**NZYF Risk Assessment- District Contest Season 58**

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| **Event/activity Risk Assessment** | | | |
| **Event Name:** | | | |
| **Event Description** | District contest featuring a range of models to test contestants' knowledge and skills. | **Event Location** |  |
| **Risk assessment conducted by** |  | **Event Date/ Time** |  |

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| **Task** | **Hazard/s**  *A source or situation that could potentially cause harm and/or damage* | **Potential risk**  *Consequences/impact of the hazard* | **Persons at risk** | **Current risk rating** | **Control plan**  *What you will do to reduce the hazard as much as possible* | **Residual risk rating** | **Who is responsible?** |
| *Attending or competing at event* | Slips, trips, falls | Slips/trips/falls causing fractures, lacerations, sprains and strains | Contestants, Spectators, Volunteers | 8 | * Mark uneven or slippery ground with visible signs * Ensure paths are clear of obstacles * Provide appropriate footwear guidelines to contestants * Take care when walking in slippery unstable terrain/ be aware of uneven terrain * Any cables across walkways covered and visible | 4 | Convenor/ Volunteers  NZYF Staff  Contestants  Attendees |
| Vehicles/ Driving | Could cause or be involved in accident- Collision, crush injuries | Contestants, Spectators, Volunteers | 10 | * Clearly mark vehicle and pedestrian areas * Use barriers to separate vehicles from contest area and spectator area * Provide high-visibility vests for those situated near vehicles * Only licensed individuals drive vehicles * No vehicle movement on the event site once contest begins * Only permitted vehicles allowed onsite and must maintain a low speed | 5 | Convenor/ Volunteers  Contestants  NZYF Staff  Attendees |
| ATVS and Motorcycles | Rollover/collision; serious injury or death due to rider error or mechanical failure. | Contestants, Spectators, Volunteers | 10 | * Pre-use check (tyres, brakes, steering) * Speed limits 5-10km * No passengers or heavy/uneven loads * Suitable PPE worm- helmet, covered shoes * Contestants to follow module instructions and directions | 5 | Convenor/ Volunteers  Contestants  NZYF Staff |
| Manual Handling (Lifting, carrying equipment) | Strains, sprains, back injuries | Contestants, Volunteers | 9 | * Contestants to use proper lifting techniques- bending knees etc, module hosts to supervise * Volunteers to use trolleys or lifting equipment where possible * Encourage team lifting for heavy items being set up by volunteers * Limit individual weight-carrying capacities | 3 | Convenor/ Volunteers  Contestants  NZYF Staff |
| Farm machinery operation | Entanglement, crush injuries, cuts | Contestants, Spectators, Volunteers | 10 | * Provide clear instructions and supervision * Ensure machinery is in good working order and has guards in place * Set up safe zones away from operating machinery- keep spectators behind a barrier * Module hosts/ volunteers to ensure area is clear prior to machinery being used throughout contest | 5 | Convenor/ Volunteers  Contestants  NZYF Staff  Attendees |
| Crowd Control and Contestant Behaviour | Injury due to overcrowding, horseplay, or disorderly conduct | Contestants, Spectators, Volunteers | 9 | * Brief contestants on expectations * Ensure sufficient supervision and clear instructions at each module * Set up barriers where necessary to control spectator flow * Ensure venue is suitable size for event capacity * Dogs must be on a lead or not permitted entry * Children must be supervised by parent/caregiver at all times | 3 | Convenor/ Volunteers  Contestants  NZYF Staff  Attendees |
| Use of sharp tools | Cuts, lacerations | Contestants, Volunteers | 12 | * Ensure tools are properly maintained and suitable for use * Provide safety briefings on proper tool use * Require protective gloves * Supervised modules | 4 | Convenor/ Volunteers  Contestants  NZYF Staff |
| Hand and power tools | Hearing loss, electric shock, eye injuries, cuts/lacerations, respiratory irritation from dust. | Contestants, Volunteers |  | * Supervised use of tools by module host * Follow all module host instructions * Correct PPE worm * Stay within module perimeter |  | Convenor/ Volunteers  Contestants  NZYF Staff |
| Wire and sharp items | Cuts and punctures, eye injuries | Contestants, Volunteers |  | * Follow module instructions * Supervision from module host * Suitable PPE- gloves, eyewear * Unsafe behaviour stopped immediately * Module host fully briefed before event |  | Convenor/ Volunteers  Contestants  NZYF Staff |
| Insects and wildlife | Bites/stings, allergic reactions (incl. anaphylaxis), infection | Contestants, Volunteers |  | * Inform NZYF of allergies * Carry required treatments (eg EpiPen) * Communicate with module hosts before interacting |  | Contestants  NZYF Staff  Convenor/ Volunteers |
| Intoxication/ Impairment | Impaired judgement/reaction time, accidents and injuries, unsafe use of tools/machinery, aggression or inappropriate behaviour, medical emergency, reputational harm. | Contestants, Spectators, Volunteers |  | * Alcohol-free policy - no alcohol or drugs on site, communicated in pre-event comms * Any alcohol seen must be removed from site while the contest event is on * All contestants/volunteers will be sober * Monitor for signs of impairment; convenors or module hosts may stand down or remove anyone suspected to be intoxicated |  | Convenor/ Volunteers  Contestants  NZYF Staff  Attendees |
| Weather | Heatstroke, dehydration, hypothermia, sunburn | Contestants, Spectators, Volunteers | 6 | * Provide shaded areas and breaks where possible in hot weather * Supply water and encourage hydration + sunscreen use * Shelter provided in the case of cold conditions * Appropriate clothing to be worn by contestants * Monitor contestants for signs of heat/cold-related illness throughout the contest * Monitor weather and if extreme conditions cancel or postpone the event | 2 | Convenor/ Volunteers  NZYF Staff  Contestants |
|  | Electrical source and generators | Electric shock and burns, trips and falls |  |  | * Correct cables used, e.g., outdoor cables used if used outdoors * Cables over walkways covered * Restrict public access to generators * Fuel kept in secure place away from the public |  |  |
|  | Parking | Collisions, serious injuries, damaged property |  |  | * Have designated areas for parking that are sign posted * Advertise location of parking in the lead up to the event * Cone off emergency entry and exits to ensure they remain clear * Location of parking limits need for people to cross busy road |  |  |
| *Animal Welfare* | Livestock handling/ welfare | Bites, kicks, trampling | Contestants, Spectators, Volunteers | 9 | * Ensure relevant module hosts have proper livestock handling experience * Follow directions from module host * Protective gear required if needed (gloves, boots) * Maintain clear escape routes and barriers * Limit the number of people in livestock areas * Ensure animals have shade, water and food at all times * Have a local vets contact details readily available | 3 | Convenor/ Volunteers  NZYF Staff  Contestants |
| Livestock get loose | Injuries to participants or bystanders from being trampled, kicked, or charged  Damage to property or equipment  Stress or injury to the livestock | Contestants, Spectators, Volunteers | 9 | * Ensure livestock are kept in strong, well-maintained pens or enclosures with gates that are securely fastened. * Designate experienced handlers to always monitor livestock. * Have a livestock escape plan in place, including designated individuals to help safely recapture the animals and clear the area of participants. * Only bring the minimum number of livestock necessary for the activities to reduce the risk of escape. * Module hosts to brief contestants on how to behave around livestock (e.g., avoid sudden movements or loud noises). | 3 | Convenor/ Volunteers  NZYF Staff  Contestants |
| *First Aid Response* | First Aid Emergencies | Delayed response to injury or illness | Contestants, Spectators, Volunteers | 10 | * Have qualified first aiders on-site * Keep first aid kits readily available at key points * Ensure an emergency evacuation plan is in place and communicated * Provide contact details for local emergency services * Make sure mobile phone and service available in case of an emergency | 5 | Convenor/ Volunteers  NZYF Staff |
| *BBQ or catering* | Food Safety | Food poisoning, burns | Contestants, Spectators, Volunteers | 9 | * Ensure proper food handling practices (use of gloves, temperature control) * Provide handwashing facilities * Supervise BBQs or cooking stations to avoid burns * Store raw and cooked food separately * Gas bottle is stored correctly and valve closed when not in use * Fire extinguisher onsite | 3 | Convenor/ Volunteers  NZYF Staff |
| *Set up/pack down* | Marquees | Injuries caused by airborne marquee | Contestants, Spectators, Volunteers | 9 | * Marquees must be secured to the ground * Marquees must be taken down/not used if wind exceeds manufactures guidelines * Use correct manual handling techniques | 3 | Convenor/ Volunteers |
|  | Fatigue/long hours | Injuries to volunteer | Volunteers | 9 | * Ensure enough volunteers * Schedule breaks * Set up some things/drop off materials the day before the event where possible | 3 |  |
|  | Light/visibility is poor | Injuries to volunteers – trip and falls, collisions | Volunteers | 9 | * Set up some things/drop off materials the day before the event where possible * Use headtorches if needed * Schedule event times appropriately to factor in daylight hours | 3 |  |
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| **Risk Rating Matrix** |
| **Risk Matrix**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Result**  **Likelihood** | Minor (1) | Moderate (2)  (first aid only) | Severe (3)  (serious harm) | Major (4)  (permanent disabling injury) | Catastrophic (5)  (Loss of life, > $1m costs) | | Rare (1) | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) | | Unlikely (2) | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) | | Moderate (3) | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) | | Likely (4) | Low (4) | Medium (8) | High (12) | High (16) | Critical (20) | | Almost certain (5) | Medium (5) | High (10) | High (15) | Critical (20) | Critical (25) | |
| **Risk Categories**   |  |  | | --- | --- | | Critical & High | Risk treatment strategies to be approved by NZYF National Office | | Medium | Risk treatment strategies to be implemented by Events Coordinator/Health & Safety Officer and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience. | | Low | Risk acceptable – to be managed under normal control procedures by Events Coordinator/Health & Safety Officer | |
| **Risk**: the chance of something happening that will impact your event  **Significant**: can cause serious harm  **Residual Risk**: The levels of risk remaining after all control measures have been implemented |