



SAFETY AND RISK MANAGEMENT PLAN 2018
TRANS BC – BC SINGLETRACK SOCIETY

Prepared by Megan Rose
Director of BC Singletrack Society

Safety Plan for Trans BC

The aim of this plan is to ensure the safety of all participants in the event, volunteers, staff, media, public and other persons involved in the 6 day Trans BC event.

TABLE OF CONTENTS

1. INTRODUCTION – EVENT OVERVIEW	3
2. EVENT CONTACT DETAILS	3
3. EVENT MANAGERS BACKGROUND	3
4. PROGRAM	3
5. STAFF STRUCTURE	4
6. TRANSPORT	5
7. OPERATIONAL MANAGEMENT – HEALTH AND SAFETY POLICY	5
7.0 Safety Management Systems	5
7.1 Health and Safety Policy	5
7.2 Rider Accountability	5
7.3 Course Safety Check	6
7.4 Course Sweeper	6
7.5 Course Marshals (Also refer to Appendix A and B)	6
7.6 Media Team	6
7.7 Course Marking	6
7.8 First Aid	7
7.9 Communication	7
7.10 Daily Debriefs and Briefs	7
7.11 On Course Transport	7
8. RIDER BRIEFINGS	9
8.1 Full Event Briefing (Day 0):	9
8.2 Daily Briefing (each day)	9
9. PERMITS / PERMISSION / STAKEHOLDERS	9
10. INFRASTRUCTURE	10
11. ENVIRONMENTAL	10
12. SOCIO-COMMUNITY	10
13. HQ AND COMMUNICATIONS	11
14. WEATHER / CONDITIONS	11
15. RULES	11
16. HAZARD IDENTIFICATION AND MANAGEMENT	12
17. INCIDENT GUIDELINES AND REPORTING	13
18. INVESTIGATION	13
19. COMPLAINTS	14
APPENDIX A1 - Incident and accident register	15
APPENDIX A2 – On Scene Accident Report Form	15
APPENDIX B – On Course Emergency Action Protocol	16
APPENDIX C – Staff Induction Topics	17
APPENDIX D – Complaint Form	18
APPENDIX E – SMS Record and Review Form	19

1. INTRODUCTION – EVENT OVERVIEW

The Trans BC is run by BC Singletrack Society where we have a membership base of 170. These members come from all over Canada and all over the world.

The Trans BC 6 Day Enduro Mtb Event runs once annually around second week of July. This is a 6 day long event where riders will ride set/marked courses each day that will be approx. 25-30km's in length. Sections of the course will be timed where a predominately most of the course will not be timed and riders will ride at a casual pace.

The concept is to allow mountain bikers to explore new locations and trails with everything organized for them while raising funds for local communities for their trail networks. These proceeds/donations from the event will exceed \$16,000 annually. This is not a downhill race or a cross country race – its called 'enduro'. This means each day we set a 20-35km course for the participants to ride but only segments of the course are timed. This allows for a more social aspect of mountain biking where riders socially ride between checkpoints (timed sections) and get the chance to take rests, grab something to eat, take pictures and get themselves ready before each timed section of trail.

2. EVENT CONTACT DETAILS

Company Name: BC Singletrack Society - Trans BC
Contact Name: Megan Rose (Director and Event Manager)
Contact Email/Phone: megan@ridingbc.com 604-724-6558
Event Dates: 9th – 14th July, 2018
Insurance Dates: 7th – 15th July, 2018 (to cover volunteer prep days)
Participants: 160-170
Volunteers/Staff: 40
Website: www.transbcenduro.com

3. EVENT MANAGERS BACKGROUND

- Megan Rose (Director) has a degree in: Bachelor in Business majoring in Event Management
- Megan Rose have been running cycling events for 8 years (road bike and mountain bike) – which included organizing and running a 30 day road bike charity relay ride across Canada every summer for 4 years – where she was in charge of everything (safety of all riders, support crew management, accom bookings, permits, safety protocol, volunteers, meals etc). Along with creating and managing the BC Enduro Series for the past 3 years (2014 – 2016), totaling over 25 events, and this Trans BC 6 day for the past 2 years and Trans NZ 5 day enduro for the past 4 years.
- She has been a participant in road bike and mountain bike events at a National and International level for 15 years

4. PROGRAM

Volunteer Arrival Day: Volunteers arrive and we do meetings, briefings/training and course prep
Participant Arrival Day: Participants arrive in
Day 1: Rossland Area
Day 2: Rossland Area
Day 3: Castlegar Area
Day 4: Nelson Area
Day 5: Nelson Area
Day 6: Nelson Area
Departure Day: Riders depart

5. STAFF STRUCTURE

Job	Quantity	Job Description/Tasks	Skills Required / Experience
Event Manager	1 (Megan)	Oversee the entire event operation. Liase with and work with the Course coordinator, oversee the course marshals, drivers, course leader and sweeper to ensure all is running smooth and on task. To solve any conflict, issues or complaints. To take lead on the daily debriefs and briefs to the staff and to give the daily rider/participants briefs each day.	BA Event Management
Course Marshal Coordinator	1 (Nate)	Manage the Course marshals each day. Allocate them to their positions on course each day. Provide them with first aid kits, maps and daily schedule. Make sure they are clothes and equipped with sufficient gear each day. Manage their fatigue levels and abilities. Make sure they have the emergency protocol sheet and contact sheet each day. Brief them for each day and have a debrief at the end of each day.	Been working Trans NZ and Trans BC for 3 years
Course Marshals	14	This number is determined by the number of timed stages, there are no more then 5 timed stages on any given day, so one course marshal for the start of each timed stage and one marshal for the finish of each timed stage. Marshals role is to Ride their bikes or be dropped off to their allocated position on course each day. They are allocated to be at either a start of timed stage or the finish of a timed stage. This is to ensure all riders scan their timing devices and we can keep track of rider numbers and safety on Course. The end of stage marshals are there to ensure all riders finish the timed stages safely or attend to any first aid calls on that stage. Once the sweep rider comes through then the marshal are free to leave their allocated spot and help sweep the rest of the course. The course marshal primary job is to ensure the safety of the riders by monitor their fatigue, being their for first aid calls, and making any calls they feel is needed to keep riders safe.	Advanced riding skills. Background in mountain biking and trail knowledge. first aid
Course Lead Rider	1	The course lead rider sets off on the course before any participants do. They check the course is marked sufficiently and there are no hazards on the course and let any hikers know there are riders coming through. Once they get through each stage, they communicate through to the rest of marshals that that stage is ready to go.	Advanced riding skills and physically fit.
Course Sweep Rider	1	The course sweep is to stay behind the last rider at all times. They are there to ensure all riders get off the course safely. If they come across any injured riders, then they call First aid and wait with rider until the first aid comes. If they come across any riders with mechanical issues that can't be fixed, they call the Event Manager for them to organize a vehicle to come get them. Sweeper also informs course marshals that the course is clear and that they can leave their spot. Once the course marshal arrives at the finish line, means all riders are off course and cross references this to all the riders that have checked out at the finish line.	Advanced riding Skills and background, basic first aid, basic mechanical skills
Medic Team	7 (Marty L – is the Medic Manager)	There is a team of 8 on the medic team. There qualifications are extremely high and range from: Paramedics to doctors, to EMR, to advanced wilderness rescue, to Critical Care Flight Paramedics. This team is highly skilled and trained. Each day all course marshals and medic team will have a map of course, marshal locations and medic locations along with GPS coordinates of heli access if required	EMS Level, heli evac qualifications, wilderness rescue certificates and more
Media Team	7	The media team are all out on course and primary role is to take photo's and video of the riders and recap the event experience. They are also briefed in the same manner that the course marshals are and are informed that they have to assist if any injuries occur or act if they see any hazards to ensure the safety of the riders at all time.	Experienced/qualified photographers, Advanced mountain bike skills, preferred first aid (5 out of the 7 have first aid)

6. TRANSPORT

Each day we transport riders to the start of the trail of where they will be riding for that day and we have the shuttles waiting at the finish to take them back to their accommodation. These are by a professional bus transport company that hire each year. All volunteers transported in 12 passenger vans.

7. OPERATIONAL MANAGEMENT – HEALTH AND SAFETY POLICY

7.0 Safety Management System Documents

Safety Management System Comprises of:

- This entire Safety Plan
- Along with the following other documents that are not included in this SMS: course maps, daily course marshal breakdown of allocated locations and time frames on the maps, first aid placement on the maps, daily run sheet. These all get finalized in the days leading up the event.
- Other key factors in this SMS are Hazards identified and outlined (shown on page 9: Hazards Identification and Management)
- These hazards and levels are discussed in the course marshals induction the night before the event
- Other factors are discussed in points below of course marking and course marshals. All activities have been evaluated. The event has a full competent team of 38 staff that are all skilled in their area of job role (page 4). Megan Rose (Event Manager) is responsible for implementation of this Health and Safety Policy / SMS. All further details are below:

7.1 Health and Safety Policy

Trans BC takes all steps to ensure the health and safety of those involved in its events, from the riders to the volunteers and staff to the spectators, and focuses on protecting and enhancing the environment used for events. This includes planning of course options, planning of riders safety and volunteers safety on course, identifying and mitigating hazards and dangers on course, sufficient First Aid and First Aid supplies and protocols for incident/accident reporting and resolution.

Trans BC has a debrief after each days events to continually improve it's health and safety performance. This Policy will also be reviewed after any serious incident or accident.

This Policy is to be made available to all volunteers involved in Trans BC. When the Policy is updated the documentation will be revised and a copy kept by the Owner/Organizer of Trans BC.

The Event Manager for this event is Megan Rose and she is responsible for communicating this policy and ensuring it is implemented by all involved. Everyone will be involved in the establishment and implementation of health, safety and environmental policy and the associated HSP. Below are the policies and key factors put in place to ensure the health and safety of all riders and volunteers are met.

Trans BC Goals are to have zero missing/lost riders on course during the event and zero accidents. Upon incidences that may occur, we will debrief that evening to ensure we cover extra bases to what went wrong and not have it happen again.

7.2 Rider Accountability

Riders each have a timing card on their wrist each day. This card is also used to keep track of riders. They collect their cards as they head out on trail each day and hand them back as they finish. We can then see at anytime how many riders are still out on course and who they are. If there are any timing cards missing once the sweep rider has finished then we start procedures for a 'missing rider'. We call the missing rider first (95% of the time the rider has left the course without telling a course marshal). Otherwise we send all marshals and volunteers back out on course to sweep trails again and start a plan of action of how we are going to cover the area to search for the missing rider.

7.3 Course Safety Check (leader)

We have a lead rider that heads out before any of the participants who checks the course is safe, that all the course markers and arrows are in place so riders know where they are going and gives the all clear to start the participants.

7.4 Course Sweeper

We have a rider that sweeps the course and stays behind the last rider on course each day, so we know that everyone makes it off the trail safely. Once that sweeper arrives at the finish line, we know that all riders should be in and finished and cross reference this to the timing cards that all should be handed in.

7.5 Course Marshals (Also refer to Appendix A and B and C)

We have a minimum of 10 course marshals out on course each day. Full induction for these marshals is outlined in Appendix C. These marshals are positioned at the start and finish of every timed section out on trail, making sure all riders are ok and for any assistance if required. Any extra marshals are positioned in any hard/technical spots on course. All these marshals have a form of communication back to HQ/base camp to the event manager of either a radio or mobile phone.

Each marshal has a safety protocol sheet (see appendix B) outlining what to do in case of an emergency or injury and appropriate phone numbers on this safety protocol sheet that they may need. They also have an accident report sheet in their first aid kits (see appendix A). At any point the marshals understand that they have the final say in safety and if they feel threatened or unsafe out on course for any reason or feel there is a hazard or safety concern for the riders, they have say to close the course or take a course of action.

These marshals check in with HQ and the event organizer once all riders and sweepers come through their checkpoint so we know where riders are at throughout the course each day.

Course Marshals are briefed in that they will be the first on scene for any accident that may occur, as are the media team. They are briefed on their role in regards to this and the steps to take as per Appendix B and have the Head Medic to call upon if assistance is required.

We determined we needed and have put in place a minimum of 10 volunteers for each day to make sure the start and finish of each timed section on course have a course marshal stationed at them for safety. There is no more the 5 timed stages on a give day – hence 10 marshals (plus the additional 7 media team marshal as back up).

All course marshals have a chance to express any concerns to their allocated roles and the Marshal Manager will be there to supervise the 10 course marshals each day and monitor their ability and work. This manager will also be monitoring course marshal fatigue, or prolonged exposure to the sun or harsh weather along with offering praise where appropriate. They will be planning each day so that she rotates the marshal on where they are positioned on course to not overexert any one marshal. Course marshals are informed to wear suitable clothing while out on course and be equipped with extra base layer and waterproof jacket in case the weather changes. Marshals also have the right to refuse the continuation of a rider on course if they feel they are inadequately clothed or equipped.

7.6 Media Team

We have a crew of 7 on the media team. This team will all be on their bikes out on course as well taking photo's and video. They are also briefed to the same level as the course marshal and in essence are a form of course marshal, as they have first aid and are there to assist in any issues if required.

Medics will have a vast amount of supplies with them including but not limited to :

- Support Medic Vehicle:
 - Stretcher
 - Oxygen tank
 - Splints
 - C-Collar
 - Extra supplies to re-stock
- Medics will have on them in their packs on the trails on course:
 - Gauze pads
 - Emergency blankets
 - Triangular Bandages
 - Epi pen
 - Pain Killers
 - And all the regular supplies to treat grazes and more

7.7 Course Marking

We will have a team of volunteers and locals that will be doing the course marking each day for the 6 day event. We have set a strict guideline on how this is to be done. We will use flagging tape along with arrows and our highest priority is to make sure no riders go off course and mark out any dangerous or technical areas on the course that riders need to be aware of. If there are any major challenging sections on the course we will provide an alternative easier option for those riders that wish to take and/or mark these sections very clearly that it is more challenging.

7.8 First Aid

Our medic Manager for the 6 days will have access to the event vehicle for any emergencies, this vehicle will be located at the most central location on course each day with more major first aid supplies and be able to access any areas once called upon by the marshals and be able to drive to the closest point that they can with extra supplies. There are an additional 5 advanced medic marshals located throughout the course each day.

All closest ambulance locations will be notified and on standby and have all the details about the event, with maps and schedule and details if we need to call for their assistance at any time. On top of the medic team there are 70% of our course marshals have level 1 first aid (or equivalent) and all Course Marshals will have a basic first aid kit/supplies on them out on course. All these marshals are on their bikes and will be the first to access to any accidents that may occur. All marshals have mobile phones on them for communication.

7.9 Communication

Due to several dead spots with radio coverage, our main source of communication will be via mobile phone. All marshals will have a full list of contact names and numbers on course with them. They will all also have created a 'marshal's contact group list in their phone to communicate together on course. Megan Rose (Event Manager) will be at the HQ/Base each day and be the main contact and source of communication throughout each day. In the case of any coverage deadspots, riders will be briefed that if there is an accident, then next rider down will proceed on the trail until they reach coverage to call in an injury if backup is needed. We will also have a few personal GPS beacons on course for emergencies in dead spots.

These dead spots (blindspots) will be outlined on the course maps as marshals know whether they are positioned in one of these locations and where the closest point of communication is for them.

7.10 Daily Debriefs and Briefs

We have a full team meeting and briefing the evening before the 6 day event starts to cover all these aspects and to give them a chance to contribute any additional details they feel they would like to add or voice any concerns. This entire safety plan will be discussed in this meeting.

Then each evening throughout the duration of the 6 day event we have a debrief for that day and brief for the following day. This is where we will track and record our progress towards meeting our safety goals and objectives and record minutes/notes where required. We will then implement any extra course of actions required for the following day if anything arises. All staff or informed to use only fit for purpose equipment in which this includes first aid kits and safety vest for the marshals and vehicles and bike trailers for the drivers. They are also guided on the steps to take when circumstances change on course or with the ops procedure and how to deal with it.

A full debrief, safety management system review and meeting will be held after the completion of the event.

7.11 On Course Transport

There will be several vehicles that are available on call if any rider need to be picked up from course due to rider fatigue, injury or other concern.

8. RIDER BRIEFINGS

There will be one major mandatory rider briefing on March 6th (the night before the event starts). In this meeting we cover everything they need to know about the event for safety purposes and other general purposes.

8.1 Full Event Briefing (Day 0):

- course marking details,
- first aid on course and protocol if someone gets injured,
- looking after riders around them,
- their safety out on trail and to be careful,
- importance of their timing card for safety purposes and how they MUST collect this before heading out on the trail/course each day and they MUST hand it in the moment they cross the finish each day
- details about course sweeper,
- meal details, transport details
- Not leaving any trace on the trails – including food wrappers and scraps
- Expressing the importance of not disturbing the wildlife

8.2 Then each night we have an extra briefing about details for the following day that will outline:

- What to expect from the course the next day (distance, time, type of trails etc)
- Any hazardous areas that they may need to be aware of
- Where the food station on course are going to be
- Time schedules
- Where water will be on course and mandatory amount of water riders must carry on them
- If there are any mandatory gear required for the following day (eg if its looking to be a harsh weather day then a rain jacket and base layer might become mandatory to carry on them
- Other gear lists (spare tube, allen key, pump etc)
- Along with any other important information so its all fresh in their mind for the day of riding ahead

9. PERMITS / PERMISSION

We will be using established trail through the 6 day event.

We work very closely with the local clubs that manage and maintain the trails we wish to use. This process starts the year prior before even choosing that set locations for the event for that year. The relationships with these clubs and societies is the backbone of this event and the highest aspect that needs to be considered. We work with the club on the trails they wish us to use or not use and work around and concerns they may have.

BC Singletrack Society donates over \$16,000 back into the clubs and communities to go towards trail maintenance/repairs/builds/projects.

INVESTIGATIVE WORK

There is no construction, ground disturbance or other type of development at these events

FIRST NATIONS

No consultation has been made with local first nations. Generally we are riding on pre-existing trails that are under the management of another group.

10. INFRASTRUCTURE

10.1. NEW FACILITIES OR INFRASTRUCTURE

There will be no new facilities or infrastructures.

10.2. ACCESS

Public Access will not be restricted

10.3. UTILITIES REQUIREMENTS

We do not require power. If needed we will garner from existing partnerships with local businesses.

10.4. WATER SUPPLY

We will supply all drinking water for participants from predetermined locations. NO facilities needed

10.5. WASTE COLLECTION, TREATMENT AND DISPOSAL

Waste will be collected by the Volunteers and staff. Recycling will be available. It will be deposited in the appropriate municipal collection facilities at race end. All trails get fully cleans of all flagging tape and wrapper/garbage immediately after the last rider on course each day

11. ENVIRONMENTAL

11.1. LAND IMPACTS

11.1.1. Vegetation Removal - NONE

11.1.2. Soil Disturbances - NONE - Riders, riding on trails

11.1.3. Riparian Encroachment - None

11.1.4. Pesticides and herbicides - NONE

11.1.5. Visual Impacts - Improved! Riders will be posting amazing photos of great scenery!

11.1.6. Archaeological Sites - None - Trails are already established and maintained by the Nelson Cycling Club, Castlegar Trails and Parks Society, Kootenay Columbia Trail Society, and East Shore Trails and Bike Association. We donate over \$16,000 total to these clubs that help with repair and maintenance of the trails we use

11.1.7. Construction Methods - Not applicable

11.2. ATMOSPHERIC IMPACTS

11.2.1. Sound, Odor, Gas, Emissions - Sound from 160 riders will be present. Riders are not boisterous and the age group (30.s-40's) of these riders are such that they are well mannered and behave accordingly.

11.3. WATER OR LAND COVERD BY WATER IMPACTS - NONE

11.3.1. Drainage Effect - NONE

11.3.2. PUBLIC ACCESS - None

11.3.3. Flood potential - NONE

11.4. FISH AND WILDLIFE HABITAT - NONE

11.4.1. Disturbance to Wildlife - Potential. Riders may interact with animals that frequent the trails in the areas. As such, participants are directed to not engage with animals and to make enough noise as to be heard, but not be disruptive. Normal conversation volume is acceptable.

11.5. INTENSIVE USE SITE

11.5.1. No brush clearing, ground disturbance or any other type of work will take place unless under the work of the local clubs that have approval to do so. Simply, people riding bikes on trails.

12. SOCIO-COMMUNITY

12.1. LAND USE - This project will not affect the adjoining zoning and will likely improve the perception of the local trails, while encouraging participation in recreation at this site. It will also bode well with local businesses who will see increased traffic and sales as a result of the event

12.1.1. Land Management and Regional Growth Strategies - This event will help bolster the community's position as a mountain bike recreation destination, it will also aid in helping attract future events and provide exposure to the great resources for public use at the host destination

12.2. SOCIO-COMMUNITY CONDITIONS - This event/tenure will increase the viability of local businesses surrounding mountain bike tourism and recreation. There is no negative impacts or vulnerable shifts present at this time.

12.2.1. Adjacent Users or Communities - No this will not affect public access for adjacent landowners or tenure holders

12.2.2. Existing Services - There may be an increase demand for emergency services in the event of an injury. Otherwise, there will be no increase.

13. HQ AND COMMUNICATIONS

All marshals, volunteers, first aid, and van drivers will either have a radio each and/or a mobile phone that has all required numbers programmed in to it. All these key people also have a list of emergency numbers and other appropriate numbers needed.

Myself (Megan Rose – Director and Event Manger) will be the main point of contact in any situation and be at head quarters each day unless needed elsewhere.

Each day all these key staff will have a course map for the day, which marshal will be at which marshal point on course that is outlined on the map (along with contact number), where the first aid vehicle will located on course on standby, where the first aid supplies will be on course, where the food/water station is on course, and any other key information that changes from day to day which the change of locations/routes/courses.

14. WEATHER / CONDITIONS

These trails are built to handle some rain and bad weather. The event will go ahead if the weather is raining. However in the case of major storms, unsafe conditions, high dangerous winds or similar, we will cancel any day that is not safe for the riders to go out and ride in. Also in the case that the local club decides they no longer want an event on certain trails due to the weather, then we will not use those trails for the race. We let the club have final say.

Trails in the wet may become more slippery and harder to ride, but unless there is major rain or floods, then this is the nature of mountain biking and conditions riders do ride in and should expect if we do get some rain. Upon any days that are more rainy or cold we will implement a mandatory list of items that riders need to carry (eg rain jacket, an extra dry shirt in their backpack, extra pair of warm gloves etc)

15. RULES

- Each rider must attend rider briefings each night that is the next days details
- Each rider must pick up their timing card before they start the course each day
- Each rider must hand in their timing card immediately after they have finished each day
- Each rider must wear an appropriate bike helmet at all times while riding their bike
- Knee pads are recommended but not mandatory
- Each rider must be suitably clothed to participate (sufficient clothing coverage on hot days to avoid sunburn and sufficient warm clothes and rain jacket for colder wet days)
- Each rider must follow full road rules if the transfer section is ever on a public road
- Each rider must be courteous to any public users out on trail
- Each rider must ride within their ability and are responsible for your own decisions out on course
- Each rider must ride a bike that is capable for this event and that has been recently serviced and in full working order
- Each rider must not be on course if they have taken any kind of illegal drug or have any alcohol in their system. If suspected of either, then course marshals, and/or first aid and /or Event Manager have the right to disqualify that rider and ask them to remove themselves from the course and get picked up by the event van

16. HAZARD IDENTIFICATION AND MANAGEMENT

All volunteers are required to identify and report hazards.

A health and safety briefing will be held at the start of the event. The Event Organizer will cover the attached issues (using a simplified bullet point list). The hazards identified in the event will be discussed so that all participants have an understanding of the issues.

Hazards have been identified using the following rating scale.

Likelihood	Consequences		
	Major	Moderate	Minor
Likely	High	High	Med
Possible	High	Med	Low
Unlikely	Med	Low	Low

Activity	Hazard		Mitigation methods
Mountain biking	Rider out for extended period of time. May suffer from the effects of exposure	med	<ul style="list-style-type: none"> Riders will be able to view a route map prior to the start of the race. During the riders briefing riders will also be informed of the route and any potential problem areas will be highlighted. There are always access roads throughout the course and marshals, so at anypoint if a rider needs to pull out we can collect them in the support vehicles. The medics will always be located in a central locations to the course layout There will be up to date count of the finished riders at the race base. Near the end of the event a separate nominated rider/marshal will wait at the start point at each stage to monitor and identify riders still on course.
	Fall - Cuts and bruising, possible bone fractures	high	<ul style="list-style-type: none"> Riders are required to wear helmets, and advised to wear gloves and knee protection Riders will be informed of any potential hazards on the course such as particularly sharp corners and these will also be marked to warn riders as they approach. During the rider briefing riders will be informed to stop racing and help if they come across an injured rider – eg staying with the rider and informing the next rider through to carry on and inform the next marshal. Medics will be provided for the day of the race and will be stationed at key locations. They will also be provided will the emergency contact numbers and a map indicating key road access points.
	Sunburn	med	<ul style="list-style-type: none"> Riders requested to apply suntan lotion.
	Dehydration – dizzy, nausea, confused, unable to ride bike	high	<ul style="list-style-type: none"> As part of the pre-race information riders will be informed of the total race distance and we will recommend that riders bring at least 1lts of water and food with them. We will have a minimum of one water and food station per day that will be located mid-course If the weather on the day of the event were particularly hot we will provide a second water/drink station Medics will be provided and will be stationed at key points along the race route.
	Cold/wet weather, hypothermia.	med	<ul style="list-style-type: none"> The event is being held in early March to try and ensure warmer settled weather. Riders will be informed of the environment and encouraged to bring clothing in anticipation of any weather conditions. Other riders and marshals will be able to keep an eye on riders during the race. If the weather is very wet/cold then we reserve the right to cancel the race for rider safety. We will enforce a mandatory gear list of warm base layer and waterproof jacket if the weather is looking to become cold and wet
	Fatigue	med	<ul style="list-style-type: none"> There will always be vehicle access points to retrieve riders by out support vehilce is fatigue sets in to the level that they can't continue
	Collision with vehicle	med	<ul style="list-style-type: none"> Riders will be informed that all roads are open and therefore to be alert for possible traffic. Riders will be reminded to follow normal road rules – stay to the left, the road is

			not part of any times stage and they have a generous time allowance to complete the event.
	Collision with another competitor	med	<ul style="list-style-type: none"> Riders start one at a time with a clear gap between riders to avoid conflict between riders. Riders will be able to control the time between themselves and any rider ahead by allowing more time between starts to reduce the risk of catching that rider. This is of benefit to the rider as their time may increase if they catch a rider and were delayed. The time allowance to complete the event is generous, so riders should not feel rushed.
	Collision with walker,	med	<ul style="list-style-type: none"> A lead rider (course check) will ride the track first and confirm the track is clear before other riders start the track. On the day of the event the course will be well signed at both the start and finish point of each stage, thus ensuring that other users will be aware of the event. There will also be ample marshals at the start and finish of each timed section/stage A generous time allowance has been provided for riders to complete the timed stages. If a recreational rider were to want to also ride one of the timed stages the competing riders can simply allow the rider to enter the trail and leave a sufficient time gap to minimise their risk of catching the rider and possibly increasing their stage time.
	Bee/wasp sting	low	<ul style="list-style-type: none"> Any person sensitive to stings should carry adrenalin First aiders will carry antihistamines
Emergency contact details	Race organiser(s) need emergency contact details for all riders.		<ul style="list-style-type: none"> Will be recorded on registration forms. Noted that U18 riders also need to have a Parental Waiver form signed prior to registration being completed.

17. INCIDENT GUIDELINES AND REPORTING

- When an accident occurs, a marshal uses appendix B (Emergency Protocol) sheet to follow the course of action
- They also use appendix A2 for major accidents to report participants name, age, what happened, heart rate, current condition and monitoring of participant until back up arrives. This sheet can then be used to help back up / EMS when they arrive
- After the accident and situation is taken care of, a Marshal/Staff member uses appendix A1 form to record and report the accident to be used for records/file and be used to pass on to Event Manager to be discussed at that night's debrief
- A reportable non-injurious incident (a near hit) is an event where an injurious accident could have occurred had the circumstances of the event been slightly different – these should also be recorded on Appendix A1 form
- All serious (fractures, head, etc) injurious accidents are to be reported to the race organiser at the time of the occurrence.
- All minor accidents (cuts and scrapes) and near accidents will be discussed each night at the debriefs held by the event manager
- The event manager will report all serious injurious accidents to the Department of Conservation contact person who will inform the Department of Labour as appropriate.

18. INVESTIGATION

The event manager will investigate the incident and analyse the findings within seven days of the event. They will do this via interviewing riders, staff, and any spectators that may have seen the incident or been nearby when the incident occurred. They will take into account the safety policy around the factors of the incident and determine if amendments need to be made to the health and safety plan.

The event manager will present their investigation report to the Trans BC volunteer team/staff. This will occur via meeting or email, immediately on completion of the investigation.

After any accident or serious incident, this HSP and the GC Health and Safety Policy will be reviewed concurrently with the investigation.

19. COMPLAINTS PROCEDURE

1. Any complaints throughout the duration of the event whether that be from staff or participants are to be directed to the Event Manager (Megan Rose) to resolve and deal with.
2. They will be handed a complaint form to fill out – See Appendix D
3. If it can't be resolved right there on the spot with the complaineer and the Event Manager then it will then be discussed at the night debrief on what the complaint was and how it was resolved to avoid future complaints of the same level. If it can not resolved there with the Event Manager, then it will also be taken to the nightly debrief but to discuss amongst the rest of the staff/team to come to a resolution and discuss how to make sure the same complaint does not happen again in the future and add it into the safety and ops plan
4. The Event Manager is then responsible to follow up (if applicable) on the outcome and resolutions of any complaint

Appendix A1 - Incident and accident report form

Date	Location	Activity	Incident – and near accident details (include summary details of investigation and reporting, and details of people involved)	Event Manager's Signature to say its been received and been discussed in the daily debrief and revised SMS if applicable

APPENDIX A2 – On Scene Accident Report Form

Name:	
DOB/Gender:	
Date:	
Time:	
What Happened:	
Victim Complaint/pain/injury details:	
Time call made to EMS:	
Heart Rate (take every 5mins)	
Signs and Symptoms (cold/hot/clammy/short of breath/dizzy etc)	

APPENDIX B

*This is what is given to the volunteers/marshals/drivers on course each day

Emergency Action Plan – DON'T PANIC

** Listed in replace of this text here is the contact details of lead first aid for that day along with number

Order of Emergency Contact Names:

1. **Radio** lead medic [Lead first aid name listed here] (if you can't get radio contact then...)
2. **Call** [Lead first aid name here] [there mobile number here]
3. **Call** Megan 604-724-6558

Other numbers: If emergency then call 000

CODE 1: Major Accident (major broken bone, concussion, unconscious, life threatening or similar): 111 / EMS / Ambulance needs calling

1. Assess situation
2. Call First Aid and/or Megan Rose and let them know what assistance is required and location
3. They will get first aid on their way
4. If Cell Coverage Fails, send next rider down course until a signal can be made

Be prepared to provide the following details:

1. The accident location (trail name and where on the trail)
2. The actual injury (with detail)
3. The person's name, gender and approx. age and current state
4. What back up you require – eg EMS at trailhead, spinal board bought into trail etc

Major Accident:

- Give the rider a few minutes to assess the damage
- Then talk with them to work out how serious the injury is
- IF YOU HAVE A RADIO/PHONE – radio in what assistance is required
- IF NO RADIO - If serious enough they that they can't move then notify the next rider down to alert the marshal at the bottom of the stage to radio/call to the top of trail to hold riders from entering the trail
- If they can move then get them off the trail as far as possible and allow the other riders to continue BUT still notify the next rider of the situation, and what help is required and they must pass this on to the marshal at the bottom of the stage to radio in for help – give them as much detail as possible

CODE 2: Minor Accident (grazes, crashes but ok after they sit out for a few minutes, etc): Basic first aid only required

- give the rider a few minutes to see if they are ok
- keep them well off the path of the trail if racers are still coming down
- let them continue if they are fit to do so and they choose to on their own will
- basic first aid supplies at the bottom of each stage that riders can access themselves for grazes

APPENDIX C – STAFF INDUCTION TOPICS

This full safety plan is discussed during the staff induction which is held the night before the event starts. More specifically the following topics/subjects/areas are covered:

- This safety plan
- course marking details and protocol,
- first aid on course and protocol if someone gets injured,
- looking after riders around them,
- their own safety out on trail and the safety of the riders
- they have the right to close a trail or instruct a rider to not continue if they feel it is unsafe to do so for what ever reason,
- importance of riders timing card and race plate number for safety purposes
- details about course sweeper,
- details about course leader
- emergency protocol and contact numbers and incident report form
- receiving course maps and daily schedule
- daily debriefs and briefs and what they are used for and the importance of them
- meal details,
- transport details
- What to expect out on course each day and proper clothing requirements
- Any hazardous areas that they need to be aware of
- Where the food station on course are going to be
- Where water will be on course and mandatory amount of water riders must carry on them
- If there are any mandatory gear required for the following day (eg if its looking to be a harsh weather day then a rain jacket and base layer might become mandatory to carry on them
- Other gear lists (spare tube, allen key, pump etc)
- Stay on trails
- Leave not trace – make sure they are carrying out all food wrappers and scraps and making sure the riders are also doing so

APPENDIX D – COMPLAINT FORM

NAME:

DATE:

EMAIL:

CONTACT NUMBER:

PLEASE OUTLINE IN DETAIL YOUR COMPLAINT AND/OR CONCERN:
