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3. School Sport New Zealand

4. 2025 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**. 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;
- Event Safety Plan – details of risk management associated with the specific event
 - 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.
 - 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: SISS Cross Country Carnival	This Plan Dated: 13 th March 2025
Event Location	Ashbury Park, Timaru
Event Date	Sunday 25 th May 2025
Organisation delivering event	LoC SISS
Number of Participants	Approximately 250
Number of Schools Participating	40 +

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

2025 SISS Cross Country Festival will be hosted at Ashbury Park, Timaru by SISS LoC. This is a one day event with different age groups of students running the course throughout the day of Sunday 25th May.

Students attending this event are from secondary schools and intermediate schools in the South Island. 2024 numbers had approximately 200 students across 10 age categories.

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
Paul Dominikovich	Event Manager	Overall responsibility	Numerous	027 324 5215	Yes
Shaun Campbell	Volunteer Coordinator	Volunteer recruitment, training & management	Numerous		Yes
Paul Dominikovich	Officials Coordinator	Recruitment, training & management	Numerous		Yes
Amanda Everett	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Numerous		Yes
Amanda Everett	Welfare	Toilets and wash facilities	Numerous		Yes
Shaun Campbell	Waste Management	Waste clearance and recycling	Numerous		Yes
Paul Dominikovich	Disputes & Discipline	Convening & Chairing disputes panel	Numerous		Yes

Andrew Jones	Starter	Race organisation and athlete communication	Numerous		Yes
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b. 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) 	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)

Least effective (Low level)	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 Event schedules Various tents onsite	Event Manager	Refer to onsite first aid
Wet/adverse weather conditions causing slippery ground conditions	med	no	no	yes	yes	yes	Participants will be reminded to be cautious of wet surfaces. Event will be cancelled if health and safety is compromised due to the weather. Ensure we obtain reliable weather forecasting information.	Event Manager	Athletes warned in Race Briefing if concerns Rescheduling or cancelling of event
Hypothermia	low	no	no	yes	yes	yes	Participants should ensure that they are wearing adequate clothing to suit the conditions. Team management should supervise their teams clothing and watch for signs of hypothermia. If cold exposure is too high, reschedule or cancel the game	Event Manager Team management	Refer to onsite first aid

Earthquake, tsunami, flooding	low	no	no	yes	yes	no	Unable to control or change weather. Refer to adverse weather conditions above where relevant. Event cancellation posted on the Event Facebook page followed by email contact with all team managers.	Event Manager	Force majeure (an event that no human foresight could anticipate that prevents Health and Safety Management to be fulfilled). Event organisers will deal – within their capability - with any possible incidents and cancel the event if necessary. If on site, refer to host organisations emergency policy. Pringle Street carpark is the emergency meeting point
Spread of COVID-19.	low	no	no	yes	yes	yes	Practicing good hygiene. If any team members, team management, officials or administration test positive they should isolate and withdraw and follow MOH guidelines.	Event Manager/ Team Management	Remove the person affected from the event and inform other teams of the positive test. Follow MOH guidelines.
General first aid – such as Participants injured by something on the ground	med	no	no	yes	yes	no	The grounds will be checked during set up for glass or any other hazards before the event commence. Personnel responsible for setting up are to remove any potential hazards. Participants are to be aware of their surroundings and report any hazards	Event Management Participants	In the case of injury refer to the onsite first aid and hazard to be removed.
Structures such as gazebos erected during activities break/fall and injure participants	low	no	yes	yes	yes	no	Everyone on site to be aware of the structures around them and to be mindful of themselves and others. Safety tiedowns to be used on gazebos where necessary	Event management People on site	Refer to the onsite first aid if injury occurs. Structure to be removed if possible, if deemed too dangerous.
Evacuation procedures – inability to safely evacuate if required	med	no	no	no	yes	no	Mangers briefed at a meeting where meeting points/exists are in case of evacuation. .All teams evacuate to Pringle Street Carpark	Event Manager/ Team management	In the case of an emergency where there is an inability to safely evacuate, event management will find the next safest option. Emergency Map attached
Teams without first aid kits	med	no	no	yes	yes	yes	All teams are informed prior to the event to bring their own first aid kit.	Team management Event manger	There will be onsite first aid but there are a number of retailers in Timaru where a first aid kit can be purchased.
Briefing and relevant information isn't communicated properly	med	no	no	no	yes	no	Information has been sent out to all contacts from school before the event starts and are responsible for passing this information on to their participants and management. This will also be reiterated at the managers meeting.	Event managers	Team management can refer to the information sent out prior to the event. Event managers and administration will be onsite to answer any further questions.

Volunteers/ officials confronted during the activity	med	no	no	no	yes	no	Participants and team managers will be advised to respect the volunteers / officials and their decisions – they have the final say regarding activity rulings	Event manager Umpire/ officials	If problems persist the offending person will be asked to leave, or disciplinary action will be taken.
Audience behaviour (i.e., violence, anti-social behaviour, public disorder)	med	no	no	no	yes	no	Provide a good environment for people to enter into when spectating. Observation of event by manager/committee where available and put into action our plan if required.	Event manager Umpire/ officials	Spectators will be spoken to and if their behaviour doesn't improve, they will be asked to leave the grounds. If further refusal continues appropriate agencies will be called to assist.
Participants, activity officials, or onlookers injured by equipment	med	no	no	yes	yes	yes	Participants, management, and spectators must abide to all by laws and signage in and around Ashbury Park.	Event managers, Team management, Participants	Refer to the onsite first aid. Remove any dangerous equipment if applicable
Moving vehicles	med	no	no	yes	yes	no	Ensure that designated course is maintained. Provide recommended parking areas away from course and warm-up away from traffic areas.	Event manager	Report the incident to the event staff. Refer to the onsite first aid if required. Restrict access if required.

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?

Concussion	low	No	No	No	Yes	Yes		Team Manager/ Event Manager	Refer to onsite first aid and concussion policy.
Participants strain muscles or get other muscular-skeletal injuries	Med	No	No	No	No	Yes	Participants will be responsible for their own warm ups and cool downs to help prevent injury	Participants	Refer to onsite first aid.
Asthma, anaphylaxis and other medical conditions suffered throughout the activity	Med	no	no	no	yes	yes	Managers/coaches to be aware of their participant's medical conditions. Schools should also advise participants not to take part in the activity if there is a possibility their health will be at risk. If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person.	Team management/ participant	Refer to onsite first aid
Bad behaviour of participants	Low	no	no	no	yes	no	Participants and coaches will be informed of appropriate rules and behaviours while attending the event	Team management Event manager Umpire	Bad behaviour should be stopped during event and the participant removed if required. Issue discussed with team management and disciplinary action taken if required
Slippery surfaces around the park.	Low	no	no	Yes	yes	no	Signs in areas where slippery surfaces have been identified.	Event Manager	Refer to onsite first aid if injury occurs, and facilities management.

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				In case of emergency more serious than first aid, call 111.
Drinking water				Drinking fountain located outside the Rugby changerooms
Food				Food is the participants responsibility
Shade				Sunscreen sticks from Cancer Society available. Schools are welcome to bring gazebos to put up for the day?
Toilets	Timaru District Council			Public toilet block alongside Pringle Street
Event Security				NA – public park and therefore access for everyone.
Waste Management				Rubbish bags provided to teams to encourage self management, rubbish receptacles around the park. Encourage pack in-pack out to create a zero-waste event.
Spectator Controls				
Parking	Timaru District Council			Free parking on Pringle Street and Park View Terrace.
Vehicles onsite				Limited to those with organisers bringing in equipment. No vehicles should be driven on the park, or throughout the course while runners are competing.
Event Insurance				NA
Media				Information available to local news outlets. Draw and results available from SISS website.

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	Paul with support of Sport Canterbury – Aoraki Secondary Schools and Primary school contacts.	Participating schools	April	
Event Briefing – Safety Briefing, Event info for students, coaches, managers		Team coaches and managers, umpires	Morning of event?	Safety and evacuation plan Course detail
Event Day Communications – Cancellations, changes, weather		Participating teams contacts attending	As required	
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media		All those involved	As required	On site - will have a list of all teams and their coaches/managers with contact details.
Media information		Teams, coaches, managers, event staff, public		
Post event reporting		General Public	Post event	

Please submit this plan to the School Sport NZ, events@schoolsportnz.org.nz 6 weeks prior to the event date.