

2026 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 from 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	Hamilton City	
Event Date	Thursday 3rd and Friday 4th September 2026	
Organisation delivering event	NZSSAA and Hamilton City Hawks Athletic Club	
Number of Participants	250 – 300 approx.	
Number of Schools Participating	50 approx.	

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

This is the third New Zealand Secondary Schools Road Relay Festival and the first to be held in Hamilton. The two-day competition will take place on 3 and 4 September 2026 during Winter Tournament Week. After 52 NZSS Track and Field Championships, 52 NZSS Cross Country Championships, and two previous road relay events, NZSSAA will again focus on relay teams only, reflecting the team-based nature of Winter Tournament Week. The event is designed to be inclusive for co-educational and smaller schools by offering mixed relay sections, with teams of four competing in mixed, boys' and girls' grades. On Day One, athletes will represent their schools in Year 9, Junior U16 and Senior U20 divisions, as well as an Open Para event. On Day Two, athletes will compete in relay teams representing up to 16 NZSSAA regions across the same grades, using the successful interprovincial relay format from the Cross-Country programme.

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
John Tylden	NZSSAA Representative	Overall, in charge of the successful running of the Championships on behalf of NZSSAA	Life member of the NZSSAA Executive	Mob: 027 2645030 tylden@extra.co.nz	Yes (Athletics NZ)
Rhys Mildon	LOC Chair, Event Manager	Overall responsibility for the organisation & running of the event on site In Hamilton	Hamilton City Hawks Club President Race Director for out of stadia events	Mob: 021 2300943 president@hamiltoncityhawks.co.nz	Yes (Athletics NZ)
Dianne Rodger	Volunteer Coordinator	Volunteer recruitment, briefing & management	Former General Manager AWBOP	Mob: 027 4596467 didave.rodger@slingshot.co.nz	Yes (Athletics NZ)
Dianne Rodger	Officials Coordinator	Recruitment, training & mgt.	Former General Manager AWBOP	Mob: 027 4596467 didave.rodger@slingshot.co.nz	Yes (Athletics NZ)
Brad Smith	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NZSSAA Board member	Mob: 027 3687375 b.smith@tbc.school.nz	Tauranga Boys College
Rhys Mildon	Welfare & Waste Management	Toilets & wash facilities, Waste clearance & recycling	Club Member	mildonrhys@gmail.com	Hamilton City Hawks
John Tylden (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	Mob: 027 2645030 tylden@extra.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 Medic(s)al treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist Medic(s)al 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
☐ 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.
☐ 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.
☐ High	If an incident were to occur, it would be likely that an injury requiring Medic(s)al treatment would result.	Controls will need to be in place before the activity is undertaken.
☐ 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:

- 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)  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(s) 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 clubrooms. We will make every effort to ensure the programme runs to time to minimise waiting periods and, if necessary, postpone.	Event Manager	If adverse weather causes well-being issues, we will refer them to the on-site Medic(s).. In severe or extreme weather, we will cancel the event. We have a big undercover boat shed as shelter for people and the clubrooms is only 150M from the start.
The erection of temporary structures (e.g. marquees) causes an injury to any party or the public within event zone	Low	No	No	Yes	No	No	We will engineer the hazard by cordoning off the area. The Event Manager and the H&S Officer are to monitor the area and ensure the public are not entering the event space while the structures are being erected/removed.	Event Manager H&S Officer	In the event of an injury, we will seek Medic(s)al 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	As above	Event Manager H&S Officer	In the event of an injury, we will refer the person or persons to the on-site Medic(s) officer
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(s) 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.	Event 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	As above on.	Event Manager NZSSAA Rep	We will remove the hazardous objects or re-route the course. If the hazardous objects cannot be removed (e.g. tree roots) the hazard will be spray-painted in fluoro colour or marked with a cone.
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 & general rubbish bins. PA briefings for all	Event Manager & Marshalls	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.
Medic(s)al Emergency	Medium	No	No	No	Yes	No	We will assist with any Medic(s)al emergency by providing an on-site Registered Nurse (Kovo MacDonald) in a clear and obvious location. We know the location and publish the A&E at Angelsea, and Waikato Hospital ED	Event Manager	In the event of Medic(s)al emergency, we will refer the person or persons to the on-site Medic(s) 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 owed 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 course is only on public footpath in Parkland. This should substantially reduce the likelihood of a serious accident. Will sign post event in action to pedestrians	Event Manager Individuals' Responsibility	In the event of an injury, we will refer the person or persons to the on-site Medic(s).
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 with local police station is 200m away from the event.
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 at the clubrooms.

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(s) 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 above 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(s) 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 <i>Concussion</i> .	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(s) and provide them with shelter within clubrooms.
Asthma, breathing or Medic(s)al conditions	Low	No	No	No	No	Yes	We will encourage team managers to be prepared & be aware of any athletes with possible Medic(s)al conditions.	Team Managers Event Manager	We will refer the person to the on-site Medic(s)

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 Medic(s)al Services	Registered Nurse on site and Angelsea A&E	Event Manager	021 2300943	Medic(s) services will be on-site and clearly visible to those at the start-finish line
Drinking water	LOC & Drinking fountains, athletes	Event Manager	021 2300943	Some water refill opportunities will be provided at the finish line. Water is available at the Clubrooms approximately 150 m from the start finish line.
Food	Coffee vendor	Event Manager	021 2300943	There will be various food outlets nearby together with a coffee vendor on site. Short duration event only.
Shade	Hosting Club	Event Manager	021 2300943	There will be an option to use team gazebos if weather requires at start-finish line. One gazebo will be for officials only; teams bring their own for competitors and their support team. Rowing Club open Shelter available
Toilets	Hamilton City Hawks Club & Public Toilets	Volunteers – Lead		Portaloos will be available near the start-finish line. Full toilet facilities are available at the HCH clubrooms within the Event hub & Public toilets alongside on Riverbank
Event Security	N/A	N/A	N/A	N/A
Waste Management	LOC	Event Manager	021 2300943	Rubbish bins will be provided at the start finish line and at the Hamilton City Hawks clubrooms
Spectator Controls	Hamilton Hawks Club	Volunteers – Lead		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	Volunteers – Lead		Public parking will be available in all the surrounding streets within start-finish hub proximity. A street map will be placed on the website for the event. Event car park for officials only beside Hamilton City Hawks.
Vehicles onsite in competition Zone	Volunteers	Volunteers – Lead		NO vehicles are permitted on-site other than authorized vehicles used during the set-up of the event or providing food & beverage.

Event Insurance	NZSSAA and Hamilton City Hawks via Athletics NZ	Ange Russek - NZSSA secretary	027 559 9682	NZSSAA and Hamilton City Hawks have comprehensive Public Liability insurance cover which has been extended to include full cover for the event under Athletics NZ affiliation
Media	NZSSAA and Hamilton City Hawks	Jakub Kalinowski and Rhys Mildon	021 1890059 021 2300943	The LOC, in conjunction with NZSSAA, will liaise with media & social media platforms to promote the event and provide relevant information.

Event Communications Plan. <i>Please give details of the following as they apply to your event.</i>				
Communication Item	Person Responsible	Audience	When	Notes – e.g. Content
Pre-Event Info – to schools, participants	Tony Rogers, NZSSAA Executive	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 any merchandise.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Director Race Referee	School Team Managers	In team packs and pre-start briefing	Information will include course details, amenity details, protest instructions, health & safety details.
Event Briefing – for marshals and officials	Event Director Race Referee	Officials & Marshalls	Prior to start of each competition	Information will include course details, health & safety details, race protocols & spectators control.
Event Day Communications – Cancellations, changes, weather	Event Director NZSSAA Rep	School teams & media	As soon as possible on day	Full details will be given relating to cancellations or event changes due to adverse weather conditions.
Emergency Communications - Evacuation, lost person, emergency services, notifications designated groups	Event Director NZSSAA Rep	Emergency Services, Team Managers, Media	As required, immediately.	Communicating appropriate details of the situation and the plan going forward. Decisions on the general public official information.
Media information	John Tylden & Jakub Kalinowski	All Media Platforms	As available at milestones	Information should include, such as event details, highlights, entry numbers, history, times and results.
Post event reporting	Event Director Tony Rogers	NZSSAA	Within 6 weeks of event conclusion	Information required: participation numbers, issues, highlights, incidents, finances & recommendations.