



NEW ZEALAND SECONDARY SCHOOLS SPORTS COUNCIL

2017 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** NZSSSC sanctioned events and was 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 NZSSSC Administrator, office@nzsssc.org.nz***. These will be posted on the NZSSSC website

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Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, NZSSSC will withdraw the sanction form the event and advise schools not to attend.

als who will then determine if they send students to an event.

1. 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.
2. 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.
3. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *NZSSSC Event Health & Safety System*

SECTION 1: Event Information

Event Name: NISS Track & Field championships	This Plan Dated: 27 th February 2017
Event Location	TET Stadium, Inglewood
Event Date	Friday 7 th – Sunday 9 th Apri 2017
Organisation delivering event	TET Athletics Taranaki Track & Field committee

Number of Participants	1000 approximately
Number of Schools Participating	9 regions

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

NISS Track & Field will be held at the TET Stadium, Inglewood from the evening of Friday 7th April until the early afternoon of Sunday 9th April

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
LOC	Event Manager	Pre-event contact, Athlete/spectator enquires, overall responsibility	N/A	Judy Barr (Chairperson) 0274578069	N/A
Karen Gillum-Green	Meeting Manager	Overall responsibility	NTO Sports Co-ordinator	02102356875	Police Vetted
Greg Werder	Officials / Volunteers Co-ordinator	Recruitment and allocation of duties	Taranaki Regional Officials Co-ordinator	0278393166	Police Vetted
TET Athletics Taranaki & LOC	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	N/A		N/A
Taranaki Community Stadium Trust	Welfare	Toilets	N/A	06 7567694	N/A
Inglewood St John	First Aid	Onsite first aid as required	St John medics	06 7567082	Police Vetted
Jury of Appeal	Disputes and Discipline	Convening and chairing disputes panel	N/A	02102356875	N/A

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;

- List the hazards/risks you have identified.
 - Rate their risk level (refer to information above to assist with this).
 - 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) 	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)

Least effective (Low level)	Administration: putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	Personal Protective Equipment (PPE): 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	med	no	no	yes	yes	yes	Proper clothing / hat Sunscreen / sun block Event schedules Shade provided at multiple sites	Event Manager Team Managers Athletes	Refer to on-site St John
Minor injuries (cuts, bruises)	Med	No	No	No	Yes	No	Ground inspected for sharp objects Designated warm up/warm down areas Throws areas cordoned off No access across the track during races	Event Manager and LOC	Refer to on-site St John
Major injuries (require specialist medical treatment)	Med	No	No	No	Yes	Yes	Ground inspected for sharp objects Designated warm up/warm down areas Throws areas cordoned off No access across the track during races	Event Manager and LOC	Refer to on-site St John Notify Team Manager Call 111 if required Notify Event Manager
Medical conditions	Low	No	No	No	Yes	Yes	Team Manager is responsible for their athletes medical conditions Athletes to carry appropriate medican as required	Team Manager	Team Manager is responsible for administering medication of appropriate Refer to on-site St John Call 111 if required Notify Event Manager
Dehydration	Low	No	No	No	Yes	No	Fresh drinking water on site Bottled water available for purchase	Team Manager Athletes	Provide drinking water

Extreme weather	Low	No	No	Yes	Yes	Yes	Cancellations of event/s if weather conditions make it unsafe to continue.	Event Manager LOC	Any cancellations to be made well before the scheduled event. Notification via PA system and meeting with Team Managers
Natural disaster	Low	No	No	No	Yes	No	Unpreventable. Team Managers to take team roll Take whatever actions are deemed necessary	Event Manager LOC Team Manager	Event Manager and LOC will direct the necessary action
Injury from other athletes	Med	No	No	No	Yes	Yes	Safety briefing at Managers Meeting Throws areas cordoned off Officials and athletes only in the competition arena Safety cages/nets in place	Team Managers Event Manager Officials LOC	Disiplinary action for deliberate injury Injured athletes attended to by on-site St John
Warm-up area	Low	No	No	Yes	Yes	No	Warm-up area in Carnival Park, next door to Jubilee Park with easy access. Safety cage for throws	LOC Team Managers	Refer to on-site St John

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		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Hammer, discus, javelin and shot put	Med	No	No	Yes	Yes	No	Throws areas cordoned off (competiton & warm-up) Danger signs on display All equipment as per IAAF specifications Safety briefing at Managers Meeting Reminder via PA system of events in progress	LOC Officials Team Managers	Key official at all sectors to carry RT radios Officials to control the area On-site St John if required Call 111 if required

High Jump, pole vault	Low	No	No	Yes	Yes	Yes	Landing pads All equipment as per IAAF specifications	LOC Officials	Key official at all sectors to carry RT radios Officials to control the area On-site St John if required Call 111 if required
Hurdles	Low	No	No	Yes	Yes	No	Hurdles at correct spacings and weighting Hurdles as per IAAF specifications Practice run over hurdles on track prior to each race	LOC Officials Volunteers	Officials to control the area On-site St John if required Call 111 if required
Steeplechase – water jump	Low	No	No	Yes	Yes	No	Water jump filled prior to event – emptied after event In extreme heat, water left in jump for athletes after their events – controlled by volunteers	LOC Officials Volun	Officials /Volunteers to control the area On-site St John if required Call 111 if required
Use of starting gun	Low	No	No	No	Yes	Yes	Ear muffs to be worn Starter to use standing stand	LOC Officials	Starts team to oversee Refer to on-site St John

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.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply

Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	Inglewood St John	Isabel Rose	06 756 7082	Isabel to organise St John personnel and equipment
Drinking water	New Plymouth District Council		06 7596060	Maintained by NPDC
Food	External operators			
Shade	LOC Schools	LOC Schools		LOC to provide shade for competitors and officials Team managers permitted to erect team tents
Toilets	Taranaki Community Stadium Trust	Kelvin Wackrow	06 7567694	Maintained and managed by TCST caretaker
Event Security	TBC			
Waste Management	New Plymouth District Council		06 7596060	Maintained and managed by NPDC
Spectator Controls		Event Manager LOC / Officials Schools		
Event Insurance	Chubb Insurance New Zealand Ltd	Athletics NZ	09 4770210	Public Liability cover
Media	Event Manager	TET Athletics Taranaki / LOC		

SECTION 4: Core Provisions and Communications.

Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Event Manager	Schools / RSD	Month before the event	General information, programme, Safety Action Plan, venue, parking, qualification guidelines
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager Chief Officials	Athletes Officials Volunteers	On the day	
Event Day Communications – Cancellations, changes, weather	Event Manager LOC	Schools / athletes Officials / Volunteers	On the day	Communication vis NZSSAA website, PA system at the venue
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager LOC Team Managers	Schools / athletes Officials / Volunteers	On the day	PA system
Media information	Event Manager	Local Media TSSSA RSD	Pre/post event	Adversting the event Posting of results
Post event reporting	Event Manager	NZSSSC / LOC	Within a month of the event	

