



NEW ZEALAND SECONDARY SCHOOLS SPORTS COUNCIL

2018 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 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, NZSSSC will withdraw the sanction form 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*
 - *NZSSSC Event Health & Safety System*

SECTION 1: Event Information

Event Name: NZC Junior Secondary School Boys'	This Plan Dated: 25/01/2018
Event Location	Cooks Gardens, Maria Place, Whanganui
Event Date	6-8 April, 2018
Organisation delivering event	Athletics Whanganui
Number of Participants	700-800
Number of Schools Participating	11 Regions

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

The North Islands Secondary school Athletics Championships are for any year 9 to 13 athletes who have met the qualifying standard in their chosen track and field event. Athletes represent their region with competitors grouped according to their age group (year 9/ Junior, under 16/ Intermediate, and under 18 Senior)

The event runs over 3 days with track and field events seeded or heats and or semis are used to find finalists.

Upon the completion of the event all place getters will have their certificates sent out to them.

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
Alec McNab	Event Manager	Overall management of the event	Head of Athletics at Whanganui Collegiate School. Athletics NZ selector. 40 years of experience with local, regional and national athletics events.	021421145 Alec.mcnab@collegiate.school.nz	Police Vetted
Richard Drabcynski	Competition and Officials Director	Responsible for the officials and the technical management of the athletics events taking place.	Trained Athletics NZ official with 30 + years of experience coaching and officiating athletics.	021767230 Richard.drabcynski@collegiate.school.nz	Police Vetted
Rachel O'Connor	Facility Manager	Must ensure the venue is presented in a safe manner and is appropriate for the event and activities to take place	Event Management and Health and Safety qualifications	0275485553 Rachel.Oconnor@whanganui.govt.nz	N/A

SECTION 3: Core Provisions and Communications.

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
Whanganui Hospital. Emergency dental and medical	100 Heads Road, Gonville, Whanganui	Kath Edwards	06 3481234	Vehicle is onsite is required and in the case of an emergency an ambulance will be called. We have an emergency nurse on site.
Whanganui Physio Therapy	176 Wicksteed Street	Rachel Gallagher	0276991991	Available for consultation and support
First Aid and Medical Services	Event Staff	Kath Edwards	02102353874	First Aid Kit, defibrillator on site/accessible
Shade/Toilets/Water	Facility Management	Rachel O'Connor	0275485553	Water Fountain onsite, toilets and grandstand areas open and available for public and athletes to use. Sun screen poles from the Cancer Society provided around the park.
Event Security	n/a	n/a	n/a	
Waste Management	Council	n/a	n/a	Council contractors collect rubbish. Volunteers to clear any waste from in and around the track at the end of each day.
Spectator Controls	Officials	Richard Drabcynski	021767230	Officials to ensure no spectators are allowed into event area. All spectators must remain behind the fenced area.
Parking	Surrounding Carparks	n/a	n/a	There is ample parking surrounding Cooks Gardens.
Vehicles onsite	Sport Whanganui,	Jodie Brunger	0211448944	Available if required
Event Insurance	n/a	n/a	n/a	Covered by Athletics NZ
Media / Photography	NZ Herald/ Local provider	Alec McNab	021421145	Pre and post media release and info for social media.

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	Alec McNab	North Island Schools	February 2018	Entry information, programme, event briefing, site plan and health and safety
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Alec McNab	Participating Schools, event staff, coaches and managers	Evening Meeting on the 5 th April 2018 at Cooks Gardens	Health and safety, officials, programme changes, relays, results
Event Day Communications – Cancellations, changes, weather	Alec McNab	Participating Schools, event staff, coaches and managers	As soon as needed and appropriate	Will use the Local and Loyal APP, email and the Athletics Whanganui Facebook and website to communicate quickly with all team managers and coaches.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Alec McNab	Participating Schools, event staff, coaches and managers and the appropriate emergency contact	As soon as needed and appropriate	Cell phone and radios to be used, list of school contacts and facility contact information.
Media information	Alec McNab	Communications Department	Before, during and at completion of the event	Shared across range of networks.
Post event reporting	Alec McNab	Event staff, coaches and managers and NZSSC	2-4 weeks after completion of event	Sent out to schools and shared through networks.

Please submit this plan to the NZSSC Administrator, office@nzssc.org.nz 6 weeks prior to the event date.