



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: SISS Athletics	This Plan Dated: 1 Feb 2017
Event Location	Caledonian Ground, Dunedin
Event Date	Fri 31 Mar – Sun 2 Apr 2017
Organisation delivering event	Otago Secondary Schools Sports Association (OSSSA)
Number of Participants	800 approx.
Number of Schools Participating	90 approx.

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

SISS Athletics will be held at the Caledonian Sports Ground in Dunedin Friday afternoon 31 Mar through to Sunday 2 April. Athletes must qualify at their regional athletics meets in order to compete at SISS Athletics.

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
OSSSA / LOC	Event Manager	Pre-event contact, Athlete/spectator enquiries, Overall responsibility	NA	Events & Competition Manager – Nicole 027 208 5916 Otago RSD – Nicki 027 333 1234	NA
TBC / LOC	Meeting Manager	Overall responsibility of athletics rules related enquires/decisions	Athletes Otago appointed & qualified		NA
Joan Merrilees	Officials / Volunteer Coordinator	Recruitment, training & management	Athletics Otago appointed		NA
OSSSA	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NA		NA
DCC	Welfare	Toilets and wash facilities	NA	03 477 4000	NA
Dunedin Sports Injury Clinic	First Aid	Onsite first Aid	Sports Medic / Physio Qualifications	Graeme Harvey – 027 450 6510	NA
DCC	Waste Management	Waste clearance and recycling	NA	03 477 4000	NA
OSSSA / Meeting Manager / Head Referee / LOC	Disputes & Discipline	Convening & Chairing disputes panel	NA	03 477 4000	NA
DCC	Traffic Management	Event signage in place along with traffic control	Traffic Management Certification	03 477 4000	NA

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;

- 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)	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 Shade provided at multiple sites	Event Manager / TIC / Athletes	Refer to onsite first aid	
Minor Injuries (minor cuts, bumps, bruises)	Med	No	No	No	Yes	No	Grounds will be inspected for sharp objects etc. Designated Warm Up and Cool Down Areas Equipment used up to standard Throw areas well marked and monitored so people don't cross No crossing of the track while races in process	Event Manager / LOC	Refer to onsite first aid	
Major Injuries (require specialist medical treatment)	Med	No	No	No	Yes	Yes	Ground inspected for sharp objects etc. Designated Warm Up and Cool Down Equipment used up to standard Throw areas well marked and monitored so people don't cross No crossing of the track while races in process	Event Manager / LOC	Refer to onsite first aid Communicate with TIC Call 111 if required Notify Event Manager	
Medical Conditions	Low	No	No	No	Yes	Yes	TIC to have knowledge of their own athlete's medical conditions Medication etc. to be carried with athlete/TIC	TIC	TIC to administer medication where required or refer to onsite first aid Call 111 if needed Notify Event Manager	
Dehydration	Low	No	No	No	Yes	No	Fresh drinking water on site	TIC / Athletes themselves	Obtain drinking water	
Extreme weather	Low	No	No	Yes	Yes	Yes	Each event will be assessed based on weather conditions, calls to cancel an event will be made if	Event Manager / LOC	Calls to cancel certain event if effected by weather will be made prior to that event taking place. This	

							deemed unsafe		will be communicated via the sound system, communication with TIC/team managers
Traffic accident	Low	No	No	No	Yes	No	Event Carpark available for vehicles (on sports fields) TMP in place with Event Signage Restricted/limited Parking areas – advertised in pre-event info Athletes crossing road to get to warm up areas – reminders on PA system, speed limit 30km p/h	Event Manager / LOC / Traffic Management	Call 111 Notify Event Manager & TM personnel
Natural Disaster	Low	No	No	No	Yes	No	Unpreventable Evacuation plan will take place TIC in charge of roll call for their school	Event Manager / LOC / TIC	Evacuation Plan will be directed by Event Manager and LOC.
Injury from other Athletes	Med	No	No	No	Yes	Yes	Clear instructions to athletes given via PA system Athletes and officials only allowed within the track fencing Throws areas clearly marked Programme scheduled so as dangerous throws are not on during a busy track schedule (Hammer throw, Javelin etc.) Throw cages used to catch mis-throws Cones in place to block of track when Hammer Throw is scheduled	Event Manager / LOC / Officials	Strategy in place for recalcitrant offenders Injuries sent to onsite first aid
Warm up Area	Low	No	No	Yes	Yes	No	Designated Warm Up Areas for Throw events – separate to track warm up area Throw cage available in throws warm up area	Team Managers / LOC	On site first aid

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?
Hammer / Discus Throw	Med	No	No	Yes	Yes	No	Events take place in a 3-sided cage No other events on in close proximity Danger signs erected First Aid on Site Reminders on PA system Practice Throw area to be sign posted with warning signs Cage net used for warm up Designated warm up area for throws 2 practice throws given to each athlete immediately prior to the competition throws (if time allows) All equipment to comply with IAAF specifications and checked by officials prior to meet Shoes must be worn	LOC / Officials	Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed
Javelin / Shotput Throw	Med	No	No	Yes	Yes	No	No other events on in close proximity Danger signs erected First Aid on Site Reminders on PA system Practice Throw area to be sign posted with warning signs Designated warm up area for throws 2 practice throws given to each athlete immediately prior to the competition throws (if time allows) All equipment to comply with IAAF specifications and checked by officials prior to meet Shoes must be worn	LOC / Officials	Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed

High Jump	Low	No	No	Yes	Yes	Yes	Landing Pads Height intervals controlled First Aid onsite All equipment to comply with IAAF specifications and checked by officials prior to meet	LOC / Officials	Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed
Hurdles	Low	No	No	Yes	Yes	No	Hurdles placed at correct distances Hurdles weighted corrected Track opened for practice runs with Hurdles prior to each heat All equipment to comply with IAAF specifications and checked by officials prior to meet	LOC / Officials / Volunteers	Officials to oversee area On site First Aid
All other running & jumping events	Low	No	No	Yes	Yes	No	Rules in place for conduct of competitors. Penalties for misconduct creating a hazard Athletes called and marshalled for races/jumps Chance for warm up jumps immediately prior to start of competition jumps etc.	LOC / Officials	Officials to oversee area On site First Aid
Steeple Chase – Water Jump	Low	No	No	Yes	Yes	No	Water Jump will be filled just before race starts and will be emptied after If extreme hot weather, be left full for a ‘splash zone’ for athletes to cool off post races Barrier up when not in use	LOC / Officials	Officials to oversee area On site First Aid
Use of starting Gun	Low	No	No	No	Yes	Yes	Ear muffs and safety glasses to be worn by operator at all times Starter isolated on a platform and away from athletes	LOC / Officials	Officials to oversee area On site 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	Dunedin Sports Injury Clinic	Graeme Harvey	027 450 6510	Graeme to organise roster for physio and sports medic staff, along with all necessary equipment
Drinking water	DCC		03 477 4000	Maintained and managed by DCC contractors
Food	Children's Athletics Club			
Shade	DCC / Individual Schools	Schools / DCC		Schools are able to erect their own marquees on site along the bank edge. Schools own responsibility
Toilets	DCC		03 477 4000	Maintained and managed by DCC contractors
Event Security	TBC			
Waste Management	DCC		03 477 4000	Maintained and managed by DCC contractors
Spectator Controls		Event Manager / LOC / Officials / Schools		
Parking	DCC			Maintained and managed through DCC but out sourced to TMC contractors Designated parking areas in place on surrounding sports fields as well as on street parking
Media	Event Manager	OSSSA Staff		

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	Schools / RSDs	Month before event	General event info, Health & Safety Plan, location & parking, qualification process
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager / Head Officials	Volunteers / officials / athletes	On the day	
Event Day Communications – Cancellations, changes, weather	Event Manager / LOC	Schools / athletes / officials / volunteers	On the day	Communicated via OSSSA website / Facebook page, PA system at the venue
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager / LOC / TIC / Team Managers	Schools / athletes / officials / volunteers	On the day	PA system
Media information	Event Manager	Local Media SISS RSD's	Pre / post event	Advertising the event Posting of results
Post event reporting	Event Manager	NZSSSC / LOC	Within a month following event	

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