



School Sport New Zealand

2022 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: <i>NZSS Beach Volleyball Championships</i>	This Plan Dated: <i>3.12.2021</i>
Event Location	<i>Mt Maunganui, Main Beach</i>
Event Date	<i>5-6 February 2022</i>
Organisation delivering event	<i>Volleyball New Zealand</i>
Number of Participants	<i>Est. 400</i>
Number of Schools Participating	<i>Est. 40</i>

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

Beach Volleyball Championships has 3 grades (Competitive Yrs 11,12,13 and Intermediate 9-11). Depending on entries, each grade may have two divisions – generally top 16 in Division I after pool play.

Teams are expected to be present at the Technical Meeting held on Friday evening: to confirm entry; safety briefing; referee and duty briefing; draw information.

The draw is generally in pools for day 1 with the top 16 forming Div I and the balance of teams Div II but this format is entirely dependent on confirmed entries. Draw information is on the VNZ Facebook page, website.

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 NA or Police Vetted
Amanda Isada	Event Manager	Overall responsibility	VNZ Beach Manager	02108641804	Police Vetted
Susan Blundell-Dorrington	Tournament Director/ Beach Manager	Overseeing tournament games, rules, draws	Tournament Director	0220212012	Police Vetted
Luis Santana Tim Cleaver	Referee Committee	Overseeing game officials and rules	National and International Referee	02102883889 0221758264	Police Vetted
VNZ Amanda and Susan	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Event Managers		
Sports Chaplaincy – Jacolize Becker	Welfare	Athlete mental health, welfare, and wellbeing	Sports Chaplain	0212049629	
VNZ	Welfare	Toilets			
VNZ	Waste Management	Waste clearance and recycling			
VNZ	Disputes & Discipline	Convening & Chairing disputes panel			
Katie Horne, Tautofi Tuivasa, Kelsey Manuatu, VNZ	Court Controllers	Managing draws and results			Police Vetted

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 hospitalization	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 we will 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 VNZ staff/ manager. 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	medium	no	no	yes	no	no	Ensure the venue has checked all their facilities are working well and there are alternatives in place	Event Manager/ Facility/ Council	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 we will 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.
Fracture	High	No	No	No	Yes	No	There may be no prevention if it is self-inflicted during game time. Allow protective gear to be worn if athletes have.	Team First Aider/ VNZ	Provide first aid and call an ambulance.

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 Physio service	Team Manager VNZ Physio	School Amanda Isada Physio	021 0864 1804	Schools advised to have first aid kit –basic kits in VNZ tents along the beach. Physio on site. Phone St Johns as required on case by case Surf patrol personnel can assist
Drinking water	Team Manager	Teams		Public drinking fountains available, teams must bring their own refillable water bottles.
Wellbeing Services	Sports Chaplaincy NZ	Jacolize Becker	+64 21 204 9629	Sports Chaplaincy provide pastoral care and support for athletes, coaches and any participant who need someone to talk to and are there to support holistic wellbeing.
Shade and Sunscreen	Team Manager VNZ			Schools bring shade/tents and erect on beach and next o boardwalk Some shade provided court side and for teams on duty teams by VNZ. Sunscreen is provided per beach VNZ tent.
Toilets	Already on site, council			At Surf club and Commons ave. toilet block (either end of our competition area.
Waste Management	VNZ			Public bins on beach and boardwalk are available. VNZ will also put out bins located in each control tent.
Spectator Controls	VNZ Sand Crew	Amanda Isada	021 0864 1804	Barriers will be placed around the playing area for VNZ event goers only. This will be patrolled and monitored by our sand crew to make sure people scan in before

				entering the playing area. Only vaccinated participants are allowed in the playing area.
Parking				Public Parking only
Media	Photography	Julie Maree		
	Livestream	NZ Sport TV		

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	November 2021	Email, VNZ website and Facebook. Entry forms, team list, vaccine certificates, draws, other reminders.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Susan Blundell-Dorrington	Participants Team Management	Friday 4 February	Main Court or online meeting.
Event Day Communications – Cancellations, changes, weather	Amanda Isada	Participants Team Management	As required	Email, Website, Facebook, Text, PA
Emergency Communications - evacuation, lost person, Covid-19, emergency services, notification to schools/parents/media	Amanda Isada Toni-Maree Carnie (CE)	As determined by the situation	As required	
Media information	VNZ	Participants Spectators	Throughout the event	Social media channels, website
Post event reporting	Amanda Isada	SSNZ	End March 2022	

Please submit this plan to the School Sport NZ Administrator, office@schoolsportnz.org.nz 6 weeks prior to the event date.