

<b>Event name</b>	2023 AA Secondary Schools		
<b>Event type</b>	Basketball Tournament		
<b>Event venue &amp; address</b>	Eventfinda Stadium, 17 Silverfield Lane , Glenfield 0627 Auckland	AUT Gym,AH Building , 90 Akoranga Drive, Northcote 0627, Auckland	
<b>Event city</b>	North Shore, Auckland	<b>Total participants</b>	TBC
<b>Event start date</b>	August 30 <sup>th</sup> 2023	<b>Event end date</b>	September 2 <sup>nd</sup> 2023
<b>Event start time</b>	TBC	<b>Event end time</b>	TBC
<b>Pack-in date &amp; time</b>	August 29 <sup>th</sup> Tuesday	<b>Pack-out date &amp; time</b>	Directly post event – Sept 3 <sup>rd</sup>
<b>BBNZ Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Your assigned BBNZ staff member will support the Host from Wellington and is on call.	TBC	TBC	
<b>Host Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Sue Woods	Harbour Basketball Association- TD	<a href="mailto:reps@harbour.basketball">reps@harbour.basketball</a>	021 511 305 021 511 305
John Hunt	Harbour Basketball Association	<a href="mailto:ceo@harbour.basketball">ceo@harbour.basketball</a>	021 890 169
<b>Venue (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Tamara Foster	Eventfinda Stadium Events Co-ordinator	<a href="mailto:Tamara.foster@eventfindastadium.co.nz">Tamara.foster@eventfindastadium.co.nz</a>	027 375 3127
Tessa Bennett	Harbour Basketball Tournament Venue Controller	<a href="mailto:tessanhba@hotmail.com">tessanhba@hotmail.com</a>	027 362 7558
Jenny Fotu	Harbour Basketball Tournament Venue Controller	<a href="mailto:mjfotu@xtra.co.nz">mjfotu@xtra.co.nz</a>	021 216 5565
Campbell Marsters	Harbour Basketball Live Stats Set Up/Coordinator	<a href="mailto:officials@harbour.basketball">officials@harbour.basketball</a>	021 040 5134
<b>Subcontractors (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
<b>Volunteer Roles (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Campbell Marsters	Harbour Basketball		

<b>EVENT COMMUNICATIONS</b>		
<b>RT / Radio Allocation (person responsible)</b>	<b>Role, Location of RT / Radio</b>	<b>Notes</b>
<b>Pre-Event Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
<b>Pre-Event Briefing Tech Meeting (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
BBNZ staff	- Technical meeting to be held via teams meeting with team managers and coaches	- Held over zoom - Monday before the tournament - 25 minutes
<b>Event Days Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.
<b>Post Event Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
BBNZ	Survey will be sent out to all teams following event	
<b>Emergency Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b> (evacuation, lost person, emergency services, notification to schools/parents/media etc)	<b>Notes</b>
BBNZ / HOST / VENUE	Following venue Emergency processes	See Venue Health and Safety for evacuation guidelines.
<b>Medical / First Aid (person responsible)</b>	<b>Role, Location, Brief of Information</b> (where, who etc)	<b>Notes</b>
Basic First Aid certified personnel onsite throughout event	All Venue Staff and Harbour Venue Controller Staff	Basic First Aid certified personnel onsite throughout event

VIRUS OUTBREAK (eg. 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"> <li>• During pre-event briefing, the MOH recommendations will be announced clearly to all participants. Anyone who is unwell is to stay home.</li> <li>• Teams and officials to be aware of their participants medical history.</li> </ul>	BBNZ and Harbour Basketball	Days prior to event and rolling out during Event
Symptoms	P	Y	I	<ul style="list-style-type: none"> <li>• Event Organiser to send communication to all participants, staff, volunteers of possible symptoms and if you are feeling unwell, please stay at home.</li> <li>• Signage to be displayed at the venue for spectators.</li> <li>• If someone is showing signs of visible symptoms while at the venue, the person will be asked to leave or put into isolation until they have left the premises.</li> </ul>	Harbour Basketball and Eventfinda Stadium	August 31- Sept 3rd
Contact tracing	P	Y	M	<ul style="list-style-type: none"> <li>• All participants that enter the venue are known by pre-registration.</li> <li>• Govt QR code for contact tracing app is available.</li> <li>• No mass gathering restrictions in place.</li> </ul>	Harbour Basketball and Eventfinda Stadium	August 30- Sept 3rd
Signage	P	Y	M	<ul style="list-style-type: none"> <li>• All parties work together to put up signage around the venue.</li> <li>• Signage to include Ministry of Health statement of COVID-19, wash your hands, use sanitizer regularly etc.</li> </ul>	Harbour Basketball	August 31- Sept 3rd
Cleaning venue	E	Y	M	<ul style="list-style-type: none"> <li>• Venue to provide a professional cleaning company to clean/sanitise public areas &amp; toilets.</li> <li>• Venue staff to replace bathroom amenities &amp; wipe down vanities throughout the day.</li> <li>• Venue staff to clean regular touch points This includes doorknobs, rubbish bins, taps etc.</li> </ul>	Harbour Basketball and Eventfinda Stadium	August 30- Sept 3rd
Sanitizer	P	Y	M	<ul style="list-style-type: none"> <li>• Sanitizer available for the duration of the event in forms of bottles, free standing dispensers.</li> </ul>	Eventfinda Stadium	August 30- Sept 3rd
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> <li>• Game balls to be provided.</li> <li>• Teams to use own training and warm up balls.</li> <li>• 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.</li> </ul>	Harbour Basketball and Eventfinda Stadium	August 31- Sept 3rd
Lost property	P	Y	M	<ul style="list-style-type: none"> <li>• As per venue protocols – venue to hold items 3 to 6 months. We will let Host know if any valuables found otherwise all items just get recorded and then eventually donated.</li> </ul>	Harbour Basketball	August 30- Sept 4 <sup>th</sup>
Mouthguards	E	Y	M	<ul style="list-style-type: none"> <li>• Discourage the removal of a mouthguard. If players remove mouthguards, all should be encouraged to washing or sanitising hands.</li> <li>• For non-contact period ie individual workouts, mouthguards are not mandatory.</li> <li>• 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.</li> </ul>	Harbour Basketball and Officials /Teams	August 31- Sept 3rd

**VIRUS OUTBREAK (eg. 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)
Team and participant gear	P	Y	M	<ul style="list-style-type: none"> <li>All gear participants use will be their own, no swapping of towels, drink bottles and mouthguards etc.</li> <li>No communal uniform swapping or hire available.</li> <li>No using of other teams balls or warm up equipment.</li> <li>Minimal gear to be brought in by teams, this speeds up time to clear out after the game.</li> </ul>	All participating teams & Harbour Basketball	August 30-September 3rd
Referees and Officials	P	Y	M	<ul style="list-style-type: none"> <li>All gear officials use will be their own, no swapping of towels, drink bottles and mouthguards etc.</li> </ul>	Officials	August 30-September 3rd
Spectators	P	Y	M	<ul style="list-style-type: none"> <li>Spectators are allowed to enter the arena.</li> <li>All spectators must view games from stands upstairs.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30-September 3rd

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"> <li>Certified basic first aid personnel will provide help with injuries.</li> <li>Once an injury assessment is completed it will be decided if further action is needed.</li> <li>Injury forms filled out in the event of a reportable injury.</li> </ul>	Harbour Basketball VC & Physio as secondary consultant	August 30-September 3rd
Blood	P	Y	M	<ul style="list-style-type: none"> <li>Blood on uniforms – the item of clothing must be removed &amp; a clean item worn. Player will not be allowed back on court until clean item on.</li> <li>Blood on skin - blood must be removed before the player can re-enter the game.</li> <li>Blood kits available to clean surfaces/ball where blood is detected.</li> <li>Refer to the BBNZ blood kit and process.</li> </ul>	Harbour Basketball & BBNZ Officials and Teams competing at Tournament	August 30-September 3rd
Head injuries	P	Y	M	<ul style="list-style-type: none"> <li>Certified basic first aid personnel will provide help with injuries.</li> <li>Once an injury assessment is completed it will be decided if further action is needed.</li> <li>Injury forms filled out in the event of a reportable injury.</li> </ul>	Harbour Basketball VC & Physio as secondary consultant	August 31-September 3rd
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> <li>Certified basic first aid personnel will provide help with injuries.</li> <li>Once an injury assessment is completed it will be decided if further action is needed.</li> <li>Injury forms filled out in the event of a reportable injury.</li> </ul>	Harbour Basketball VC & Physio as secondary consultant	August 31-September 3rd

Dehydration	P	Y	E	<ul style="list-style-type: none"> <li>Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.</li> </ul>	Harbour Basketball Team Manager & Eventfinda Stadium	August 31-September 3rd
Mouth damage	P	Y	E	<ul style="list-style-type: none"> <li>Mouth guards are compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced.</li> <li>Certified basic first aid personnel will provide help with injuries.</li> <li>Once an injury assessment is completed it will be decided if further action is needed.</li> <li>Injury forms filled out in the event of a reportable injury.</li> </ul>	Harbour Basketball VC & Physio as secondary consultant & Referee	August 31-September 3rd
<b>PACK-IN / PACK OUT (eg. moving vehicles, manual handling, shared workspaces, work at heights etc)</b>						
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"> <li>Pre-event check completed.</li> <li>Daily check completed.</li> <li>Check all playing surfaces are clean and clear of any damage.</li> <li>Courts cleaned daily, including hoops.</li> </ul>	Harbour Basketball & Eventfinda Stadium	From now to September 3rd
Hoop systems	P	N	M	<ul style="list-style-type: none"> <li>Ensure the hoop structure is secured to their fixture.</li> <li>For portable basketball systems, padding covers the main structure, backboard and secured to the wall or floor.</li> </ul>	Harbour Basketball & Eventfinda Stadium	From now to September 3rd
Replacing nets	P	N	M	<ul style="list-style-type: none"> <li>Check that the net is in good condition if any holes then consider swapping.</li> <li>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.</li> </ul>	Harbour Basketball & Eventfinda Stadium	From now to September 3rd
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> <li>Ensure the scoreboard is secured to the wall.</li> <li>Ensure back up clocks are available.</li> </ul>	Harbour Basketball & Eventfinda Stadium	From now to September 3rd
Define playing space	E	N	M	<ul style="list-style-type: none"> <li>Conflute signage placed around the court to ensure spectators are clear of the playing area.</li> <li>Signs advising spectators to watch games from the stand's upstairs.</li> <li>Ensure the playing court lines are clearly marked.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30-September 3rd
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> <li>Use trolleys to transport heavy equipment to the court.</li> <li>Tape down or place caballing under mats.</li> <li>Use underfloor power sources if available.</li> <li>Position gear in the correct area of the court.</li> <li>Position gear out of harm's way.</li> <li>Ensure areas are equipped for the correct number of personnel.</li> <li>When moving equipment, be aware of people around you.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30-September 3rd
Walkways	E	N	M	<ul style="list-style-type: none"> <li>Teams should avoid using defined walkways as warm up or cool down stretching areas.</li> </ul>	Participating Teams & Harbour Basketball	August 31-September 3rd

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<b>EVENT HAZARDS (eg. electrical, set or staging structures, noise, lasers, trips, falls)</b>						
<b>Hazard</b>	<b>Existing (E) or Potential (P)</b>	<b>Significant? Y/N</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Controls in Place/ Action Required</b>	<b>By Whom (add persons role)</b>	<b>Date Completed (add date)</b>
Damp / slippery / wet / unsafe surface	P	Y	E	<ul style="list-style-type: none"> <li>• Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately.</li> <li>• Notify venue staff of spills or spots that need attention.</li> <li>• Slippery surface signs displayed.</li> <li>• Access to cleaning cupboard to access gear if required.</li> <li>• If dampness is an issue, create a surface check throughout the day.</li> <li>• Clean courts at the end of each night if required.</li> <li>• Move the game to different court if required.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 31- September 3 <sup>rd</sup>
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Game Officials And participating team managers Harbour Basketball	August 31- September 3 <sup>rd</sup>
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Harbour Basketball	August 31- September 3 <sup>rd</sup>
Changing rooms / toilets	P	Y	E	<ul style="list-style-type: none"> <li>• Notify venue staff.</li> <li>• Slippery / wet surfaces to be cleaned.</li> <li>• Slippery surface signs displayed.</li> <li>• If this is an issue, ask for a cleaning check throughout the day.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30- September 3 <sup>rd</sup>

<b>ENVIRONMENTAL HAZARDS (eg. exposure to weather e.g. uv, heat, cold, level of light, strobe lighting)</b>						
<b>Hazard</b>	<b>Existing (E) or Potential (P)</b>	<b>Significant? Y/N</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Controls in Place/ Action Required</b>	<b>By Whom (add persons role)</b>	<b>Date Completed (add date)</b>
Lighting in venue	P	Y	E	<ul style="list-style-type: none"> <li>• Lights to be turned on during games.</li> <li>• If light fails, games could be suspended until appropriate lighting is back on.</li> <li>• Move the game to another court if possible.</li> <li>• Advise the venue to replace lights.</li> </ul>	Harbour Basketball & Eventfinda Stadium	From now to September 3 <sup>rd</sup>
Leak: in game	P	Y	M	<ul style="list-style-type: none"> <li>• Leak to be assessed.</li> <li>• If possible, to control, game can continue.</li> <li>• If the leak becomes a hazard, game to be moved to different court.</li> <li>• Advise the venue.</li> </ul>	Harbour Basketball & Eventfinda Stadium Contact BBNZ	From now to September 3 <sup>rd</sup>
Leak: out of game	P	Y	M	<ul style="list-style-type: none"> <li>• Leak to be assessed.</li> <li>• If the leak becomes a hazard, use visible signage.</li> <li>• Advise the venue.</li> </ul>	Harbour Basketball & Eventfinda Stadium Contact BBNZ	From now to September 3 <sup>rd</sup>

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"> <li>• Provide signage for all spectators to watch games from stands upstairs.</li> <li>• Move spectators from areas that may cause harm to themselves or participants.</li> <li>• Move spectators if blocking exits.</li> <li>• Use visible signage which will direct people to spectator areas.</li> <li>• Use visible signage to advise people no running or bouncing balls.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30 <sup>st</sup> -September 3 <sup>rd</sup>
Harassment	P	Y	E	<ul style="list-style-type: none"> <li>• Abusive people to be removed from the premises.</li> <li>• Zero Tolerance Sport Rage Policy will be strictly enforced.</li> <li>• Security is on site and can be contacted through floor control.</li> <li>• Ring the police if necessary.</li> <li>• Incident report to be completed.</li> </ul>	Harbour Basketball & Eventfinda Stadium Police Contact BBNZ	August 31 <sup>st</sup> -September 3 <sup>rd</sup>
Active Shooter	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the instructions of the venue, event organiser, security or staff.</li> <li>• Guidelines of what to do in this situation can be found in the venue health and safety plan.</li> </ul>	Eventfinda Stadium Police Contact BBNZ	August 31 <sup>st</sup> -September 3 <sup>rd</sup>
Terror Threat	P	Y	I	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Eventfinda Stadium Police Contact BBNZ	August 31 <sup>st</sup> -September 3 <sup>rd</sup>
Death of a person	E	Y	M	<ul style="list-style-type: none"> <li>• Follow processes set out by the event organiser and/or venue etc.</li> <li>• Below is an example only:               <ul style="list-style-type: none"> <li>○ ensure your own safety</li> <li>○ follow first aid processes</li> <li>○ assume person is not deceased; give first aid</li> <li>○ call emergency services (111)</li> <li>○ make as much effort to isolate, cover and contain the area</li> <li>○ shut down areas around the scene</li> <li>○ notify the event organiser and the person in charge of health and safety</li> <li>○ advise staff accordingly</li> <li>○ complete accident report forms as necessary</li> </ul> </li> </ul>	Eventfinda Stadium & Harbour Basketball Police Contact BBNZ	August 31 <sup>st</sup> -September 3 <sup>rd</sup>



<b>GENERAL HAZARDS (eg. smoking, alcohol, drugs, fatigue, hours of work, manual handling, lone working)</b>						
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"> <li>• Ensure volunteers and staff takes sufficient breaks.</li> <li>• Food and drink is available for volunteers and staff, if applicable.</li> <li>• Ensure rostering system is maintained and followed.</li> </ul>	Harbour Basketball	August 30 <sup>st</sup> -September 3rd
Alcohol, drug & smoke free event	P	Y	E	<ul style="list-style-type: none"> <li>• Events are alcohol, drug, and smoke free.</li> <li>• Use visible signage to advise.</li> <li>• Personnel not to consume onsite, if found will be asked to leave.</li> <li>• Intoxicated personnel; asked to leave or denied access to the venue.</li> <li>• Ring the police if necessary.</li> <li>• Security to remove if available.</li> <li>• Incident report to be completed.</li> </ul>	Eventfinda Stadium & Harbour Basketball Police Contact BBNZ	August 30 <sup>st</sup> -September 3rd

<b>VEHICLE HAZARDS (eg. speed, road legal, floats, access to site)</b>						
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"> <li>• Abiding by speed limit.</li> <li>• No loitering.</li> </ul>	Eventfinda Stadium	August 31 <sup>st</sup> -September 3rd

<b>STAGING / STRUCTURES (eg. ground stability, size and weight, temporary structures/stands, scaffolding)</b>						
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"> <li>• All types of seating to be safe and signed off as per the venue's requirements.</li> </ul>	Eventfinda Stadium	August 30 <sup>st</sup> -September 3rd
Signage: corflutes, banners, flags	P	Y	M	<ul style="list-style-type: none"> <li>• All signage will be clear to all public and will be placed in appropriate areas.</li> </ul>	Harbour Basketball & BBNZ	August 30 <sup>st</sup> -September 3rd

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"> <li>• Appropriate maintenance to be undertaken prior to the event.</li> <li>• If during the event, cordon off the area if necessary.</li> <li>• Maintenance personnel on call.</li> <li>• Replacement equipment on hand if available.</li> <li>• Move game to another court if possible.</li> </ul>	Host & Venue	From now to September 3rd
Moving seating	P	Y	M	<ul style="list-style-type: none"> <li>• Cordon off area.</li> <li>• Remove spectators before moving seating.</li> <li>• Move seating at the end of the night when the floor is clear of people.</li> </ul>	Harbour Basketball & Eventfinda Stadium	August 30 <sup>st</sup> -September 3rd
Power failure	P	Y	M	<ul style="list-style-type: none"> <li>• Appropriate maintenance to be undertaken prior to the event.</li> <li>• Maintenance personnel on call.</li> <li>• Move game to another court if possible.</li> <li>• Games will be suspended until power comes back on.</li> <li>• Games to be played at another venue.</li> </ul>	Harbour Basketball & Eventfinda Stadium Contact BBNZ	August 30 <sup>st</sup> -September 3rd
Natural disaster	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the venue procedures.</li> <li>• Follow civil defence procedures.</li> </ul>	Host & Venue Contact BBNZ	August 30 <sup>st</sup> -September 3rd
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> <li>• Follow venue evacuation procedures</li> </ul>	Host & Venue Contact BBNZ	August 30 <sup>st</sup> -September 3rd

STALL HOLDERS / 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"> <li>• Follow the venue's agreement regarding the use of the kitchen and cooking.</li> <li>• Use trollies to transport heavy equipment.</li> <li>• Tape down or place caballing under mats.</li> <li>• Position gear in the correct area.</li> <li>• Position gear out of harm's way.</li> <li>• Ensure areas are equipped for the correct number of personnel accessing the area.</li> <li>• When moving equipment be aware of people around you. Wash hands regularly.</li> <li>• Keep benches clean and clear.</li> <li>• Keep food refrigerated.</li> </ul>	Eventfinda Stadium Staff	August 30 <sup>st</sup> -September 3rd
Volunteer / Officials / Staff Food	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the venue's agreement regarding the use of the kitchen and cooking.</li> <li>• Food provided by certified food personnel.</li> <li>• Food is stored/cooled/heated properly and served in appropriate time</li> </ul>	Harbour Basketball	August 30 <sup>st</sup> -September 3rd

<b>STALL HOLDERS / VENDORS HAZARDS (eg. food/health safety)</b>						
<b>Hazard</b>	<b>Existing (E) or Potential (P)</b>	<b>Significant? Y/N</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Controls in Place/ Action Required</b>	<b>By Whom (add persons role)</b>	<b>Date Completed (add date)</b>
Merchandise	P	N	E	<ul style="list-style-type: none"> <li>All loose items that could fall must be packed away.</li> <li>All cords must be covered with cable protectors or taped down securely so there are no trip hazards.</li> <li>Stall not in way of fire exits or thoroughfares.</li> <li>Person always watching.</li> </ul>	Harbour Basketball & Merchandise contractor	August 30 <sup>st</sup> -September 3rd
On court activations	P	Y	M	<ul style="list-style-type: none"> <li>Explain the rules to the activations and that these are clearly communicated.</li> <li>Make sure the space that is in use is free of any hazards.</li> <li>Any items thrown into crowd are soft and will not cause any injury.</li> </ul>	Harbour Basketball	August 31 <sup>st</sup> -September 3rd
Outdoor activations	P	Y	M	<ul style="list-style-type: none"> <li>All subcontractors running activations are briefed by the venue on health and safety.</li> <li>Make sure the space that is in use is free of any hazards.</li> <li>Activations must stay within their given space, free of moving vehicles and car parks.</li> </ul>	Harbour Basketball	August 31 <sup>st</sup> -September 3rd

<b>OTHER HAZARDS (eg. waste management, helicopters, etc)</b>						
<b>Hazard</b>	<b>Existing (E) or Potential (P)</b>	<b>Significant? Y/N</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Controls in Place/ Action Required</b>	<b>By Whom (add persons role)</b>	<b>Date Completed (add date)</b>
Waste management	P	Y	M	<ul style="list-style-type: none"> <li>Daily cleaning schedule.</li> <li>Notify the venue.</li> </ul>	Eventfinda Stadium	August 30 <sup>th</sup> -September 3rd

<b>HIGH RISK HAZARDS (eg. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces)</b>						
<b>Hazard</b>	<b>Existing (E) or Potential (P)</b>	<b>Significant? Y/N</b>	<b>Eliminate (E) Isolate (I) Minimise (M)</b>	<b>Controls in Place/ Action Required</b>	<b>By Whom (add persons role)</b>	<b>Date Completed (add date)</b>
Livestreaming	E	Y	E	<ul style="list-style-type: none"> <li>All gear must be stable and if possible, secured to platform.</li> <li>All loose items that could fall must be packed away.</li> <li>All cords must be covered with cable protectors or taped down securely so there are no trip hazards.</li> <li>Venue induction must be complete before company can be onsite.</li> <li>Refer to livestream providers H&amp;S documentation for additional protocols</li> </ul>	Screenshot & Eventfinda Stadium	August 30 <sup>st</sup> -September 3rd