**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/ VolunteersNZYF StaffContestantsAttendees |
| 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/ VolunteersContestantsNZYF StaffAttendees |
| 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/ VolunteersContestantsNZYF 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/ VolunteersContestantsNZYF 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/ VolunteersContestantsNZYF StaffAttendees |
| 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/ VolunteersContestantsNZYF StaffAttendees |
| 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/ VolunteersContestantsNZYF 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/ VolunteersContestantsNZYF 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/ VolunteersContestantsNZYF 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
 |  | ContestantsNZYF StaffConvenor/ 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/ VolunteersContestantsNZYF StaffAttendees |
| 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/ VolunteersNZYF StaffContestants |
|  | 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
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|  | 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
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| *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/ VolunteersNZYF StaffContestants |
| Livestock get loose | Injuries to participants or bystanders from being trampled, kicked, or chargedDamage to property or equipmentStress 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/ VolunteersNZYF StaffContestants |
| *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/ VolunteersNZYF 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/ VolunteersNZYF 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
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|  | 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
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| **Risk Rating Matrix** |
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|  **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) |

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| **Risk Categories**

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| 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 |

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| **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 |