

NZSSSC SAFETY ACTION PLAN2nd/3rd/4th December 2016

DATE		
EVENT		NZ Secondary Schools Track, Field and Road Race Championships
EVENT MANAGER		Peter Booker
PHONE NUMBER		09 2927033 021 609481
PARTICIPANTS	Who	Secondary School Students
	Age	Yrs 9 - 13
	How Many	Approx 1500
<u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	Event Officials
	How many	80 - 100
	Qualifications	NZ Official
HELPERS	Who	Event Manager, Officials, Caterers, Volunteers on Events, Team Coaches & Managers,
	How many	70
	Qualifications	Not required
	Experience	
VENUE	Manager/Contact	Track & Field Trust Stadium, Waitakere, Henderson. Road Race – Moire Park, Massey
	Address	196 Glenbrook Road, Karaka Auckland, 2679
	Phone Number	021 609481
	Evacuation Procedure	<input type="checkbox"/> Yes Check venue (pre event) <input type="checkbox"/> Yes Part of briefing of competitions
	Building/WOF	<input type="checkbox"/> Yes
FIRST AID	Organisation	St John on Site
	Who	St John
	How Many	2 per day
	Phone Number	Via Peter Booker
	Cell Phone Number	021 609481
	Qualifications	St John Qualified
	Vehicle Access for Emergencies	<input type="checkbox"/> Yes

COMMUNICATION	Walkie Talkie/RT	<input type="checkbox"/> Yes
	Mobile Phone	<input type="checkbox"/> Yes
	Speaker/PA	<input type="checkbox"/> Yes
WAIVERS/ MEDICAL/ ENTRIES	Schools Responsibility	
FRESH WATER ON SITE?	<input type="checkbox"/> Yes	Toilets on site, part of complex
TOILET HYGIENE	Tournament Manager	
BRIEFING	Responsibility	Programme and Mangers meeting Friday 1pm
	Content	All exits signed, wide gateways, Officials instructed at Official briefing on how to assist
	Evacuation Procedure	
ROLES & EXPECTATIONS		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Traffic Management Plan: Authorised by Road Race Only working with Auckland Council

Water Safety Plan: Authorised by Not Required

Reminder:

EMERGENCY PROCEDURE

1. Emergency Services
Action:
 - Step by Step:
 - Crisis Management :
 - Accident Management:
 - Safety:

2. Contact Office:
Who is responsible for contacting Board/Media/Schools in the event of an emergency.

ON THE DAY CHECKLIST

FIRST AID	Personnel	Peter Booker _____
		On Site
	Ambulance	_____
		St John Ambulance
	First Aid Kits	_____
		Each School Team has their own Manager and we have a list of team managers cell phone numbers
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	_____
	Coach	_____
	Media	_____
	Ambulance	_____
	First Aid	_____

EQUIPMENT	Cones	<input type="checkbox"/> Yes
	Signs	<input type="checkbox"/> Yes
	Ropes	<input type="checkbox"/>
	Athletics Equipment	<input type="checkbox"/> Yes
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
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	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>

NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
 - Physical injury
 - Social / psychological
 - Material (gear or equipment)
 - Programme interruption
2. List the factors that could lead to each risk/loss.
 - People
 - Equipment
 - Environment
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
 - Eliminate If possible
 - Isolate If can't eliminate
 - Minimise If can't isolate
 - Cancel If can't minimise
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
 - Step by step management
 - Equipment/resources required
5. Continual monitoring of safety during the activity.
 - Assess new risks
 - Manage risks
 - Adapt plans

RISK ASSESSMENT FACTORS TO CONSIDER

People	Resources and Equipment	Environment
<ul style="list-style-type: none"> • Outside providers / instructors • Experience • Ratios • Medical • Physical size/shape • Fitness • Anxieties / Feelings • Motivation • Special needs Educational Language abilities Cultural abilities Behaviour Physical disability <ul style="list-style-type: none"> • Social and psychological factors • Dropping your guard • Unsafe act(s) by participants • Error(s) of judgement by teacher(s)/instructor(s) 	<ul style="list-style-type: none"> • Information Parents/Whanau • Plan • Food and Drink • Transport • Special Equipment Rope Canoe/Kayaks Maps/compass Cameras <ul style="list-style-type: none"> • Equipment, maintenance, quantity, quality. • Safety equipment 	<ul style="list-style-type: none"> • Weather • Terrain • Emergency services • Security • Animals/Insects • Road use • Traffic density • Fences • Human created environment