



## School Sport New Zealand

### 2024 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz)**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

**Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, School Sport NZ will withdraw the sanction from the event and advise schools not to attend.**

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
  - a. Event Safety Plan – details of risk management associated with the specific event
  - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
  - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
  - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
  - *School Sport NZ Event Health & Safety System*

#### SECTION 1: Event Information

<b>Event Name: New Zealand Secondary Schools Cross Country Championships</b>	<b>This Plan Dated: 6<sup>th</sup> May 2024</b>
<b>Event Location</b>	<b>QE2 and Ascot Parks, Parklands, Christchurch</b>
<b>Event Date</b>	<b>15<sup>th</sup> &amp; 16<sup>th</sup> June 2024 (course inspection on 14<sup>th</sup> June)</b>
<b>Organisation delivering event</b>	<b>NZSSAA and Local Organising Committee</b>
<b>Number of Participants</b>	<b>1050 expected</b>
<b>Number of Schools Participating</b>	<b>120 – 150 estimate</b>

**Event overview.** Provide a brief summary of what your event will involve.

The New Zealand Secondary Schools Cross Country Championships is a two-day competition to be held on 15<sup>th</sup> and 16<sup>th</sup> June 2024 in Christchurch. This is the 50<sup>th</sup> year of the event which attracts up to 1000 plus participants plus additional supporters and support staff. The championship features six individual races on the Saturday and three team relay races on the Sunday. The Saturday event sees athletes representing their schools in three age groups: Year 9, Junior U16, and Senior U20 (boys and girls events) plus Para, while on the Sunday, athletes compete in relay teams representing the sixteen regions from around New Zealand.

## SECTION 2: Event Personnel.

**Event Personnel:** List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

**Vulnerable Children's Act:** Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
Tony Rogers	NZSSAA Representative	Overall in charge of the successful running of the Championships on behalf of NZSSAA	Chairman of the NZSSAA Executive	027 488 3279 tony@acesports.co.nz	Yes (Athletics NZ)
John Gamblin	LOC Chair, Event and Technical Manager	Overall responsibility for the organisation and running of the event in Christchurch	Retired Teacher and Athletics Manager. A Grade Out of Stadia Official. Over 40 years experience.	027 295 8003 johngam@xtra.co.nz	Yes (Athletics NZ) Ministry of Education
John Gamblin	Officials & Volunteer Coordinator	Recruitment, training, allocation of tasks & management	Athletics Canterbury Out of Stadia Officials Co-Ordinator	027 295 8003 johngam@xtra.co.nz	Yes (Athletics NZ) Ministry of Education
John Gamblin	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Athletics Canterbury Out of Stadia Director of Racing	027 295 8003 johngam@xtra.co.nz	Yes (Athletics NZ) Ministry of Education
John Gamblin	Welfare	Toilets, Shelter, Waste, food and coffee carts	Athletics Canterbury Out of Stadia Director of Racing	027 295 8003 johngam@xtra.co.nz	Yes (Athletics NZ) Ministry of Education
Tony Rogers (Convenor), One other NZSSAA Executive member, Trevor Spittle, Don McKenzie	Jury of Appeal	To adjudicate on any appeals made during the event	Chairman of NZSSAA. NZSSAA Executive member with suitable Officials grading A grade or higher Athletics NZ Officials	027 488 3279 tony@acesports.co.nz	Yes (Athletics NZ)
John Tylden	Entries Co-Ordinator	Runs the online entry system and supplies data to results package	NZSSAA Events Co-Ordinator. Over 50 years involvement in NZSSAA events.	027 264 5030 tylden@xtra.co.nz	Yes (Athletics NZ)
Belinda Leckie	Referee	In charge of making sure each race is run fairly, safely & appropriately. Deals with any protests.	Athletics New Zealand A grade out of Stadia Official. Qualified teacher.	027 353 0003 bjleckie.dn@gmail.com	Yes (Athletics NZ)
Starts Co-Ordinator	John McBrearty	Organises the athletes into their start chute.	Athletics New Zealand A grade out of Stadia Official.	027 475 5379 johnandmarymcb@xtra.co.nz	Yes (Athletics NZ)
Starter	Kevin Prendergast	Gives timed warning prior to start and starts each event	Athletics New Zealand C grade out of Stadia Official.	027 434 5211 kprendergast@xtra.co.nz	Yes (Athletics NZ)
Results	Craig Brown	Collation and publication of results.	Athletics New Zealand A grade out of Stadia Official.	027 491 2441 craig.brown@athleticscanterbury.org.nz	Yes (Athletics NZ)

Announcer	Paul Norton	Provides commentary of event for those at venue. Makes announcements.	Teacher and experienced athletics commentator	027 439 1144 p.norton@hillview.school.nz	Yes (Ministry of Education)
Presentation	Sandra Pouch	Co-ordinates medal presentations.	Teacher and member of the LOC	021 666 696 pc@burnside.school.nz	Yes (Ministry of Education)
Clothing Sales	Jacqui Restieaux	Co-Ordinates the sale of clothing on site.	Member of the LOC and a school Sports Co-Ordinator.	027 501 2220 jre@villa.school.nz	Yes (Ministry of Education)
First Aid	ProMed NZ Ltd	On course first aid during events	Qualified First Responder Plus	Karen McClintock 03 684 2954 0508 77 66 33 events@promed.ac.nz	Yes

### SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.


Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk: Use the template on the following page;

1. List the hazards/risks you have identified.
  2. Rate their risk level (refer to information above to assist with this).
  3. Detail the appropriate control measures you will implement to control the risk.
- Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)    Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

### 3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Sunstroke or heat exhaustion	Low	No	No	No	No	Yes	We will advise team managers to ensure competitors have appropriate clothing including hats.	Event Manager	We will refer the person or persons to the on-site Pro Med crew.
Weather: cold/wet/icy windy conditions	Medium	No	No	No	No	Yes	We will advise team managers to ensure competitors have appropriate warm /wet weather clothing including hat and gloves. We will also provide shelter at the start-finish area.	Event Manager	For people suffering due to adverse weather, we will refer them to the on-site Pro Med crew. We will make every effort to ensure the programme runs to time to minimise waiting periods and, if necessary, postpone the start time for a weather break. In severe or extreme weather, we will cancel the event.
The erection of temporary structures (e.g. marquees) causes an injury to the contractor, their employees or members of the public	Low	No	No	Yes	No	No	We have contacted an experienced marquee supply company to supply, erect and remove marquees. The Event Manager will direct where the marquees are put up and will ensure the area is safe for any public walking past.	Event Manager	In the event of an injury, we will seek medical help or in the case of an emergency dial 111 as Pro Med are not contracted to be at the venue during setup hours.
Temporary infrastructure is blown away and causes injury to a person(s) or damage to equipment	Low	No	No	Yes	No	No	We will ensure that all temporary infrastructures are adequately secured. We will monitor the weather conditions prior to and during the event. If weather conditions are forecast to become severe, we will have the temporary infrastructures removed.	Event Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med first aider. If not during ProMed's contracted hours, then other officials qualified in First Aid at the venue will attend and call 111 if required.

Electricity cables/wires causing injury or person to trip or fall.	Low	No	No	Yes	No	No	Cable covers are to be used where needed and the cables to be placed out of the way of foot traffic. Cables to be put underground or over key walking areas.	Event Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med first aider. If not during ProMed's contracted hours, then other officials qualified in First Aid at the venue will attend and call 111 if required.
Ground conditions are poor	Low	No	Yes	No	Yes	No	Marshals are to inspect the ground prior to the start of the event and confirm with the Course Manager and the NZSSAA Representative that the course is safe to compete on.	Course Manager & NZSSAA Representative	We will re-route the course if required to ensure it is acceptable.
Hard or sharp objects are on the course causing injury	Low	Yes	No	No	No	No	Marshals are to inspect the ground prior to the start of the event and confirm with the Course Manager and the NZSSAA representative that the course is safe to compete on.	Course Manager NZSSAA Representative	We will remove the hazardous objects or re-route the course. Alternatively, if the hazardous objects cannot be removed (e.g. tree roots on the surface) the hazard will be spray-painted in fluoro colour or marked with a cone (e.g. gateway post that cannot be moved)
Litter on site	Low	Yes	No	No	No	No	We will endeavour to eliminate litter by providing an adequate number of general rubbish bins. Volunteers and staff are to be briefed over the PA system to keep the venue litter free.	Course Manager	We will ensure that all litter is removed.
Interference with Athletes/Competitors during the competition	Low	No	No	Yes	Yes	No	We will ensure the course is clearly marked with barrier tape and spectators are provided with specific places to cross the course. We will also make use of the PA system for ongoing awareness and enforcement.	Course Manager and Event Manager	We will remove any interference to the competition.
Medical Emergency	Low	No	No	No	Yes	No	We will assist with any medical emergency by providing an on-site first aid in a clear and obvious location. We know the location of Christchurch Public Hospital and emergency number to call.	Event Manager	In the event of medical emergency, we will refer the person or persons to the on-site Pro Med crew and or ring 111.
Moving vehicles	Low	No	No	Yes	No	No	Few vehicles will be within the park during the event. A chain or cones and bars will restrict any non authorised access to the grounds. Food and Coffee vendors will be park near the entrance to minimise contact with people while moving.	Event Manager	We will stop any unauthorised vehicle and request that it is removed from the area. Vehicles needing access will be guided by Event Manager or his helpers.
Parking and crossing public roads outside the parks	Medium	No	No	No	Yes	Yes	All athlete, team management, official and public parking is out on the roads surrounding the park. Parkers will be asked to not park over residents driveways. Normal road crossing rules should be followed by everybody and people are responsible for their own safety outside the park.	Course Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med first aider or ring 111.
Lost Children	Low	No	No	Yes	No	No	If a child is lost, an announcement will be made over the PA system. The lost child should stay with a responsible adult until their parents are found. If unsuccessful, a missing persons report will be completed, and police notified.	Event Manager	The Information Tent will be the designation point for people to go to.

**3B: Sport Specific Risk Assessment & Management Plan** – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Concussion	Low	No	No	No	Yes	Yes	As organisers, we can do a lot to prevent athletes having a concussion incident by ensuring the course is safe for running and that any hazard or sharp objects on the course are removed or clearly marked prior to the event.	Team Manager Event Manager	We will refer the person to the on-site Pro Med first aider. Ring 111 if hospital treatment needed.
Strains/Sprains Muscle Injury/Breaks	Medium	No	No	No	Yes	No	As for <b>Concussion</b> although injuries caused by running may not always be avoidable. Team managers should ensure their athletes go through a thorough warmup prior to competition.	Team Manager Event Manager	We will refer the person to the on-site Pro Med first aider. Ring 111 if hospital treatment needed.
Slips leading to breaks or laceration	Low	No	No	No	Yes	No	As for <b>Concussion</b> .	Team Manager Event Manager	We will refer the person to the on-site Pro Med first aider. Ring 111 if hospital treatment needed.
Hypothermia	Medium	No	No	No	Yes	Yes	We will endeavour to keep the programme on time and encourage athletes to run in appropriate clothing. We will monitor the weather forecast leading up to the event and communicate clothing requirements with teams if the chance of poor weather is likely.	Team Manager Event Manager	We will refer the person to the on-site Pro Med first aider. Ring 111 if hospital treatment needed.
Asthma, breathing or medical conditions including influenza and covid-19	Low	No	No	No	No	Yes	We will encourage team managers to be prepared and be aware of any athletes with possible medical conditions. Under no circumstances should an athlete take part if they are feeling unwell. All team managers should have a supply of Rapid Antigen Tests for covid and if anyone tests positive they should be immediately isolated from other competitors and the public. Mask	Team Manager Event Manager	We will refer the person to the on-site Pro Med first aider. Ring 111 if hospital treatment needed.

**3B: Venue Safety Plan** – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

Not required.

**SECTION 4: Core Provisions and Communications.**

<b>Core Provisions:</b> Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
<b>Item.</b>	<b>Provider</b>	<b>Person Responsible</b>	<b>Contact</b>	<b>Management Notes</b>
First Aid	Pro Med	Pro Med	As above	Pro Med will be on-site and clearly visible
Drinking water	LOC	Event Manager	John Gamblin 027 295 8003	Athletes are expected to provide their own water. There will be some water bottles provided at the finish line for those desperately in need of water immediately.
Food	Various	Event Manager	John Ingles	There will be various food vendors on-site together with a coffee vendor.
Shade and Shelter	Johnson & Couzins Hire	Event Manager	Jemma 03 338 0301	There will be various marquees and gazebos erected around the start and finish areas to provide shade and shelter.
Toilets	SuperLoo	Event Manager	Tamati Efaraimo 021 195 0979 0800 500 205 tamati.efaraimo@superloo.co.nz	Portaloos (x12) will be available for use, some placed near the start line, the rest by the finish line. Full toilet facilities are also available at the Taiora QE2 Recreational and Sports Centre, approximately 200 m from the start line.
Event Security	P4G Ltd	Event Manager	Stu Leith 03 3666 666 021 919 131   e stu@platform4.co.nz	Security will be provided over Friday and Saturday nights whole the Event Manager is not on site.
Waste Management		Event Manager		Wheelie bins will be provided around the finish area. Extra bags will be available if bins fill up. All rubbish will be picked up before we leave the venue.
Spectator Control	Volunteers	Event Manager Course Manager		Spectators will be expected to stay off the course. Crossing points will be created around the finish area. A sterile area will be roped off to keep spectators back and give everybody a better chance of seeing the finish of events.
Parking		Event Manager		Only vehicles deemed essential will be allowed onto the park grounds. All other vehicles have to park out on the roads surrounding the venue.
Event Insurance	Athletics New Zealand			The event will be run under the Athletic New Zealand Public Liability Insurance policy.
Media		NZSSAA Chaiman	Tony Rogers	Tony Rogers will be responsible for all communication with the media. He will also organise the Live Steaming of the event.

**Event Communications Plan.** Please give details of the following as they apply to your event.

<b>Communication Item</b>	<b>Person Responsible</b>	<b>Audience</b>	<b>When?</b>	<b>Notes – eg Content</b>
<b>Pre Event Info</b> – to schools, participants	John Gamblin, John Tylden and Tony Rogers	Secondary Schools via NZSSAA website	Start of Term 2	Information will include the date of the event, venue, price, entry process, parking, accommodation options, race details, rules and merchandise.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	John Gamblin	Team Managers, athletes, officials, volunteers	As required on website or at the venue.	Information will include course details, amenity details, protest instructions, health and safety details.
<b>Event Day Communications</b> – Cancellations, changes, weather	Tony Rogers NZSSAA representative John Gamblin LOC Chair	Team Managers, athletes, spectators, officials and volunteers	As soon as possible on NZSSAA website and course announcements	Full details will be given relating to any decisions due to adverse weather conditions regarding cancellations or changes to the timetable.
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Tony Rogers NZSSAA representative John Gamblin LOC Chair	Team Managers, athletes, spectators, officials and volunteers	As required, immediately	Communicating appropriate details of the situation and the plan going forward. Options should also be given for where the general public can get more official information.
<b>Media information</b>	Tony Rogers	Print, Radio, Websites and Social Media	As available at various milestones	Information should include, but not be restricted to, confirmation of the event, event details, highlights, entry numbers, history, times and results.
<b>Post event reporting</b>	John Gamblin	NZSSAA and SSNZ	Within ten weeks of the conclusion of the event	Information should include participation numbers, highlights, issues, incidents, finances and recommendations.

**Please submit this plan to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz) 6 weeks prior to the event date.**