



School Sport New Zealand

2019 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: ZONE 2 AA SS PREMIERSHIPS	This Plan Dated: 29 JULY 2019
Event Location	ROTORUA
Event Date	4 – 7 SEPTEMBER 2019
Organisation delivering event	ROTORUA BASKETBALL ASSOCIATION
Number of Participants	300
Number of Schools Participating	24 - 30

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

- SECONDARY SCHOOLS BASKETBALL TOURNAMENT

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
SUE PENE	Event Manager	Overall responsibility	DEVELOPMENT CO-ORDINATOR RBA	021 2225515	NA
FARIDA SOLOMAN	Volunteer Coordinator	Volunteer recruitment, training & management	ROTORUA BASKETBALL BOARD MEMBER	021 364 182	PV
	Officials Coordinator	Recruitment, training & management			
MARY KEREKERE	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	TRAINED PARAMEDIC		
SATENDRA SINGH	Welfare	Toilets and wash facilities	ROTORUA LAKES MAINTENANCE		NA
SATENDRA SINGH	Waste Management	Waste clearance and recycling	ROTORUA LAKES MAINTENANCE		NA
NGAIRE LEE	Disputes & Discipline	Convening & Chairing disputes panel	ROTORUA BASKETBALL BOARD MEMBER		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;

- 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)  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)

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	Med	No	No	No	Yes	Yes	Compulsory mouth guards Referees will all be safety trained	Team Manager Event Manager	Refer to onsite first aid
Player Injuries	High	No	Yes	Yes	Yes	Yes	Basic first aid supplied by team personnel and certified personnel	Court Convenor Medic Staff	, once an injury assessment is completed it will be decided if an ambulance is necessary, approach any tournament official and EEC staff for assistance
Player Hydration	Med	Yes	Yes	Yes	Yes	Yes	Due to the amount of games players will play, drinking fountains and drink refill stations are available at the EEC for free.	Team Manager	Team Manager to administer assistance for athlete
People/Spectators/Crowd Control	Med	Yes	Yes	Yes	Yes	Yes	Codes of conduct in and around the tournament apply for both the tournament and the venue.	Event Manager Court Convenor EEC Security	Due to the seats being close to the courts the Court Convenor/EEC staff will speak with any spectator/s that are acting in a any unsafe matter and evict them off the property in required.
Spectators around Courts	Med	Yes	Yes	Yes	Yes	Yes	Have appropriate number of seating available for spectators to sit in, if spectators in areas they should not be Court Convenor will move them on. Partitions and signage used to keep spectators away from team benches	Court Convenor EEC Security	Security Staff & Court Convenors to speak with Spectators outlining acceptable behaviour etc.
Volunteers work hours	Med	Yes	Yes	Yes	Yes		Volunteers to be rostered on to no more than 2 games at a time, to be given breaks, on those breaks food will be provided	EM	

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	Paramedic	Mary Kerekere Farida Soloman	021 364 182	Onsite throughout tournament, based in Unison Arena culvert
Drinking water	EEC	Satendra Singh	027 2266479	Onsite during working hours 7am – 5pm On-call during evening hours
Food	Eurest	Igor Maxim	027 4920055	Kiosk opens before first round and closes when patronage is very slow (usually 2 nd to last round)
Shade	NA			
Toilets	EEC	Satendra Singh	027 2266479	Cleaners onsite checking toilets regularly. Cleaning and replenishing overnight
Event Security	EEC – Advantage Security	John Gardner RBA	021 2496083	Advantage contracted by EEC provides security throughout the tournament
Waste Management	EEC	Satendra Singh	027 2266479	Bins situated behind the Sportsdrome
Spectator Controls	EEC - Security RBA	Martin Large RBA	022 1851354	Court Convenors to communicate with instigators and also show code of conducts
Parking	EEC	Martin Large	022 1851354	EEC Staff & RBA Volunteers to monitor the carpark

Vehicles onsite	NA			
Event Insurance				
Media	RBA	Delwyn Sinclair	022 0497501	

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	BBNZ	Schools & Teams, Coaches & Managers	Pre-Tournament	Entries, draws, scorebench schedule, Referees
Event Briefing – Safety Briefing, Event info for students, coaches, managers	BBNZ RBA	Schools & Teams, Coaches & Managers	Pre-Tournament Communications Technical Meeting	Health & Safety Plan Bulletin sent to schools Technical Meeting & notices to teams
Event Day Communications – Cancellations, changes, weather	BBNZ RBA	Teams & Schools	Pre-Tournament Tournament	Contact BBNZ Pigeonholes for Daily notices
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	EEC – Duty Manager in communication with EM	RBA Staff School Teams Schools	As it occurs or prior if practicable.	EEC Duty Manager & RBA Event Manager to be in close communication with the procedures EM to relay this on to all teams, spectators, officials.
Media information	RBA – Marketing Person	School Teams Schools Rotorua Communnity	Throughout the tournament	Daily Notices Updates on the website/facebook Photographs
Post event reporting	EM	BBNZ	Within a week of the conclusion of the tournament	Complete Reporting form for BBNZ

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