	Crushing / trampling, people getting knocked over	Participants / spectators	4	2	Instruct at race briefing for all participants to race in a safe and responsible manner maintaining appropriate space at any climbing obstacles. Walkers are started behind the runners in a staggered start. Parents/Caregivers are advised to make sure that their child starts at the appropriate place in the field. Children are forbidden to jostle for the start and have to WALK until entrance to Khandallah Park, (Woodmancote entrance). Keep left and allow runners to pass on the right. Clear signage. Marshals on the track to direct people. Marshals stop all people from going up the driveway from a predetermined time (9.45am). Communication to all volunteers, staff, spectators and participants with clear instructions about entrance into the school. Barrier tape to be erected around the start/finish if required.	Course Coordinator/ Event Organiser Site Coordinator and Marshals on the day	On the day

9. Accident & Health Emergencies - i.e. first aid, fire extinguishers, emergency contacts, reporting accidents							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Lack of on-site medical support	Consequences of injuries / medical emergencies are more severe due to lack of suitable and sufficient first aid arrangements	All attendees	3	3	Basic first aid kits provided by the events team will be given to each Marshal on the track. Wellington Emergency Response Team (WERT) will be on course and at Kandallah school to provide more substantial first aid treatment and to co-ordinate in the event of a serious harm event/medical emergency. Emergency services have access to the access roads on the hill around the course to improve their response times.	Event Organiser with Marshals and WERT Team.	Organise volunteers in advance Pre event email Race Briefing
Pandemic	Risk of infection with Covid-19 or varients	All attendees	5	3	Event will be cancelled at national Covid-19 level 2 or above. At level 1 all attendees will be encouraged through registration materials to scan in on the govt	Event Organiser	Registration process / MC briefing.

					app using the QR codes placed on site. Reminder should be given by MC on the event day.		

10. Emergency Procedures - i.e. bomb threat, fire, earthquake, hazardous substances							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Natural disaster	Injuries to attendees, disruption in response due to unfamiliar surroundings.	All attendees	3	1	Khandallah school has procedures in case of Civil defence emergencies such as earthquake, fire or flood – refer to emergency procedures. Provision of up front information to attendees.	Communications via Event Organiser and Event Coordinator	Pre event email Race briefing
Violent Intruder	Fatalities / severe injuries due to weaponry	All Attendees	5	1	Khandallah School Emergency Procedures. Made available to all volunteers.	Communications via Event Organiser and Event Coordinator	Pre event email

11. Activities - i.e. amusement, games							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
<u>Nails and Face painting</u> Crowding Use of substances on skin	Falls, minor impact injuries from crowding Allergic reaction	Participants	2	2	Queuing behind line. Only one person per therapist. Water wipes present to remove substance from skin quickly. Use of fit for purpose face paints. Supervised by adults.	Onsite games and activities coordinator	On the day
<u>Wet the teacher - Wall of doom</u> Water based activity	Slips due to water on the ground Thrown object impact	Participants / volunteers	2	1	Activity set up on concrete which is non slip. Thrown objects will be soft sponges. Supervised by adults.	Onsite games and activities coordinator	On the day
<u>Chocolate trailer</u> Use of throwing coins Escape of the trailer	Impact with thrown coins Impact with moving trailer	Participants / volunteers	4	2	Trailer to be secured so it cannot roll. Supervised by adults.	Onsite games and activities coordinator	On the day

Speed Radar People running	Falls Collisions	Participants	2	2	Activity takes place in cordoned off area and on high-grip surface (concrete). Supervised by adults.	Onsite games and activities coordinator	On the day
Fight the Spiderman Participants hit one another	Impact injuries	Participants	1	2	'Weapons' will be soft foam pool noodles or swords. Ground level activity. Supervised by adults.	Onsite games and activities coordinator	On the day
Toddlers soft play Crowding, minor heights	Collisions, minor falls	Participants	1	2	Parents will be asked to supervise their children Supervised by adults who will control participant numbers. Very young children only. Use of soft padded 'obstacles' and area covered with soft matting.	Onsite games and activities coordinator	On the day

12. Miscellaneous - site specific hazards							
Hazard	Risks	Who may be harmed	Unmitigated		Controls	Who is responsible	When
			Severity	Likelihood			
Smoking	Fire, second hand smoke inhalation	All attendees	4	1	Event is smoking free.	Communications via Event Organiser and Event Coordinator	Prior to the event and on the day
Alcohol	Aggressive behaviour	All attendees	3	1	Event is alcohol free.	Communications via Event Organiser and Event Coordinator	Prior to the event and on the day
Excessive use of surrounding roads	Abusive / aggressive neighbours	All attendees	3	1	Talk to the owners of properties involved with private right of way and concrete steps and seek approval. Send flier and notification of upcoming event so neighbours are aware of it and a person to contact if they have any concerns.	Event organiser Communications via Event Organiser and Event Coordinator	Prior to the event

Date of completion: *28/03/2021*

Risk Assessment, severity and likelihood

1 is low, 5 is high