

2024 EVENT HEALTH & SAFETY PLAN

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**. 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 form the event and advise schools not to attend.

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*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: NZSSAA Road Relay Festival		This Plan Dated:
Event Location	Pakuranga, Auckland	
Event Date	Thursday 5th and Friday 6th September 2024	
Organisation delivering event	NZSSAA and Pakuranga Athletic Club	
Number of Participants	400 – 500 approx.	
Number of Schools Participating	50 - 80 approx.	

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

This is the inaugural New Zealand Secondary Schools Road relay Festival. It is a two-day competition to be held on 5th 7 6th September in Auckland as part of the Winter Tournament Week. Having now completed 50 NZSS T&F championships and 50 NZSS Cross Country championships events we wish to stage a Road event with a focus on Relays TEAMS ONLY to cater for the team aspect which is the exciting part of Winter Tournament Week. We also wish to ensure inclusiveness of Co-educational and smaller school by having a mixed relay section and all team are teams of four in mixed, boys’ and girls’ grades. Day one relay teams will be school based and on Day two we are adopting the successful Interprovincial relay team approach used on day two of the New Zealand Secondary Schools Cross Country where athlete can represent their regions. The event features nine individual divisions on the Thursday and the same on Fridays. The Day One event sees athletes representing their schools in three age groups: Year 9, Junior U16, and Senior U20 (mixed, boys and girls events) plus an Open Para, event while on the Day two, athletes compete in relay teams representing the sixteen regions across the same grade

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)
Mike Trathen	LOC Chair, Event and Technical Manager	Overall responsibility for the organisation and running of the event on site In Pakuranga	Pakuranga Athletic Club President LOC Chair / Race Director for multiple events incl. 2011 NZ Road Relays, Dick Quax Memorial Meet	021 229 8436 mtandtb@xtra.co.nz	Yes (Athletics NZ)
Tania Trathen	Volunteer Coordinator	Volunteer recruitment, training & management	2024 Colgates LOC, ANZ Reg. PAAC club Official, Junior T&F coach, & Rep	Tania Boyer 0274977433 taniab@gravitasopg.co.nz	Yes (Athletics NZ)
Errol Flynn	Officials Coordinator	Recruitment, training & mgt.	A Grade Athletics NZ Official		Yes (Athletics NZ)
Tony Rogers	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NZSSAA Executive member with suitable Officials graded A grade + of Athletics NZ	027 488 3279 tony@acesports.co.nz	Yes (Athletics NZ)
Wayne Barnes of PSC	Welfare & Waste Management	Toilets and wash facilities Waste clearance and recycling	Trustee, Treasurer & Bookings Officer Farm Cove Maritime Trust, - Pakuranga Sailing Centre	Wayne L Barnes Ph 09 576-8892 Mb 0274-731-429 pakurangasailincentre@gmail.com	
Tony Rogers (Convenor), One other NZSSAA	Jury of Appeal. Disputes & Discipline	Convening & Chairing panel for any disputes made during the event	NZSSAA Executive members, A grade Officials of Athletics NZ	027 488 3279 tony@acesports.co.nz	Yes (Athletics NZ)

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:

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)	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)
	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		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Sunstroke or heat exhaustion	Low	No	No	No	No	Yes	We will advise team managers to ensure competitors have appropriate clothing including hats. We will also make sunscreen/sunblock available to all - competitors, officials, volunteers and spectators and provide shade where and if appropriate.	Event Manager	We will refer the person or persons to the on-site Medic crew
Weather: cold/wet/icy windy conditions	High-Med	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 some shelter at the start-finish area. Shower facilities will be available in the PSC Pavilion or Pakuranga Athletic clubrooms	Event Manager	For people suffering due to adverse weather, we will refer them to the on-site Medic 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 will engineer the hazard by cordoning off the area. The Contract Manager and the site supervisors are to monitor the area and ensure the public are not entering the workspace while the structures are being erected/removed.	Contract Manager Event Manager	In the event of an injury, we will seek medical help or in the case of an emergency dial 111 as St John Ambulance 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 Contract Manager	In the event of an injury, we will refer the person or persons to the on-site Medic crew
Electricity cables/wires causing injury or person to trip or fall.	Medium	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. Results team in gazebo - Not applicable Underground cables for all power	Contract Manager	In the event of an injury, we will refer the person or persons to the on-site Medic crew.

Ground conditions are poor	Low	No	Yes	No	Yes	No	Marshals are to inspect the ground prior to the start of the event & confirm with the Course Manager and the NZSSAA Rep that the course is safe to compete on.	Course Manager NZSSAA Rep	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 Rep	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. public signage)
Litter on site	Low	Yes	No	No	No	No	We will endeavour to eliminate litter by providing an adequate number of bins for plastic and aluminum recycling and general rubbish bins. Public briefings given on PA	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 as required with tape & spectators are provided with specific places for viewing. We will also make use of the PA system for ongoing awareness & enforcement. Use Public signage pre and during vent	Event Manager	We will remove any interference to the competition.
Medical Emergency	Medium	No	No	No	Yes	No	We will assist with any medical emergency by providing an on-site ambulance in a clear and obvious location. We know the location and publish the A&E at East Care Botany, and Middlemore Hospital	Event Manager	In the event of medical emergency, we will refer the person or persons to the on-site Medic crew to make assessment for any further next level care at an A&E or ED
Moving vehicles	Medium	No	No	Yes	No	No	No Vehicle access to the course proper. Entry to car parks by road only, where there is a speed limit of 20kmh. Teams will be provided with a map of the area indicating where parking facilities are available. No vehicles, other than those authorized, will be allowed into the event area.	Event Manager Volunteers	We will stop any unauthorized vehicle and request that it is removed from the area.
Pedestrians access to course	Low	No	No	Yes		No	The speed limit on public roads within the PSC reserve area is 20 km/h. This should substantially reduce the likelihood of a serious accident. Attendees should be vigilant at all times crossing the roads.	Event Manager Individuals' Responsibility	In the event of an injury, we will refer the person or persons to the on-site St John Ambulance crew.
Aggression from the crowd	Low	No	No	No	Yes	No	On the rare occasion that the crowd is aggressive, they are to be kept away from the edge of the course. Marshalls & security will take control of the situation.	Event Manager Race Referee	We will ensure any interference to the competition is removed or call Police
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 at the event hub. If unsuccessful, a missing person's report will be completed and police notified.	Event Manager	We will ensure there is a clear 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		
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?
Concussion	Low	No	No	No	Yes	Yes	As organizers, 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 Managers Event Manager	We will refer the person to the on-site Medic crew after initial basic first aid response being responsibility of team managers with team first aid kits.
Strains/Sprains Muscle Injury/Breaks	High-Med	No	No	No	Yes	No	As for Concussion although injuries caused by running may not always be avoidable. Team managers should ensure their athletes complete warmup prior to the event.	Team Managers Event Manager	We will refer the person to the on-site Medic crew after initial basic first aid response being responsibility of team managers with team first aid kits.
Slips leading to breaks or laceration	Low	No	No	Yes	No	No	As for Concussion .	Team Managers Event Manager	As above.
Hypothermia	Medium	No	No	No	Yes	Yes	We will endeavour to keep the programme on time and encourage athletes to run in appropriate clothing.	Team Managers Event Manager	We will refer the person to the on-site Medic crew and provide them with shelter within PSC building
Asthma, breathing or medical conditions	Low	No	No	No	No	Yes	We will encourage team managers to be prepared & be aware of any athletes with possible medical conditions.	Team Managers Event Manager	We will refer the person to the on-site Medic crew

3B: Venue Safety Plan – including Emergency Evacuation Procedures. The Venue is an Open Space Venue
Please attach a copy of the Venue Safety plan to this document.

SECTION 4: 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
First Aid and Medical Services	Medic Services	On-site service Contract Manager	022 6003644	Medic services will be on-site and clearly visible to those at the start-finish line
Drinking water	LOC & Drinking fountains, athletes	Event Manager	021 229 8436	Some water refill opportunities will be provided at the start-finish line. Water is available at the Pavilion approximately 400 m from the start finish line.
Food	Coffee vendor	To be confirmed		There will be various food outlets nearby together with a coffee vendor on site. Short duration event makes it unnecessary
Shade	LOC	Event Manager	021 229 8436	There will be an option to use 2 gazebos of 3 x 3m and one 6 x 3m if weather requires start-finish line. One marquee will be for officials only; the other will be available for competitors and their support team.
Toilets	Pakuranga Sailing Club			Toilets and Portaloos will be available near the start-finish line. Full toilet facilities are available at the PSC within the Event hub for officials and managers
Event Security	N/A	N/A	N/A	N/A
Waste Management	LOC	Event Manager	021 229 8436	Rubbish bins will be provided at the start finish line and at the PSC Pavilion
Spectator Controls	Volunteers	Pakuranga Athletics Club volunteers	021 229 8436	The key congestion areas of the course will be roped off and will be made where required. Spectators and Public will be reminded about walking on the course by PA and signage.
Parking	Volunteers	Pakuranga Athletics Club volunteers	021 229 8436	Public parking will be available in all the surrounding suburban streets within some 400m from the start-finish hub . A map outlining the areas available for parking will be

				placed on the website well in advance of the event. Event carpark for official only beside PSC.
Vehicles onsite	Volunteers	Pakuranga Athletics Club volunteers	021 229 8436	Absolutely no vehicles are permitted on-site other than authorized vehicles used during the set-up of the event or providing food and beverage. Event and parking Marshalls will be joggers & walkers from PAAC
Event Insurance	NZSSAA and PAAC via Athletics NZ	Tony Rogers	0274883279	NZSSAA and Pakuranga Athletics has comprehensive Public Liability insurance cover which has been extended to include full cover for the event after consultation with their insurance brokers.
Media	NZSSAA and PAAC	Tony Rogers and Jakub Kalinowski and Mike Trathen	0274 883279 021 1890059 021 229 8436	The LOC, in conjunction with NZSSAA, will liaise with media and social media platforms to promote the event and provide relevant information.

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

Communication Item	Person Responsible	Audience	When?	Notes – e.g. Content
Pre-Event Info – to schools, participants	Tony Rogers, NZSSAA Exec	Secondary Schools, RSD's	Begin 10 weeks prior	Information will include the date of the event, venue, price, entry process, parking, accommodation options, race details, rules and merchandise.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Director Race Referee ??? Race Referee	School Team Managers	Details will be included in all team race packs	Information will include course details, amenity details, protest instructions, health and safety details.
Event Briefing - for marshals and officials	Event Director Race Referee	Officials	Prior to competition on Saturday	Information will include course details, health and safety details, protocols during races, crowd control.
Event Day Communications – Cancellations, changes, weather	Mike Trathen Race Referee Tony Rogers	School team managers and media	As soon as possible, but no later than 7:30 am	Full details will be given relating to any decisions due to adverse weather conditions regarding cancellations or changes to the timetable.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Mike Trathen Race Referee Tony Rogers	School Team Managers, Media, NZSSAA, Emergency Services	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.
Media information	Tony Rogers and Jakub Kalinowski and Mike Trathen	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.
Post event reporting	Mike Trathen	NZSSAA	Within six weeks of the conclusion of the event	Information should include participation numbers, highlights, issues, incidents, finances and recommendations.