

## School Sport New Zealand

### 2026 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](mailto: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

<b>Event Name:</b> New Zealand Secondary Schools Cross Country Championships and Inter Provincial Relay		<b>This Plan Dated:</b> 15 May 2026
<b>Event Location</b>	Trentham Memorial Park, Upper Hutt Wellington	
<b>Event Date</b>	20 <sup>th</sup> & 21 <sup>st</sup> June 2026 (course inspection from 2.00pm 19 <sup>th</sup> June)	
<b>Organisation delivering event</b>	NZSSAA and Athletics Wellington (Local Organising Committee)	
<b>Number of Participants</b>	1000 <i>athletes estimated</i>	
<b>Number of Schools Participating</b>	135 <i>schools estimated</i>	

**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 20<sup>th</sup> and 21<sup>st</sup> June 2026 in Upper Hutt. This is the 52nd 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 inclusive of Para Athletes and four team relay races on the Sunday inclusive of Para Athletes. The Saturday event sees athletes representing their schools in three age groups: Year 9, Junior U16, and Senior U20 (boys' and girls' events) plus Para events. The Under 20 events include an Under 17 race concurrently, 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 organizers 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	NZSSAA Representative	Overall in charge of the successful running of the Championships on behalf of NZSSAA	Board member of the NZSSAA Board	027 295 8003 <a href="mailto:johngam@xtra.co.nz">johngam@xtra.co.nz</a>	Yes (Athletics NZ)
Todd Stevens	LOC Chair, Event and Technical Manager	Overall responsibility for the organisation and running of the event in Upper Hutt	Athletics Wellington Life member ,Lead Out Of Stadia, Previous National Championship Event Director. Graded OoS Official. 30+ years’ experience.	021 781 238 <a href="mailto:Toddstevens6@gmail.com">Toddstevens6@gmail.com</a>	Yes (Athletics NZ)
Vaughan Oates	Officials & Volunteer Coordinator	Recruitment, training, allocation of tasks & management	Athletics Wellington Out of Stadia Officials Co-Ordinator	0279432333 <a href="mailto:votes603@gmail.com">votes603@gmail.com</a>	Yes (Athletics NZ)
Tony Rogers	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Athletics Wellington General Manager	0274 883279 <a href="mailto:gm@athleticswellington.org.nz">gm@athleticswellington.org.nz</a>	Yes (Athletics NZ)
David Kettles	Welfare	Toilets, Shelter, Waste, food and coffee carts	Experienced Athletics Wellington OoS Stadia Race Director & Competitor	<a href="mailto:tea.pots@xtra.co.nz">tea.pots@xtra.co.nz</a>	Yes (Athletics NZ)
Tony Rogers (Convenor), One other NZSSAA Board member, Alan Stevens or David Sim	Jury of Appeal	To adjudicate on any appeals made during the event	Chairman of NZSSAA Board. Athletics NZ Official and GM Athletics Wellington	027 488 3279 <a href="mailto:tony@acesports.co.nz">tony@acesports.co.nz</a>	Yes (Athletics NZ)
John Tylden	Entries Co-Ordinator	Runs the online entry system and supplies data to results package	NZSSAA Events Co-Ordinator. Over 50 years involvement in NZSSAA events.	027 264 5030 <a href="mailto:tylden@xtra.co.nz">tylden@xtra.co.nz</a> <a href="mailto:oe@nzssaa.org.nz">oe@nzssaa.org.nz</a>	Yes (Athletics NZ)
David Sim	Referee	In charge of making sure each race is run fairly, safely & appropriately. Deals with any protests.	Athletics New Zealand A grade out of Stadia Official.	0273311840 <a href="mailto:dksim59@gmail.com">dksim59@gmail.com</a>	Yes (Athletics NZ)
Kumiko Otani	Starts Co-Ordinator	Organizes the athletes into their start chute.	Athletics NZ Graded out of Stadia Official.	0274 340674 <a href="mailto:kumiko6161@icloud.com">kumiko6161@icloud.com</a>	Yes (Athletics NZ)
Geoff Henry	Starter	Gives timed warning prior to start and starts each event	Athletics New Zealand Graded out of Stadia Official.	0274 425 439 <a href="mailto:ghenry@actrix.co.nz">ghenry@actrix.co.nz</a>	Yes (Athletics NZ)
Daryl Bloomfield	Results	Collation and publication of results.	Experienced Athletics Wellington Out of Stadia Official.	021 662373 <a href="mailto:daryl@fedude.co.nz">daryl@fedude.co.nz</a>	Yes (Athletics NZ)
Rees Buck	Announcer	Provides commentary of event for those at venue. Makes announcements.	Major event experience as athletics commentator	027 281 7582 <a href="mailto:reesjbuck@gmail.com">reesjbuck@gmail.com</a>	Yes
Nadine Stembridge	Presentation	Co-ordinates medal presentations.	Member of the LOC and a school Sports Co-Ordinator.	0272316434 <a href="mailto:nadine@collegesport.org.nz">nadine@collegesport.org.nz</a>	Yes
Tony Rogers Holly & Sophie Taylor	Merchandise Clothing Sales	Co-Ordinates the sale of clothing on site.	Athletics Wellington General Manager	0274 883279 <a href="mailto:gm@athleticswellington.org.nz">gm@athleticswellington.org.nz</a>	Yes (Athletics NZ)
Nigel Mudge Upper Hutt Community Rescue (UHCR)	First Aid	On course first aid during events	Commercial Qualified First Responders	Phone: 021468427 <a href="mailto:Events@uhcr.org.nz">Events@uhcr.org.nz</a>	Yes

### 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: See table following;

- List the hazards/risks you have identified.
- Rate their risk level (refer to information above to assist with this).
- 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)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> 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 will we 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. Mid winter event.	Event Manager	We will refer the person or persons to the on-site UHCR first aider.
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 next to the course.	Event Manager	For people suffering due to adverse weather, we will refer them to the on-site UNCR 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 have contracted an experienced marquee supply company to supply, erect and remove marquees. "Happy Hire" The Event Manager will direct where the marquees are put up and will ensure the area is safe for any public walking past.	Event Manager	In the event of an injury, we will seek medical help or in the case of an emergency dial 111 as UHCR first aiders 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	In the event of an injury, we will refer the person or persons to the on-site UHCR first aider. If not during UHCR's contracted hours, then other officials qualified in First Aid at the venue will attend and call 111 if required.
Electricity cables/wires causing injury or person to trip or fall.	Low	No	No	Yes	No	No	Cable covers are to be used where needed and the cables to be placed out of the foot traffic or marked with signage. Cables to be put underground or over key walking areas.	Event Manager	In the event of an injury, we will refer the person or persons to the on-site UHCR first aider. If not during UHCR's contracted hours, then other officials qualified in First Aid at the venue will attend and call 111 if required.
Ground conditions are poor	Medium	No	Yes	No	Yes	No	Marshals are to inspect the ground prior to the start of the event & confirm with the Course Manager & the NZSSAA Representative that the course is safe to compete on.	Course Manager & NZSSAA Rep.	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 Rep	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 during the competition	Low	No	No	Yes	Yes	No	We will ensure the course is clearly marked with barrier tape & spectators are provided with specific places to cross the course. PA will be make use of the system for ongoing awareness and enforcement.	Course Manager and Event Manager	We will remove any interference to the competition.

Medical Emergency	Low	No	No	No	Yes	No	We will assist with any medical emergency by providing on-site first aid in a clear and obvious location. We know the location of Hutt Public Hospital and emergency numbers to call will be published.	Event Manager	In the event of medical emergency, we will refer the person or persons to the on-site UHCR crew and or ring 111.
Moving vehicles	Low	No	No	Yes	No	No	Few vehicles will be within the park during the event. A chain or cones and bars will restrict any non-authorized access to the grounds. Food and Coffee vendors will be parked near the entrance to minimise contact with people while moving.	Event Manager	We will stop any unauthorized vehicle and request that it is removed from the area. Vehicles needing access will be guided by Event Manager or his helpers.
Parking and crossing public roads outside the parks	Medium	No	No	No	Yes	Yes	Only designated parking will be available within sections of the public car park. All athletes, team management, public parking is out on the roads surrounding the park. Parkers will be asked not to park over residents' driveways. Normal road crossing rules should be followed by everybody, and people are responsible for their own safety outside the park.	Course Manager	In the event of an injury, we will refer the person or persons to the on-site UHCR first aider or ring 111.
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 person's report will be completed, and police notified.	Event Manager	The Information Centre at Trentham United Harriers Clubrooms will be the 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	or Engine	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Concussion	Low	No	No	No	Yes	Yes	As organizers, 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 UHCR first aider. Ring 111 if hospital treatment needed.
Strains/Sprains Muscle Injury/Breaks	Medium	No	No	No	Yes	No	As for <b>Concussion</b> 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 UHCR first aider. Ring 111 if hospital treatment needed.
Slips leading to breaks or laceration	Low	No	No	No	Yes	No	As for <b>Concussion</b> .	Team Manager Event Manager	We will refer the person to the on-site UHCR first aider. Ring 111 if hospital treatment needed.
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 & 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 UHCR first aider. Ring 111 if hospital treatment needed.

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 UHCR first aider. Ring 111 if hospital treatment needed.
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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. *Not required due to large outdoor venue*

## 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	Upper Hutt Community Rescue	Nigel Mudge	As above	UHCR will be on-site and clearly visible
Drinking water	LOC/ Athletes /Team Managers	Event Manager	As above	Athletes are expected to provide their own water. There will be some water bottles provided at the finish line for those desperately in need of water immediately.
Food	Various	Event Manager	John Ingles	There will be various food vendors on-site together with a coffee vendor.
Shade and Shelter	Happy Hire, Clubs, Schools	Event Manager	As above	There will be various marquees and gazebos erected around the start and finish areas and next to the course to provide shade and shelter.
Toilets	Kennards	Event Manager	Jade Dawick - Kennards	Portaloos (x6) will be available for use next to the course. Full toilet facilities are also available in the building at Trentham Memorial Park next to the course.
Event Security	TBC	Event Manager		Security will be provided over Friday and Saturday nights while the Event Manager is not on site.
Waste Management	TBC	Event Manager		Wheelie bins will be provided around the finish area. Extra bags will be available if bins fill up. All rubbish will be picked up before we leave the venue.
Spectator Control	Volunteers	Event Manager Course Manager		Spectators will be expected to stay off the course. Crossing points will be created around the finish area. A sterile area will be roped off to keep spectators back and give everybody a better chance of seeing the finish of events.
Parking	Volunteers	Event Manager		Only vehicles deemed essential will be allowed onto the park grounds. All other vehicles have to park out on the roads surrounding the venue.
Event Insurance	Athletics NZ & Athletics Wellington			The event will be run under the Athletic New Zealand Public Liability Insurance policy.
Media	NZSSAA, Waddell & Assoc, Happy Moments Media	NZSSAA Chairman	Tony Rogers Rob Waddell Ben Rogers	Tony Rogers will be responsible for all communication with the media. He will also organize the Live Streaming of the event.

**Event Communications Plan.** Please give details of the following as they apply to your event.

<b>Communication Item</b>	<b>Person Responsible</b>	<b>Audience</b>	<b>When?</b>	<b>Notes – eg Content</b>
<b>Pre Event Info</b> – to schools, participants	John Gamblin, John Tylden Tony Rogers	Secondary Schools via NZSSAA website and RSD Network	Start of Term 2	Information will include the date of the event, venue, price, entry process, parking, accommodation options, race details, rules and merchandise.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	John Gamblin	Team Managers, athletes, officials, volunteers	As required on website or at the venue.	Information will include course details, amenity details, protest instructions, health and safety details.
<b>Event Day Communications</b> – Cancellations, changes, weather	John Gamblin NZSSAA rep Todd Stevens Event Director	Team Managers, athletes, spectators, officials and volunteers	As soon as possible on NZSSAA website and course announcements	Full details will be given relating to any decisions due to adverse weather conditions regarding cancellations or changes to the timetable.
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	John Gamblin NZSSAA representative Event Director Todd Stevens	Team Managers, athletes, spectators, officials and volunteers	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.
<b>Media information</b>	Tony Rogers/ Jakub Kalinowski	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.
<b>Post event reporting</b>		NZSSAA and SSNZ	Within ten weeks of the conclusion of the event	Information should include participation numbers, highlights, issues, incidents, finances and recommendations.