RISK ASSESSMENT AND MANAGEMENT PLAN

Waikato Full Primary School Athletics

Thursday 26 November 2026

Porritt Stadium, Crosby Road, Hamilton

Meeting Director: Amy Perez Mobile: 027 635 3991

Trained First Aid Responder: Hutia Edwards Mobile: 027 457 7232

Applies to athletes, school staff, whānau, spectators, officials, volunteers, contractors and organisers.



1 Scope, responsibilities and approval

This plan identifies reasonably foreseeable significant hazards in setting up, running and packing down a primary-school athletics competition at Porritt Stadium. It covers access and movement, general operations, track races, high jump, long jump, shot put, discus, weather, welfare, emergencies and officials' briefing. The organiser may suspend, change, postpone or cancel any event if safe conditions cannot be maintained.

Event and contact details

ITEM	DETAIL
Event / date	Waikato Full Primary School Athletics — Thursday 26 November 2026
Venue	Porritt Stadium, Crosby Road, Hamilton, New Zealand
Meeting Director	Amy Perez — 027 635 3991
First-aid lead and location	Schools must provide their own first aid kits; an event basic first aid kit will be available at admin
Venue / grounds contact	Hamilton City Council 07 838 6699 main Council 24/7
Emergency vehicle access and assembly point	Emergency vehicle access would just be through the normal gate by grandstand Assemly point: Main carpark
Officials and school responsibilities	Field / track leads control their areas; schools retain agreed responsibility for supervising their students outside competition.

Pre-event sign-off

Before opening the venue, the Meeting Director and nominated track/field leads should complete the checks and sign-off on the final page. The venue operator and organiser must agree on emergency access, first aid, weather actions, equipment condition, restricted zones and any venue-specific requirements.

Events within scope

Included: sprint and middle-distance races, relay races where programmed, starting blocks if used, high jump, long jump, discus and shot put.

CONTROL PRINCIPLE

Officials are authorised to stop an activity immediately for an unsafe surface, equipment, person in a danger zone, severe weather, inadequate supervision or any other serious hazard. Notify the Meeting Director, isolate the danger and do not restart until the hazard is controlled.

2 General venue and operational risks

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Unfamiliar venue / failure to follow instructions	Athletes, helpers, staff or spectators may enter unsafe areas or be unaware of local hazards.	Brief officials and volunteers before the event; state restricted areas, routes, emergency contacts, safe procedures, stop-work authority and key responsibilities. Use clear barriers/signs and active supervision.	Meeting: Director, area leads, schools

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Slips, trips and falls	Uneven ground, wet surfaces, stairs, unsecured leads, equipment or movement around busy sites.	Inspect work and movement areas. Keep paths and stairs unobstructed, use designated footpaths and stair handrails, remove spillages or debris promptly, and exercise extra care carrying gear.	Venue staff, officials, all users

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Vehicles, parking and crossing accessways	Vehicle/pedestrian conflict at venue entrances or during setup and pack-down.	Use designated parking and authorised vehicle routes; drive slowly; separate vehicles from pupils; nominate a spotter if service vehicles move near pedestrians; keep emergency access clear.	Meeting Director, drivers, marshals

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Manual handling / lifting gear	Back strain, crushing, dropped equipment, high jump mats and heavy implements.	Check load, route and capability first. Use two or more people for awkward/heavy loads, designate a lift leader, lift with legs and keep the load close to the body, avoid twisting, set down safely; never require a person to lift beyond their ability.	Setup and equipment teams

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
High winds / unsecured equipment	Gazebos, signs, chairs, boards or covers may become projectiles or block activity.	Use appropriate weights or tie-downs. Inspect wind exposure and check anchoring repeatedly; remove/pack away tents and loose items when conditions deteriorate. Do not operate under unsafe wind conditions.	Meeting: Director, area leads

3 Track events - detailed controls

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Track condition and wet synthetic surface	Slips, trips, cuts or falls from surface defects, grit, standing water and unsuitable footwear.	Inspect before opening and periodically, especially after rain. Remove debris, check drainage and track condition; isolate defects; use suitable footwear and stop or alter races if grip is inadequate.	Track referee, venue staff, helpers

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Track occupancy, starts and finish areas	Collisions at the start, between lanes, at the finish or with people entering the track.	Use clear announcements, orderly marshalling and lane allocation, lane numbers for younger competitors, safe limits on heat sizes, starters' instructions and restricted access. Keep photographers and non-participants away from the track and finish run-out.	Starter, track referee, marshals

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Starting blocks, if used	Loose, worn or wrongly positioned blocks cause slipping or impact injury.	Check each block and fixings before use, check track attachment and correct placement, ensure athletes understand safe setup; withdraw defective units.	Equipment lead, starter, athletes

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Middle-distance starts / 800m break line	Athletes may collide while merging or rounding bends.	Identify and explain any break line and merge rule before racing. Set sensible group sizes and use marshals or umpires to manage starts and movement.	Starter's assistants, track umpire

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Track kerbing, cones and markers	Trip hazards if kerbing is displaced or cones and markers are badly placed.	Place any removed kerbing well away from activity and reinstate when safe. Position cones and flags where they will not obstruct feet or run-ups.	Technical lead, track officials

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Relay batons and exchange areas, if used	Collisions, dropped batons, children entering adjoining lanes.	Set supervised exchange zones; explain running direction and lane discipline; ensure batons are undamaged; prevent athletes waiting on live lanes.	Track officials, relay marshals

Track event safety reminders

- Announce each race before it starts and clear the running area of spectators and unused equipment.
- Make younger athletes' lane assignments and holding areas visually obvious; ensure enough adults are marshalling.
- Maintain an unobstructed route for moving competitors between call-up, track and school gathering areas.

4 High jump - detailed controls

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Approach / run-up surface	Slip, trip or collision with nearby activities, damaged surface or removed kerbing.	Inspect and clear run-up; remove obstacles; secure or safely store any displaced kerbing; supervise all warm-ups; stagger conflicting approach paths.	Field referee, high jump officials

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Uprights, bases and crossbar	Falling uprights, splinters, damaged bar or incorrect positioning.	Inspect uprights, stands, stability and crossbar supports. Ensure bases are securely attached and correctly set. Use undamaged, compliant crossbar; remove defective equipment.	Gear steward, officials

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Landing mats, gaps and surrounds	Athlete lands between mats or on a hard edge; injury due to damaged foam, tears or uncovered joints.	Confirm safe mat size/condition, inspect for tears and impact foam, secure modules together, and use the proper topper cover. Keep hard objects and scoreboard equipment away, including a 2m clear zone at sides/rear as stated in reference plan.	Field referee, venue gear lead

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Wet landing area / cold weather	Loss of grip or wet mats cause unsafe landing or cold exposure.	Sweep run-up, clear water/grit, cover landing mats against rain when not in use; pause competition if conditions become unsafe.	High jump team

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Unsupervised / overlapping jumps	Athlete enters before bar/reset or clashes with another competitor.	Call one athlete at a time, control the waiting area, and keep non-competitors off the approach; coordinate adjacent events. Minimum two officials at jumps per source briefing.	Chief judge and officials

5 Long jump - detailed controls

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Runway condition, equipment and markings	Slips from wet/poor surface; trip over markers, tape or tools.	Inspect runway and drainage before and throughout activity. Clean grit and water; keep measuring tapes, markers and tools clear of the running line; require suitable footwear.	Field referee, grounds staff

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Take-off boards / inserts	Trips from damaged or ill-fitting boards, injury to staff changing inserts.	Check boards are sound, flush, properly seated and fit for event requirements; use suitable lifting tools and safe method when changing inserts; never improvise with unsuitable equipment.	Field referee, equipment lead

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Sand pit / landing zone	Hard/compacted sand, debris, concrete edges, collision with equipment or people.	Dig over and level sand before use and between jumps. Remove stones/foreign objects, inspect edges, keep exit clear; cover pit when not in use. Store rakes, spades and brooms outside landing zone with rake prongs face down.	Pit officials, grounds staff

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Warm-up / athlete sequence	Run-up collisions or an athlete lands in an occupied pit.	One athlete at a time; ensure the pit is clear and ready before authorising the jump; keep waiting athletes off the runway. Minimum two officials at jumps per reference briefing.	Chief judge and officials

6 Shot put - detailed controls

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Throwing circle / stop board	Athlete slips on wet circle, grit, damaged or defective rim/board.	Inspect circle, surface, rim and stop board before use. Remove grit, dirt and standing water; stop activity if damage or poor grip remains.	Throws: chief judge, grounds staff

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Implements / handling	Injury from defective shots, dropped shots, unsafe storage, or unattended implements.	Check correct shot weights and condition; reject damaged equipment. Keep implements secured and supervised; return them to the equipment shed after the event.	Throws officials, equipment lead

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Throwing sector / retrieving	Person struck by shot; accidental practice attempts or return throws.	Mark and control the sector, restrict crossing, and keep all waiting athletes and spectators behind the safe boundary. No practice outside the circle; only authorised officials forward of the stop board, standing outside the sector and facing the thrower. Return shot by carrying it, never by throwing.	Chief judge, sector marshals

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Warm-up and communication	Athlete throws before sector is clear or without instruction.	Minimum of two officials in attendance, controlled call-up and permission to throw, clear verbal or hand signals, pause until retrieval personnel are safe.	Chief judge, officials

7 Discus - detailed controls

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Circle and discus condition	Athlete slips or handles damaged discus.	Check throwing circle, rim, grip surface and standing water; sweep as needed. Inspect each discus before use and when any damage is suspected.	Throws officials, grounds staff

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Discus cage / net	Discus escapes; damaged or badly positioned net; athlete or spectator struck.	Inspect cage, net seams, supports and openings before competition and repeatedly throughout. Ensure correct cage orientation and controlled athlete/official positions. Stop immediately if net is damaged or containment unsafe.	Venue gear lead, chief judge

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Sector / practice / collection	Uncontrolled release, spectator struck, return throw.	No practice outside the circle. Only authorised staff forward of the circle and outside sector lines, facing the thrower. Establish clear signals before throwing and retrieving. Return discus by hand only.	Chief judge, sector officials

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Crowding / inattentive helpers	Attention lapses in high-risk throwing area.	Keep spectators and waiting pupils behind barriers; orient helpers to remain alert; rotate fatigued officials; no implements unattended. At least two officials at throws.	Throws chief judge, Meeting Director

8 Weather, wellbeing and safeguarding

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Rain, slippery surfaces, cold conditions	Slips on synthetic surfaces, runways, circles or wet landing equipment; chilled athletes.	Assess continuously, remove water where practical, provide suitable warm/dry waiting space, cover equipment and stop any event with unsafe grip or landing.	Meeting Director, track/field leads

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Lightning / thunder / severe weather	Serious injury from storm exposure, falling structures or lightning.	Monitor forecasts and conditions. Suspend outdoor activity if thunder/lightning threatens; direct everyone to suitable enclosed shelter according to venue emergency plan. Resume only after the all-clear and appropriate safety interval.	Meeting Director, venue representative

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Sun, heat and dehydration	Heat illness, sunburn, fatigue or fainting.	Provide access to drinking water, shade, sunscreen reminders and breaks. Adjust schedules and consider cancellation for unsafe heat exposure.	Schools, marshals, Meeting Director

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Pupils separated or wandering	Children become unsupervised, cross the live infield, or leave the event area.	Schools maintain agreed supervision and roll checks. Use controlled school meeting points; escort pupils to/from events where needed; no crossing grassed infield - walk around track perimeter unless expressly directed along a controlled route.	School delegates, athlete marshals

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Unsafe public access / crowding	Spectators enter runways, infield or throwing areas, or block emergency routes.	Barriers and signs for throwing areas; provide designated viewing and walkways; instruct marshals to move bystanders and keep emergency access open.	Meeting Director, marshals

HAZARD / ACTIVITY	WHO / WHAT COULD GO WRONG	CONTROL MEASURES	RESPONSIBILITY
Volunteer fatigue and distraction	Incorrect signals, poor concentration, missed danger in a busy event.	Brief roles, provide breaks and relief cover; assign high-risk positions to alert, competent officials; do not leave any throwing area unattended.	Chief judges, Meeting Director

Event-day stop / go decisions

The Meeting Director, in consultation with relevant referee/venue staff, should consider wind, forecast thunder/lightning, track traction, throwing-sector security, equipment condition, first-aid capability and pupil supervision. An event may continue only when suitable controls are in place. Communicate suspensions and any revised programme through PA, officials and schools.

9 Medical and emergency response

Immediate incident procedure

- 1. Stop competition, prevent secondary injury and make the area safe without exposing others to danger.
- 2. Call 111 for serious injury, suspected spinal/head injury, loss of consciousness, breathing problems or other emergencies; provide exact venue and access-gate details.
- 3. Alert first-aid lead and Meeting Director (Amy Perez, 027 635 3991).
- 4. Keep the crowd back; send an official to meet the ambulance and direct access.
- 5. Record injury, near miss, action taken and any equipment involved; notify relevant school and caregiver using agreed processes.
- 6. Inspect/reassess the hazard and obtain authorisation before restarting competition.

Medical information

ITEM	SOURCE INFORMATION / CHECK
Emergency address	Porritt Stadium, Crosby Road, Hamilton - confirm gate and emergency route with venue.
First-aid kit	Schools must provide their teams with a first aid kit / supplies / ice packs A basic first aid kit will be available at the admin desk where accident report forms are aslo available.
AED / defibrillator	Fire station at entrance to Porritt Stadium, Crosby Road. Verify it exists, is accessible, and staff know the location.
Local healthcare facilities	Tui Medical Davies Corner, Tui Medical Rototuna North and Anglesea Emergency Clinic. Ph 07 855 5370 8am - 8pm 7 days
Emergency phone contact	Anglesea Emergency Clinic 13 Thackeray Street, Hamilton. Ph 07 8397954, 24hrs 7 days

10 Officials' pre-event safety briefing

1. **Purpose and responsibility.** Athletics has inherent risks. All athletes, officials and spectators must help minimise danger; safety takes priority over the schedule.
2. **Appointments.** Meeting Director appoints sufficient competent officials for each programmed event, including chief judges and sector marshals.
3. **Safety rules.** Ensure all workers know their event-specific hazards, emergency process and authority to suspend competition.
4. **Medical readiness.** Point out the first-aid station, kit, ice packs, report forms, AED, designated first-aid provider and ambulance access. Record kit use and incidents.
5. **Venue hazards.** Watch weather, track conditions, light, surface changes, adjacent activities and equipment.
6. **Stop unsafe activity.** Any official seeing dangerous conditions should stop the action or alert their chief judge/referee immediately.
7. **Younger athletes.** Primary-school competitors require stronger barriers, active marshalling, supervision and understandable instructions.
8. **Clear competition areas.** Only current competitors and necessary officials should be inside the event area. Finished-duty officials must leave the active zone.
9. **Infield access.** Competitors are not to cross the grassed infield independently; use the track perimeter and designated routes.
10. **Athlete control.** Ensure athletes do not wander off from an event. Schools and marshals coordinate handover back to supervision.
11. **Attention and fatigue.** Rotate tasks where sustained concentration is essential, particularly discus and shot put.
12. **Implements.** No throwing implements are ever left unattended in active areas.
13. **Pack-down.** Return all implements safely to the gear shed at completion; check area is clear.
14. **Staffing at field events.** The reference plan specifies at least two officials for every throw or jump; suspend activities if suitable staffing is not available.
15. **Reporting and record.** Report injuries, near misses and hazards promptly, record follow-up action and document completion of the briefing.

Briefing record

BRIEFING ITEM	ENTRY
Briefing date and time	26/11/2026 - 9.30am
Delivered by	Amy Perez
Track / field officials attending	Attach attendance or signed official list
Safety matters and actions	_____
Signature	_____

11 Setup / equipment / incident checklists

Pre-start checklist - mark when complete

- ☐ Venue / organiser confirm responsibilities, permitted areas and access arrangements.
- ☐ Named first-aid provider, first-aid station, AED and ambulance access checked.
- ☐ Officials briefing completed; field officials and volunteers assigned.
- ☐ Track inspected; run-outs, lanes, markers, kerbing and starting gear checked.
- ☐ High-jump run-up, uprights, crossbar, landing mats and clear landing zone checked.
- ☐ Long-jump runway, board, sand, pit edges, rakes and exit paths checked.
- ☐ Shot-put circle and stop board, sector, implements and returns checked.
- ☐ Discus cage/net, circle, sector, implements and returns checked.
- ☐ Barriers and signage prevent infield and sector entry; pupil routes clear.
- ☐ Gazebos, signs and equipment secured; weather / cancellation plan agreed.
- ☐ Communication tested with starters, chiefs, schools and medical lead.
- ☐ Accident / near-miss forms and first-aid log ready.

Incident and hazard report (summary record)

FIELD	RECORD
Date / time	
Location / event	
Person(s) / school	
Injury / near miss / hazard	
Immediate action	
Who was informed	
Follow-up / closure	
Recorder / signature	