



School Sport New Zealand

2023 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, office@schoolsportnz.org.nz**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, School Sport NZ will withdraw the sanction form the event and advise schools not to attend.

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
 - a. Event Safety Plan – details of risk management associated with the specific event
 - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
 - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: North Island Junior Secondary School Beach Volleyball Championships		This Plan Dated: 15/09/2023
Event Location	Harbour Beach Volleyball Centre, Mairangi Bay, Auckland	
Event Date	25 November 2023	
Organisation delivering event	Harbour Volleyball (on behalf Volleyball New Zealand)	
Number of Participants	Est 120	
Number of Schools Participating	Est 15	

Event overview. Provide a brief summary of what your event will involve.

Get ready to jump, set, and spike your way into the exciting world of volleyball! It's time for the North Island Junior Secondary School Beach Volleyball Championships.

Calling all you fantastic Year 9 and 10 students – this is your chance to shine on the volleyball court! It's not just about the game, it's about teamwork, making new friends, and having a blast while you're at it.

So grab your sneakers, practice your serves, and get ready for a volley-tastic event that's all about fun, friendship, and showing off your amazing skills. Let's make this championship a memory you'll treasure forever!

SECTION 2: Event Personnel

Event Personnel: List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

Vulnerable Children's Act: Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status
Rob Tarr	Event Manager	Overall responsibility, registration	Harbour Volleyball Events	0277865539 gdm@harbourvolleyball.co.nz	PV
Rob Tarr	Tournament Director	Oversee tournament runs smoothly	Harbour Tournament Director	0277865539	
Adam Watson	Results Manager	In charge of updating game results	Harbour Results Assistant	02102675976	PV
Assistants	Court Control	Court safety and supervision	Harbour experience	0277865539	NA
Beach Courts	Quality Assurance	Toilets, shade, sand, surrounds, Waste	Venue Management		

SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium


Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk: Use the template on the following page;

- List the hazards/risks you have identified.
- Rate their risk level (refer to information above to assist with this).
- Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment										
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action			
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?	
Sunstroke or heat exhaustion	High	no	no	yes	yes	yes	Proper clothing / hat/sunglasses Sunscreen / sun block Shade provided at multiple sites Schools bring/erect shade structures Hydration emphasised at briefing – schools monitor	Team Managers Event Manager	Lay person down in shade and elevate legs and feet slightly; have person drink cold water; cool the person with water spray/ towel/ sponge. Inform organizer. Contact ambulance if needed.	
Weather Wind/storm/surge/tide	Low	No	No	No	Yes	Yes	Weather forecast monitored Sudden change monitored from on site	Event Manager	Use of social media to advise cancellation, schools and participants will be emailed. Tournament may be cancelled on the spot if weather suddenly changes.	
Injury accident in the proximity of the venue	low	no	no	yes	no	no	Awareness of traffic management around the venue	Event Manager	Support victims, schools, use local medical facilities	
Equipment malfunction	medium	no	no	yes	yes	no	Check equipment prior to the event, check equipment periodically throughout the day. Notification of any issues.	Beach Manager	Beach Manager/ Tournament director/ sand crew will do repairs if necessary or will be taken down if it posts as a sudden risk during the time of the incident.	
Debris in Sand	high	yes	no	yes	yes	no	Pre-event material reinforcing appropriate management. Check and rake sand courts. Make sure no one throws rubbish on the sand.	Beach Manager/ Team Manager	Put rubbish away/ throw other natural debris aside where it is far from public and foot traffic. If someone gets hurt from it, perform first aid.	
COVID-19 detected	high	yes	no	yes	yes	yes	Inform participants of COVID-19 related guidelines. Stay at home if sick. Cover mouth when sneezing and wash hands. Ask for vaccine passes.	Team manager/ VNZ staff	Isolate the person with the symptoms and call a doctor to check the patient or have the patient test. Contact trace. Inform participants of the situation.	

Toilet / water facilities not working	med	no	no	yes	no	no	Ensure the venue has checked all their facilities are working well and there are alternatives in place if required	Arena	Utilize alternative buildings and their toilet / water facilities.
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3B: Sport Specific Risk Assessment & Management Plan – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Sprain, strain	Med	Yes	No	No	Yes	Yes	Players to wear protective gear for ankles/ knees, etc; rake sand/ make it even as possible.	Team manager/ physio	Refer to onsite first aid/ physio; make sure ice packs are provided.
Muscle cramps	Med	No	No	No	Yes	No	Provide enough warm up time for players. Remind athletes to keep hydrating.	Team officials First Aider/ physio	Referees will stop the game and ensure that the player is safe. Time will be given to team officials to stretch the player or move the player out of the court.
Muscle strains	Med	No	No	No	Yes	No	Provide enough warm-up time for players; physio will tape areas that may be prone to the strain/ sprain, or where chronic pain occurs.	Team officials First Aider	Referees will stop the game and ensure that the player is safe. Time will be given to first aider/ team officials to stretch the player or move the player out of the court
Dehydration and Heat Exhaustion	Low	Yes	No	No	Yes	No	Make sure there is proper ventilation and water fountains are working properly. Shade is provided such as tents.	Event Manager	Provide players with water, ice pack and cool towels. Allow player to recover in a cooler place.

3B: Venue Safety Plan – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

SECTION 4: Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item	Provider	Person Responsible	Contact	Management Notes
First Aid	Team Manager Harbour Volleyball	School Rob Tarr	0277865539	Schools advised to have first aid kit, Beach Centre First aid Phone St Johns as required on case by case
Drinking water	Team Manager Harbour Beach Centre	Teams		Tap water available in the beach centre kitchen.
Shade and Sunscreen	Team Manager Harbour Beach Centre	Rob Tarr		Schools bring shade/tents. Shade and hangout deck provided by the Harbour Beach Centre.
Parking				Public park parking and curb parking beside the beach centre
Toilets	Harbour Beach Centre	Rob Tarr		Toilets and shower available
Waste Management	Harbour Beach Centre	Rob Tarr		Rubbish bins provided; all teams are expected to keep the area clean and tidy.
Event Insurance	VNZ	Steven Upfold	021 023 54466	Public liability insurance

Event Communications Plan. Please give details of the following as they apply to your event.

Communication Item	Person Responsible	Audience	When	Notes
Pre Event Info – to schools, participants	Amanda Isada	Regional Associations Schools	September	Email, website, VNZ website and Facebook. Entry forms, team list, draws, other reminders.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Rob Tarr	Participants Team Management		Main Court
Event Day Communications – Cancellations, changes, weather	Rob Tarr Rosie Bignell	Participants Team Management	As required	Email, Website, Facebook, Text, PA
Emergency Communications - evacuation, lost person, Covid-19, emergency services, notification to schools/parents/media	Rob Tarr	As determined by the situation	As required	
Post event reporting	Rob Tarr	SSNZ		
Website: https://harbourvolleyball.co.nz/event/north-island-junior-secondary-school-champs/				