

2021 National Tertiary Volleyball Championship

EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: 2021 National Tertiary Volleyball Championship	This Plan Dated: 09/07/2021
Event Location	Pioneer Stadium, Christchurch
Event Date	17-18 July 2021
Organisation delivering event	Volleyball New Zealand Inc, UTSNZ
Number of Participants	150

SECTION 2: Event Personnel.

Name	Role	Responsibility	Qualifications or Experience	Contact Details
Amanda Isada	Event Manager	Overall responsibility	VNZ Business Administration Manager/ Event Manager	021 0864 1804
Des Kerekere	Officials Coordinator & Chief Referee	Recruitment, training & management	VNZ Chief Referee	022 193 3056
Michael Cop	Tournament Director	Overview of event running	Technical/ Tournament Director 8+ years in various tournaments	022 675 0378
Michael Cop	Disputes & Discipline	Convening & Chairing disputes panel	Tournament Director	022 675 0378
Tiwai Wilson	UTSNZ Representative	Event Marketing & general overview	UTSNZ Marketing & Events Manager	027 623 0824

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;

1. List the hazards/risks you have identified.
2. Rate their risk level (refer to information above to assist with this).
3. 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		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Fire	low	no	no	yes	yes	no	Enforce precautions and reminders. No smoking.	Event Manager / Pioneer Rec	Follow the evacuation routes. Guide people outside the building away from the venue.
Earthquake	Low	no	no	no	no	no	Participants will be briefed about safety procedures.	Pioneer Rec	Hide under bleachers, sturdy frames, protect head/body, move to wide vacant area/ evacuate when safe.
Flooded gym	med	no	no	yes	no	no	Check the weather and notify universities of storms, and heavy rain. Check toilet and drinking facilities to make sure there are no leaks.	Event Manager / Pioneer Rec	Evacuate the people to a safe and non-flooded area. If floor is damaged, games to be moved to a different venue. Mop and dry floor; prevent foot traffic.
Gastro bug	med	no	no	yes	yes	yes	Enforce precautions; wipe surfaces and balls; provide hand sanitizers.	Event Manager	Follow health and safety procedures, hand washing, disinfectant on courts, balls.
Injury accident in the proximity of the venue	low	no	no	yes	no	no	Awareness of traffic management around the venue.	Event Manager/ Pioneer Rec	Support victims, universities, use local medical facilities.
Equipment malfunction	med	no	yes	no	no	no	Check equipment prior to the event, check equipment periodically throughout the day. Notification of any issues.	Tournament Director	Equipment will be onsite to ensure repairs can be made if required. Game paused and TD called. Event staff and or volunteers replace faulty equipment. Spares held in tournament office. Match resumes as soon as possible.
Facility evacuation/ lockdown	low	no	no	no	yes	no	Technical meeting highlight hall evacuation information	Event Manager Technical & Referee Delegates Team Management	Teams evacuate with team management – 2 playing and 1 duty team/s group together at evacuation point Matches frozen at that point Centre staff provide all clear to return Warm up time (10 mins) allocated as shared net

									time
Volleyball injury	high	no	no	yes	yes	yes	Pre-event material reinforcing appropriate management. Management of spectators and equipment surrounding the court.	Tournament Director	Suitable health and safety and medical facilities confirmed. Use of onsite of offsite first aid facilities.
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	Pioneer Rec	Utilize alternative buildings and their toilet / water facilities.
Rowdy Crowd, Misbehavior or Spectators and delegates	med	yes	no	no	yes	no	Remind universities to inform their delegates and own spectators to practice proper decorum and sportsmanship. Police and security will be visible and available in the venue. Remind other spectators of proper decorum.	PPS Security/ Event Manager/ Tournament Director	Game related disputes will be handled by the VNZ disputes committee. Talk to the involved person/parties. If the person does not want to cooperate, possible escort out of the venue will take place.
Covid-19	High	Yes	No	Yes	Yes	Yes	Follow proper protocol for Covid-19 management for events. Clean surfaces. Inform and remind participants of protocols to follow to avoid spread of the disease. Contact trace. See more Covid-19 risk management plans below.	Teams/VNZ	Isolate the sick person and call Healthline. Close contacts encouraged to isolate. Assess the situation. Inform the participants to assess themselves.

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 we will do if it happens?
Concussion	Med	No	No	No	Yes	No	Referees will all be safety trained. Ensure that there is safety padding on poles and referee stands. Make sure the floors are dry.	Team official/ First Aider	Stop game if player is unable to move outside to a safe place. Refer to onsite first aid for concussion.
Ankle sprain, bruises	Med	No	No	No	Yes	Yes	Playing surfaces must be dry all the time. Players to wear some protective gear like knee pads, ankle braces, etc.	Team official/ First Aider	Refer to onsite first aid/ physio; bring ice packs
Muscle cramps	Med	No	No	No	Yes	No	Provide enough warm up time for players.	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.
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. Adequate warm up time allocated between matches Ice and bags available at volunteer desk in each playing hall. All universities advised to have basic first aid kit on hand Towel in each court box to wipe up water spills – replaced daily and or as necessary Padding on posts Court/net set up checked regularly by TD and RD Ball inflation checked daily by RD Physio on site – available to book appointments Local medical/ physio service contacts provided at technical meeting	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.	Event Manager / Pioneer Rec	Provide players with water, ice pack and cool towels. Allow player to recover in a cooler place.
Fracture	High	No	No	No	Yes	No	There may be no prevention if it is self-inflicted during game time.	Event Manager /First Aider	Provide first aid and call an ambulance.

3C: COVID-19 Risk Management Plan – list the measures you are implementing to limit the risk of spread of COVID-19.

COVID-19 Risk Management Plan		
Item	Person Responsible	Management Notes
Pre-event communication to team managers	UTSNZ Representative	<p>Sent via email, this will inform managers of the following points:</p> <ul style="list-style-type: none"> • Encourage staff or participants who feel sick or unwell to stay home. • Notification of on-site contact tracing mechanisms that will be compulsory for all attendees. • Physical distancing is encouraged at all times – players not to shake hands after matches. • Encourage all staff and students to take responsibility of their own record keeping. • Outline good hygiene practices. • Link to current Ministry of Health (MoH) guidelines around COVID-19 • Accreditation passes must be displayed at all times at the venue.
Pre-event communication to participants	UTSNZ Representative	<p>Sent via email, this will inform participants of the following points:</p> <ul style="list-style-type: none"> • Encourage anyone who feels sick or unwell to stay home. • Notification that registration details will be maintained for the purpose of contact tracing and may be disclosed to the MoH should the need arise. • Notification of on-site contact tracing mechanisms that will be available at the event. • Encourage all to take responsibility of their own record keeping. • Outline good hygiene practices. • Link to current MoH guidelines around COVID-19
Event measures	Venue Manager, Event Manager & UTSNZ Representative	<p>The following measures will be implemented at the event to prevent the spread of the virus:</p> <ul style="list-style-type: none"> • A full and proper cleaning schedule that complies with the MoH advice around general cleaning and disinfection. • Contact tracing options (QR Code and manual sign-in options) are provided and compulsory. • Provide hand sanitiser in bathrooms and at the entry/exit. • Encourage good hygiene practices using posters in bathrooms. • Accreditation passes provided to all participants upon entry. Limited spectator passes available based on the number of participants present and not exceeding the 100 person limit. • Tiwai Wilson is responsible for managing the Contact Tracing details provided by attendees. • Recap the above measures in the manager's briefing (see below)
Manager's Briefing	Event Manager & UTSNZ Representative	Recap and point out information relating to the above fields include all event measures and reinforcement of encouraging those who are sick or unwell to stay away.

According to the Ministry of Health, common [COVID-19 symptoms](#) include a cough, a high temperature (at least 38°C), shortness of breath, a sore throat, sneezing and runny nose, and temporary loss of smell.

In the case that an attendee (playing or non-playing) presents to the event with one or more of the above symptoms, event management shall:

1. If they have had contact with a confirmed case, have recently travelled overseas, or been in contact with recent travellers, suggest they call their GP or Healthline (0800 358 5453) to determine whether a COVID test is required.
2. Encourage them to leave the event venue to rest and recover.

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	Management Notes
First Aid and Medical services	Venue / Physio	Tournament office	Teams must bring their own first aid kit but can go to the tournament office/ physio if they need help.
Drinking water	Team management & Venue	Team managers	Teams should provide their own water bottles and drinking facilities are available in the playing venue.
Food	Team management	Team managers	Teams should provide their own food
Toilets	Venue	Venue manager	All venues have a male and female toilet as well as dressing rooms.
Waste Management	Venue / Organisers	Venue manager	Rubbish and recycling bins available and clearly marked
Spectator Controls	Venue / Organisers	Venue manager	Team managers asked to communicate expected behaviour, tournament staff to monitor throughout
Parking	Venue	Venue manager	Adequate free parking outside venue

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

Communication Item	Person Responsible	Audience	When?	Notes – e.g. Content
Pre-Event Info – three separate items to team managers and participants	Event Manager & UTSNZ Representative	Team Managers, Participants	As information is available for communication	<ol style="list-style-type: none"> 1. The request of full player details including medical notes. 2. Team Manual including draw and venue H&S information 3. COVID-specific information including a notice to stay away if unwell, the practice of proper hygiene and contact tracing measures.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager, UTSNZ Representative & Team Managers	Team Managers	Prior to start of play first day	Prior to the start of play on the first day, a Manager’s Meeting is being held to provide all safety information. Team Managers are then responsible for ensuring their players are made aware of the key facets of this information.
Event Day Communications – Cancellations, changes, weather	Event Manager, UTSNZ Representative & Referee Delegate	Team Managers	When required	The referee delegate will make all decisions regarding any cancellations or changes to play. As an indoor sport, this is unlikely but possible. The Event Manager will be responsible for communicating these changes.
Emergency Communications – Evacuation, lost person, emergency services, notification to universities	Event Manager & UTSNZ Representative	Team Managers, Participants	When required	The content will depend on the emergency at hand. The Event Manager will have all Team Manager’s phone numbers and email addresses to send information out. There will also be a speaker system to advise all people in the venue of a situation, if required.
Media Information	Event Manager & UTSNZ Representative	Varied	When required	To be addressed if/when situations arise.
Post Event Reporting	Event Manager & UTSNZ Representative	UTSNZ	Within one month of the completion of the tournament	A UTSNZ Post-Event Report to be completed.