



OTAGO SECONDARY SCHOOLS SPORTS ASSOCIATION

2018 EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: Perpetual Guardian NZSSAA Track and Field Champs 2018		This Plan Dated: 14/09/18
Event Location	Caledonian Ground, Dunedin	
Event Date	Fri 30 Nov – Sun 2 Dec	
Organisation delivering event		
Number of Participants	1300 approx.	
Number of Schools Participating	374 schools invited to attend	

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

Athletic competitions are conducted under IAAF Competition Rules. Some athletic events are considered to have a high risk. For example, implements can be thrown more than 70 metres, and athletes can jump vertically to a height of up to six metres then fall, landing on regulation soft landing areas. Athletic events are generally carried out by athletes with some level of skill, though the degree of skill can vary considerably. Track and field athletic competitions take place in areas constructed for this purpose. Most situations are repeated regularly throughout the season. Athletic equipment (throwing implements, throwing safety cages, hurdles, high jump bars and pole vault poles and bars etc.) must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

Events must be sufficiently staffed by Officials with suitably qualified Officials in charge of the event.

It is key to the safety of all concerned that Officials:

- be fully briefed before the going to the event,
- assess the likelihood of danger / take appropriate action before the competition begins,
- remain alert and focussed throughout the competition.

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
OSSSA / LOC	Event Manager	Pre-event contact, Athlete/spectator enquiries, Overall responsibility	NA	Events & Competition Manager – Nicole 027 208 5916 Otago RSD – Nicki 027 333 1234	NA
TBC	Competition Director	Overall responsibility of athletics rules related enquiries/decisions	National Officials Committee appointed & qualified		NA
TBC	Officials / Volunteer Coordinator	Recruitment, training & management	Athletics Otago appointed along with Otago School Volunteers		NA
OSSSA / LOC	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NA		NA
DCC	Welfare	Toilets and wash facilities	NA	03 477 4000	NA
Dunedin Sports Injury Clinic	First Aid	Onsite first Aid	Sports Medic / Physio Qualifications	Graeme Harvey – 027 450 6510	NA
DCC	Waste Management	Waste clearance and recycling	NA	03 477 4000	NA
Referees	Discipline	Sorting on field behavior	NA		NA
TMP	Traffic Management	Event signage in place along with traffic control	Traffic Management Certification		NA
Green Island Lions Club	Car Park Marshalls & Gatekeepers	Marshal cars for on field parking Gate keepers – issuing tickets for spectators and controlling access			NA
Jury of Appeal	Disputes	Convening Jury and solving disputes	National Officials Committee appointed & qualified		

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;

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 we will do if it happens?
ATHLETES/OFFICIALS/SPECTATORS									
Minor Injury (risk from normal participation: strains, sprains, blisters, spiking, falls)	Med	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> • Grounds will be inspected for sharp objects etc. • Designated Warm Up and Cool Down Areas • Equipment used up to IAAF standard • Throw areas well marked and monitored so people don't cross • No crossing of the track while races in process • Provision of first aid room onsite (Physios, Sports Medics etc. present. Manned during full hours of the event including warm up times • Arrangements with Ambulance service for the evacuation of serious casualties • Adequate access for emergency vehicles. There is ambulance access at the rear of the medical room. Road closure directly behind the stadium with no vehicle access will allow emergency vehicles easy access into the ground directly from Butts Road 		Refer to onsite first aid
Injury from other athletic activities: <ul style="list-style-type: none"> • Crossing the grass in the path of thrown implements • Mis-throws landing on the track • Crossing the track in the path of athletes 	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • Clear instructions given on the PA system • Supervision by track and field managers/officials • The accepted rule is that there should be nobody inside the fence who is not immediately involved in an event • There should be a strategy for dealing with recalcitrant offenders • Officials need to ensure that athletes, officials and observers do not stand with their backs to the throwing cages • 200m and Pole Vault athletes will be in the vicinity of the University end throws cage. This can be a risk area and will be monitored by officials 		Refer to onsite first aid
Risks arising from Grounds, Facilities and Environment: <ul style="list-style-type: none"> • Un supervised throws warm-up taking place in the warm-up area 	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • All warm-ups to be undertaken in the designated area/s with throws restricted to the specified throws area up to a maximum of 50 metres • All throws athletes to be supervised while in the throws warm-up area • Throws warm up area clearly marked/fenced off • Clear pathway for spectators to walk from on field parking to the Caledonian 		Refer to onsite first aid Assess area/equipment etc. to see if safe to continue

<ul style="list-style-type: none"> • Spectators walking around the outside of the throws warm up area to get to the Caledonian • Weather (heat/sun/cold exposure, high winds) • Bee stings and hay-fever from summer growth • The potential for delays, missed events, inadequate timing reminders at warm-up venues • Warm-up injuries in the warm-up area, when the medical facilities are situated in the Main Stadium • Equipment failures • Shelters/tent guide ropes etc. 							<ul style="list-style-type: none"> • No running drills permitted in the allocated throwing warm up area • No throws allowed on warm-up ground allocated to track and non-throwing field events • Throwers to be allowed a max of 2 practice throws at their venue immediately prior to competition • The water-jump will be needed for steeplechase events. However, it could also be kept filled to allow it to be used as a “splash pool” in the event of very hot weather. If it is, it will need safety supervision • Bulk sun-block to be available • Shelter/Shade and fresh drinking water available on site • PA speakers able to be heard in the warm-up area/s • Adequate warning of event and reporting times at the warm-up locations • All equipment will comply with IAAF specifications and there should not be fractured shots, hammers or discus. The throwing cages should restrain implements that hit them. Extreme winds might affect discus flights • Technical officials measuring athletes’ personal implements need to inspect and pass for safety as well • High jump and pole vault bars are expected to be in good condition • If athletes want to use their own equipment (i.e. throwing equipment) it must be check and signed off by the technical official by the advertised time • If extreme weather occurs each event will be assessed by the main officials/meeting manager and a decision on the safety of these events will be made (i.e. high wind for pole vault etc.) 		
Medical Condition	Low	No	No	No	Yes	Yes	<ul style="list-style-type: none"> • Teacher in Charge (TIC), coach to have knowledge of their own athlete’s medical conditions • Medication etc. to be carried with athlete/TIC 		TIC to administer medication where required or refer to onsite first aid Call 111 if needed

TRAFFIC ACCIDENT									
Traffic accident	Low	No	No	No	Yes	No	<ul style="list-style-type: none"> Event Car Park available for vehicles on Logan Park Fields (access from Harbour Terrace) TMP in place with Event Signage Logan Park Drive closed stopping all traffic from passing through 'event area' (behind the Caledonian) for Athletes crossing the road to get to warm up areas and spectators lining up at access gates Parking areas advertised in pre-event information Designated on field parking monitored/marshalled by Green Island Lions Club Designated Officials parking and disabled car parking reserved behind the Caledonian, access off Butts Road Emergency Vehicle access directly off Butts Road to the Caledonian Construction site in operation at the Union Street end of the Logan Park Drive. TMP in place around this along with control of site vehicle access. 		Call 111 Notify Event Manager & TM personnel
RISK TO PROPERTY	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> After-hours security coverage will be organised by the organising committee Athletes and spectators need to be regularly reminded via the PA system to keep their personal belongings with them, or leave them in the custody of people they know and trust They need to be regularly reminded that care of personal effects is their own concern If it is windy, visitors need to be reminded to watch for belongings simply blowing away A lost property venue needs to be provided 		

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 Throw	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • Events take place in a 3-sided cage • No other events on in close proximity • Danger signs erected • First Aid on Site • Reminders on PA system • Practice Throw area to be sign posted with warning signs • Cage net used for warm up • Designated warm up area for throws • Max 2 practice throws given to each athlete immediately prior to the competition throws • All equipment to comply with IAAF specifications and checked by officials prior to meet • Shoes must be worn 		Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed
Javelin / Shot put Throw	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • No other events on in close proximity • Danger signs erected • First Aid on Site • Reminders on PA system • Practice Throw area to be sign posted with warning signs • Designated warm up area for throws • Max 2 practice throws given to each athlete immediately prior to the competition throws • All equipment to comply with IAAF specifications and checked by officials prior to meet • Shoes must be worn 		Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed

High Jump	Low	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> ● Landing Pads ● Height intervals controlled ● First Aid onsite ● All equipment to comply with IAAF specifications and checked by officials prior to meet 		Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed
Hurdles	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> ● Hurdles placed at correct distances ● Hurdles weighted correctly ● Track opened for practice runs with Hurdles prior to each heat ● All equipment to comply with IAAF specifications and checked by officials prior to meet 		Officials to oversee area On site First Aid
All other running & jumping events	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> ● Rules in place for conduct of competitors. Penalties for misconduct creating a hazard ● Athletes called and marshalled for races/jumps ● Chance for warm up jumps immediately prior to start of competition jumps etc. 		Officials to oversee area On site First Aid
If use of starting Gun is required (electric gun is out of action)	Low	No	No	No	Yes	Yes	<ul style="list-style-type: none"> ● Ear muffs and safety glasses to be worn by operator at all times ● Starter isolated on a platform and away from athletes/spectators 		Officials to oversee area On site First Aid

Summary and Safety Strategy:

Emergencies:

- First Aid equipment to be checked and replenished
- First-aiders to be arranged for first aid room
- Sports Medical staff to be arranged
- Contact and arrangements made with ambulance service
- Access for ambulance/ emergency vehicles with personal allocated responsible to have road and gates open from the Butts Road entrance
- Contact and first-aid access for warm-up areas
- Provision of bulk sun-screen

Athletes:

- Athletes expected to behave in a reasonable manner
- If possible publish athlete code of conduct in the Programme
- Athletes responsible for their own equipment and personal safety
- Athletes required following instructions from event and ground officials and failing to do so at their own risk

Officials:

- Event officials responsible for safety at their event

- Event officials to be reminded of hazards from adjacent events
- All officials to be reminded to prepare for all weather possibilities
- Safe location of electric and electronic cables
- Competent electrician or engineer to review electrical and electronic set up

Spectators:

- Spectators expected to behave in a reasonable manner
- Spectators responsible for their own safety
- Spectators responsible for their children
- Spectators to be reminded that their support is encouraged, but spectator noise can disrupt track starts, and nearby events such as high jumps

Traffic:

- No access to Stadium precincts
- Ban parking access to rear of Stadium with parking passes issued to key VIP's and officials during competition

Vehicles:

- Only authorised people are to use the equipment and only for the purpose of the smooth running of the meeting
- All authorised drivers to be advised not to allow "substitutes"
- All authorised drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver
- No passengers except in cases of emergencies/injuries
- No children riding on vehicles or trailers
- Authorised Food Vendors only allowed on site in designated areas

Event Management:

- Regular PA announcements to public and non-competing athletes about keeping outside the track perimeter fence – the field of play
- Regular reminders on PA to parents to keep children inside the Caledonian Ground area and in sight
- Large print notices reminding unauthorised people to stay outside the field of play
- Be prepared to make water-jump available if necessary for a cool-pool
- Official with communication equipment in the warm up areas to manage safety
- Adequate warning of reporting times at all locations
- Technical officials to check safety of equipment as well as ensuring IAAF compliance
- Officials to be briefed on their own safety
- Officials to be briefed on their responsibilities for safety at their events: **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.

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	Dunedin Sports Injury Clinic	Graeme Harvey	027 450 6510	Graeme to organise roster for physio and sports medic staff, along with all necessary equipment.
Drinking water	DCC		03 477 4000	Maintained and managed by DCC contractors
Food	Children's Athletics Club Food Trucks – Citizen, Classic Café, The Shot etc.			All food vendors to be DCC approved/certified
Shade	DCC / Individual Schools / LOC	Schools / DCC / LOC		Schools are able to erect their own marquees on a designated site at one end of the main warm up area. Schools own responsibility. LOC sourced tents etc. will be erected in appropriate areas.
Toilets	DCC		03 477 4000	Maintained and managed by DCC contractors
Event Security	TBC			
Waste Management	DCC		03 477 4000	Maintained and managed by DCC contractors
Spectator Controls – Gate Entry	Green Island Lions Club	Event Manager / LOC / Officials / Schools / GI Lions		GI Lions will be manning the access gate and charging spectators the set entry fee
Parking	DCC Manned by the Green Island Lions Club			Maintained and managed through DCC but out sourced to TMC contractors. Designated parking areas in place on surrounding sports fields as well as on street parking. Green Island Lions will be marshalling the on-field parking
TMP	TMP	TBC	TBC	All TMP plants have been approved and TMP is responsible for the delivery of this.

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	Nicole McLaren – LOC Secretary	All NZ Secondary Schools, NZSSSC and NZSSAA Website		
Event Briefing			11.30am Friday 30 Nov	
- Managers Meeting				
- Officials Meeting			TBC	
- Volunteers Meeting			TBC	
Event Day Communications				
Emergency Communications	Head Officials/Comp Director	All	As required	Use of PA systems will be used when necessary.