

Event name		Event type	
City		Venue	
Start date		End date	
Event start time		Event end time	
Pack-in date & time		Pack-out date & time	
Total participants			
BBNZ personnel and roles			
Host Association personnel and roles			
Subcontractor(s) and roles (if applicable)			
Volunteers and roles			
Medical team and first aid procedure			
Pre event communication procedure			
BBNZ communicates all event details, changes and answers queries from schools/teams and the host association. Event information is sent via email and accessible on the BBNZ website www.basketball.org.nz .			
During event communication procedure			
The host association communicates with teams during the event. A technical meeting is held the night prior to the event to outline competition details, rules and regulations and answer any queries. BBNZ staff is not present at the event, however are available via email and phone for the duration of the event. BBNZ will maintain communication with the host association during the event.			
Post event communication procedure			
BBNZ communicates post event information to schools/teams and the host association. BBNZ will maintain communication with the host association until the host obligations has been completed.			

Pack-In / Pack Out (eg. moving vehicles, manual handling, shared workspaces, work at heights etc)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place / Action Required	By Whom (add persons role)	Date Completed (add date)
	Playing surface	P	N	M	Check all playing surfaces are clean and clear of any damage	Host Association or Venue?	Pre During Post
	Lighting: on playing surface / rooms	P	N	M	Check there is sufficient lighting on all courts. Check there is sufficient lighting in all rooms. Advising the venue to replace any lights if required	Host Association or Venue?	Pre During Post
	Hoop systems	P	N	M	Use trolleys to transport heavy equipment to the court. Ensure the hoop structure is secured to their fixture. For portable basketball systems, padding covers the main structure, backboard and secured to the wall or floor.	Host Association or Venue?	Pre During Post
	Replacing nets	P	N	M	Check that the net is in good repair. Use a ladder to check the net; if require. Check when the court is free of use. Ensure there is someone at the base of the ladder.	Host Association or Venue?	Pre During Post
	Clocks: basketball (scoreboard, 24 second clocks)	P	N	M	Ensure the scoreboard and 24 second clock is secured to the wall. If the 24 second clock sits on the backboard ensure the clocks are secured.	Host Association or Venue?	Pre During Post
	Define playing space	E	N	M	Corflute signage placed around the court to ensure spectators are clear of the playing area. Signs advising spectators to stand clear of the playing court. Ensure the playing court lines are clearly marked.	Host Association or Venue?	Pre During Post
	Setup: team benches / scorebench, offices, seating, signage	P	N	M	Use trolleys to transport heavy equipment to the court. Tape down or place caballing under mats. Use underfloor power sources if available. Position gear in the correct area of the court. Position gear out of harm's way. Ensure areas are equipped for the correct number of personnel. When moving equipment, be aware of people around you.	Host Association or Venue?	Pre During Post

Event Hazards (eg. electrical, set or staging structures, noise, lasers, trips, falls)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Damp / slippery / wet / unsafe surface	P	Y	E	Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately. Notify venue staff if their role. Slippery surface signs displayed. Access to cleaning cupboard to access gear if required. If dampness is an issue, create a surface check throughout the day. Clean courts at the end of each night if required. Move the game to different court if required.	Host Association or Venue?	During
	Hoops: in game	P	Y	M	Players not to hang on hoops.	Game Referee	During
	Hoops: out of game	P	Y	M	Players not to hang on hoops.	Host Association:	During
	Changing rooms / toilets	P	Y	E	Notify venue staff. Slippery / wet surfaces to be cleaned. Slippery surface signs displayed. If this is an issue, ask for a cleaning check throughout the day.	Host Association or Venue?	During

Environmental Hazards (eg. exposure to weather e.g. UV, heat, cold, level of light, strobe lighting)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Lighting in venue	P	Y	E	Lights to be turned on during games. If light fails, games could be suspended until appropriate lighting is back on. Move the game to another court if possible. Advise the venue to replace lights.	Host Association or Venue? BBNZ	Pre During
	Leak: in game	P	Y	M	Leak to be assessed. If possible to control, game can continue. If the leak becomes a hazard, game to be moved to different court. Advise the venue.	Host Association & Venue? BBNZ?	During
	Leak: out of game	P	Y	M	Leak to be assessed. If the leak becomes a hazard, use visible signage. Advise the venue.	Host Association & Venue?	During
People Hazards (eg. age, fitness, children, skills, number - crowds, security)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	People	P	Y	M	Provide seating for spectators and teams to watch games if possible. Allocate area for spectators to view games is possible. Move spectators from areas that may cause harm to themselves or participants. Move spectators if blocking exits. Use visible signage which will direct people to spectator areas. Use visible signage to advise people no running or bouncing balls.	Host Association & Venue?	During
	Harassment	P	Y	E	Abusive people to be removed from the premises. Ring the police if necessary. Security to remove if available. Incident report to be completed.	Host Association & Venue?	During

General Hazards (eg. smoking, alcohol, drugs, fatigue, hours of work, manual handling, lone working)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Hours of work	P	Y	M	Ensure volunteers and staff takes sufficient breaks. Food and drink is available for volunteers and staff, if applicable. Ensure rostering system is maintained and followed.	Host Association:	Pre During Post
	Alcohol, drug & smoke free event	P	Y	E	BBNZ events are alcohol, drug, and smoke free. Use visible signage to advise. Personnel not to consume onsite, if found will be asked to leave. Intoxicated personnel; asked to leave or denied access to the venue. Ring the police if necessary. Security to remove if available. Incident report to be completed.	Host Association & Venue?	Pre During
Vehicle Hazards (eg. speed, road legal, floats, access to site)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Busy carpark	P	Y	M	Abiding by speed limit	Venue & Public	Pre During Post
Activities Hazards (eg. amusement devices, flying fox, giveaways, street theatre)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)

Site Specific hazards (eg. any hazards identified by venue that may impact on event/activities)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Equipment and floor failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. If during the event, cordon off the area if necessary. Maintenance personnel on call. Replacement equipment on hand if available. Move game to another court if possible.	Host Association & Venue? BBNZ?	Pre During
	Moving seating	P	Y	M	Cordon off area. Remove spectators before moving seating. Move seating at the end of the night when the floor is clear of people.	Host Association & Venue	Pre During
	Power failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. Maintenance personnel on call. Move game to another court if possible. Games will be suspended until power comes back on. Games to be played at another venue.	Host Association & Venue? BBNZ?	Pre During
	Natural Disaster	P	Y	M	Follow the venue procedures. Follow civil defence procedures.	Host Association & Venue? BBNZ?	Pre During
Staging/Structures (eg. ground stability, size and weight, temporary structures/stands, scaffolding)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Seating: individual / stands / retractable	P	Y	M	All types of seating to be safe and signed off as per the venues requirements.	Host Association & Venue?	Pre During Post

Stallholders/Vendors Hazards (eg. food/health safety)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Café/canteen	P	Y	M	Follow the venue's agreement regarding the use of the kitchen and cooking. Use trollies to transport heavy equipment. Tape down or place caballing under mats. Use power sources that are available. Position gear in the correct area. Position gear out of harm's way. Ensure areas are equipped for the correct number of personnel accessing the area. When moving equipment be aware of people around you. Wash hands regularly. Keep benches clean and clear. Keep food refrigerated.	Host Association & Venue?	Pre During Post
Other Hazards (eg. waste management, helicopters, etc)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Waste Management	P	Y	M	Daily cleaning schedule. Notify the venue.	Venue	
High Risk Hazards (eg. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Livestreaming	E	Y	E	All gear must be stable and if possible secured to platform. All loose items that could fall must be packed away. All cords must be covered with cable protectors or taped down securely so there are no trip hazards.	Host Association & Venue? BBNZ	Pre During Post

Sport Specific Hazards (eg. Injuries)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Actions Required	By Whom (add persons role)	Date Completed (add date)
	Player injuries	E	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	Host Association & Venue?	Pre During Post
	Blood	P	Y	M	Blood on uniforms – the item of clothing must be removed & a clean item worn. Player won't be allowed back on court until clean item on. Blood on skin - blood must be removed before the player can re-enter the game. Blood kits available, to clean surfaces/ball where blood is detected. Refer to the BBNZ blood kit and process	Referees & Host Association	During
	Head injuries	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	Host Association & Venue?	During
	Sprain/ broken bone/ awkward landings	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary. If person can be moved, help off the court or out of harms way.	Host Association & Venue?	During
	Dehydration	P	Y	E	Water readily available to all players via fountains or taps.	Host Association & Venue?	During
	Mouth damage	P	Y	E	Mouth guards are now compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced.	Referees	During

Additional Information

If a notifiable event occurs the Event Manager must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector. However, this duty does not prevent any of the following actions:

1. To assist an injured person; or
2. To remove a deceased person; or
3. That is essential to make the site safe or to minimise the risk of a further notifiable event; or
4. That is done by, or under the direction of, a constable acting in execution of his or her duties; or
5. For which an inspector or the regulator has given permission.