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2026 SECONDARY SCHOOLS 3X3 NATIONALS Health and Safety Event Plan

Event name	2026 Secondary Schools 3x3 Nationals		
Event type	Basketball Tournament		
Event venue & address	Ākau Tangi Sports Centre, 72 Kemp Street, Kilbirnie, Wellington 6022		
Event city	Wellington	Total participants	TBC
Event start date	April 11 th 2026	Event end date	April 12 th 2026
Event start time	10am	Event end time	TBC
Pack-in date & time	April 10 th 2025	Pack-out date & time	Directly Post Event – April 12 th 2026
BBNZ Event Organisers (person responsible)	Roles	Email & Phone	
Jay Macdonald	BBNZ - Tournaments Lead	jay@nz.basketball 027 279 8804	
Tori Williams	BBNZ – Events Coordinator	tori@nz.basketball 027 269 3339	
Host Event Organisers (person responsible)	Roles	Email & Phone	
Sam Twomey	Pathways & Development - Wellington Basketball Association		
Venue (person responsible)	Roles	Email & Phone	
Subcontractors (person responsible)	Roles	Email & Phone	
N-Tech (Contact TBC)	Livestreaming Contractors	TBC	
iAthletic (Contact TBC)	Merchandise Vendors	TBC	
Volunteer Roles (person responsible)	Roles	Email & Phone	
TBC	TBC	TBC	



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NATIONALS
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EVENT COMMUNICATIONS		
RT / Radio Allocation (person responsible)	Role, Location of RT / Radio	Notes
Pre-Event Information (person responsible)	Roles & Brief of Information	Notes
Pre-Event Briefing Tech Meeting (person responsible)	Roles & Brief of Information	Notes
Wellington Basketball Staff, with assistance from BBNZ Staff	Technical meeting to be held via teams meeting with team managers and coaches	Held over zoom Thursday before the tournament - 30 minutes
Event Days Information (person responsible)	Roles & Brief of Information	Notes
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.
Post Event Information (person responsible)	Roles & Brief of Information	Notes
BBNZ	Survey will be sent out to all teams following event	
Emergency Information (person responsible)	Roles & Brief of Information (evacuation, lost person, emergency services, notification to schools/parents/media etc)	Notes
BBNZ / HOST / VENUE	Following venue Emergency processes	See Venue Health and Safety for evacuation guidelines.
Medical / First Aid (person responsible)	Role, Location, Brief of Information (where, who etc)	Notes
Basic First Aid certified personnel onsite throughout event	All Venue Staff and Wellington Basketball Venue Controller Staff	Basic First Aid certified personnel onsite throughout event



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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. 	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	April 11th - 12th
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. 	Wellington Basketball & BBNZ Officials and Teams competing at Tournament	April 11th - 12th
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. 	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	April 11th - 12th
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. 	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	April 11th - 12th
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. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th
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. 	Wellington Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	April 11th - 12th



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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"> • Pre-event check completed. • Daily check completed. • Check all playing surfaces are clean and clear of any damage. • Courts cleaned daily, including hoops. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
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. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
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. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> • Ensure the scoreboard is secured to the wall. • Ensure back up clocks are available. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
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 watch games from the stand's upstairs. • Ensure the playing court lines are clearly marked. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> • Use trollies 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. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th
Walkways	E	N	M	<ul style="list-style-type: none"> • Teams should avoid using defined walkways as warm up or cool down stretching areas. 	Participating Teams, Wellington Basketball & Ākau Tangi Staff	April 11th - 12th



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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"> 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. 	Wellington Basketball, BBNZ & Ākau Tangi Staff	April 11th - 12th
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> Players not to hang on hoops. 	Game Officials And participating team managers Wellington Basketball	April 11th - 12th
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> Players not to hang on hoops. 	Wellington Basketball	April 11th - 12th
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. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th

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. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
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. Advise the venue. 	Wellington Basketball & Ākau Tangi Staff Contact BBNZ	April 11th - 12th
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. Advise the venue. 	Wellington Basketball & Ākau Tangi Staff Contact BBNZ	April 11th - 12th



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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"> • Provide signage for all spectators to watch games from stands upstairs. • 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. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th
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 is on site and can be contacted through floor control. • Ring the police if necessary. • Incident report to be completed. 	Wellington Basketball & Ākau Tangi Staff Police Contact BBNZ	April 11th - 12th
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 health and safety plan. 	Wellington Basketball & Ākau Tangi Staff Police Contact BBNZ	April 11th - 12th
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. • Follow the instructions of the venue, event organiser, security or staff. 	Wellington Basketball & Ākau Tangi Staff Police BBNZ	April 11th - 12th
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 	Wellington Basketball & Ākau Tangi Staff Police BBNZ	April 11th - 12th



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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. 	Wellington Basketball	April 11th - 12th
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. 	Wellington Basketball & Ākau Tangi Staff Police BBNZ	April 11th - 12th

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. 	Ākau Tangi Staff	April 11th - 12th

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 signed off as per the venue's requirements. 	Ākau Tangi Staff	April 11th - 12th
Signage: corflutes, 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. 	Wellington Basketball & BBNZ	April 11th - 12th



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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"> • 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. 	Wellington Basketball & Ākau Tangi Staff	From now to April 11th
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. 	Wellington Basketball & Ākau Tangi Staff	April 11th - 12th
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. 	Wellington Basketball & Ākau Tangi Staff Contact BBNZ	April 11th - 12th
Natural disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Wellington Basketball, BBNZ & Ākau Tangi Staff	April 11th - 12th
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> • Follow venue evacuation procedures 	Wellington Basketball, BBNZ & Ākau Tangi Staff	April 11th - 12th

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"> • 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. • 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. 	Ākau Tangi Staff	April 11th - 12th
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 	Wellington Basketball	April 11th - 12th



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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)
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 always watching. 	Wellington Basketball & Merchandise contractor	April 11th - 12th
On court activations	P	Y	M	<ul style="list-style-type: none"> Explain the rules to the activations and that these 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. 	Wellington Basketball	April 11th - 12th
Outdoor activations	P	Y	M	<ul style="list-style-type: none"> All subcontractors running activations are briefed by the venue on health and safety. Make sure the space that is in use is free of any hazards. Activations must stay within their given space, free of moving vehicles and car parks. 	Wellington Basketball	April 11th - 12th

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. 	Ākau Tangi Staff	April 11th - 12th