



2023 AON U19 NATIONALS Health and Safety Event Plan

Event name	2023 AON BBNZ U19 Nationals		
Event type	Tournament		
Event venue & address	Mainpower Stadium, 289 Coldstream Road, Rangiora		
Event city	Rangiora	Total participants	300
Event start date	2 nd June 2023	Event end date	5 th June 2023
Event start time	9am	Event end time	7pm
Pack-in date & time	1 st June – 9:30pm	Pack-out date & time	5 th June – Directly after end of Tournament
EVENT PERSONNEL			
EVENT ORGANISERS (person responsible)		ASSOCIATION / EVENT ORGANISER TEAM ROLES	EMAIL
Jordi Walker		Senior Events Coordinator	jordi@nz.basketball 027 687 5379
Kathrynn Jelas		Tournaments Lead	kathrynn@nz.basketball 021 101 6423
Melony O'Connor		Events Officials Lead	referees@nz.basketball 027 469 9168
Matt Cunninghame		North Canterbury Basketball	ops@northcanterbury.basketball 027 627 4800
VENUE (person responsible)		VENUE TEAM ROLES	MOBILE & EMAIL
Caroline Whittaker		Event Manager	cwhittaker@sportstrust.org.nz 027 222 0943
Paul Dunn		Venue Manager	pdunn@sportstrust.org.nz 021 140 5785
VOLUNTEER ROLES (person responsible)		VOLUNTEER ROLES	MOBILE & EMAIL
Brenda Martin - North Canterbury Basketball		Scorebench	secretary@northcanterbury.basketball
SUBCONTRACTORS (person responsible)		SUBCONTRACTOR ROLES	MOBILE & EMAIL
N-Tech (John Kane)		Livestream	John.kane@n-tech.co.nz
John Roche		Active Health Physiotherapy	johnr@activehealth.co.nz



EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to participants)	NOTES
BBNZ staff & Host Association	- Planning with LOC underway	- Held over zoom
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
BBNZ staff Melony O'Conner	- More specific event information will be sent when confirmed - Referee induction held on court on Friday morning before games tip off	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (participants)	NOTES
BBNZ staff	- Technical meeting to be held via zoom meeting with team managers and coaches	- Held over zoom - Wednesday before the tournament - 25 minutes
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.
POST EVENT REPORTING (person responsible)	POST EVENT REPORTING (how to receive feedback, survey etc)	NOTES
EMERGENCY (person responsible)	EMERGENCY COMMUNICATIONS (evacuation, lost person, emergency services, notification to schools/parents/media etc)	NOTES
BBNZ / HOST / VENUE	Following venue Emergency processes	
MEDICAL/FIRST AID (person responsible)	MEDICAL/FIRST AID COMMUNICATION (where, who etc)	NOTES
Basic First Aid certified personnel onsite throughout event	All BBNZ staff Physio Staff All Venue Staff	

VIRUS OUTBREAK (E.G. HYGIENE, PROCESSES, MOUTHGUARDS, SANITIZER, SIGNAGE, SYMPTOMS)						
Hazard	Existing (E) or Potential (P)	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place and Action Required	By Whom (add persons role)	Date Completed (add date)
Potential spread of virus	P	Y	M	<ul style="list-style-type: none"> • During pre-event briefing, the MOH recommendations will be announced clearly to all participants. Anyone who is unwell is to stay home. • Teams and officials to be aware of their participants medical history. • If there is an outbreak during the event, the Event Organiser will notify teams of the outbreak and whether the event will proceed or be cancelled. • The MOH or local DHB may make contact and may provide further guidance. • If applicable, the Event Organiser will advise teams prior and during the event of any updated information. Email communication prior to the event, updated information at the technical meeting, notices visible around the venue. 	Event Organisers	Pre
Symptoms	P	Y	I	<ul style="list-style-type: none"> • Event Organiser to send communication to all participants, staff, volunteers of possible symptoms and if you are feeling unwell please stay at home. • Signage to be displayed at the venue for spectators. 	Event Organisers Venue	Pre During
Contact Tracing	P	Y	M	<ul style="list-style-type: none"> • All participants that enter the venue are known by pre-registration. • No mass gathering restrictions in place. 	Event Organisers Venue	Pre During Post
Signage	P	Y	M	<ul style="list-style-type: none"> • All parties work together to put up signage around the venue. • Signage to include Ministry of Health statement of COVID-19, wash your hands, use sanitizer regularly etc. 	Event Organisers Venue	Pre During Post
Cleaning Venue	E	Y	M	<ul style="list-style-type: none"> • Venue provide a professional cleaning company to clean/sanitise public areas & toilets at the completion of each day. • Venue staff to replace bathroom amenities & wipe down vanities throughout the day. 	Venue Staff	Pre During Post
Sanitizer	P	Y	M	<ul style="list-style-type: none"> • Sanitizer available for the duration of the event in forms of bottles, free standing dispensers. 	Event Organisers Venue	Pre During Post
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> • Game balls to be provided by BBNZ • Teams to use own training and warm up balls. • To clean a basketball, use disposable gloves and a disposable anti-bacterial wipe, or by spraying with a disinfectant spray/solution and wipe with paper towels 	Event Organisers Officials	Pre During Post
Lost Property	P	Y	M	<ul style="list-style-type: none"> • As per venue protocols, all lost property will be held for 48 hours after the conclusion of the event, then disposed of 	Event Organisers Venue Staff	Pre During Post

VIRUS OUTBREAK (E.G. HYGIENE, PROCESSES, MOUTHGUARDS, SANITIZER, SIGNAGE, SYMPTOMS)						
Hazard	Existing (E) or Potential (P)	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place and Action Required	By Whom (add persons role)	Date Completed (add date)
Mouthguards	E	Y	M	<ul style="list-style-type: none"> Discourage the removal of a mouthguard. If players remove mouthguards, all should encourage washing or sanitising hands. For non-contact period ie individual workouts, mouthguards are not mandatory. Continue to use the BBNZ mouthguard policy unless directed by the MOH and BBNZ. For more information regarding the BBNZ mouthguard policy refer to the BBNZ Regulations. 	Event Organisers Officials	Pre During Post
Team and Participant Gear	P	Y	M	<ul style="list-style-type: none"> All gear participants use will be their own, no swapping of towels, drink bottles and mouthguards etc. No communal uniform swapping or hire available. No using of other teams balls or warm up equipment. Minimal gear to be brought in by teams, this speeds up time to clear out after the game 	Event Organisers Teams	Pre During Post
Referees and Officials	P	Y	M	<ul style="list-style-type: none"> All gear officials use will be their own, no swapping of towels, drink bottles and mouthguards etc. 	Event Organisers Officials	Pre During Post
Cleaning equipment	P	Y	M	<ul style="list-style-type: none"> Cleaning kit to be placed at each scorebench or available at a centralised area for ease of access. The kit should include, disposable gloves, sanitiser, cleaning wipes, disinfectant solution, paper towels, rubbish bags If the venue can complete the above task, it is still recommended to have cleaning kits available. A Cleaning kit will also be held at the central control desk area 	Event Organisers Venue	Pre During Post
Spectators	P	Y	M	<ul style="list-style-type: none"> Spectators to enter stadium via specified entry/exit points 	Event Organisers Venue	Pre During Post

HAZARD IDENTIFICATION AND PLAN OF CONTROL

SPORT SPECIFIC HAZARDS (EG. INJURIES)						
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	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	Event Organisers Medical staff Venue	Pre During Post
Blood	P	Y	M	<ul style="list-style-type: none"> • Blood on uniforms – the item of clothing must be removed & a clean item worn. Player will not 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 	Event Organisers Venue	During
Head injuries	P	Y	M	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	Event Organiser Medical staff Venue	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	Event Organiser Medical staff Venue	During
Dehydration	P	Y	E	<ul style="list-style-type: none"> • Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance. 	Event Organisers Venue	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> • Mouth guards are compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced. • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	Event Organiser Medical staff Officials	During

PACK-IN / PACK OUT (EG. MOVING VEHICLES, MANUAL HANDLING, SHARED WORKSPACES, WORK AT HEIGHTS ETC)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> Pre-event check completed Daily check completed Check all playing surfaces are clean and clear of any damage. Courts cleaned daily, including hoops 	Event Organisers Venue	Pre During Post
Hoop systems	P	N	M	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During Post
Replacing nets	P	N	M	<ul style="list-style-type: none"> Check that the net is in good condition, if any holes then consider swapping. 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. 	Event Organisers Venue	Pre During Post
Clocks: basket ball (scoreboard, 24 second clocks)	P	N	M	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During Post
Define playing space	E	N	M	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During Post
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During Post
Walkways	E	N	M	<ul style="list-style-type: none"> Teams should avoid using defined walkways as warm up or cool down stretching areas. 	Event Organisers Venue	Pre Post

EVENT HAZARDS (EG. ELECTRICAL, SET OR STAGING STRUCTURES, NOISE, LASERS, TRIPS, FALLS)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately. • Notify venue staff of spills or spots that need attention. • 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. 	Event Organisers Venue	During
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Game Officials	During
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Event Organiser	During
Changing rooms / toilets	P	Y	E	<ul style="list-style-type: none"> • 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. 	Event Organisers Venue	During
Event Activation	P	Y	M	<ul style="list-style-type: none"> • Explain the rules to the activations are clearly communicated. • Make sure the space that is in use is free of any hazards. • Any items thrown into crowd are soft and will not cause any injury. 	Event Organisers	Pre & During

ENVIRONMENTAL HAZARDS (EG. EXPOSURE TO WEATHER E.G. UV, HEAT, COLD, LEVEL OF LIGHT, STROBE LIGHTING)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During
Leak: in game	P	Y	M	<ul style="list-style-type: none"> Leak to be assessed. If possible to control, game can continue. If the leak becomes a hazard, game to be moved to different court or venue. Host and or BBNZ to use leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Event Organisers Venue	During
Leak: out of game	P	Y	M	<ul style="list-style-type: none"> Leak to be assessed. If the leak becomes a hazard, use visible signage and the leak checklist to determine whether or not to move upcoming games to different courts or venues. Host and or BBNZ to use Leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Event Organisers Venue	During

PEOPLE HAZARDS (EG. AGE, FITNESS, CHILDREN, SKILLS, NUMBER - CROWDS, SECURITY)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • Provide seating for spectators and teams to watch on all courts. • 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. 	Event Organisers Venue Security Police	During
Harassment	P	Y	E	<ul style="list-style-type: none"> • Abusive people to be removed from the premises. • Zero Tolerance Sport Rage Policy will be strictly enforced • Security are on site and can be contacted through floor control. • Ring the police if necessary. • Incident report to be completed. 	Event Organisers Venue Security Police	During
Active Shooter	P	Y	M	<ul style="list-style-type: none"> • Follow the instructions of the venue, event organiser, security or staff. • Guidelines of what to do in this situation can be found in the venue H & S plan. 	Event Organisers Security Police Venue	In the Event
Terror Threat	P	Y	I	<ul style="list-style-type: none"> • The Event and Venue will be locked down in accordance with the venues processes. Police have been advised of the event, Follow the instructions of the venue, event organiser, security or staff. 	Event Organisers Security Police Venue	In the Event
Death of a person	E	Y	M	<ul style="list-style-type: none"> • Follow processes set out by the event organiser and/or venue etc. • Below is an example only: <ul style="list-style-type: none"> ○ ensure your own safety ○ follow first aid processes ○ assume person is not deceased; give first aid ○ call emergency services (111) ○ make as much effort to isolate, cover and contain the area ○ shut down areas around the scene ○ notify the event organiser and the person in charge of health and safety ○ advise staff accordingly ○ complete accident report forms as necessary 	Event Organisers Security Police Venue	In the Event



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GENERAL HAZARDS (EG. SMOKING, ALCOHOL, DRUGS, FATIGUE, HOURS OF WORK, MANUAL HANDLING, LONE WORKING)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • 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. 	Event Organisers Security Police	Pre During Post
Alcohol, drug & smoke free event	P	Y	E	<ul style="list-style-type: none"> • 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. 	Event Organisers	Pre During

VEHICLE HAZARDS (EG. SPEED, ROAD LEGAL, FLOATS, ACCESS TO SITE)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • Abiding by speed limit • No loitering 	Venue & Public	Pre During Post

SITE SPECIFIC HAZARDS (EG. ANY HAZARDS IDENTIFIED BY VENUE THAT MAY IMPACT ON EVENT/ACTIVITIES)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • 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. 	Event Organisers Venue	Pre During
Moving seating	P	Y	M	<ul style="list-style-type: none"> • Cordon off area. • Remove spectators before moving seating. • Move seating at the end of the night when the floor is clear of people. 	Event Organisers Venue	Pre During
Power failure	P	Y	M	<ul style="list-style-type: none"> • 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. 	Event Organisers Venue	Pre During
Natural Disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Event Organisers Venue	Pre During
Fire Evac	P	Y	M	<ul style="list-style-type: none"> • Follow Venue Evacuation procedures 	Event Organisers Venue	During

STAGING/STRUCTURES (EG. GROUND STABILITY, SIZE AND WEIGHT, TEMPORARY STRUCTURES/STANDS, SCAFFOLDING)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • All types of seating to be safe and moved by NCSRT staff only. 	Event Organisers Venue	Pre During Post
Signage: corflute, banners, flags	P	Y	M	<ul style="list-style-type: none"> • All signage will be clear to all public and will be placed in appropriate areas 	Event Organisers Venue	Pre During

STALLHOLDERS/VENDORS HAZARDS (EG. FOOD/HEALTH SAFETY)

Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. No BBNZ staff access. This area is strictly a NCSRT area 	Event Organisers Venue	Pre During Post
Volunteer / Officials / Staff Food	P	Y	M	<ul style="list-style-type: none"> Follow the venue's agreement regarding the use of the kitchen and cooking. Food provided by certified food personnel Food is stored/cooled/heated properly and served in appropriate time 	Event Organisers Venue	During
Merchandise	P	N	E	<ul style="list-style-type: none"> 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. Stall not in way of fire exits or thoroughfares. Person watching at all times. 	Merchandise contractor	

OTHER HAZARDS (EG. WASTE MANAGEMENT, HELICOPTERS, ETC)

Hazard	Existing (E) or 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	<ul style="list-style-type: none"> Daily cleaning schedule. Notify the venue. 	Event Organisers Venue	

HIGH RISK HAZARDS (EG. WORK AT HEIGHTS, FLYING OPERATIONS, PYROTECHNICS ETC, CONFINED SPACES, HAZARDOUS SUBSTANCES, MOVING SET PIECES)

Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. Venue induction must be complete before company can be onsite 	Event Organisers Production company Venue	Pre During Post



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