

2026 'A' & 'AA' SECONDARY SCHOOL NATIONAL CHAMPIONSHIPS

Health and Safety Event Plan

Event name	Secondary School National Championships		
Event type	Basketball Sports Competition		
Event venue & address	CET Arena (Fly Palmy Arena, Arena 3, Arena 4), 61 Pascal Street, Palmerston North		
Event city	Palmerston North	Total participants	850+
Event start date	28 th September 2026	Event end date	3 rd October 2026
Event start time	TBC	Event end time	TBC
Pack-in date & time	27 th September from 12:00pm	Pack-out date & time	3 rd October after 7:00pm
BBNZ Event Organisers (person responsible)	Roles	Email & Phone	
Jay Macdonald Tori Williams Kieran Thomas Libby Peckham David Huxford	Basketball New Zealand Tournaments Lead – Tournament Director Basketball New Zealand Events Coordinator Basketball New Zealand Events Coordinator Basketball New Zealand Events Coordinator Basketball New Zealand – GM Events	027 279 8804 jay@nz.basketball	
Host Event Organisers (person responsible)	Roles	Email & Phone	
Tess Petley	Basketball Manawātū – LOC Lead	027 229 9622 tess@manawatu.basketball	
Venue (person responsible)	Roles	Email & Phone	
Ben Porter	Arena Manager	021 517 885 ben@venuespn.com	
Volunteer Roles (person responsible)	Roles	Email & Phone	
Tess Petley	Tournament Director	027 229 9622 tess@manawatu.basketball	

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EVENT COMMUNICATIONS		
RT / Radio Allocation (person responsible)	Role, Location of RT / Radio	Notes
Tess Petley	Control Desk & BM Office	10 Radio's
Pre-Event Information (person responsible)	Roles & Brief of Information	Notes
Jay Macdonald	More specific event information will be sent when confirmed	
Pre-Event Briefing Tech Meeting (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Mike Ryan, Jay Macdonald	Technical meeting to be held on Sunday the 27 th at the venue	
Event Days Information (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Jay Macdonald		
Post Event Information (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Jay Macdonald		
Emergency Information (person responsible)	Roles & Brief of Information (evacuation, lost person, emergency services, notification to schools/parents/media etc)	Notes
Tess Petley, Jay Macdonald		
Medical / First Aid (person responsible)	Role, Location, Brief of Information (where, who etc)	Notes
Medic = Pro Med Physio = Kia Toa Wellness Venue Staff, Basketball Manawātū & Basketball New Zealand staff first aid certified	All BBNZ staff, Medical Staff, Physio Staff All Venue Staff Basic First Aid certified personnel onsite throughout event	All BBNZ staff Physio Staff All Venue Staff Basic First Aid certified personnel onsite throughout event

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	• 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.	Basketball Manawatū	Pre During Post
Blood	P	Y	M	• 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.	Teams Basketball Manawatū & CET Arena	During
Head injuries	P	Y	M	• 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.	Basketball Manawatū	During
Sprain/ broken bone/ awkward landings	P	Y	M	• 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.	Basketball Manawatū	During
Dehydration	P	Y	E	• Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.	Basketball Manawatū & CET Arena	During
Mouth damage	P	Y	E	• Mouth guards are compulsory for all players under 19. The "No mouth guard - No play" policy will 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.	Officials Basketball Manawatū	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	- Pre-event check completed. - Daily check completed. - Check all playing surfaces are clean and clear of any damage. - Courts cleaned daily, including hoops.	Basketball Manawatū & CET Arena	Pre During Post
Hoop systems	P	N	M	- Ensure the hoop structure is secured to their fixture. - For portable basketball systems, padding covers the main structure, backboard are secured to the wall or floor.	Basketball Manawatū & CET Arena	Pre During Post
Replacing nets	P	N	M	- Check that the net is in good condition if any holes then consider swapping. - Use a platform 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.	Basketball Manawatū & CET Arena	Pre During Post
Clocks: basketball (scoreboard & second clocks)	P	N	M	- Scoreboards are all secured to the wall. - Back up clocks are available.	Basketball Manawatū & CET Arena	Pre During Post
Define playing space	E	N	M	- Core-flute signage placed around the courts to ensure spectators are clear of the playing area. - Signs advising spectators to watch games from the stands. - Playing court lines are clearly marked.	Basketball Manawatū & CET Arena	Pre During Post
Setup: team benches / scorebench, offices, seating, signage	P	N	M	- Use trolleys to transport heavy equipment to the court. - Tape down or place caballing under mats. - Underfloor power sources are available & will be used. - 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.	Basketball Manawatū & CET Arena	Pre During Post
Walkways	E	N	M	Teams should avoid using defined walkways as warm up or cool down stretching areas.	Teams & Basketball Manawatū	Pre During Post

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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	- 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.	Basketball Manawātū & CET Arena	During
Hoops: in game	P	Y	M	Players not to hang on hoops.	Game Officials	During
Hoops: out of game	P	Y	M	Players not to hang on hoops.	Basketball Manawātū	During
Changing rooms / toilets	P	Y	E	- Notify venue staff. - Slippery / wet surfaces to be cleaned. - Slippery surface signs displayed. - Cleaning checks will be carried out throughout the day.	Basketball Manawātū & CET Arena	During
Event Activation	P	Y	M	- Ensure the rules of the activation are clearly communicated - Make sure the space that is in use is free of any hazards - Any items thrown into the crowd are soft and will not cause injury	BBNZ & CET Arena	From now until September 28th

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	- 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.	Basketball Manawātū & CET Arena	Pre During
Leak: in game	P	Y	M	- Leak to be assessed. - If possible, to control, game can continue. - If the leak becomes a hazard, game to be moved to different court. - Teams will be advised once plan is in place	Basketball Manawātū & CET Arena Contact BBNZ	During
Leak: out of game	P	Y	M	- Leak to be assessed. - If the leak becomes a hazard, use visible signage. - Advise the venue.	Host & Venue Contact BBNZ	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	• Provide signage for all spectators to watch games from stands. • 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.	Basketball Manawātū & CET Arena	During
Harassment	P	Y	E	• 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.	Basketball Manawātū & CET Arena Police Contact BBNZ	During
Active Shooter	P	Y	M	• 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.	CET Arena Police Contact BBNZ	During
Terror Threat	P	Y	I	• 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 Basketball Manawātū & CET Arena staff & security.	CET Arena Police Contact BBNZ	During
Death of a person	E	Y	M	• Follow processes set out by the event organiser and/or venue etc. • Below is an example only: ○ 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	Basketball Manawātū & CET Arena Police Contact BBNZ	During

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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	- Ensure volunteers and staff takes sufficient breaks. - Food and drink is available for volunteers and staff, if needed. - Ensure rostering system is maintained and followed.	Basketball Manawatū	Pre During Post
Alcohol, drug & smoke free event	P	Y	E	- 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.	Basketball Manawatū & CET Arena Police Contact BBNZ	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	- Abiding by speed limit. - No loitering.	CET Arena	Pre During Post

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	All types of seating to be safe and signed off as per the CET Arena's requirements.	CET Arena	Pre During Post
Signage: core flutes, banners, flags	P	Y	M	All signage will be clear to all public and will be placed in appropriate areas.	Basketball Manawatū	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	• 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.	Basketball Manawātū & CET Arena	Pre During
Moving seating	P	Y	M	• Cordon off area. • Remove spectators before moving seating. • Move seating at the end of the night when the floor is clear of people.	Basketball Manawātū & CET Arena	Pre During
Power failure	P	Y	M	• 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.	Basketball Manawātū & CET Arena Contact BBNZ	Pre During
Natural disaster	P	Y	M	• Follow the venue procedures. • Follow civil defence procedures.	Basketball Manawātū & CET Arena Contact BBNZ	Pre During
Fire evacuation	P	Y	M	• Follow venue evacuation procedures	CET Arena Contact BBNZ	During

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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	- Follow the venue's agreement regarding the use of the kitchen and cooking. - Use trolleys 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	CET Arena	Pre During Post
Volunteer / Officials / Staff Food	P	Y	M	- 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	Basketball Manawātū	During
Merchandise	P	N	E	- All loose items that could fall away 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	BBNZ & iAthletic	September 28-October 3 rd

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	- Daily cleaning schedule. - Notify the venue.	CET Arena	Pre During Post

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	- All gear must be stable and if possible, secured to platform. - All loose items that could fall must be packed away.	Production company &	Pre During

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			• 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. • Refer to livestream providers H&S documentation for additional protocols	CET Arena	Post
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