

Event Health & Safety Hazard Plan

Event name	National Tertiary Basketball Championships		
Event type	Tournament		
Location	Cowles Stadium		
Start date	20 th September	End date	22 nd September
Event start time	8.00am	Event end time	8.00pm
Pack-in time	7.00am	Pack-out time	9.00pm
Total participants	300		
BBNZ Team and roles			
James Cawthorn – BBNZ Representative 027 255 6738			
Conor O’Fee – BBNZ Representative 027 687 5379			
CBA Roles			
James Lissaman: CBA Representative 027 526 1752			
Rebecca Moon: CBA Representative 027 826 9368			
Other Roles			
Cowles Stadium Staff: Open and close venue, cleaning, emergency evacuation			
Volunteers and roles			
Referees (Various)			
Scorebench personnel			
On the day communication procedure			
Tournament Director on site all day, any questions and concerns direct to CBA staff/BBNZ staff or Cowles Stadium staff.			
BBNZ representative and Tournament officials briefing daily pre first round			
Medical team and first aid procedure			
Blood Kit and First Aid at Control Table, ice available on request			
Ambulance called in all emergencies			
First Aid Qualified Staff – Floor Controllers			
Maree Taylor BBNZ			

Hazard Identification and Plan of Control

Pack-In e.g. 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	Date Completed
	Seats being moved	E	Y	E	Set up to not be completed while people in area.	CS staff	As required
	Courts, baskets	P	N	M	Check all courts, baskets at the beginning of the day and completion of day. Make sure portable hoops are secured to the floor, daily	CS/CBA staff	Pre event
High Risk Hazards e.g. 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	Date Completed
	Electrical/lighting	P	y	M	Check all electrical and lighting prior to event	Cowls stadium	Pre event
Event Hazards e.g., 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	Date Completed
	Slippery Floor	P	Y	M	Towels available for each court Referees F/C to direct	FC/CBA	As required/pre game
	Injuries	P	Y	M	Blood Kit, first aid kit and ice on hand	FC/CBA	Pre game/as required
	Defined playing space	E	Y	I	Do not allow spectators near playing spaces, corflute signage put through the dead area in-between court 1 and 2 to have gaps so players can run through. If this becomes a hazard they will be removed.	FC/CBA	Pre game/as required
	Sound System	P	Y	M	Check electrical cables, tape over so as not a trip hazard	FC/CBA	Pre game/as required
Environmental Hazards e.g. 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	Date Completed
	Lighting in venue	P	Y	E	Lights turned on. Games suspended if lighting fades/fails	FC/CBA	As required
	Moveable Hazards	P	Y	E	Move all non-essential equipment away from playing area	Cowles stadium	Pre games

People Hazards e.g. 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	Date Completed
	Spectators around courts	P	Y	M	Direct all spectators to appropriate seating. F/C to move any spectators from unsafe areas	FC/CBA	As required
	Player injuries	P	Y	M	Basic First Aid supplied by qualified personnel. Ambulance called if necessary. Mouth-guards available for purchase	FC/CBA	As Required
	Player hydration	E	Y	M	Drinking Fountains and water containers available	FC/CBA	Pre game/as required
	Participant crowd control	P	Y	M	Code of Conduct applied	FC/CBA	Pre Game/as required

General Hazards e.g. 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	Date Completed
	Alcohol and Drug free Event	E	Y	E	No spectators/players/officials onsite intoxicated or found with alcohol/drugs	CBA/FC	As Required

Site Specific hazards e.g. 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	Date Completed
	Equipment/power failure	P	Y	M	Appropriate maintenance person contacted. Cordon off area if necessary	CS Staff	Pre event/as required
Pack In/Out e.g. 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	Date Completed
	Moving Signage	E	N	M	Be aware when moving signs or flags to carry a safe amount and not to overdo. Use trolleys as much as possible	BBNZ/CBA	Pre/Post event
Vehicle Hazards e.g. 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	Date Completed
	Carpark	E	Y	M	Abide by speed limits and keep vigilant for pedestrians.	Public/CS	Pre event/post event
Staging/Structures e.g. 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	Date Completed
	Stands/spectator seating	P	Y	M	All seating to be safe and signed off as per the venues requirements	CS Staff	Pre event
Activities Hazards e.g. 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	Date Completed
	Changing rooms wet floors	P	Y	M	Slippery surface signs deployed, any sills to be cleaned	CS Staff	As required

Stallholders/Vendors Hazards e.g. 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	Date Completed
	N/A						
Other Hazards e.g. 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	Date Completed
	Rubbish on court	P	Y	E	Keeping playing surface and immediate surrounds free of any debris	FC/CBA	AS required
	Waste Management	E	Y	M	Cleaners clean at night, but if needed can come in during the day. Signage will be up if cleaners in toilets	CS Staff	
Other Hazards e.g. evacuation							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Evacuation/fire/bomb	P	Y	M	CS to action procedures as per document provided	CS	Pre/during/post event
	Evacuation/earthquake	P	Y	M	CS to action procedures as per document provided	CS	Pre/during/post event
	Evacuation/death of a person	P	Y	M	CS to action procedures as per document provided	CS	Pre/during/post event

Additional Information

- Any changes or additions to the above will be conveyed to teams before first round of games.
- Teams supplied with emergency contacts and emergency addresses close to stadium
- Basic first aid onsite