

EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: SISS Athletics	This Plan Dated: 17th Feb 2025
Event Location	Saxton Athletics Track, Nelson
Event Date	Friday 4th April – Sun 6th of April
Organisation delivering event	Top of the South Athletics Charitable Trust and Sport Tasman
Number of Participants	700-800 approx
Number of Schools Participating	90 approx – all South Island Secondary School eligible to attend.

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

SISS Athletics will be held at the Saxton Athletics All Weather Track, Nelson, Friday afternoon 4th April through to Sunday 6th April 2025.

Athletes must qualify at their regional athletics meets in order to compete at SISS Athletics.

Athletic competition for students aged 13- 19 in a full range of events, both Track and Field.

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 60m, 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. All equipment must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

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
Sport Tasman	Event Organiser/Manager	Pre-event contact, Athlete/spectator enquiries, Overall responsibility		Anita Currie 021 295 7964	Yes
Angela Whiti	Meeting Manager	Overall responsibility of athletics rules related enquiries/decisions	Appointed & qualified	Not Required	NA
Louise Smulian	Officials Coordinator	Recruitment, training & management		Not Required	NA
Sport Tasman	Volunteer Coordinator	Recruitment, training & management		Anita Currie 021 295 7964	
Sport Tasman	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NA	Anita Currie 021 295 7964	NA
CLM	Welfare	Toilets and wash facilities in Pavilion	NA	Not Required	NA
St John	First Aid	Onsite first Aid	Medic		NA
Sport Tasman	Waste Management	Waste clearance and recycling	NA	Anita Currie	NA
The Referees (track and Field) and Competition Director.	Disputes & Discipline	Convening & Chairing disputes panel	NA	Not Required	NA
Sport Tasman	Car Park Management	Communication of parking options	NA	Anita Currie	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.


		CONSIDER THE LIKELIHOOD OF A HAZARDOUS EVENT OCCURRING				
		Very unlikely 1	Unlikely 2	Possible 3	Likely 4	Very likely 5
CONSIDER THE SEVERITY OF INJURY/ILLNESS	Catastrophic 5 (e.g., Fatal)	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	Major 4 (e.g., permanent disability)	Low 4	Moderate 8	High 12	Extreme 16	Extreme 20
	Moderate 3 (Hospitalisation/short- or long-term disability)	Low 3	Moderate 6	High 9	High 12	Extreme 15
	Minor 2 (e.g., First aid)	Low 2	Low 4	Moderate 6	Moderate 8	High 10
	Superficial 1 (e.g., No treatment required)	Low 1	Low 2	Low 3	Low 4	Moderate 5

Risk Definitions		
Category	Definitions	Frequency of monitoring hazard controls
Low	<p>It is most unlikely that harm would arise under controlled conditions and even if exposure occurred, the injury would be relatively slight.</p> <p>Any corrective actions should be carried out within 7 – 14 days.</p>	Should be monitored on an annual basis and ensure the most effective controls that are reasonably practicable (under the circumstances) e.g., can it be eliminated?
Moderate /High	<p>Activities in this category contain some level of risk which could result in a notifiable event. Consider what could be done to manage the risk to prevent any negative outcomes.</p> <p>Any corrective actions should be carried out within 7 days.</p>	Should be monitored on an annual basis and ensure the most effective controls that are reasonably practicable (under the circumstances) e.g., can it be eliminated?
Extreme	<p>Unacceptable.</p> <p>Activities in this category contain unacceptable levels of risk that are likely to occur causing serious physical harm or illness or even possible death. It is important to refer to the definition of 'Notifiable Event' located in the definitions section. Proactive risk management strategies to reduce the risks are required before commencing work on this task/equipment.</p>	Something must be done immediately to significantly reduce the likelihood and/or potential consequences otherwise the process or activity must be stopped.

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 -	
<p>Most effective (High level)</p>  <p>Least effective (Low level)</p>	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 -Moderate/ High -Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Sunstroke or heat exhaustion	Mod	No	No	Yes	Yes	Yes	Proper clothing / hat Sunscreen / sun block Shade provided at multiple sites and taps for filling water bottles	Event Manager / TIC / Athletes	Refer to onsite first aid
Minor Injuries (minor cuts, bumps, bruises)	Mod	No	No	No	Yes	No	Grounds will be inspected for sharp objects etc. by volunteers and officials throughout the event. 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	Refer to onsite first aid
Major Injuries (require specialist medical treatment)	Mod	No	No	No	Yes	Yes	Ground inspected for sharp objects etc. Designated Warm Up and Cool Down Equipment used is 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	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 deemed unsafe	Event Manager	Calls to cancel certain events if affected by weather will be made prior to that event taking place. This 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 in and around Saxton Oval. Restricted/limited Parking areas – communicated in pre-event info.	Event Manager	Call 111 Notify Event Manager & TM personnel
Natural Disaster	Low	No	No	No	Yes	No	Unpreventable Evacuation plans will take place. TIC in charge of roll call for their school	Event Manager / TIC	Evacuation Plan will be directed by Event Manager and LOC.
Injury from other Athletes	Mod	No	No	No	Yes	Yes	Clear instructions to athletes given via PA system. Athletes and officials are only allowed within the designated areas. Throws areas clearly marked. Programme scheduled so that dangerous throws are not on during a busy track schedule (Hammer throw, Javelin etc.) Throw cages used to catch misthrows. Cones in place to block of track when Hammer Throw is scheduled	Event Manager / 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	On site first aid
Audience Behavior	Low	No	No	No	Yes	No	It will be the Event Organiser's responsibility to remove or deal with any public disorder	Event Manager	Talk with the offender, if no resolution can be reached and behavior becomes threatening, call Police to remove offender.
Tents, Gazeboes and marquees blowing over	Low	No	No	Yes	No	No	Teams/Individuals will be responsible for erecting their own tents, gazeboes and marquees and will ensure pegs are used to secure structure.	TIC / Athletes themselves	Encourage, remind users to use pegs.

3B: Sport Specific Risk Assessment & Management Plan – you may have already included the risks specific to a sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in the appropriate sport here **OR** if the 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 -Moderate/ High -Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Hammer / Discus Throw	Med	No	No	Yes	Yes	No	<p>Events take place in a 3-sided cage.</p> <p>No other events on in close proximity, including hammer on Friday evening.</p> <p>Danger signs erected.</p> <p>First Aid on Site</p> <p>Reminders on PA system</p> <p>Practice Throw area to be sign posted with warning signs.</p> <p>Cage net used for warm up.</p> <p>Designated warm up area for throws.</p> <p>2 practice throws given to each athlete immediately prior to the competition throws (if time allows)</p> <p>All equipment complies with IAAF specifications and is checked by officials prior to the event.</p> <p>Shoes must be worn</p>	Officials	<p>Officials to control area</p> <p>RT Radios can be used to call first aid.</p> <p>Onsite first aid to assist.</p> <p>Call 111 if needed.</p> <p>Notify Event Manager</p>
Javelin / Shotput Throw	Med	No	No	Yes	Yes	No	<p>No other events on in close proximity</p> <p>First Aid on Site</p> <p>Reminders on PA system</p> <p>Practice Throw area to be sign posted with warning signs.</p> <p>Designated warm up area for throws.</p> <p>2 practice throws given to each athlete immediately prior to the competition throws (if time allows)</p>	Officials	<p>Officials to control area</p> <p>RT Radios can be used to call first aid.</p> <p>Onsite first aid to assist.</p> <p>Call 111 if needed.</p> <p>Notify Event Manager</p>

							All equipment complies with IAAF specifications and is checked by officials prior to the event. Shoes must be worn		
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	Officials	Officials to control area RT Radios can be used to call first aid. Onsite first aid to assist. Call 111 if needed. Notify event manager
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	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.	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	Officials	Officials to oversee area. On site First Aid
Use of starting Gun	Low	No	No	No	Yes	Yes	Earmuffs and safety glasses are to be always worn by operator. Starter isolated away from athletes.	Officials	Officials to oversee area. On site First Aid.
Equipment malfunction or breakage	Low	Yes	No	No	Yes	No	Equipment to be checked to comply with IAAF specifications by official to allow the event to continue	Athlete/ TIC	Official to check equipment. Notify event manager of issue and outcome.

3C: Venue Safety Plan – including Emergency Evacuation Procedures, Core Provisions and Communications. Please attach a copy of the Venue Safety plan to this document. *The Venue Management may be able to supply you with this.*

SECTION 4: Emergency Evacuation Procedures

Reason	Person Responsible	Action	Management Notes
Civil Defense Emergency – earthquake, tsunami alert	Event Manager	Cancel event Evacuate site	Engage communications plan Shut down site and evacuate all persons
Extreme weather	Event Manager	Cancel	Engage communications plan
Flood	Event Manager	Cancel	Engage communications plan and evacuate

SECTION 5: Core Provisions

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	TBC	TBC	
Drinking water	CLM		CLM	Maintained and managed by CLM
Food	One Shot (The Coffee Shot), Popcycle	Anita Currie	Sport Tasman	Provider responsible for own set up etc.

Shade	Individual Schools. Event Shade provided	Schools. Athletics Club, Aoraki Sport	Anita Currie	Schools can erect their own marquees in designated area on site all-round the venue.
Toilets	CLM			Maintained and managed by CLM
Waste Management	TBC		Anita Currie	
Spectator Controls	Sport Tasman	Event Manager/ Officials / Schools	Sport Tasman	Venue fenced. Officials and competitors only beyond fencing.
Parking	Sport Tasman		Sport Tasman	Ample Carparking. Signage there for disabled parking with allocated areas provided.
Media	Event Manager	Sport Tasman		

SECTION 5A: Communications

Event Communications Plan. Please give details of the following as they apply to the event.				
Communication Item	Person Responsible	Audience	When?	Notes – e.g., Content
Pre-Event Info – to schools, participants etc.	Anita Currie	Schools / RSDs	From late February onwards	General event info, Health & Safety Plan, location & parking, qualification, and entry process etc.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager / Head Officials	Volunteers / officials / athletes	On the day/s	
Event Day Communications – Cancellations, changes, weather	Event Manager	Schools / athletes / officials / volunteers	On the day	
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager / TIC / Team Managers	Schools / athletes / officials / volunteers	On the day	
Media information	Event Manager		Pre / post event	
Post event reporting	Event Manager	NZSSSC	Within a month following event	

This plan to be available on site at event and as required by authorities.