

# WA Pedal Prix



# 2024 RISK MANAGEMENT DOCUMENTATION



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WAHPV Inc. utilises and copies rules and documents with the agreement and support of AIPP Inc., organisers of the UniSA Australian HPV Super Series.

## 1.0 Context

### Process

This Safety Management Plan has been prepared by the committee of the WAHPVA.

The Plan includes:

- Risk Management Plan (**section 2.0**)
- Medical Response Plan (**section 3.0**)
- Critical Incident Procedure (**section 4.0**)

The Plan will be provided to representatives of the following organisations associated with the event:

- Driver Risk Management Centre
- WA Police
- First Aid
- WA Fire Service
- WA Ambulance Service

### The Organisation

The WA Human Powered Vehicle Association (WAHPVA) Inc. is a not-for-profit body that organises, promotes and conducts races for recumbent tricycles. The Committee is comprised of representatives from the education sector, industry and private interested parties.

The aims and objectives of the WAHPVA Inc. are set out in the Mission and Vision Statements that follow. These encapsulate the reasons for staging the events. They also highlight the social and cultural goals of the organisation.

#### Mission statement:

Organise and manage a series of HPV racing events providing the opportunity for educational and community learning experiences around the construction and competitive use of HPVs. These learning experiences may include, and not limited to, enterprise, engineering, technology, competition, teamwork, safety, health, nutrition, fitness, sustainability and the environment.

#### Vision statement:

WAHPVA Inc. aims to organise a well-structured series of HPV racing events, in Western Australia, available to the broadest possible community to a standard comparable with other Australian States.



## The Event

The event is Race 1 of the Epiroc WA Pedal Prix Series 2022 held at the Wanneroo International Kartway, Wattle Drive East, Neerabup on on Sunday 28<sup>th</sup> April May from 9.00am to 4.00pm. Race 2 is at the Bunbury City Kart Club, Saturday 15<sup>th</sup> June 2024 from 9am – 6pm.

The event is an endurance competition 6 hours in duration between teams competing in Human Power Vehicles (HPV). A HPV is mechanically similar to a bicycle with the driver sitting in a “recumbent” position and using pedals to forward propel the machine.

Entrants participating compete in junior school, middle school, senior school and open divisions. HPV event involvement is a learning exercise in the development of a team of people (mainly school students) to understand and express sound mechanical and engineering principles. This is done by working to a design brief, which is governed by the use of relevant construction specifications, by using information, materials and manufacturing systems. The teams are required to test or appraise the vehicle against others on a closed, supervised and safety controlled circuit.

HPV events require teams to plan and devise a competition strategy to complete each event with an efficient Human Powered Vehicle.

It is anticipated 400 participants, and 150 spectators will attend.

While the venue is fenced, there will be no admission fee to spectators.

## Program

- Set up commences Saturday afternoon prior to the event.
- Teams commence arriving for the events from 0700hrs on the Sunday to set up their allocated pit area.
- First Aid personnel are required on site on the Sunday from 0830hrs until 1530hrs.
- Competition commences at 0900hrs and concludes at 1500hrs followed by award presentation ceremonies.
- Parking of motor vehicles (other than those required to conduct the event) will be off course.

## 2.0 Risk Assessment

The Risk Assessment has been undertaken to ensure the safety of all assets. It has been completed through the identification, assessment and management of risks to all assets. The Risk Action Plan (**Appendix 1**) will be utilised if additional risks are identified.

### Definitions and Classifications Qualitative Measures of Likelihood

Level	Descriptor	Description
<b>A</b>	Almost Certain	Is expected to occur numerous times or in many circumstances
<b>B</b>	Likely	Will probably occur occasionally
<b>C</b>	Possible	Action may occur in exceptional circumstances and has been known to occur
<b>D</b>	Unlikely	Whilst theoretically possible, is not known to have occurred
<b>E</b>	Rare	May occur only in exceptional circumstances

### Qualitative Measures of Consequence or Impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries – low impact on the event
2	Minor	Medical attention on site or ongoing attention to injury may be required – no impact on the event
3	Moderate	Medical attention on site or ongoing attention to injury may be required – high impact on the event
4	Major	Extensive injury requiring hospitalization to one or more people – high impact on the event
5	Catastrophic	Death, permanent or extensive injury requiring hospitalization to one or more people – high impact on the event

Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A Almost certain	M	H	E	E	E
B Likely	M	H	H	E	E
C Possible	L	M	H	H	E
D Unlikely	L	M	M	H	H
E Rare	L	L	L	M	M

- E: extreme risk, immediate action required
- H: high risk, senior management attention needed
- M: moderate risk, management responsibility must be specified
- L: low risk, manage by routine procedures

## COMPETITORS

RISK	Consequence		Risk Level & Action Plan	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
HPV being presented in unsafe manner	C	4	E A1	WAHPVA-Chief Scrutineer through the scrutineering process	WAHPVA-Race Director in conjunction with Chief Scrutineer to decided when the vehicle is race safe
HPV becomes unsafe during the event	C	4	E A2	WAHPVA-Team Managers through constant vehicle supervision	WAHPVA-Race Director in conjunction with nominated race scrutineer/Chief Marshal through use of flag system
On track collision blocking traffic	B	4	E A3	WAHPVA-through track layout	WAHPVA-Chief Marshal through on track marshals and use of flag system First Aid in the case of injury
Mishap during the start procedure	B	2	H A4	WAHPVA-through instigating a safe start procedure	WAHPVA-Race Director and Chief Marshal through on track marshals and use of flag system First Aid in the case of injury
Mishap during the finish procedure	B	2	H A5	WAHPVA-through instigating a safe finish procedure	WAHPVA-Race Director and Chief Marshal through on track marshals and use of flag system First Aid in the case of injury
Fogging of canopy's of HPV	C	2	M A6	WAHPVA-through Vehicle Specifications and scrutineering process	WAHPVA-Race Director and Chief Marshal through on track marshals and use of flag system

## FIRE

RISK	Consequence		Risk Level & Action Plan	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Flammable or combustible material could ignite	D	5	E B1	WAHPVA-Event Manager to continually conduct site inspections to prevent build-up of such material First Aid on site	Event Manager to attend with appropriate fire extinguisher. WAHPVA-Race Director to escalate to Fire Authority and Ambulance if required.  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan to be instigated
Risk of spill of a hazardous material	D	2	L B2	WAHPVA-Event Manager to continually conduct site inspections to ensure any such material is stored in a safe manner First Aid on site	Event Manager to attend to assess spill WAHPVA-Race Director to escalate to FIRE AUTHORITY and AMBULANCE if required  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan to be instigated
Politically motivated act occurring endangering lives	D	5	E B3	First Aid on site	Race Director to escalate to POLICE, FIRE AUTHORITY and AMBULANCE  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan to be instigated
Electrical incidents	B	1	M B4	WAHPVA-All electrical installations to be conducted in accordance with Australian Standard First Aid on site	Race Director to escalate to, FIRE AUTHORITY and AMBULANCE Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan to be instigated



## HEALTH

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
People could be injured requiring treatment	A	4	E C1	First Aid on site	First Aid
Food could be contaminated causing illness	E	2	L C2	First Aid on site	First Aid
Staff and/or volunteers becoming fatigued limiting their ability to continue	E	2	L C3	First Aid on site	WAHPVA-Race Director or Chief Marshal First Aid
Staff and/or volunteers become dehydrated	E	2	L C4	First Aid on site	WAHPVA to ensure adequate supply of water
People could become ill requiring medical treatment	E	2	L C5	First Aid on site	First Aid
Injured or ill person needing to be evacuated to hospital	C	3	H C6	First Aid on site	First Aid Medical Response Plan to be instigated

## PUBLIC SAFETY

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Structure collapsing causing injury	E	2	L D1	WHPVA-Event Manager/Safety Officer First Aid on site	Race Director to escalate to POLICE, FIRE AUTHORITY and AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated
Injury from flying debris	B	2	H D2	WHPVA-Constant track inspection WHPVA-Constant vehicle monitoring First Aid on site	WHPVA-Event Manager First Aid  Medical Response Plan may need to be instigated
Temporary or permanent suspension of the event	E	4	H D3	WHPVA Event and Race Directors in conjunction with Chief Marshal, Event Manager, Announcer and Team Managers	Race Director to escalate to POLICE, FIRE AUTHORITY and AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated
Sections or all of the permitted area may need to be evacuated	E	4	H D4	WHPVA Event and Race Directors in conjunction with Chief Marshal, Event Manager, Announcer and Team Managers	Race Director to escalate to POLICE, FIRE AUTHORITY and AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated

Crowd convergence causing injury	E	4	<b>H</b> D5	WAHPVA through responsible set up and on track marshals	Race Director to escalate to POLICE, FIRE AUTHORITY and AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated
People falling from trees or structures	E	2	<b>L</b> D6	WAHPVA through warning process in Event Book First Aid on site	Race Director to escalate to AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated
People entering the racing track	A	1	<b>H</b> D7	WAHPVA through responsible set up, additional use of crowd control barriers, announcer warnings and on track marshals	WAHPVA through marshal system
Collision between a vehicle and a pedestrian in the permitted area	C	2	<b>M</b> D8	WAHPVA through responsible set up, additional use of crowd control barriers, announcer warnings and on track marshals	Race Director to escalate to AMBULANCE if need be  Race Director/Chief Marshal to bring track under control  Race Director to coordinate off track response  Medical Response Plan may need to be instigated

## LAW & ORDER (SECURITY)

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Patrons becoming intoxicated	E	1	L	WAHPVA-Permitted area is a dry zone	Race Director to escalate to POLICE if need be
Legislative offences being committed	E	1	L	WAHPVA	Race Director to escalate to appropriate agency if need be
Bomb Threat	E	1	L		Race Director to escalate to POLICE Race Director/Chief Marshal to bring track under control Race Director to coordinate off track response Medical Response Plan may need to be instigated
Offender armed with a weapon	E	3	M		Race Director to escalate to POLICE Race Director/Chief Marshal to bring track under control. Race Director to coordinate off track response. Medical Response Plan may need to be instigated
Person being reported as missing or lost	E	1	L	WAHPVA-Request assistance of school representatives through use of the public address system	Race Director to escalate to POLICE Race Director to coordinate off track response
Evidence being contaminated after a fatal incident	C	4	E	WAHPVA-Event Manager to isolate scene	Race Director to escalate to POLICE and AMBULANCE Race Director/Chief Marshal to bring track under control Race Director to coordinate off track response Medical Response Plan may need to be instigated

## ENVIRONMENT

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Inclement weather disrupting the event	E	4	H	WAHPVA-Monitor approaching weather directly from the Bureau of Meteorology	WAHPVA-Race Director and Chief Marshal constantly review track conditions and modify race conditions accordingly. Off track situation managed by Race Director and Event Manager
High winds	E	2	L	WAHPVA-Monitor approaching weather directly from the Bureau of Meteorology. Remove any loose infrastructure that could cause concern	WAHPVA-Race Director and Chief Marshal constantly review track conditions and modify race conditions accordingly. Off track situation managed by Race Director and Event Manager
Flooding	E	2	L	WAHPVA-Any local flooding to be managed as it occurs utilizing staff available. All electrical installations to have been installed with flooding being considered	WAHPVA-Race Director and Chief Marshal constantly review track conditions and modify race conditions accordingly. Off track situation managed by Race Director and Event Manager
Falling branches	E	4	H	WAHPVA-Ensure all pit and other areas are not located under trees	WAHPVA to advise COUNCIL after the event of any such occurrence
Risk of spill of a hazardous material	D	2	L B2	WAHPVA-Event Manager to continually conduct site inspections to ensure any such material is stored in a safe manner First Aid on site	Event Manager to attend to assess spill WAHPVA-Race Director to escalate to FIRE AUTHORITY and AMBULANCE if required Race Director/Chief Marshal to bring track under control. Race Director to coordinate off track response Medical Response Plan to be instigated
Insect swarming	E	2	L	WAHPVA-Inspect area during the event for any such insect activity	COUNCIL to respond to any such activity

## SERVICES

THE RISK	CONSEQUENCE		RISK LEVEL & RISK ACTION PLAN	Preventative Agency & Required Action	Responsive Agency & Required Action
	Likelihood	Consequence			
Power supply disruption	E	4	H	WAHPVA to supply sufficient generators to prevent occurrence	WAHPVA in conjunction with generator supplier
Communications disruption	E	3	M	WAHPVA to hire sufficient supplies of radios to conduct the event	WAHPVA in conjunction with radio supplier
Ablution malfunction	E	3	M	COUNCIL	WAHPVA to contact after hours representative of COUNCIL to have matter rectified
Public address system failure	E	2	L	WAHPVA	WAHPVA in conjunction with public address system supplier. Bull horn to be used temporarily
Impeded access and egress for emergency vehicles	B	3	H	WAHPVA through prepared Medical Response Plan	WAHPVA through coordination between Event and Race Director
Insufficient food or drink	E	1	L	WAHPVA to ensure sufficient caterers	WAHPVA – to contact additional catering vans
Insufficient emergency services personnel, staff or volunteers to service the event	E	2	L	WAHPVA to ensure sufficient staff available prior to the event	WAHPVA – recruit additional personnel through teams in attendance

## 3.0 Medical Response Plan

### Purpose

The purpose of the medical response plan is to ensure that the best possible medical and/or paramedical personnel with the necessary equipment can reach the scene of any incident, whether on or off track, in order to ensure that any injuries receive optimal care. In the event of a critical incident the WAHPVA Critical Incident Procedure will be implemented (section 4.0).

### Personnel

Emergency medical treatment personnel are supplied by First Aids. The Senior First Aid Officer in attendance is in charge of all medical services and is responsible to the Race Director.

### Deployment

All event personnel (appendix 3) are under the direct radio control of the Race Director who ensures they are familiar with the track and venue prior to commencement of the event. Should an incident occur that requires the on-track attendance of First Aid personnel, they will be despatched on instruction from the Race Director after the track has been brought under control by the Race Director.

### First aid centre

The First Aid Centre is located adjacent to the track at both venues.

### Equipment

The First Aid Centre is equipped to provide first aid treatment only.

### Operation

It is expected that in the main, those experiencing minor injuries will present to the First Aid Centre for treatment. In the case of severe injury (off track), First Aid Officers will attend the locality of the injured person.

Should such injury be on track First Aid Officers will enter the track under yellow flag/light conditions under the supervision of the Race Director and the Race Director.

If, in the opinion of the Duty Commander, an injury requires the attendance of an ambulance the Duty Commander will call 000 and First Aid Officers will IMMEDIATELY advise the Race Director (via radio) that an ambulance has been called AND the location of the incident.

When making the 000 call the Duty Commander will instruct the WA Ambulance Service where to access the track.

**Should the ambulance need to access the centre area of the circuit** the Race Director will advise the Race Director who will take the appropriate steps to allow the ambulance to traverse the track.



## Other Details

To assist with WAHPVA statistics, First Aid personnel are asked to provide WAHPVA with details of the nature and number of injuries, and a HPV number associated with each injury to enable follow up by WAHPVA if considered appropriate.

## Emergency Numbers

Fire, Ambulance, Police                      000

## WAHPVA Key Contacts

<b>Role</b>	<b>Name</b>	<b>Mobile</b>	<b>Radio Call Sign</b>
WAHPVA President	Matteo Murphy	0477 906 908	Chair
Event Manager	Graham Johnson	0423165990	Manager
Race Director	Stuart Peterson	0433 345 615	Race
Race Control/Timing	Matteo Murphy	0477 906 908	Timing
Chief Scrutineer	Lloyd Buechel	0456 661 515	Scrutineer
WAHPVA Secretary	Haig McGlashan	0409 840 377	

## Other Contacts

Wanneroo International Kartway	0411 060 000
Police (Joondalup)	(08) 9400 0888
	131 444
	000
Fire & Rescue Service (Joondalup)	(08) 9300 9222
	000
First Aid Ambulance (Merriwa)	(08) 9334 1222
	000
Health Campus (Joondalup Health Campus)	(08) 9400 9400



Bunbury City Kart Club	0438 096 177
Police (Bunbury)	131 444
	000
Fire & Rescue Service (Bunbury)	(08) 9796 3422
	000
First Aid Ambulance (Bunbury)	(08) 9334 1222
	000
Health Campus (Bunbury Health Campus)	(08) 9722 1000

## 4.0 Critical Incident Procedure

Procedures to be followed in the event of a critical incident, being an incident which results in:

- (1) Significant injury to any person, or
- (2) Injury to any person which is likely to result in death.

This procedure assumes the normal emergency services provided for/at events will have been activated and the emergency situation stabilised. The Race Director is the overall authority of the organising body and is responsible for appointments to all roles specified in this procedure.

TASK	PERSON TO COORDINATE OR FILL ROLE
1. Identify the Incident as a <b>Critical Incident</b> , on advice from medical personnel. Identify casualties.	<b>Race Director</b>
2. Appoint <b>Race Director</b> as <b>Track Incident Controller</b> and dispatch to take charge of the incident scene. Incident scene to be isolated and evidence of incident protected from contamination except for safety protection of casualties. Ensure Critical Incident Kit is taken to incident scene.	<b>Race Director / Event Manager</b>
3. If injury to a competitor or official obtain copy of entry form, or for officials, the sign-on sheet, to assist in identification of casualty and confirmation of name and address.	<b>Race Director</b>
4. Advise public address commentators that no announcements can be made unless authorised by Race Director.	<b>Race Director</b>
5. Establish Incident Command Centre. Arrange log of procedures and communication to be kept. Log should note weather, track conditions and ambient temperatures at time of accident, and also approximately 30 minutes prior. Recent changes in conditions should also be noted.	<b>Race Director</b>
6. Notify details of incident to all WAHPVA Inc. Committee members.	<b>Race Director</b>
7. Notify key personnel at venue. Race Director to brief key personnel.	<b>Race Director</b>

TASK	PERSON TO COORDINATE OR FILL ROLE
8. Request police on duty at venue to attend incident scene. If no police present, notify nearest Police Station or state Police Control Room.	<b>Race Director</b>
9. Issue preliminary statement for broadcast to minimise panic and confusion.	<b>Race Director</b>
10. On advice from <b>Race Director</b> request attendance from civil authorities if required to assist response.	<b>Race Director</b>
11. Collate all relevant documents and copy for police and WAHPVA Inc. <ul style="list-style-type: none"> <li>• Entry forms</li> <li>• Sign-on sheets</li> </ul>	<b>Race Director</b>
12. Appoint Incident Media Manager	<b>Media Manager</b>
13. Confirm identity of casualties and any deaths direct with Medical Personnel.	<b>Race Director</b>
14. Meet police and note name, rank, numbers, Police Station, and contact phone number. Brief police on situation.	<b>Race Director</b>
15. Identify eye witnesses (officials, photographers, public nearby) and record name, address, and contact phone numbers of each. Have them wait close to incident scene. Witness will be needed by police.	<b>Race Director</b>
16. Carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed objects.	<b>Race Director / Event Manager</b>
17. Assist police in obtaining witness statements. <b>If possible</b> , view and copy statements before they are signed. Have witness sign your copy as well as those for police.	<b>Race Director / Event Manager</b>

TASK	PERSON TO COORDINATE OR FILL ROLE
<p>18. In conjunction with police have HPV/s taken to secure, private impound area. <b>Generally, Race Control</b> seek police permission for <b>Chief Scrutineer</b> to inspect HPV to establish any mechanical failure which may have led to the incident. Seek police permission for photographer to complete required photos.  <b>HPV/s must remain in impound area until released by police.</b></p>	<p><b>Race Director / Event Manager</b></p>
<p>19. Evaluate all persons involved with the incident to ascertain whether any are affected by trauma.  <b>Possible actions include:</b></p> <ul style="list-style-type: none"> <li>• shift to other area of venue for re-start</li> <li>• stand down from duty</li> <li>• seek medical attention</li> <li>• trauma counselling at venue immediately</li> <li>• trauma counselling at venue at end of day</li> <li>• follow-up trauma counselling after event</li> </ul>	<p><b>Peer Support Coordinator</b></p>
<p>20. With permission from police, have incident site cleared. Repair barriers etc. in preparation for resumption of event.</p>	<p><b>Event Manager / Race Director</b></p>
<p>21. Check safety of track and confirm the track is ready for competition to resume.</p>	<p><b>Event Manager / Race Director</b></p>
<p>22. Review Chief Scrutineer's report. Ensure all details are covered and that report is signed and dated.</p>	<p><b>Event Manager / Race Director</b></p>
<p>23. Take possession of crash helmet if not retained by Police.</p>	<p><b>Race Director</b></p>
<p>24. Review all reports and ensure they are all identified and signed by whoever is making them. <b>Prepare one copy of each for:</b></p> <ul style="list-style-type: none"> <li>• Police</li> <li>• WAHPVA Inc.</li> <li>• Owner of site</li> </ul>	<p><b>Event Manager / Race Director</b></p>
<p>25. Ensure all photos are printed</p>	<p><b>Race Director</b></p>
<p>26. Maintain contact with possible trauma affected persons in case intervention is necessary</p>	<p><b>Peer Support Coordinator</b></p>
<p>27. Liaise with police regarding possible court activity or other hearings.</p>	<p><b>Event Manager / Race Director</b></p>

## Reports

WAHPVA Inc. requires a comprehensive report on all incidents of this nature. The report is to be compiled by the **Event Director and Race Director**.

### The report must include the following details:

1. Name, address and occupation of all casualties and next of kin or relative as appropriate.
2. A copy of the WAHPVA Inc. injury report properly completed and signed by all parties concerned.
3. A copy of the WAHPVA Inc. accident report on each vehicle involved in the incident.
4. A signed statement from the **Chief Scrutineer** detailing the damage to the vehicle/s.
5. Detail of where and when the vehicle/s are impounded.
6. Exact time of the accident, to the second if possible, together with the day and date.
7. The event number/practice session in which the accident occurred.
8. An exact description of the incident scene both in writing and diagram - include accurate measurements of distances relating to pertinent details.
9. An accurate account of events leading up to the incident from 20 seconds prior to the time of the incident.

## Documents to WAHPVA Inc.

The following documents must be retained by WAHPVA Inc. together with the report previously specified.

1. Names, addresses and contact phone numbers of all parties directly involved with the incident including other riders, officials etc.
2. Names, addresses and contact phone numbers of witnesses to the incident - at least three needed if possible.
3. A copy of a signed statement from each eyewitness, including officials. Make note of witness names as well as the location and duty being performed at the time of witnessing the incident. e.g. flag marshal on flag duty, spectator on outside of track etc.
4. A statement by the Event Director describing the incident and any subsequent movements of personnel, up to the time the venue was again deemed available for competition.
5. Accurate accounts by medical officer's present of the incident including the time of day and details of medical officer's present.
6. An accurate account by the senior medical officer present of the medical services provided.
7. Time and detail of commencement of transport of casualties or victims to hospital.
8. Time death was confirmed.
9. Time and detail when death was publicly announced.
10. **Copies of:**
  - Event Rules and vehicle specifications
  - Any relevant Bulletins or instructions issued
  - Entry list
  - Entry form / officials sign-on sheets / rider indemnity sheet
  - Log from **Incident Command Centre**
  - Results / practice times
  - Official program of events
  - Photos when available

## Appendix 1 – Risk Action Plan Template

<b>RISK</b>		REF: A1
<b>Identified Hazard</b>		
<b>Sources of Risk</b>		
<b>Elements of Risk</b>		
<b>Preventative Agency &amp; required action</b>		
<b>Responsive Agency &amp; required action</b>		
<b>Proposed Response</b>		
<b>Resource Requirements</b>		
<b>Time Frame</b>		
<b>Compiled by</b>		
<b>Reviewed by</b>		

**Appendix 2 – WAHPVA Inc. Roles and Contacts**

A list of all WAHPVA Inc. event management roles and contact details

**(B) signifies a current committee member of the WA Human Powered Vehicle Association Inc.**

<b>Role</b>	<b>Name</b>	<b>Contact</b>	<b>Call Sign</b>
WAHPVA Chairperson	Matteo Murphy (B)	M: 0477 906 908	Chair
Event Manager	Graham Johnson (B)	M: 0423 165 900	Event
Safety Officer	Stuart Peterson (B)	M: 0433 345 615	Race 1
Race Director	Stuart Peterson (B)	M: 0433 345 615	Race 1
Chief Marshal	Stuart Peterson (B)	M: 0433 345 615	Race 1
Race Control/Timing	Matteo Murphy (B)	M: 0477 906 908	Timing
Chief Scrutineer	Lloyd Buechel	M: 0456 661 515	Scrutineer