



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**. 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

Event Name: SISS Cross Country Festival	This Plan Dated: 31 March 2026
Event Location	Oreti Links, Links Road, Invercargill
Event Date	Sunday 24 May 2026
Organisation delivering event	LOC SISS and Southland Harriers Committee
Number of Participants	Approximately 250
Number of Schools Participating	40+

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

The 2026 SISS Cross Country Festival will be hosted at Oreti Links, Invercargill by SISS LOC and Southland Harriers. This is a one-day event across different age groups of students running the course throughout the day of Sunday 24 May.

Students attending this event are from secondary and intermediate schools in the South Island. Up to 250 students across the different age groups are expected to attend.

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
Linda Te Au	Event Manager	Overall responsibility	Previously organised Southland marathon events	027 357 2069	Yes
Nicole Jackson	Volunteer Coordinator	Volunteer recruitment, training & management	Chairperson Southland Harriers	021 0293 8537	Yes
Lilian Tudor	Officials Coordinator	Recruitment, training & management	Athletics NZ graded official and IAAF bronze grade	021 0233 0588	Yes
Virginia Baker	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Chairperson Athletics Southland	027 365 6105	Yes
Joe Sanginiti	Welfare	Toilets and wash facilities	Southland Harriers Committee	021863292	NA
Grant Baker	Waste Management	Waste clearance and recycling	Southland Harriers Committee	027 286 9205	Yes
Andrea Beggs	Disputes & Discipline	Convening & Chairing disputes panel	Southland Secondary Schools Sport Director	0273729235	Yes
Ian Densie	Course Designer	Course setup	Southland Harriers Committee, Southland Orienteering Club	021 137 3454	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		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Athletes suffering sunburn, dehydration, hypothermia.	medium	no	no	yes	yes	Yes	Athletes advised in newsletters and pre-race briefing to wear appropriate clothing / hat and apply sunscreen / sun block. Shade provided at multiple sites. Promote athletes/parents to use fluid replacement as required.	Event Manager and Southland Sports Director	Refer to onsite first aid.
Unsafe course – e.g. glass, branches, ice, deep mud, deep water, deep holes,.	medium	yes	no	yes	yes	no	Visual inspection of the course to be made on the day to check the running surface. Athletes /parents advised in pre-race emails/newsletters and pre-race briefing of course conditions.	Course designer and Southland Sports Director	Volunteers, athletes and parents to immediately inform the Event manager of any course problems they see on the day. Modify, postpone or halt the event if any course safety issues cannot be managed adequately.
Adverse weather conditions – cold, heat, storm, flood.	medium	no	no	yes	yes	yes	Notify athletes/parents of weather forecast / conditions in pre-race emails/newsletter and at event briefing.	Event Manager and Southland Sports Director	Volunteers, athletes and parents to immediately inform the Event manager of any adverse weather problems. Modify, postpone or halt the event if any adverse weather issues cannot be managed adequately.
Other people on the course (e.g. pedestrians/ dog walkers). Athletes	low	no	no	yes	yes	no	Signs are placed on the course to advise the public that athletes are in the area. Athletes /parents advised in pre-race emails/newsletters and pre-race briefing of	Volunteer Co-ordinator and	Volunteers, athletes and parents to immediately inform the Event manager of any other people problems they see on the day.

colliding with others resulting in personal injury to athlete and/or others.							others on the course, instructed to keep to the left and allow others to pass on the right. They will also be advised that not all dogs may be on a leash. The use of headphones is prohibited so athletes can hear any calls/warnings to them.	Southland Sports Director	Modify, postpone or halt the event if any other people issues cannot be managed adequately.
Temporary structures. Personal injury to athletes/other people from temporary structure collapsing.	medium	no	no	yes	yes	no	A finishers chute will be set up and firmly pegged into the ground at all fixture points around the base. Small 'tear drop' flags will be firmly pegged into the ground at all fixture points around the base. Small 'pop-up' marquees will be firmly pegged into the ground, together with guide ropes, using all fixture points. Port-a-loos will be affixed to the ground/trailers using all the fixture points provided.	Event Manager and Volunteers	If weather conditions appear to change dramatically, gazebos, tents and flags will be taken down and removed to safety.
Road crossings. Personal injury to athletes accidentally being hit by traffic when running across a road to the venue.	medium	no	no	yes	yes	no	A marshal (identifiable by hi-vis vest) will be posted at road crossings. Where athletes have to cross a road they will be warned in the pre-event email/newsletter and at the event briefing to be aware of their surroundings and to obey marshals instructions.	Event Manager and Marshals	Marshals will hold athletes when traffic is present until it is safe to proceed.
Earthquake, tsunami, flooding	low	no	no	yes	yes	no	Weather forecasts to be checked.	Event Manager	Event will be cancelled if necessary and notifications made. The event organisers will abide by Civil Defence Emergency instructions should a force of nature occur on the day.

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?
Asthma, anaphylaxis and other medical conditions	medium	No	No	No	Yes	Yes	Managers/coaches to be aware of their athletes medical conditions. Schools should also advise participants not to take part if their health is at risk. If athletes require medication during the event it is their responsibility to carry it with them or hand it to the appropriate person.	Team Manager and Participant	Refer to onsite first aid
Athletes injuring themselves from a slip, trip or fall.	medium	no	no	no	no	no	Course will be inspected for obstacles, holes, wet conditions.	Event Manager and Course Designer	Remove obstacles, fill in holes with sand or modify the course. Athletes will be advised at pre-race briefing about any adverse conditions.
Athletes with strains or other muscular-skeletal injuries.	medium	no	no	no	yes	no	Athletes will be responsible for their own warm up and cool down to help prevent injury.	Participants, parents coaches	Refer to onsite first aid
Bad behaviour of athletes or spectators towards others at the event.	low	no	no	yes	yes	no	Athletes, managers and coaches will be informed of appropriate rules and behaviours while attending the event.	Team managers Dispute/Dis cipline team	Bad behaviour will be stopped during the event and the athlete or spectator removed if required. Incident will be discussed with team management and disciplinary action taken if required.

Teams without first aid kits	medium	no	no	yes	yes	yes	Teams are informed to bring their own first aid kits.	Southland Sports Co-ordinator	First aid kits and defibrillator will be available onsite.

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	To be confirmed			In case of medical emergency 111 to be called.
Drinking water	Southland Harriers	Grant Baker		Water will be available near the start/finish line.
Food				Athletes are responsible for their own food.
Shade	Athletics Southland	Linda Te Au	027 357 2069	Sunscreen will be available. Teams may bring gazebos for shade.
Toilets	Southland Harriers	Joe Sanginiti		Public toilets at venue and extra portaloos will be provided.
Event Security				Nil. Event is in a public reserve.
Waste Management	Southland Harriers	Grant Baker		Rubbish bags will be available at the grounds. Teams will be encouraged to bring their own rubbish bags and take

				them when they leave. Other rubbish will be removed by Southland Harriers.
Spectator Controls	Southland Harriers	Nicole Jackson		Spectators will have access to all parts of the course for viewing.
Parking	Southland Harriers			Car park areas are available and will be marshalled by volunteers.
Vehicles onsite	Southland Harriers			All vehicles will be parked in car park areas or on the side of the road under marshals directions.
Event Insurance				NA
Media		Andrea Beggs Ian Densie		Information available through SISS website, Athletics Southland and Southland Harriers Facebook pages, School media sites. Information will be available to local news outlets.

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	Andrea Beggs	Participating schools	April May	Two newsletters to be sent to schools.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Linda Te Au Lilian Tudor	Athletes, team managers, officials	In second newsletter and Pre-race morning	Include weather and course conditions, race etiquette.
Event Day Communications – Cancellations, changes, weather	Linda Te Au Andrea Beggs	Team contacts	As required	Advertise through Facebook Pages and websites.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Linda Te Au Andrea Beggs	All those involved	As required	On-site – using contact details for teams/coaches/managers.
Media information	Andrea Beggs Ian Densie	Teams, coaches, managers, event staff, public		
Post event reporting	Andrea Beggs	General Public	Post event	

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