

2020 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. 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 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*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: New Zealand Secondary School Cross Country Championships 2020		This Plan Dated: 13 th July 2020
Event Location	A & P Showgrounds, Hawera	
Event Date	19 th and 20 th September 2020	
Organisation delivering event	Local Organising committee, with assistance of TSSSA, on behalf of NZ Secondary Schools Athletics Association.	
Number of Participants	800	
Number of Schools Participating	120	

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

The NZSSAA National Cross Country Championship is a two day competition held from the 19th – 20th September at A&P Showgrounds, Hawera. This is the 47th year of the event which attracts an estimated 900 participants plus additional supporters. The championship features six individual races on the Saturday and two team relay races on the Sunday. The Saturday event sees athletes representing their schools in three age groups Y9, Junior U16, and Senior U20 (boys and girls events), while on the Sunday athletes compete in relay teams representing the sixteen regions from around the country.

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
Jason Cressingham	Event Manager	Overall responsibility	Vice-President Athletics Taranaki	02768739495	Yes
Karen Gillum-Green	Volunteers & Officials Coordinator	Volunteer recruitment, training & management	President – Athletics Taranaki and Officials & Volunteer s Co-ordinator	0275600766	Yes
Warren Drought	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Hawera Harriers	0273743962	Yes
Richard Brewer	Race Referee	Oversee course inspection, observe races,	President – Hawera Harriers; Vice-President A&P Society Board	0272094192	
Malcolm Hurley	Welfare and Waste Management	Waste clearance and recycling; toilets and wash facilities	Caretaker of A&P Showgrounds	0277667635	N/A
John Tylden	Disputes & Discipline – Technical Delegate	Convening & Chairing disputes panel	NZ Schools Athletics Association	0272645030	Yes
Tony Rogers	NZSSAA representative	Oversight of the Championships	NZ Schools Athletics Association	0274883279	Yes
Rebecca Scott	TSSSA representative		Regional Sports Director	021367232	Yes
Race Marshalls (Various)	Course direction and safety	Safety	Various	Various	N/A
Mark Harris	Results and Timing	Results Manager	Athletics Wairarapa	021300380	N/A
Vicky Adams Miranda Elliott	Presentation of awards	Collate results and set up for presentation		0276211218 0272547556	N/A N/A
Jury of Appeal	John Tylden Tony Rogers Richard Brewer	Deal with any protests		See above	

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?
Sunstroke or heat exhaustion	med	no	no	yes	yes	yes	Proper clothing / hat Sunscreen / sun block Event schedules Shade provided at multiple sites	Event Manager	Refer to onsite first aid
Erection of temporary structures causes an injury to contractor or member of the public.	med			yes			Engineer the hazard by cordoning off the area. Site supervisor/s to monitor the area and ensure that the public are not entering the work space.	Event Manager	Send to St john or in case of emergency dial 111
Temporary infrastructure blows away and causes injury to person or equipment	med			yes			Ensure that all Temporary infrastructures are adequately secured. Monitor weather conditions prior to and during the event	Contract manager	Send to St john or in case of emergency dial 111
Electricity cables/wires causing injury or trip/fall	med			yes			Cables covers used where needed and cables to be placed out of way of foot traffic.	Contract manager	Send to St john or in case of emergency dial 111
Ground conditions are poor	low		yes		Yes		Marshalls to inspect the ground prior to event starting and confirm with Event Manager that the course is safe for running.	Technical Delegate and Race referee	Re-route the course if required.
Hard or sharp objects on the field causing injury	Low	yes					Marshalls to inspect the course prior to event starting and confirm with Meeting Manager that the course is safe for running.	Technical Delegate and Race referee	Remove objects or re-route the course.
Litter on site	Low	Yes					Adequate number of provided bins - plastic & aluminium recycling bins & general rubbish bins. Volunteers and staff briefed to keep venue litter free on PA system	Race Referee	Remove objects or re-route the course.
Weather Cold/wet/icy/windy conditions	High				yes		Awareness of appropriate clothing for weather conditions is worn. Temporary shelter provided in the form of marquees. Water provided.	Event Manager	Ensure programme runs to time to minimize waiting periods or postpone start time for weather break. In severe case cancel event.
Interference with Athletes/ Competitors during competition	Low			yes	yes		Course clearly marked with flags and barrier tape. Spectators provided with specific places to cross course. Use of PA system for ongoing awareness/ enforcement	Volunteer coordinator	Remove interference from competition

Medical Emergency	Med				Yes		On site Ambulance in a clear and obvious location. Knowledge of location of Timaru Hospital. Emergency numbers to call.	Event Manager	Dial 111
Moving Vehicles	Med			yes			Control areas where vehicles will be moving and use warning signage. Speed restricted to 10km within. Signs put up prior to start of event. E.g. Parking Signs	Volunteer Coordinator	Stop vehicle and remove from area.
Aggression from crowd	Low				Yes		On the rare occasions that the crowd are aggressive they are to be kept away from the edge of the playing area and security/Police will take control of the situation.	Race Referee / Event Manager	Remove interference from competition
Lost Children	Low			yes	Yes		Announcements will be made informing spectators to contact a member of the security/staff if they have become separated from their parents or child. Lost child to stay with a staff member until the parent is located. If this proves unsuccessful a missing person report will be completed and police will be notified.	Volunteer Coordinator	Have a clear designation point for people to go to.

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	Remind runners to be aware of others around them. Be careful on the course obstacles	Team Manager Event Manager	Refer to onsite first aid
Strains / Sprains / Muscle injury/breaks	Med				yes		Control the area as much as possible.	Team Manager Event Manager	Team manager or above that refer to onsite first aid.
Slips leading to breaks or laceration	Low			yes			Avoid parts of the course where there may be danger.	Team Manager Event Manager	Refer onsite first aid.
Hypothermia	Med				Yes	yes	Keep programme to time, encourage students to run in appropriate clothing.	Team Manager Event Manager	Refer onsite first aid.
Asthma, breathing or medical conditions	Low					yes	Encourage managers to be prepared and be aware of students with possible medical conditions.	Team Manager Event Manager	Refer onsite first aid.

3B: 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	St John Services	Doug Ashby	0272430722	St John will be on site and clearly visible to those at the venue.
Drinking water	LOC	Event Manager Jason Cressingham	0276873949	Some water refill opportunities provided. No permanent fountains onsite, limited water will be available. We are however close to local dairies and supermarkets.
Food	Various	Hawera Athletics – Judy Guckert	0210451946	Plus, two coffee vendors will be in place.
Shade	TET Athletics Taranaki	Karen Gillum-Green	0273245215	September event will most likely require shade, schools welcome to bring their own.
Toilets	Gas & Plumbing, NP	Yvonne	06 7579030	Portaloos will be available near the start line and there are also toilets available near the 2km turn off
Event Security	Nil			You may leave school tents and gazebos up at your own risk.
Waste Management	Hawera District Council	Malcolm Hurley	0277667635	Rubbish bins will be provided at the venue.
Spectator Controls	Athletics Taranaki	Rodney Gillum	0210507246	The course will be roped off and “cross-over entrances” will be made
Parking / Vehicles on site	Road Safe Taranaki	Marion Webby	0272792662	Parking will be available in streets surrounding the venue in addition to designated parking in the A&P Showgrounds. Only St John, results vehicle, food and beverage and additional vehicles used for setup to be on site.
Event Insurance	Athletics New Zealand	Hamish Meacheam	0273241976	TET Athletics Taranaki is the booking holder and insured group through Athletics New Zealand Public Liability Insurance.
Media	Rebecca Scott	RSD of TSSSA	021367232	The Local organizing committee will liaise with media and social media platforms to promote the event and provide relevant information.

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	Event Manager	Secondary Schools, RSDs,	Begin 10 weeks prior	Date, venue, price, entry process, parking, accommodation options, race details, rules, merchandise
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager and Race Referee	School team managers	Managers Meeting 18 th September	Course information, amenity details, protest instructions, health and safety details,
Event Day Communications – Cancellations, changes, weather	Event Manager and Race Director	School team managers, media	As soon as possible but no later than 7:30am.	Details of decision and plan or timeline for plan future decisions.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager and Race Director	School team managers, Media, NZSSAA if applicable, Emergency services	As required, immediately	Appropriate details of situation and plan going forward. Options for where general public can get more official information.
Media information	Volunteer Coordinator	Print, Radio, Websites and social Media	As available at various milestones	Confirmation of event, event details, highlights, entry numbers, history, times, results
Post event reporting	Event Manager			Participation numbers, highlights, issues, incidents, finances and recommendations.

Please submit this plan to the School Sport NZ Administrator, office@schoolsportnz.org.nz 6 weeks prior to the event date.