



New Zealand Secondary School Sports Council

Sanctioned Event Health & Safety System

Health & Safety legislation makes it clear that **Health and Safety is “everybody’s responsibility”**.

Delivering sports events to secondary schools can be a complex matter and often involves multiple partners (Persons Conducting Business Undertakings - PCBUs) and this document seeks to set out the various Health and Safety roles and responsibilities of individual partners in delivering high quality, safe sporting experiences for schools and their students at NZSSSC sanctioned events.

The system is informed by various legislation, regulations and guidelines, including the Health & Safety at Work Act (2015), Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, the Vulnerable Children’s Act (2014) and the Ministry of Education Health and Safety Guidelines (2016) and Adventure Activities Regulations 2011.

As a result of using the system, principals, who have the final accountability in making the decision to enter students in a particular event, can both make sense of what may otherwise be a confusing space and have some confidence that Event Health & Safety plan is the result of a robust process involving all the partners.

The system identifies 5 partners:

1. **Event Organiser/Manager** is responsible for
 - Completing the Event Management Health & Safety Plan – template available through NZSSSC
 - Co-ordinating the other event partners, the NSO and Venue Management to provide the sport specific and venue Health & Safety Plans and integrating these into the Event H&S Plan
 - Providing the Event H&S Plan to NZSSSC 6 weeks prior to the event. (Note that NZSSSC will remove sanction and notify schools for any event where H&S plan is still outstanding 2 weeks prior)
 - Including an Event Health & Safety Report in post event reporting to NZSSSC
2. **Venue Operator/Manager**
 - Providing the Venue Health & Safety Plan to the Event Organiser
3. **National Sporting Organisation (NSO)**
 - Providing the Sport specific H&S Plan to the Event Organiser (SportNZ will provide assistance)
4. **New Zealand Secondary Schools Sports Council (NZSSSC)**
 - Ensuring all principals have access to the Event Health and Safety Plan
 - Withdrawing NZSSSC sanctioning from events that have not provided the Event Health and Safety Plan 2 weeks prior to the event and notifying schools of that decision
 - Receiving post Event Report that includes an Event Health & Safety Report from the Event Organiser. Collating and monitoring injury and incidents reported and providing feedback to Event Organisers to ensure continuous improvements in Health & Safety practices
 - Reporting on Event Health & Safety matters as a standard agenda item at NZSSSC Board meetings.
5. **Individual Schools (Principals)**
 - Consider the Event Health and Safety Plan provided and must do due diligence (NAG5) in considering any decision to attend the event.

The NZSSSC Sanctioned Event Health & Safety system is described in the diagram below.

