

SOUTH ISLAND SECONDARY SCHOOLS ATHLETIC CHAMPIONSHIPS 2023 EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

EventName: SISS Athletic Championships	This Plan Dated: 31st January 2023
Event Location	Surrey Park Athletics Grounds , Invercargill
Event Date	Friday 31st March –Sunday 2nd April
Organisation delivering event	Southland Sec School Sport & Athletics Southland
Number of Participants	Expected 800-850
Number of Schools Participating	Approx. 150. All South Island Secondary Schools eligible to attend

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

Athletic competition for students aged 13 – 19 in a full range of events; both Track and Field over 1½ days.

All competitions are conducted under IAAF Competition Rules.

Some athletic events are considered to have a high risk. For example, implements can be thrown more than 60 metres, and athletes can jump vertically to a height of over two metres then fall, landing on regulation soft landing areas. Athletic events are generally carried out by athletes with some level of skill, though the degree of skill can vary considerably. All events will take place in areas constructed for this purpose. Athletic equipment (throwing implements, throwing safety cages, hurdles, high jump bars and pole vault poles and bars etc.) must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

All events will be sufficiently staffed by qualified graded Officials in charge of the event with volunteer officials assisting them

It is key to the safety of all concerned that Officials:

- be fully briefed before going to the event,
- assess the likelihood of danger / take appropriate action before the competition begins,

SECTION 2: Event Personnel.

Event Personnel: List key event personnel, roles and contacts					
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
Fiona Ward	Event Organiser	Pre-event contact, Athlete/spectator enquiries, Overall responsibility for the success of the competition.	NA	0274307509 Info@southlandschoolsport.org.nz	NA
Chris Knight	Chair Athletics Southland	Overall responsibility of athletics rules related enquiries/decisions		0276518001 chris@activesouthland.co.nz	NA
Lillian Tudor	Officials / Volunteer Coordinator	Appointment of trained officials and volunteers to events.	NZAA Official	02102330588 hjtudor6@gmail.com	NA
Chris McCall	Health and Safety Officer	Risk assessments, , first aid	NA	Craig@windsorphysio.co.nz	NA
Chris Knight/Fiona Ward	Venue controller	Spectator Catering Toilets and wash facilities	Venue Manager	0274307509	NA
St John ambulance Assn	First Aid	Onsite first Aid		TBA	NA
Ian Thomas	Waste Management	Waste clearance and recycling	NA	021 280 2208	NA
Athletics Southland	Car Park Marshalls & Gatekeepers	Venue Management	NA	0276518001	NA
Lillian Tudor/Fiona Ward	Available Referees	Convening Jury and solving disputes	Regional Centre Officials appointed & qualified	Hjtudor6@gmail.com	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;

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?
ATHLETES/OFFICIALS/SPECTATORS									
Minor Injury (risk from normal participation: strains, sprains, blisters, spiking, falls)	Med	No	No	Yes	Yes	Yes	<ul style="list-style-type: none"> • Grounds will be inspected for sharp objects etc. • Designated Warm Up and Cool Down Areas • Equipment used up to IAAF standard • Throw areas well marked and monitored so people don't cross • No crossing of the track while races in process • Provision of ambulance onsite. Manned during full hours of the event including warm up times • Arrangements with Ambulance service for the evacuation of serious casualties • Adequate access for emergency vehicles. There is ambulance access at the south end of the track.. 		Refer to onsite first aid
Injury from other athletic activities: <ul style="list-style-type: none"> • Crossing the grass in the path of thrown implements • Mis-throws landing on the track • Crossing the track in the path of athletes 	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • Clear instructions given on the PA system • Supervision by track and field managers/officials • The accepted rule is that there should be nobody inside the fence who is not immediately involved in an event • There should be a strategy for dealing with recalcitrant offenders • Officials need to ensure that athletes, officials and observers do not stand with their backs to the throwing cages • Event scheduling to reduce risk of distance throws conflict 		Refer to onsite first aid
Risks arising from Grounds, Facilities and Environment: <ul style="list-style-type: none"> • Unsupervised throws warm-up taking place in the warm-up area 	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • All warm-ups to be undertaken in the designated area/s with throws restricted to the specified throws area up to a maximum of 50 metres • All throws athletes to be supervised while in the throws warm-up area • Throws warm up area clearly marked/fenced off • Clear pathway for spectators to walk from parking area 		Refer to onsite first aid Assess area/equipment etc. to see if safe to continue

<ul style="list-style-type: none"> • Spectators walking around the outside of the throws warm up area to get to the Stadium • Weather (heat/sun/cold exposure, high winds) • Bee stings and hay-fever from summer growth • The potential for delays, missed events, inadequate timing reminders at warm-up venues • Warm-up injuries in the warm-up area, when the medical facilities are situated in the Main Stadium • Equipment failures • Shelters/tent guide ropes etc. 							<ul style="list-style-type: none"> • No running drills permitted in the allocated throwing warm up area • No throws allowed on warm-up ground allocated to track and non-throwing field events • Throwers to be allowed a max of 2 practice throws at their venue immediately prior to competition • The water-jump will be needed for steeplechase events. However, it could also be kept filled to allow it to be used as a “splash pool” in the event of very hot weather. If it is, it will need safety supervision • Bulk sun-block to be available • Drinking water available on site • Limited shade. Schools advised to bring portable shelter (cold & hot) • PA speakers able to be heard in the warm-up area/s • Adequate warning of event and reporting times at the warm-up locations • All equipment will comply with IAAF specifications and there should not be fractured shots, hammers or discus. The throwing cages should restrain implements that hit them. Extreme winds might affect discus flights • Technical officials measuring athletes’ personal implements need to inspect and pass for safety as well • High jump and pole vault bars are expected to be in good condition • If athletes want to use their own equipment (i.e. throwing equipment) it must be check and signed off by the technical official by the advertised time • If extreme weather occurs each event will be assessed by the main officials/meeting manager and a decision on the safety of these events will be made (i.e. high wind for pole vault etc.) 		
Medical Condition	Low	No	No	No	Yes	Yes	<ul style="list-style-type: none"> • Teacher in Charge (TIC), coach to have knowledge of their own athlete’s medical conditions • Medication etc. to be carried with athlete/TIC 		TIC to administer medication where required or refer to onsite first aid Call 111 if needed
COVID-19	High	No	No	Yes	Yes	Yes	If athletes feeling unwell and experiencing symptoms – to not attend., or remove themselves from the venue.		Make sure all attendees of the event are notified ASAP to be able to take the correct precautions.

TRAFFIC ACCIDENT									
Traffic accident	Low	No	No	No	Yes	No	<ul style="list-style-type: none"> • Parking areas advertised in pre-event information • Designated signage and parking to be provided in conjunction with other events happening at the venue. (Frisbee Nations, Hockey) • Emergency Vehicle access available as specified previously 		Call 111 Notify Event Manager
RISK TO PROPERTY	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • Schools to be advised of No afterhours security of the venue. Tents, Gazebos' left erected at own risk. Must be adequately secured. • Athletes and spectators need to be regularly reminded via the PA system to keep their personal belongings with them, or leave them in the custody of people they know and trust • They need to be regularly reminded that care of personal effects is their own concern • If it is windy, visitors need to be reminded to watch for belongings simply blowing away • A lost property venue needs to be provided 		

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	<ul style="list-style-type: none"> Events take place in a 3-sided cage No other events on in close proximity Danger signs erected First Aid onSite 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 Max 2 practice throws given to each athlete immediately prior to the competition throws All equipment to comply with IAAF specifications and checked by officials prior to meet Shoes must be worn 		Officials to control area RT Radios can be used to call first aid Onsite first aid to assist Call 111 if needed
Javelin / Shot put Throw	Med	No	No	Yes	Yes	No	<ul style="list-style-type: none"> No other events on in close proximity Danger signs erected First Aid onSite Reminders on PA system Practice Throw area to be sign posted with warning signs Designated warm up area for throws Max 2 practice throws given to each athlete immediately prior to the competition throws All equipment to comply with IAAF specifications and checked by officials prior to meet Shoes must be worn 		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	<ul style="list-style-type: none"> • Landing Pads • Height intervals controlled • First Aid onsite • All equipment to comply with IAAF specifications and checked by officials prior to meet 	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	<ul style="list-style-type: none"> • Hurdles placed at correct distances • Hurdles weighted correctly • 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 	Officials to oversee area On site First Aid
All other running & jumping events	Low	No	No	Yes	Yes	No	<ul style="list-style-type: none"> • 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. 	Officials to oversee area On site First Aid
If use of starting Gun is required (electric gun is out of action)	Low	No	No	No	Yes	Yes	<ul style="list-style-type: none"> • Ear muffs and safety glasses to be worn by operator at all times • Starter isolated away from athletes/spectators 	Officials to oversee area On site First Aid

Summary and Safety Strategy:

Emergencies:

- Schools reminded that First Aid equipment should be checked and replenished
- Sports Medical staff (Physio) to be arranged
- Contact and arrangements made with ambulance service
- Access for ambulance/ emergency vehicles with personal allocated responsible to have road and gates open
- Contact and first-aid access for warm-up areas
- Provision of bulk sun-screen

Athletes:

- Athletes expected to behave in a reasonable manner
- If possible publish athlete code of conduct in the Programme
- Athletes responsible for their own equipment and personal safety
- Athletes required following instructions from event and ground officials and failing to do so at their own risk

Officials:

- Event officials responsible for safety at their event

- Event officials to be reminded of hazards from adjacent events
- All officials to be reminded to prepare for all weather possibilities
- Safe location of electric and electronic cables
- Competent personnel to review electrical and electronic set up

Spectators:

- Spectators expected to behave in a reasonable manner
- Spectators responsible for their own safety
- Spectators responsible for their children
- Spectators to be reminded that their support is encouraged, but spectator noise can disrupt track starts, and nearby events such as high jumps

Traffic:

- Use of designated parking areas only.
-

Vehicles:

- Only authorised people are to use the equipment and only for the purpose of the smooth running of the meeting
- All authorised drivers to be advised not to allow “substitutes”
- All authorised drivers to be reminded that athletes may not expect to meet them on the track: onus is on the driver
- No passengers except in cases of emergencies/injuries
- No children riding on vehicles or trailers
- Authorised Food Vendors only allowed on site in designated areas

Event Management:

- Regular PA announcements to public and non-competing athletes about keeping outside the track perimeter fence.
- Regular reminders on PA to parents to keep children inside the Stadium area and in sight
- Large print notices reminding unauthorised people to stay outside the track
- Be prepared to make water-jump available if necessary for a cool-pool
- Official with communication equipment in the warm up areas to manage safety
- Adequate warning of reporting times at all locations
- Technical officials to check safety of equipment as well as ensuring IAAF compliance
- Officials to be briefed on their own safety
- Officials to be briefed on their responsibilities for safety at their events:

Venue Safety Plan—including Emergency Evacuation Procedures to be provided and printed in the programme

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 Ambulance Assn. Windsor Health, Physio.	Fiona Ward	Southland Sec School Sport	Physio on sight for the duration of the event
Drinking water	Venue and SSC,	TBC	TBC	Maintained and managed venue management, and food vendor owners
Food Coffee Cart	TBA	Venue management		All food vendors approved by venue management
Shade	Individual Schools / SSC Athletics Canterbury	Individual Schools Athletics Southland event shade		Tents/Gazebos. will be erected in appropriate areas. Tents or small shading can be erected by individuals outside of the track on the grass areas..
Toilets	Venue	Host schools		Maintained and managed by CCC contractors and NPW Management
Waste Management	Venue			Maintained and managed by venue management
Spectator Controls	PA system	Meeting Manager and appointed announcer.		Regular messaging regarding no -go areas
Parking	ILT Stadium Car Park			Grandstand seating and on grassed areas outside of the track Regular review parking availability throughout the meeting. Additional marshalling if required.

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	Fiona Ward	All South Island Secondary Schools via RSD network, SSC and SSNZ websites Website	From February onwards	Newsletters, website and FB pages
Event Briefing - Managers Meeting	TBA	Key Officials, team managers	6pm Friday 31 st March , ILT Stadium	Newsletters, emails etc. In person briefing prior to event start
- Officials Meeting	Meeting Manager	All Officials, and volunteer workers.	TBA	Emails and In person briefing prior to event start
Event Day Communications	TBA	Everyone present at championships	31 st March – 2 nd April	As required
Emergency Communications	Fiona Ward/Chris Knightr	All	As required	Use of PA systems will be used when necessary.