



# School Sport New Zealand

## 2024 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

<b>Event Name: NZ Secondary School Beach Volleyball Championships</b>	<b>This Plan Dated: 11/12/2023</b>
<b>Event Location</b>	<b>Mount Maunganui Main Beach, Tauranga</b>
<b>Event Date</b>	<b>Saturday 3rd – Sunday 4<sup>th</sup> February 2024</b>
<b>Organisation delivering event</b>	<b>Volleyball New Zealand (VNZ)</b>
<b>Number of Participants</b>	<b>400 (estimate)</b>
<b>Number of Schools Participating</b>	<b>50 (estimate)</b>

## Event overview.

This event will consist of Secondary School aged students (Years 11-13), competing in New Zealand's official Secondary School Beach Volleyball Tournament. The Tournament will separate the age groups into a Championship Senior Grade consisting of Years 12 and 13 students, and a championship Year 11 grade.

Players, referees, managers, and coaches are expected to be present at the General Technical Meeting held on Friday evening at 6pm. This is to confirm registration of the players attending, provide and clarify draw information, remind players of the technical rules, as well as providing a safety briefing.

The event itself will start at 8am on Saturday with staff arriving at 7am, and is expected to finish at around 6pm on both days.

## 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
Paul Braddock	Tournament Director	Ensuring the tournament runs smoothly and deals with any issues	Many years of running volleyball events	generalmanager@volleyballbop.co.nz	
Jack Mills	Assistant Tournament Director	Assisting the Tournament Director with ensuring the tournament runs smoothly and deals with any issues	VNZ intern	Vnz4@volleyballnz.org.nz	
Referee Delegate	Luis Santana	Final say on all disputes concerning application of rules. Ensuring standard of refereeing is up to par.	Many years of ref delegate experience	luis26mattos@gmail.com	
Rosie Bignell	Y12/13 Scorer	Ensuring accurate and timely inputting of scores.	VNZ intern	rosie@volleyballnz.org.nz	
Finlay Bertram	Y11 Scorer	Ensuring accurate and timely inputting of scores.	VNZ intern	Vnz1@volleyballnz.org.nz	

### 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)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> 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								
Sunstroke or heat exhaustion	Med	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 to monitor	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.
<b>Weather</b> 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.
Traffic 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	Low	no	no	yes	yes	no	Check equipment prior to the event, check equipment periodically throughout the day. Notification of any issues from court controllers to Event Manager/Tournament Director.	Tournament Director	Event 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	Med	yes	no	yes	yes	no	Pre-event material reinforcing appropriate management. Check and rake sand courts at the start of each day and periodically throughout the day. 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.
UV exposure	Low	no	no	no	yes	yes	Sunscreen and SunSmart (Slip/slop/slap/wrap)	Event Manager	Offer aloe vera (provided by VNZ) If severe, seek treatment from medic
Moving/carrying equipment	Med	No	no	no	yes	Yes	Not over exerting / carrying too much. Suggest having two people carrying a heavy load.	Event Manager	Seek attention from on-site medic or nearby medical facility.

Dehydration	Med	no	no	no	yes	yes	Make staff take regular breaks with access to water and shade. Encouraged participants to provide their own shaded area and bring enough water.	Event Manager	Seek treatment from on-site medic or nearby medical facility.
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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 courts to make sand as even as possible.	Team manager/ physio	Refer to onsite medic/ 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 under 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 as injuries cannot be eradicated in sports such as beach volleyball. Allow protective gear to be worn if athletes provide their own.	Team First Aider/ VNZ	Refer to onsite medic. If severe, call emergency services.

Cuts and grazes	Low	No	No	No	Yes	Yes	There may be no prevention as injuries cannot be eradicated in sports such as beach volleyball. Allow protective gear to be worn if athletes provide their own.	Team First Aider/ VNZ	Refer to onsite medic. If severe, call emergency services.
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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.**

<b>Core Provisions:</b> 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	School		Schools advised to have first aid kit –basic kits in VNZ tents along the beach.
Physio service	VNZ-provided Physio	Physio	brad.takai@fxvnz.com	Physio on site. Medic will be available on site. Surf patrol personnel can assist
Drinking water	Team Manager	School		Public drinking fountains available, teams must bring their own refillable water bottles. Schools will be reminded to bring their own bottles prior to the event.
Shade and Sunscreen	Team Manager VNZ	School Event Manager	Vnz4@volleyballnz.org.nz	Schools bring shade/tents and erect on beach and next to 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	Council		At Surf club and Commons ave. toilet block (either end of our competition area.
Waste Management	VNZ	Event Manager	Vnz4@volleyballnz.org.nz	Public bins on beach and boardwalk are available. VNZ

				will also put out both recycling and rubbish bins located next to each control tent (4 recycling bins and 4 rubbish bins total).
<b>Event Communications Plan.</b> Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
<b>Pre Event Info</b> – to schools, participants	Finlay Bertram	Regional Associations Schools	November 2023	Email communications, VNZ website updates, registration forms, Principal-signed team lists, draws, other reminders.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Paul Braddock	Participants Team Management	Friday 3 February	General Technical Meeting (online).
<b>Event Day Communications</b> – Cancellations, changes, weather	Finlay Bertram	Participants Team Management	As required	Email, Website, Facebook, Text, PA
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Finlay Bertram	As determined by the situation	As required	
Media information	VNZ	Participants Spectators	Throughout the event	Social media channels, website
Post event reporting	Jack Mills	SSNZ	End March 2024	

**Please submit this plan to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz) 6 weeks prior to the event date.**