



School Sport New Zealand

NZSSSCC 2023 HEALTH & SAFETY DOCUMENT

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 for 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 Schools Cross Country Championships	This Plan Dated: 16 May 2023
Event Location	Massey University Campus Palmerston North
Event Date	17-18 June 2023
Organisation delivering event	Massey University (Manawatu campus)
Number of Participants	1000
Number of Schools Participating	120

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

The New Zealand Secondary Schools Cross Country Championships is a two-day competition to be held on 17 -18 June 2023 at Massey University Campus Palmerston North. This is the 49th year of the event which attracts up to 1000 participants plus additional supporters and support staff. 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: Year 9, Junior U16, and Senior U20 (boys and girls events), while on the Sunday, athletes compete in relay teams representing the sixteen regions from around New Zealand.

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
Jacob Oram	LOC Chair, and Event Manager	Overall responsibility for the organisation and planning of the event. Overseeing governance and finance in particular.	Massey University Sport Advancement Manager.	0211957436 j.oram@massey.ac.nz	Yes (Manawatu Cricket Assn)
Rob Dabb	Technical sub-committee Chair, and Referee	Responsibility for items related to the course and course management (marshals etc).	Feilding Moa Harrier & Athletic Club head coach	027 255 3992 robertd@ruralandlifestylesales.com	Yes (Athletics NZ)
Peter Finch & Rachel Wenham	Administration, Finance, and Marketing sub-committee Chair	Responsibility for administration, communication and promotional tasks related to the event.	Peter: PNBHS Director of Sport Rachel: PNBHS Community Relations Manager	Peter 0275585131 finchp@pnbhs.school.nz Rachel 0274423285 wenhamr@pnbhs.school.nz	Both yes (PNBHS)
Gary Mack	Venue & Facility sub-committee Chair, and Course Manager	Responsible for maintenance and management of fields, farmlands, security and traffic.	Massey University Grounds Manager	0272228278 G.C.Mack@massey.ac.nz	Yes (FIFA)
Bill Twiss	Health & Safety Officer and Technical sub-	Risk assessments, legal compliance, site inspections, first aid	Is a Retired Military Officer who commanded the operational health sector in	(027) 412 1731 TwissBill@ngatawa.school.nz or billtwiss@yahoo.com	Athletics New Zealand and Nga Tawa Diocesan

	committee member		the NZDF. He is an experienced athlete and running coach. He is currently a sports coordinator at Nga Tawa Diocesan School and understands the health and safety risks for the event.		police vetted.
Massey University	Welfare And Waste Management	Waste clearance and recycling; toilets (Hirepool portaloos) and wash facilities.	Course Manager	j.oram@massey.ac.nz or g.c.mack@massey.ac.nz	
John Tylden	Disputes & Discipline - technical delegate	Convening & Chairing disputes panel	New Zealand Secondary Schools Athletics Association	tylden@xtra.co.nz (027) 2645030	Yes
Tony Rogers	NZSSAA representative	Overseeing the Championships	New Zealand Secondary Schools Athletics Association	tony@acesports.co.nz (027) 4883279	Yes
Palmerston North Boys High School	Course marshals	Course direction and safety of runners		Peter 0275585131	
Paul Wasley	Start marshal and Technical sub-committee member	To ensure runners are in position on time and ready for race.	Feilding Moa Club Captain	nessandwaz@xtra.co.nz	
Vanessa Hodge	Starter	To start the race	Palmerston North Athletics & Harrier Club		
Andrew Ninness	Results and timekeeper manager	Collation of results and oversight of individual timing strips	Operates company "The Timing Team"	andrew@ninnessassociates.co.nz	
Nga Tawa School, and Feilding High School	Finish area assistants	Ensure runners are efficiently funnelled into finishing area, and assistance given to those who require it	Bill Twiss POC	(027) 412 1731	
Mark Harris	Ground announcer	Keeping runners informed of upcoming races, timings, general information and H&S.			
Mark Harris, Tony Rogers, LOC	Presentation of awards	To work with Andrew Ninness to collate results and set up medals and certificates		(027) 8733448	

		for presentation ceremonies			
Jury of Appeal	Tony Rogers (Convenor) Rob Dabb, Bill Twiss, George McConachy Geoff Shaw, Katrina Gemmell, John Gamblin	To adjudicate on any protests made during the event			
NZSSAA Selectors	Geoff Shaw (Convenor), Paul Meads, Ange Russek	Selection of NZSSAA teams			

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		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Sunstroke or heat exhaustion	Low	No	No	No	No	Yes	We will advise team managers to ensure competitors have appropriate clothing including hats. We will also make sunscreen/sunblock available to all - competitors, officials, volunteers and spectators and provide shade where appropriate.	Event Manager	We will refer the person or persons to the on-site Pro Med crew.
Weather: cold/wet/icy windy conditions	Medium	No	No	No	No	Yes	We will advise team managers to ensure competitors have appropriate warm /wet weather clothing including hat and gloves. We will also provide shelter at the start-finish area. Shower facilities will be available in the Massey Recreation Centre to competitors, officials and volunteers.	Event Manager	For people suffering due to adverse weather, we will refer them to the on-site Pro Med crew. We will make every effort to ensure the programme runs to time to minimise waiting periods and, if necessary, postpone the start time for a weather break. In severe or extreme weather, we will cancel the event.
The erection of temporary structures (e.g. marquees) causes an injury to the contractor, their employees or members of the public	Low	No	No	Yes	No	No	We will engineer the hazard by cordoning off the area. The Contract Manager and the site supervisors are to monitor the area and ensure the public are not entering the workspace while the structures are being erected/removed.	Contract Manager Event Manager	In the event of an injury, we will seek medical help or in the case of an emergency dial 111 as Pro Med are not contracted to be at the venue during setup hours.
Temporary infrastructure is blown away and causes injury to a person(s) or damage to equipment	Low	No	No	Yes	No	No	We will ensure that all temporary infrastructures are adequately secured. We will monitor the weather conditions prior to and during the event. If weather conditions are forecast to become severe, we will have the temporary infrastructures removed.	Event Manager Contract Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med crew.

Electricity cables/wires causing injury or person to trip or fall.	Medium	No	No	Yes	No	No	Cable covers are to be used where needed and the cables to be placed out of the way of foot traffic.	Contract Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med crew.
Ground conditions are poor	Low	No	Yes	No	Yes	No	Marshals are to inspect the ground prior to the start of the event and confirm with the Course Manager and the NZSSAA Representative that the course is safe to compete on.	Course Manager & NZSSAA Representative	We will re-route the course if required to ensure it is acceptable.
Hard or sharp objects are on the course causing injury	Low	Yes	No	No	No	No	Marshals are to inspect the ground prior to the start of the event and confirm with the Course Manager and the NZSSAA representative that the course is safe to compete on.	Course Manager NZSSAA Representative	We will remove the hazardous objects or re-route the course. Alternatively, if the hazardous objects cannot be removed (e.g. tree roots on the surface) the hazard will be spray-painted in fluoro colour or marked with a cone (e.g. gateway post that cannot be moved)
Litter on site	Low	Yes	No	No	No	No	We will endeavour to eliminate litter by providing an adequate number of general rubbish bins. Volunteers and staff are to be briefed over the PA system to keep the venue litter free.	Course Manager	We will ensure that all litter is removed.
Interference with Athletes/Competitors during the competition	Low	No	No	Yes	Yes	No	We will ensure the course is clearly marked with barrier tape and spectators are provided with specific places to cross the course. We will also make use of the PA system for ongoing awareness and enforcement.	Course Manager and Event Manager	We will remove any interference to the competition.
Medical Emergency	Medium	No	No	No	Yes	No	We will assist with any medical emergency by providing an on-site ambulance in a clear and obvious location. We know the location of Palmerston North Public Hospital and emergency numbers to call.	Event Manager	In the event of medical emergency, we will refer the person or persons to the on-site Pro Med crew
Moving vehicles	Medium	No	No	Yes	No	No	Vehicle access to the course at Massey University is by road only, where there is a speed limit of 30 km/h. Teams will be provided with a map of the area indicating where parking facilities are available. No vehicles, other than those authorised, will be allowed into the event area.	Event Manager Volunteers,	We will stop any unauthorised vehicle and request that it is removed from the area.
Course crosses Albany Drive	Medium	No	No	No	Yes	Yes	Massey University will provide staff to control this crossing point. Marshals will also assist.	Course Manager	In the event of an injury, we will refer the person or persons to the on-site Pro Med crew.
Pedestrians crossing public roads within	Low	No	No	Yes		No	The speed limit on public roads within the Massey University is 30 km/h. This should substantially reduce the likelihood of a serious accident. Attendees should be constantly vigilant when crossing the roads.	Event Manager & Individuals' Responsibility	In the event of an injury, we will refer the person or persons to the on-site Pro Med crew.

Massey University Campus									
Aggression from the crowd	Low	No	No	No	Yes	No	On the rare occasion that the crowd is aggressive, they are to be kept away from the edge of the cross-country course. Police or Massey Security will take control of the situation.	Event Manager Race Referee	We will ensure any interference to the competition is removed.
Lost Children	Low	No	No	Yes	No	No	If a child is lost, an announcement will be made over the PA system. The lost child should stay with a responsible adult until their parents are found. If unsuccessful, a missing persons report will be completed, and police notified.	Event Manager	We will ensure there is 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		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Concussion	Low	No	No	No	Yes	Yes	As organisers, we can do a lot to prevent athletes having a concussion incident by ensuring the course is safe for running and that any hazard or sharp objects on the course are removed or clearly marked prior to the event.	Team Manager Event Manager	We will refer the person to the on-site Pro Med Ambulance crew.
Strains/Sprains Muscle Injury/Breaks	High-Med	No	No	No	Yes	No	As for Concussion although injuries caused by running may not always be avoidable. Team managers should ensure their athletes go through a thorough warmup prior to competition.	Team Manager Event Manager	We will refer the person to the on-site Pro Med Ambulance crew.
Slips leading to breaks or laceration	Low	No	No	Yes	No	No	As for Concussion .	Team Manager Event Manager	We will refer the person to the on-site Pro Med Ambulance crew.
Hypothermia	Medium	No	No	No	Yes	Yes	We will endeavour to keep the programme on time and encourage athletes to run in appropriate clothing. We will monitor the weather forecast leading up to the event and communicate clothing requirements with teams if the chance of poor weather is likely.	Team Manager Event Manager	We will refer the person to the on-site Pro Med Ambulance crew.
Asthma, breathing or medical conditions including influenza and covid-19	Low	No	No	No	No	Yes	We will encourage team managers to be prepared and be aware of any athletes with possible medical conditions. Under no circumstances should an athlete take part if they are feeling unwell. All team managers should have a supply of Rapid Antigen Tests for covid and if anyone tests positive they should be immediately isolated from other competitors and the public. Mask	Team Manager Event Manager	We will refer the person to the on-site Pro Med Ambulance crew.

						wearing is encouraged in enclosed environments where limited ventilation may be a factor.		
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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
Pro Med	Pro Med	Pro Med	charliot.miller@promed.ac.nz 0508 77 66 33	Pro Med will be on-site and clearly visible to those at the start-finish line
Drinking water	LOC	Paul Wasley	0221407109	Some water refill opportunities will be provided at the start-finish line. Water is available at the Massey Recreation Centre approximately 200 m from the start finish line.
Food	Various	Event Manager		There will be various food vendors on-site together with a coffee vendor.
Shade and shelter				There will be various marquees and gazebos erected around the start and finish areas to provide shade and shelter. The Massey Sport Institute “Green Room” (an indoor artificial turf room) will also be available for shelter.
Toilets	Portaloos	Event Manager		Portaloos (x10) will be available for use, some placed near the start line, the rest by the finish line. Full toilet facilities are available at the Massey Recreation Centre, approximately 200 m from the start line.
Event Security	Massey Security	Course Manager		The equipment which cannot easily be removed overnight will be protected by Massey security on the

				nights 16-17 June 2023.
Waste Management	Massey University staff	Course Manager		Multiple rubbish bins will be provided across the area outside the Sport Institute.
Spectator Controls	Volunteers	Course Manager		The course will be roped off and “cross-over entrances” will be made where required.
Parking	Volunteers	Event Manager		Public parking will be available in the Orchard Road carpark, which is 200m from the start line. This carpark has over 1000 parks available and as it is the weekend parking will be FOC.
Vehicles onsite	Volunteers			Absolutely no vehicles are permitted on-site other than Pro Med and vehicles used during the set-up of the event or providing food and beverage.
Event Insurance				Massey University has comprehensive insurance cover which has been extended to include full cover for the event after consultation with their insurance brokers. All NZSSAA events are covered by Athletics NZ public liability insurance
Media		Event Manager, Tony Rogers and John Tylden		The LOC, in conjunction with NZSSAA, 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	Jacob Oram	Secondary Schools, RSD's	Begin 10 weeks prior	Information will include the date of the event, venue, price, entry process, parking, accommodation options, race details, rules and merchandise.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Rob Dabb	School Team Managers	Details will be included in all team race packs	Information will include course details, amenity details, protest instructions, health and safety details.
Event Briefing - for marshals and officials	Rob Dabb	Officials	Prior to competition on Saturday	Information will include course details, health and safety details, protocols during races, crowd control.
Event Day Communications – Cancellations, changes, weather	Tony Rogers NZSSAA representative/ Jacob Oram LOC Chair	School team managers and media	As soon as possible, but no later than 7:30 am	Full details will be given relating to any decisions due to adverse weather conditions regarding cancellations or changes to the timetable.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Rob Dabb	School Team Managers, Media, NZSSAA (if applicable), Emergency Services	As required, immediately.	Communicating appropriate details of the situation and the plan going forward. Options should also be given for where the general public can get more official information.
Media information	Jacob Oram/Rob Dabb/ John Tylden	Print, Radio, Websites and Social Media	As available at various milestones	Information should include, but not be restricted to, confirmation of the event, event details, highlights, entry numbers, history, times and results.
Post event reporting	Jacob Oram/Rob Dabb	NZSSAA	Within six weeks of the conclusion of the event	Information should include 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.