



NEW ZEALAND SECONDARY SCHOOLS SPORTS COUNCIL

2017 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** NZSSSC sanctioned events and was 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 NZSSSC Administrator, office@nzsssc.org.nz***. These will be posted on the NZSSSC 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, NZSSSC will withdraw the sanction form the event and advise schools not to attend.

2. 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.
3. 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.
4. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *NZSSSC Event Health & Safety System*

SECTION 1: Event Information

Event Name: NZ Secondary Schools Cross Country Championships	This Plan Dated: April 2017
Event Location	Ascot Golf Course, QE2 Park, Christchurch
Event Date	Saturday 17th & Sunday 18th
Organisation delivering event	St Bede's College in conjunction with Athletics Canterbury Cross Country & Road Committee
Number of Participants	1000 approximately
Number of Schools Participating	100 to 200 approximately

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

NZSSAA Cross Country Championships

Friday 16th – Course inspection and race pack collection

Saturday 17th – Seven cross country races for individuals with associated tams event

Sunday 18th – Inter Regional relay races

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 Gamblin	Event Manager	Overall responsibility	ANZ Non Stadia A Grade Official	027 295 8003 johngam@xtra.co.nz jgamblin@stbedes.school.nz	Teacher at St Bede’s College, so Police vetted automatically
John Gamblin	Volunteer Coordinator	Volunteer recruitment, training & management	ANZ Non Stadia A Grade Official		
John McBrearty	Officials Coordinator	Recruitment, training & management	ANZ Non Stadia A Grade Official	027 475 5379	N/A
John Gamblin	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid			
John Gamblin	Welfare	Toilets and wash facilities			
John Gamblin	Waste Management	Waste clearance and recycling			
John Tylden	Disputes & Discipline	Convening Jury of Appeal	President NZSSAA	027 264 5030	N/A

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 – to schools, participants	John Gamblin & John Tylden	All NZ Secondary Schools via NZSSAA website		https://nzssaa.org.nz/Information/nzxc2017
Event Briefing – Safety Briefing, Event info for students, coaches, managers	John Gamblin	Officials briefing prior to start by written notice		
Event Day Communications – Cancellations, changes, weather	John Gamblin & John Tylden	All participants via NZSSAA website		
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	John Gamblin			
Media information	John Tylden			https://nzssaa.org.nz/Information/nzxc2017
Post event reporting	John Gamblin & John Tylden if needed			https://nzssaa.org.nz/Information/nzxc2017

To be read in conjunction with the:

2107 XC & R Health and Safety Plan, Official's Briefing and Accident Register

2017 Hazard Register for Cross Country Events

Please submit this plan to the NZSSSC Administrator, office@nzsssc.org.nz 6 weeks prior to the event date.