



## 2024 BBNZ U20 NATIONALS Health and Safety Event Plan

<b>Event name</b>	2024 Foot Locker U18 Nationals		
<b>Event type</b>	Tournament		
<b>Event venue &amp; address</b>	Ākau Tangi Sports Centre, 72 Kemp Street, Kilbirnie		
<b>Event city</b>	Wellington	<b>Total participants</b>	400
<b>Event start date</b>	10 <sup>th</sup> July 2024	<b>Event end date</b>	13 <sup>th</sup> July 2024
<b>Event start time</b>	9am	<b>Event end time</b>	7pm
<b>Pack-in date &amp; time</b>	9 <sup>th</sup> July – Time TBC	<b>Pack-out date &amp; time</b>	13 <sup>th</sup> July 2024 – Directly after end of Tournament
<b>EVENT PERSONNEL</b>			
<b>EVENT ORGANISERS (person responsible)</b>	<b>ASSOCIATION / EVENT ORGANISER TEAM ROLES</b>	<b>EMAIL</b>	
Jay Macdonald	BBNZ Senior Events Coordinator	<a href="mailto:jay@nz.basketball">jay@nz.basketball</a>   027 279 8804	
Alex Wright	BBNZ Events Coordinator	<a href="mailto:alex@nz.basketball">alex@nz.basketball</a>   027 687 5379	
Voldi Simi	Wellington Basketball – Tournament Director	<a href="mailto:voldi@wellingtonbasketball.co.nz">voldi@wellingtonbasketball.co.nz</a>   022 473 2104	
Sam Twomey	Wellington Basketball – Volunteer Manager & Floor Controller	<a href="mailto:sam@wellingtonbasketball.co.nz">sam@wellingtonbasketball.co.nz</a>   021 243 9972	
<b>VENUE (person responsible)</b>	<b>VENUE TEAM ROLES</b>	<b>MOBILE &amp; EMAIL</b>	
Monalisa Groom	Booking Coordinator   Ākau Tangi Sports Centre	<a href="mailto:sportscentrebookings@wcc.govt.nz">sportscentrebookings@wcc.govt.nz</a>	
<b>SUBCONTRACTORS (person responsible)</b>	<b>SUBCONTRACTOR ROLES</b>	<b>MOBILE &amp; EMAIL</b>	
N-Tech	Livestreaming Contractors	Contact TBC	
Wellington Sports Medicine	Physiotherapy	Contact TBC	
Pure Athletic	Merchadise Vendors	Contact TBC	



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<b>EVENT COMMUNICATIONS</b>		
<b>PRE-EVENT INFO (person responsible)</b>	<b>PRE-EVENT INFORMATION (sent to participants)</b>	<b>NOTES</b>
BBNZ staff & Host Association	- Planning with LOC underway	- Held over zoom
<b>EVENT BRIEFING (person responsible)</b>	<b>EVENT BRIEFING (staff/volunteers)</b>	<b>NOTES</b>
BBNZ staff	- More specific event information will be sent when confirmed	
<b>EVENT BRIEFING (person responsible)</b>	<b>EVENT BRIEFING (participants)</b>	<b>NOTES</b>
BBNZ staff	- Technical meeting to be held via zoom meeting with team managers and coaches	<ul style="list-style-type: none"> <li>- Held over zoom</li> <li>- Monday before the tournament</li> <li>- Roughly 30 minutes long</li> </ul>
<b>EVENT DAY(S) (person responsible)</b>	<b>EVENT DAY(S) COMMUNICATION (cancellations, changes etc)</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 REPORTING (person responsible)</b>	<b>POST EVENT REPORTING (how to receive feedback, survey etc)</b>	<b>NOTES</b>
<b>EMERGENCY (person responsible)</b>	<b>EMERGENCY COMMUNICATIONS (evacuation, lost person, emergency services, notification to schools/parents/media etc)</b>	<b>NOTES</b>
BBNZ / HOST / VENUE	Following venue Emergency processes	
<b>MEDICAL/FIRST AID (person responsible)</b>	<b>MEDICAL/FIRST AID COMMUNICATION (where, who etc)</b>	<b>NOTES</b>
Basic First Aid certified personnel onsite throughout event	All BBNZ staff Physio Staff All Venue Staff	



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### 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"> <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>	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	Pre During Post
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>	Wellington Basketball & BBNZ Officials and Teams competing at Tournament	During
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>	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	During
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>	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	During
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>	Wellington Basketball Staff & Ākau Tangi Staff	During
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>	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	During



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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"> <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>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
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>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
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>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
Clocks: basket ball (scoreboard, 24 second clocks)	P	N	M	<ul style="list-style-type: none"> <li>Ensure the scoreboard and 24 second clock is secured to the wall.</li> <li>If the 24 second clock sits on the backboard ensure the clocks are secured.</li> </ul>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
Define playing space	E	N	M	<ul style="list-style-type: none"> <li>Corflute signage placed around the court to ensure spectators are clear of the playing area.</li> <li>Signs advising spectators to stand clear of the playing court.</li> <li>Ensure the playing court lines are clearly marked.</li> </ul>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
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>	Wellington Basketball Staff & Ākau Tangi Staff	Pre During
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, Wellington Basketball & Ākau Tangi Staff	Pre During



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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"> <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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Game Officials	During
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Wellington Basketball & BBNZ	During
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>	Wellington Basketball Staff & Ākau Tangi Staff	During
Event Activation	P	Y	M	<ul style="list-style-type: none"> <li>• Explain the rules to the activations 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>	BBNZ & Ākau Tangi Staff	Pre & During

<b>ENVIRONMENTAL HAZARDS (EG. EXPOSURE TO WEATHER E.G. UV, HEAT, COLD, LEVEL OF LIGHT, STROBE LIGHTING)</b>
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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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	Pre During
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 or venue.</li> <li>Host and or BBNZ to use leak checklist to help assess situation and potential outcome.</li> <li>Teams will be advised once plan is in place</li> </ul>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During
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 and the leak checklist to determine whether or not to move upcoming games to different courts or venues.</li> <li>Host and or BBNZ to use Leak checklist to help assess situation and potential outcome.</li> <li>Teams will be advised once plan is in place</li> </ul>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During



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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 seating for spectators and teams to watch on all courts.</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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During
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 are 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>	Wellington Basketball, BBNZ & Ākau Tangi Staff Police	During
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 H &amp; S plan.</li> </ul>	Ākau Tangi Staff Security Police	In the Event
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>	Ākau Tangi Staff Police	In the Event
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>	BBNZ & Wellington Basketball Police Ākau Tangi Staff	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"> <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>	Wellington Basketball	Pre During
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>	Wellington Basketball & Ākau Tangi BBNZ Police	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"> <li>Abiding by speed limit</li> <li>No loitering</li> </ul>	Ākau Tangi Sports Centre	Pre 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"> <li>All types of seating to be safe and signed off as per the venue's requirements.</li> <li>Seating to be moved by Mainpower Staff only</li> </ul>	Ākau Tangi Staff	Pre During
Signage: corflutes, banners, flags	P	Y	M	All signage will be clear to all public and will be placed in appropriate areas.	Wellington Basketball & BBNZ	Pre During





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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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	Pre During
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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	Pre During
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>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During
Natural Disaster	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the venue procedures.</li> <li>• Follow civil defence procedures.</li> </ul>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During
Fire Evac	P	Y	M	<ul style="list-style-type: none"> <li>• Follow Venue Evacuation procedures</li> </ul>	Wellington Basketball, BBNZ & Ākau Tangi Staff	During



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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"> <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>Use power sources that are available.</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> <li>No BBNZ staff access. This area is strictly a NCSRT area</li> </ul>	Wellington Basketball & Ākau Tangi Staff	Pre During
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>	Wellington Basketball & Ākau Tangi Staff	During
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 watching at all times.</li> </ul>	BBNZ & Pure Athletic	Pre During

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"> <li>Daily cleaning schedule.</li> <li>Notify the venue.</li> </ul>	Wellington Basketball & Ākau Tangi Staff	During

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"> <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> </ul>	BBNZ, N-Tech & Ākau Tangi Staff	Pre During Post