



Health and Safety Plan
for the
2025 New Zealand Secondary Schools
52nd Track & Field and Road Championships

5-7 December 2025

Mitre 10 Sports Park – Percival Road, Hastings

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1.0 Event Information

Event Name	New Zealand Secondary Schools 52 nd Track & Field Championships
This Plan Dated	31 August 2025
Event Location	Mitre 10 Sports Park, Percival Road, Hastings
Event Date	5-7 December 2025
Organisation delivering event	NZSSAA
Number of participants	Approximately 1200
Number of schools participating	Approximately 200

2.0 Event Overview & Introduction

The Local Organising Committee (LOC) welcomes all athletes, team support staff, officials and spectators to the 52nd New Zealand Secondary Schools' Track & Field Championships to be held 5-7 December 2025 at the **Mitre 10 Sports Park** (42 Percival Road, Frimley, Hastings). This event is comprised of 3 days of in stadia Track & Field (5-7 December 2025). We are committed to the establishment and maintenance of safe competition and spectator areas in which all events can occur for the benefit of competitors, team support staff, officials, spectators and volunteers within that environment. It is the responsibility of the LOC to implement this safety management plan. We look forward to hosting a safe and enjoyable three days of competitive secondary school sport.

Athletic competitions are conducted under World Athletics (WA) and World Para Athletics (WPA) Competition Rules. Athletic events are considered to have a high risk. For example, implements can be thrown in excess of 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 and training, although the degree of skill, training and competition experience can vary considerably. Track and field athletic competitions take place in areas constructed for this purpose. Most situations are repeated regularly throughout the competition season. However, many athletes attending may not have experienced the size of this event in terms of fellow competitors, multiple events occurring within the same arena of competition, or aspects of the local competition environment that may constitute a risk or hazard.

Athletic equipment (throwing implements, throwing safety cages, hurdles, high jump bars and pole vault poles and bars) must meet the requirements given in the WA 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 Athletes, Athlete Support Staff, Officials and Volunteers:

- 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 with regards to the safety of themselves and others.

3.0 Event Personnel.

The term Event (Meeting) Manager or Race Director means the person who is responsible for the correct conduct of the competition and who has been appointed to this position. The Event (Meeting) Manager or Race Director shall delegate some of these responsibilities to the following.

Name	Role	Responsibility	Contact details	Qualifications/ Experience	VCA status
Sharee Jones	LOC Chair & Event (Meeting) Manager	Overall responsibility	0272275847	A grade Throws. Experienced event manager	Police vetted yes
Tony Rogers	NZSSAA President	Overseeing the organisation of the event on behalf of NZSSAA	0274883279	Experienced event manager and graded official	yes
Rachel Hulls	NZSSAA NI Representative	Overseeing the organisation of the event on behalf of NZSSAA	0210644570	C grade official. School teacher	yes
Belinda Leckie	Technical Delegate	Appointed by NZSSAA & ANZ to oversee the T&F event runs correctly	0273530003	Experienced A grade official	yes
Trevor Spittle	Assistant Technical Delegate	Appointed by NZSSAA & ANZ to oversee the T&F event runs correctly	021338700	ITO grade official . Very experienced athletics official including internationally	Yes
Sharee Jones	Competition Director	Organises the running of the T&F event.	0272275847	A grade throws. Experienced competition director	yes

Tony Rogers, John Gamblin, Alec McNab	Jury of Appeal	A Jury of three or five members selected by the convenor meets to settle appeals made by athletes or team managers using the World Athletics rulebook.	0274883279 0272958003 021421145	All of these 3 are experienced event managers and graded officials	Yes Yes yes
Sharee Jones	Officials Coordinator	Officials' recruitment, training & management	0272275847	A grade throws	yes
Jonathan Black	Health & Safety Officer	Risk assessments, legal compliance, site inspections, first aid, responsible for appropriate safety measure implementation.	027 2310193	Accredited Coach Athletics NZ, Grade C Official	Police vetted
Glen Lucas(Sports Park)	Welfare & Waste Management	Toilets and wash Facilities; Waste clearance and recycling	0666504040	Sports Park Manager	
Flanders Waste	Portable Toilets	Portable Toilet Facilities (if used), regular cleaning of	Via Sharee 0272275847		
Zoe Rutherford	Volunteer Manager	Volunteer recruitment, training & management	0210563166	Grade C official	yes
Medics on Scene	Medical	Provision of preventative care as well as injury care	068784788	1 x EMT and 1 x FR. EMT = Emergency Medical Technician. FR = First Responder	yes
Roger Morrison	Catering Manager	Responsible for liaison and coordination with official food vendors approved by the LOC at the competition venue, & food & beverages provided for officials	021721344	Out of stadia official. Experienced catering manager	
Richard Rutherford	Transport Manager	Responsible for shuttle bus operation including organisation & transport of officials between Napier airport & competition accommodation, & shuttle bus service between Hastings stadium & Road Race venue on Sunday morning.	0272801876	B grade official - throws	yes

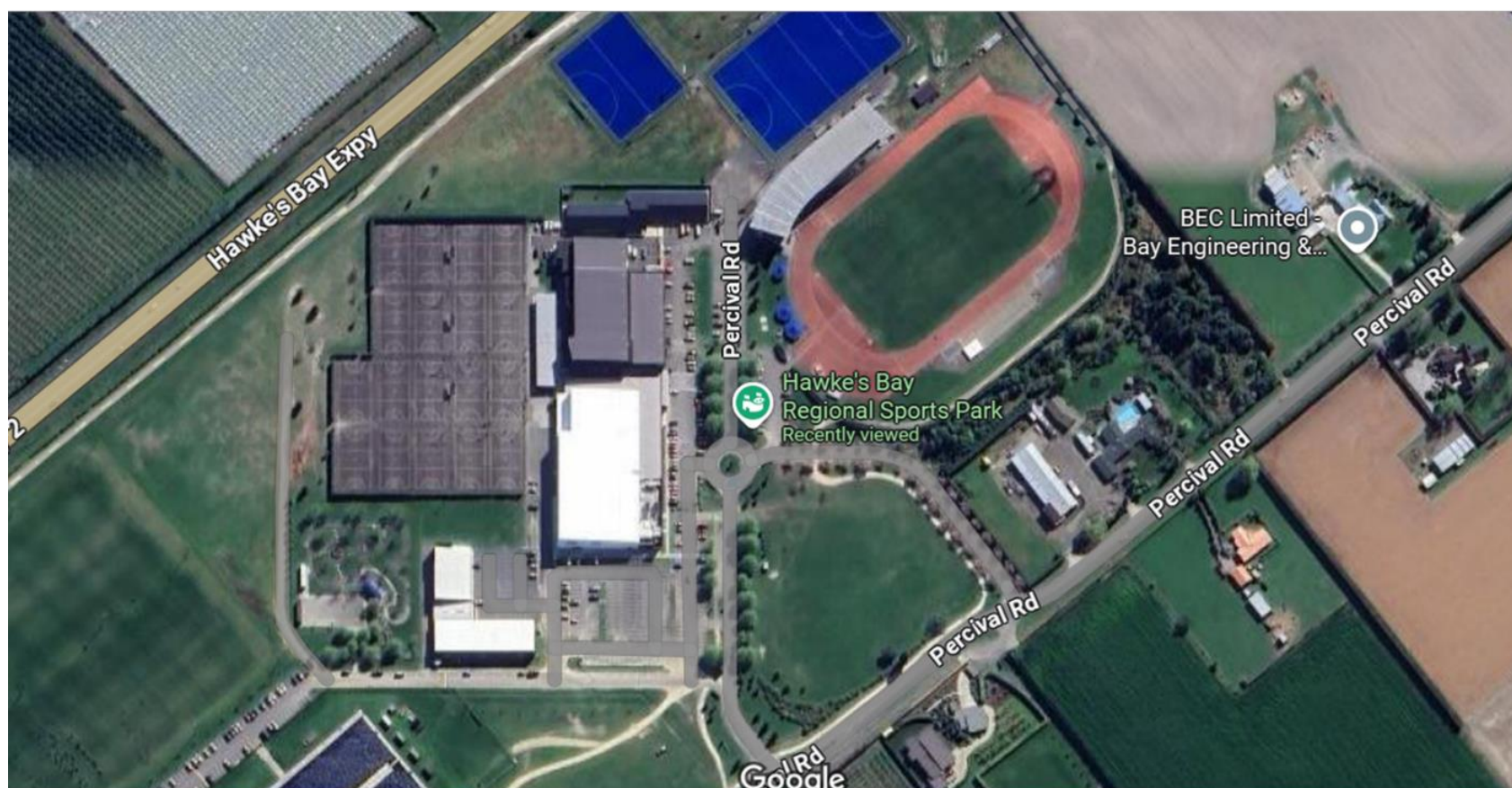
ANY Health and Safety queries please contact the Health and Safety Officer

4.0 Event Map

2025 New Zealand Secondary Schools 52nd Track & Field Championships

Mitre 10 Park, Hawkes Bay Regional Sports Park

North



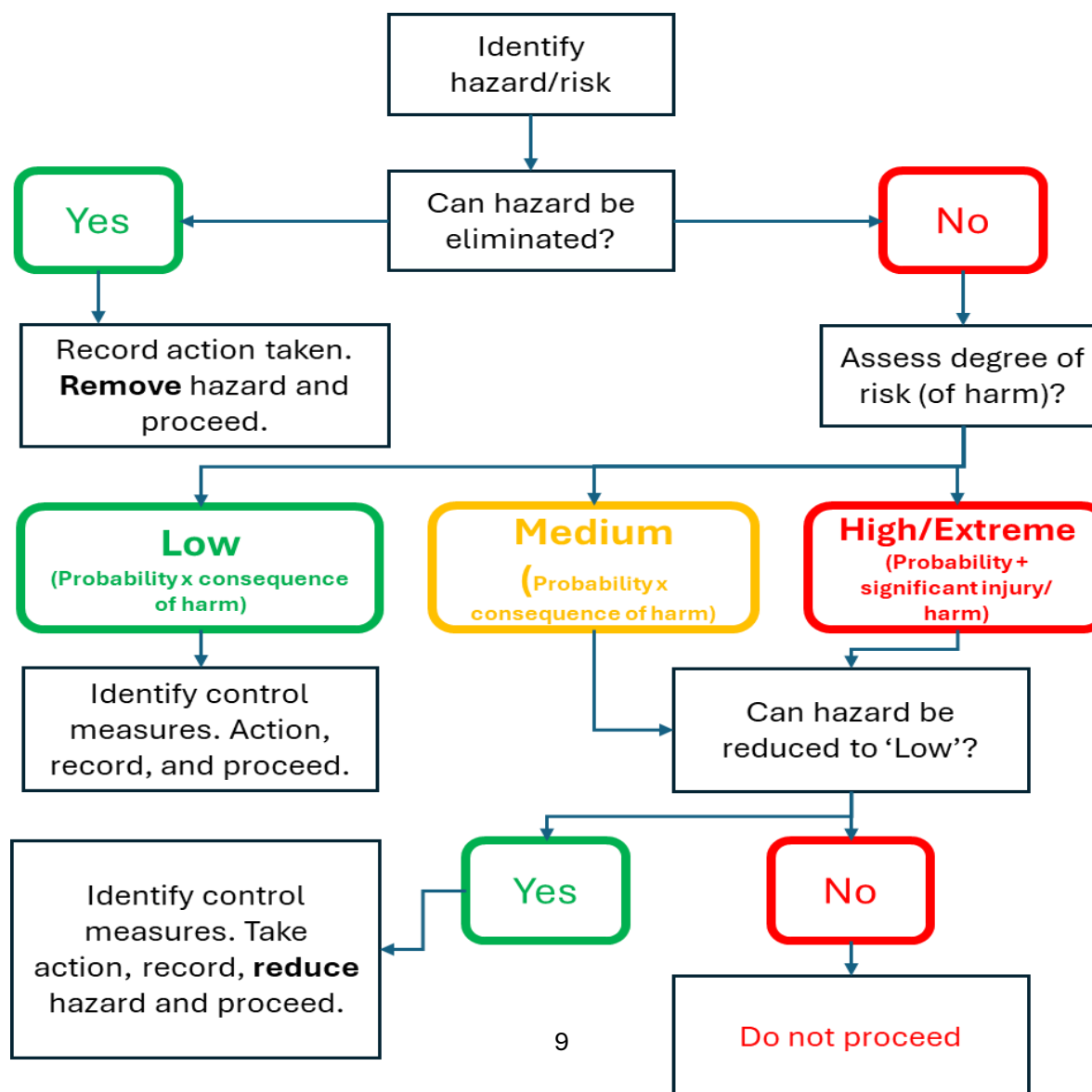
South



5.0 Assessments and Management of Identified Risks

Probability	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	Probability	Definition of probability		
Insignificant	No treatment required	Almost certain	Almost certain to occur within the foreseeable future or during the event		
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	Likely	Likely to occur within the foreseeable future or during the event		
Moderate	Injury requiring medical treatment or lost time	Possible	May occur within the foreseeable future or during the event		
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	Unlikely	Unlikely to occur within the foreseeable future or during the event		
Critical	Loss of life, permanent disability or multiple serious injuries	Rare	Will only occur in exceptional circumstances		
Assessed risk level	Description of risk level		Actions		
Low	If an incident were to occur there is little likelihood 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 medical 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.		
Hierarchy of Controls					
Most effective	Elimination: Remove the hazard completely				
	Substitution: Replace the hazard with a less dangerous one				
	Engineering control: Separate people from the hazard (e.g. safety barrier)				
	Administration: Rules, signage, or training to mitigate the hazard (e.g. routing)				
Least effective	Personal protective equipment: Protective clothing and equipment (PPE)				

Summary schematic outline of the hazard identification and risk evaluation procedures



6.0 Summary of Safety Management Plan

The event is covered by the Athletics New Zealand third party insurance and accidental injuries by the Accident Compensation Corporation. Neither of these removes from those involved the standard of “reasonable care”. By giving examples of some known or anticipated risks and applying the agreed strategies the organisers are discharging their obligations for “reasonable care” and should not be liable under civil or criminal law.

This safety plan endeavours to cover all situations that normally occur in an athletic meeting. However, some situations may arise that are not covered by this safety plan. If officials, volunteers or competitors discover situations that are not adequately covered by this safety plan, they are to notify the Event Manager or Health & Safety Officer immediately.

This safety plan has been prepared to provide the requirements necessary to actively manage safety. A summary of these requirements is listed below.

- To identify hazards.
- To develop procedures, in conjunction with officials, volunteers and competitors, to eliminate, isolate or minimise each hazard.
- To ensure these procedures are implemented.
- To regularly monitor the competition area to ensure continuing implementation of these procedures and that these procedures are effective.
- To ensure officials and participants within the competition area are aware of these hazards.
- To ensure officials and volunteers have appropriate training.
- To ensure emergency procedures are established and those involved are clearly notified.
- To ensure accidents are reported, investigated and any recommendations acted upon.

Note: These procedures have been prepared in line with the requirements of the Health and Safety at Work Act 2015 and further associated amendments and regulations.

7.0 Hazards

It is the responsibility of the Event (Meeting) Manager with the assistance of the LOC to ensure that the environment in which an athletics meeting takes place is safe and complies with all relevant statutory provisions. To discharge this duty of care it is necessary to develop and implement a risk management strategy. Such a strategy must cover the welfare of all groups of people involved in the meeting including athletes, competition officials, coaches, spectators, volunteers etc. This strategy is detailed in Section 5.0 of this Health and Safety Plan.

Please note this plan is based on competition carried out on all-weather tracks, in addition to road-based competitive running competitions where different hazards may exist beyond the confines of an athletic track environment (e.g. traffic management, changes in competition surface). The following Hazards have been identified at the competition venue(s), and mitigation measures implemented.

- It is the responsibility of the Volunteer Manager and supervisors of Volunteers to ensure they are aware of hazards identified in their area of responsibility, and mitigation measures.
- No spectator or non-competing athlete is allowed inside the arena of competition at any time, other than in case of emergency.

7.1 Competition Hazards

- A safety briefing should be conducted for Officials and Athletes at the start of each event as determined appropriate by the Call Room officials or the Chief Judge of the event in the competition arena. Officials are responsible for athlete, and fellow officials and volunteers, safety at an event.
- All drivers of vehicles inside the area of competition (e.g. during set up, or buggy type vehicles during competition) must be situationally aware of their surroundings. All vehicles used during competition must have an operational audio reverse alarm.

2 TRACK - GENERAL

1. Areas of kerbing that have been moved to facilitate High Jump or Javelin should be placed in a safe area. They should be replaced immediately after the event is completed.
2. Cones or flags used to mark the edge of the track must be carefully positioned so as not to cause a tripping hazard for competitors.
3. Should there be a need for drinks to be provided during an event, the hydration station should be positioned so as not to constitute a hazard to the competitors.

4. Athletes in the field of competition must follow the guidance of officials and volunteers at all times, especially when moving from event to event within the arena.
5. Athletes, officials and volunteers must maintain situational awareness at all times when moving from event to event within the arena of competition so as to maintain safety and not disrupt events underway (e.g. crossing the track in the path of another athlete).
6. The track events starting in the vicinity of the Throws areas (e.g. 200m or 1500m) can be a risk area if a throwing event is in progress. Competitors and Officials must take care when throwing or jumping events are on at the same time where they are marshalling or warming up for their track event.
7. Athletes will remove spikes before leaving the competition area (space will be made available at or around the finish line to facilitate this)
8. The track surface shall be cleaned to ensure it is free from debris as appropriate.
9. At times officials are required to be on the track beyond the finish line- extra care is needed to ensure they are not obstructing the athletes as they run through the finish line. Ensure any media personnel present are also aware of this requirement.

Additional points for Starting Blocks

1. Inspect blocks periodically to ensure that they are adequately maintained and in working order (e.g. no likely slippage on the block adjustment mechanism).
2. Ensure blocks are secure on the track surface before use.
3. When storing blocks ensure they are stored correctly (e.g. spikes facing down)

Additional points for Hurdles

1. Inspect hurdles periodically and ensure they are properly maintained and in working order.
2. When carrying hurdles on to and off the track ensure doing so is done in a safe manner (e.g. the hurdle base is not swung in a manner likely to strike another official, volunteer, or athlete).
3. Positioning the counter-weight correctly to ensure appropriate balance and fall of the hurdles if struck by an athlete during practice or competition.
4. All practice runs prior to competition must be supervised by officials.
5. Athletes returning from a practice run back to the start must do so in a manner that does not interfere with another athlete or official.

Additional points for Steeplechase

1. Inspect barriers periodically to ensure that they are properly maintained and set at the appropriate race height.
2. Inspect water jump for any damage, obstacles and debris or landing in unsafe water.
3. Ensure water jump is filled correctly prior to the start of the competition (i.e. water is level with the surface of the track, and free from any debris. The water jump should be kept empty except when in use for an event.
4. Ensure the water jump is adequately screened off or supervised when not in use.

7.3 THROWS – GENERAL**NO THROWS SHOULD BE UNDERTAKEN, INCLUDING IN THE WARM UP AREA, WITHOUT THE SUPERVISION OF A COACH/OFFICIAL**

1. All circles, runways, stop boards, nets and cages MUST comply with World Athletics and Athletics New Zealand requirements
2. Athletes in the field of competition must follow the guidance of officials and volunteers at all times, especially when moving from event to event within the arena.
3. Discus and Shot Put warm up must take place in the dedicated warm up area (see Event map).
4. Javelin warm up throws will take place in the arena of competition prior to the start of the event.
5. Officials need to ensure that athletes, officials and observers do not stand with their backs to the throwing areas.

Additional points for Discus Throw

1. All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
2. Practice throws are not allowed outside the circle or Javelin runway.
3. Only officials are allowed forward of the circle or Javelin runway.
4. Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower at the start of each throw to ensure appropriate situational awareness.
5. The discus should be returned by hand only.
6. Check cage netting regularly.
7. Cage and Net MUST comply with World Athletic and Athletic NZ requirements.
8. Situational awareness must be present at each throw (e.g. ricochet off the cage, skim or roll of the Discus after landing).

Additional points for Hammer

1. All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
2. Practice throws are not allowed outside the circle.
3. Only officials are allowed forward of the circle.
4. Officials forward of circle should stand outside the sector lines and face the circle or thrower at the start of each throw to ensure appropriate situational awareness.
5. Hammers must be returned by manual carrying only.
6. Ensure wings are used appropriately and always.
7. Cage and Net MUST comply with World Athletic and Athletic NZ requirements.
8. Situational awareness must be present at each throw (e.g. ricochet off the cage, penetration through the safety net).

Additional points for Shot Put

1. All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
2. Practice throws are not allowed outside the circle.
3. Only officials are allowed forward of the circle or throwing board.
4. Officials forward of circle or throwing board should stand outside the sector lines and face the circle or thrower at the start of each throw to ensure appropriate situational awareness.
5. The shot must be returned by carrying the use of a shot chute or manually
6. Shot Put stop boards MUST comply with World Athletic and Athletic NZ requirements.

Additional points for Javelin

1. All officials and athletes in and near the competition area must be aware of the need for concentration at all times.
2. Practice throws are to be supervised and single throws only (i.e. one at a time).
3. Only officials are allowed forward of the runway.
4. Officials forward of runway should stand outside the sector lines and face the thrower at the start of each throw to ensure appropriate situational awareness.
5. The javelin must be returned by carrying it vertically in the hand (straight up and down) and not thrown.

6. Track kerbing removed whilst the event is in progress should be placed in a safe area and replaced at the completion of the competition.

7.4 JUMPS – GENERAL

NO PRACTICE JUMPS AT THE COMPETITION AREA WILL TAKE PLACE, WITHOUT THE SUPERVISION OF A COACH/OFFICIAL

1. All athletes and officials will take care to utilise space with consideration for athletes competing in jumps events where horizontal jumps pits and Pole Vault may be in use at the same time (back straight of the athletics track). At all times athletes will follow instructions from officials with regards to event safety.

Additional points for Long Jump and Triple Jump

1. The Long Jump and Triple Jumps pits will be dug over prior to the start of each competition day, and refreshed (re-dug, levelled, raked) as deemed appropriate by jump officials between competitions (including watering).
2. The Long Jump and Triple Jumps pits will be raked prior to the start of the competition day to ensure removal of foreign objects.
3. Officials will ensure practice jumps are undertaken in a safe manner with appropriate gaps between each athlete's practice run.
4. Ensure measuring runway tape and athlete markers do not encroach on the runway.
5. Inspect runway regularly and ensure it is level, free of holes and defects that may cause injury (tripping) and tripping due to defective surface. Ensure runway is clean and free from foreign objects.
6. Ensure that take off and insert boards conform to relevant rules and regulations (they should be made of wood). Ensure that the insert boards, are capable of being adjusted so as to be stable and level with the runway.
7. Ensure that board lifting implements are available and suitable for the purpose of lifting the boards to adjust or replace if necessary.
8. Ensure there are no objects placed within 2m of the landing area.
9. Ensure any equipment such as scoreboards are kept clear of athlete area.
10. Ensure that the landing area is covered when not in use, and covered at the end of days competition.
11. Rakes, shovels, brooms etc used for levelling and cleaning should be kept away from the landing area. Prongs of rakes to face down.

Additional points for High Jump

1. Athletes and officials at High Jump will ensure track events scheduled during their High Jump competition are disrupted as little as possible. All High Jump athletes will retain situational awareness of other athletes on the jump apron and the track during warm up and competition to avoid physical collision.
2. A 'Traffic control' official must be present when there are track events taking place adjacent to the run up area if high jump athletes need to extend their run up onto the track
3. Officials will ensure any sections of kerbing removed during competition are placed in a safe place and are replaced at the completion of the competition.
4. Officials will ensure any cones placed to mark the inner edge of the track where the kerb is removed do not pose a trip hazard to competitors.
5. Ensure uprights are in appropriate condition and appropriately maintained through the competition. This includes ensuring the upright bases are stable and uprights correctly joined onto the base, the cross bar supports face each other.
6. Ensure uprights are appropriately positions to athletes' requirements during warm up and competition.
7. Ensure the high jump bar is in good condition (free of splinters and sharp edges) throughout the competition.
8. Ensure that no objects (such as scoreboards) are placed within 2 metres to the sides or rear of the landing mats to minimise wind-related falling damage/injury.
9. Ensure unused high jump cross bars or uprights are kept clear of the immediate competition area and "stacked" securely to prevent rolling.
10. Ensure landing mat units are correct size and confirm to relevant rules and specifications. Inspect landing mats regularly and ensure they are free from tears and holes that risk injury, and that the impact foam is in good condition. Ensure landing mats are securely fastened together and covered with a topper mat prior to competition.
11. Officials will ensure practice jumps are undertaken in a safe manner with appropriate gaps between each athlete's practice run.

Additional points for Pole Vault

1. Inspect runway area regularly and ensure it is level, free slipping/tripping due to defective from holes and adequately maintained surface, objects on the runway
2. Clean runway surface regularly to allow drainage or removal of debris.
3. Ensure no obstructive objects (markers) are placed on the runway line.

4. Ensure measuring runway tape does not encroach on the runway.
5. Ensure that measuring tapes do not encroach onto runway
6. Ensure athletes wear appropriate footwear
7. Ensure that box conforms to relevant rules and specifications, and is adequately maintained during competition.
8. Inspect poles periodically to check for damage that may indicate risk of future break of pole during competition
Prevent poles from dropping onto hard surfaces where possible. This includes catching poles after each vault by an official if it can be done safely.
9. Avoid vaulting into the wind if possible.
10. Officials will ensure practice jumps are undertaken in a safe manner with appropriate gaps between each athlete's practice run.

7.5 Other General Hazards

Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk Assessment	Minimize By	Responsibility
Covid-19 Pandemic	Covid-19 infection	Currently low	High		Anyone unwell expected to not attend either as competitor, official or spectator. Hand sanitizer available on table and on posts for all to use. Masks available for officials. Follow the current Ministry of Health guidelines	Individuals Event Manager
Environmental	Managing public	Low	Low	Low	All marshals will have hi viz vests and use clear hand signals and/or verbal instructions. They will have two-way radio or cell phone, should there be any issues Use CAUTION sports competition signs where the public need to be warned of the event. The competition area will have barrier fencing/tape installed across which no public/non-Officials access is permitted Only athletes, School Managers and support staff, Coaches, and Officials are allowed in the Warm up areas	Event Manager Marshals Announcer
	Unsafe facilities	Low	Varies	Varies	Inspect track, warm up area and vicinity each morning before competition starts and sort any safety issues. Continue to monitor during event and take appropriate safety measures, halt or cancel event if need be.	Event Manager Referee Assistant Referees Marshals
	Electronic cabling	Low	Varies	Moderate	All electronic cables (including power cords) must be laid safely and securely away from thoroughfare areas, or covered and secured appropriately to minimise risk of falls.	Installers of equipment Event Manager Health & Safety Officer
	Earthquake	Low	Varies	Moderate	In the event of an earthquake, the evacuation area will be on the embankment and limestone walking track behind the back straight.	Event Manager
	Unsafe surrounds e.g. Collision with a cyclist, pedestrians and cars.	Low	Moderate	Low	Ensure the event area is safe and all competitors are aware of the public area. All marshals to be aware of any potential dangers and control of traffic and spectators.	Event Manager Referee Assistant Referees Marshals
	Wandering dogs, Dangerous dog, Bitten by a dog.	Low	Moderate	Low	No dogs (with the exception of Guide dogs) are allowed in the area warm up or competition areas. Dogs are dealt with as appropriate at the time. Marshals will have radios or cell phones to contact the Event Manager if dogs do come into the warm-up or competition area. Ensure members of the public have all dogs under control in the event (i.e. on a lead). Call Animal Control if necessary.	Event Manager Manager Referee Assistant Referees

						Marshalls
Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk	Minimize By	Responsibility
	Unsafe warm-up areas	Low	Moderate	Moderate	Inspect course before event and address any safety issues. Halt and move to a safe area.	Event Manager
	Adverse weather conditions	Moderate	Moderate	Moderate	Competitors, Officials and Spectators expected to come dressed for the forecast weather conditions. If the weather deteriorates the Event Manager to assess situation with other officials and postpone or cancel event if deemed necessary	Event Manager
	Sunburn	Moderate	High	Moderate	Sunscreen will be made freely available at Sunscreen stations around the outside of the competition arena	Individuals Health & Safety Officer
	Dehydration	Moderate	Moderate	Moderate	Each person is responsible to ensure they have adequate fluid with them and to drink it. Water, tea and coffee will be provided for officials.	Individuals Event Manager Catering Manager (Team)
	Transport to and from the venue	Varies	Varies	Varies	Athletes, Officials, and spectators are responsible for their own transportation to and from the event unless otherwise arranged by Officials with the Transport Manager.	Individuals Transport Manager
	Insect Stings and Bites	Low	High	High	First Aid treatment is provided onsite. First Aid kit available at TIC table or with attending First Aid/Medical personnel. Ring 111 if person's condition becomes serious.	Event Manager First Aiders Health & Safety Officer
	Litter (potentially causing Slips, Trips and Cuts)	Low	Varies	Varies	Pick up and remove rubbish prior to event. All in attendance are expected to take their own rubbish away. Officials and/or volunteers to pick up any litter and leave venue clean. Ensure adequate rubbish bins are on site and fully accessible	Event Manager Individuals Marshals Volunteers Food and drink suppliers Volunteer Manager
	School tents and easy up guys ropes	Moderate	Low	Moderate	All guys ropes used to secure tents or easy ups must be placed clear of thoroughfare areas (e.g. 1m+ back from the concrete rim around the arena fence)	Individuals. Schools responsible for appropriate guy rope placement.

	Lost Property	Low	Low	Low	Lost property taken to TIC tent.	TIC table Officials Individuals
	Security of valuables	Low	Low	Low	Reasonable precaution must be taken regarding security of valuables and personal belongings. While security will be on site at night during the competition period any valuables left on site are at the owners risk.	Individuals Schools Announcer
Risk Category	Hazard	Probability of Occurrence	Severity if it Occurs	Risk	Minimize By	Responsibility
Emergencies	Evacuation Area	Low	High	High	The evacuation area will be on the embankment and limestone walking track behind the back straight.	Event Manager Announcer
	Danger to spectators	Low	High	High	Venues, course, exits are clearly marked. Event manager to ensure exits are clear.	Venue Management Event Manager
	Danger to participants	Low	High	High	Venues, course, exits are clearly marked. Event manager to ensure exits are clear.	Venue Management Event Manager
	Danger to workers	Low	High	High	Hired venue with own policy. Event Manager to monitor.	Venue Management Event Manager
First aid/medical	Major injury to spectators	Low	High	Low	First Aiders on site First aid kit at TIC Ring 111 as soon as it is identified that injury needs second aiders	Event Manager First Aiders Health & Safety Officer
	Major injury to participants	Low	High	High	First Aiders on site First aid kit at TIC Ring 111 as soon as it is identified that injury needs second aiders	Event Manager First Aiders Health & Safety Officer
	Minor injury to spectators Minor injury to Officials	Low Moderate	Low Low	Low Low	First Aiders on site First aid kit at TIC First Aiders on site First aid kit at TIC	Event Manager First Aiders Health & Safety Officer
Officials	Insufficient number	Low	Low	Low	Event Manager and Officials Co-Ordinator to adjust positions to meet minimum requirements If needed, get extra officials from spectators. Halt/cancel event if not able to solve shortage.	Event Manager Officials Co-Ordinator
Rules	Inadequate rules and regulations	Low	Low	Low	Rules have been defined in the programme and or IA rule book Event Manager to make sure venue etc meets the rules.	Event Manager Referee's

					Referee's responsible for implementation during races.	
Behaviour	Unfair behavior of participants	Low	High	Varies	Disciplinary action taken by Referee as per IA rule book.	Referee
	Misbehavior by spectators	Low	High	Varies	Managed by Marshalls, Officials and/or Event Manager Call 111 if serious.	Event Manager
Reviewed by Jonathan Black 9 October 2025						

8.0 Event Communications Plan

Communication Item	Person responsible	Audience	Timeline	Notes
Pre-Event Information to schools and participants	John Tylden , Tony Rogers, Sharee Jones	NZ Schools	August-December 2025	Entry information, programme, event briefing, site plan & health & safety
Event Briefing: Safety Briefing, Event info Officials and Volunteers	Trevor Spittle Belinda Leckie	Officials, Volunteers	Zoom Meeting on Thursday 4th December	Health and safety, programme changes, behaviour expectations
Event Day Communications: Cancellations, changes, weather	Belinda Leckie, Sharee Jones & Championships announcer	Participating schools, managers, coaches, parents, spectators	As required in a timely manner	NZSSAA Website and Facebook, public announcements, cell phones , officials radios
Emergency Communications: Evacuation, lost person, emergency services, notification to schools/parents/media	As above	As above	As above	As above
Media information	Tony Rogers	As above and wider public	Before, during and at completion of the event as required	Social media, websites & news reporting organisations
Post-event reporting	Tony Rogers	Managers/ School Sport NZ	2 months following and at NZSSAA AGM	Emailed to appropriate people and organisations and published on NZSSAA website

9.0 Accident/Incident Record Form

Please complete this form and send to the above address. All information will be kept confidential to the LOC unless disclosure is required to ensure an immediate safety risk has been appropriately addressed.

Particulars of Athletics Meet Health & Safety related Accident/Event	Injury to which part of the body (tick all that apply)	This form completed by (Name/Contact details):	
Briefly, what happened and how?	Head	Date:	Signature:
	Neck		
	Trunk		
	Upper limb(s)		
	Lower limb(s)		
	Systemic (internal organs)		
	Other (please explain)		
Location	Cause of injury (tick all that apply)	Investigation result (LOC use only)	
	Fall, trip or slip		
Day Friday / Saturday / Sunday Circle one	Hitting an object with part of the body		
	Being hit by a moving object		
Approximate time	Heat radiation or energy		
	Chemicals or other substance		
Name of injured person	Other (please explain)		
Age of injured person	Nature of the injury (tick all that apply)		
Gender of injured person (M / F) Circle one	Superficial (minor or minimal harm)		
	Bruising or crush injury		
	Sprain or strain		
Did the Accident result in Injury needing treatment? (Yes / No) Circle one	Fracture		
	Foreign body		
	Dislocation		
	Open wound		
If 'Yes' what treatment was required? Circle one	Burn(s)	Date:	Signature:
	Head injury (incl Concussion)		
First Aid	Puncture/Piercing		
Medical/Ambulance consultation	Nerves or Spinal Cord		
Hospitalised (including ED attendance)	Other (please explain)		

10.0 Post Incident Report Form

Incident / Date Brief summary	
Prevention	How can this be prevented in the future?
Hazards:	Are there any other hazards identified as a result of this incident?
Action	What needs to happen next that has not been actioned?

11.0 Accident & Emergency Details

Address for Track & Field (5-7 December):

Mitre 10 Sports Park, 42 Percival Road, Tomoana, Hastings

Phone: 06 6504040 Email: info@sportspark.co.nz

In case of Emergency: For emergencies requiring Police, Ambulance or Fire - dial **111**. If asked the suburb is **Tomoana**.

First Aid Room:



Track & Field: This is located in the foyer of the grandstand including first aid kit. There is a portable AED defibrillator is situated on the wall outside the first aid room. Our first Aid provider is **Medics on Scene**.

Emergency Assembly Point: On the grass bank and limestone track behind the back straight

C02 fire extinguishers are:

1. In the grandstand and are located beside the lift in the foyer and in the grandstand administration room, and
2. At the 13th Stag café in the main Hawkes Bay Sports Park Trust building behind the grandstand across the carpark.

Security:

Armourguard have been contracted as security providers for the competition venue.

Emergency Centres:

<u>HAWKES BAY FALLEN SOLDIERS HOSPITAL</u>	<u>HASTINGS HEALTH CENTRE</u>	<u>City Medical 24/7 Urgent Medical Care</u>
Address: 398 Omaha Road, Camberley, Hastings 4120	Address: 303 Saint Aubyn Street West, Hastings 4122	Address: 76 Wellesley Road, Napier South, Napier 4110
Hours: Open 24 hours	Hours: 8am – 8pm	Hours: Open 24 hours
Phone: 06-878 8109	Phone: 06-873 8999	Phone: 06-835 4999
Distance to competition venue: <i>5 minutes</i> from Mitre 10 Sports Park, <i>20 minutes</i> from Park Island Recreation Ground	Distance to competition venue: <i>5 minutes</i> from Mitre 10 Sports Park, <i>20 minutes</i> from Park Island Recreation Ground	Distance to competition venue: <i>10 minutes</i> from Park Island Recreation Ground, <i>15 minutes</i> from Mitre 10 Sports Park

Post Incident Reporting

Please complete an Accident/Incident Record Form (Available at the TIC) and provide to the Health and Safety Officer (directly or through an LOC member) at earliest opportunity.

The Health and Safety Officer will review and investigate, as appropriate, each report form completed.