



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: SISS Junior Volleyball Cup	This Plan Dated: 18 Sept 2023
Event Location	Edgar Centre, Dunedin, Otago
Event Date	21-22 November 2023
Organisation delivering event	Volleyball New Zealand
Number of Participants	Est 800
Number of Schools Participating	Est 32

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	VNZ Event Manager	Overall responsibility, eligibility, communications, etc	VNZ Administration Manager/ Event Manager	021 0864 1804	
Renee Flockton	Regional Association Event Coordinator	Tournament Day communications and admin	Administrator, Deputy TD		
Mike Cop	Tournament Director	Tournament technicalities, rules, draws, disputes	Tournament Director		
Tim Hulls	Chief Referee and Referee Delegates	Tournament rules, protests	National Referees		
TBD	Draws and Results Manager	Updating draws and results online			
Venue	Welfare	Toilets and wash facilities	Venue Management		
Venue/ Volleyball Otago	Waste Management	Waste clearance and recycling			
Volleyball Otago	Court Controller	Collecting scoresheets, keeping courts tidy and making sure games are on time	RA/ VNZ Event court controllers		

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 we will do if it happens?
Fire	Low	no	no	yes	yes	no	Enforce precautions and reminder. No smoking policy.	Arena/ Event Manager	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.	Arena/ Event Manager	Take cover under bleachers, sturdy frames, protect head/body, move to wide vacant area/ evacuate when safe.
Flooded gym	low	no	no	yes	no	no	Check the weather and notify schools of storms, and heavy rain. Check toilet and drinking facilities to make sure there are no leaks.	Arena/ Event manager	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.
Equipment malfunction	med	yes	yes	n	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.
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	arena	Utilize alternative buildings for toilet/water facilities

Rowdy Crowd, Misbehaviour of Spectators, and delegates	med	yes	no	yes	yes	no	Remind schools 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.	Event manager/tournament director/arena	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.
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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?
Concussion	Low	No	No	No	Yes	Yes	Place padding on poles and referee stands. There may be no prevention if it is self-inflicted during game time	Team Manager Event Manager	Refer to onsite first aid
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.	First aider/team official	Refer to onsite first aid/physio. Bring ice packs
Muscle cramps	med	no	no	no	yes	no	Provide enough warm up time for players.	First aider/team official	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 strain	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	Team official/ 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	arena	Provide players with water, ice packs 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
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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.

Event Communications Plan. Please give details of the following as they apply to your event.				
Item	Provider	Person		
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Event manager	Teachers/coaches/managers	8 weeks before tournament	Event manual, registration, bond
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Tournament Director	Coaches/managers/captains	Mandatory technical meeting	Health and safety, game protocol etc.
Event Day Communications – Cancellations, changes, weather	Event manager	Coaches/managers	Asap	Via email, website, social media
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event manager	All present	Asap	Via email, website, social media

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