



School Sport New Zealand

2022 EVENT HEALTH & SAFETY PLAN

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: Mainland Indoor Volleyball Championships	This Plan Dated: 9/2/2022
Event Location	Pioneer & Cowles Stadia - Christchurch
Event Date	4th – 6th March 2022
Organisation delivering event	Canterbury Volleyball Association
Number of Participants	400
Number of Schools Participating	Approx 30-35

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

South Island Senior Secondary school teams will have a chance to compete against each other to compete for the Mainlands Championship Shield. This provides senior teams vital game time/competition prior to their own regional and National Championships. In past years, all skill levels are accepted as we run many divisions across the boys and girls competitions. This year due to current Red settings under the Covid Protection Framework, we need to limit the number of teams to 40, and the number of athletes per team to 10.

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
Malcolm Taylor	Event Manager/ Tournament Director	Overall responsibility	CVA Operations Manager	0276838606 om@cva.nz	Police vetted
Malcolm Taylor	Volunteer Coordinator	Volunteer recruitment, training & management			
Malcolm Taylor	Officials Coordinator	Recruitment, training & management			
Malcolm Taylor	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid			
CCC Pioneer & Cowles Staff	Welfare	Toilets and wash facilities	CCC Employees	75 Lyttleton st 03-9416888	
Malcolm Taylor	Waste Management	Waste clearance and recycling			
Malcolm Taylor	Disputes & Discipline	Convening & Chairing disputes panel			

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		
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?
COVID exposure	High	no	no	yes	yes	yes	All participants to have MVP, and scan into venue QR codes Message participants re good hygiene standards and ask them to stay clear if unwell Separate entry and exits, and Divisions of 100 never to intermingle Hand sanitiser available throughout venues No spectators Cleaning/sanitising schedule in place in between divisions entering/exiting venues Clear guidelines/communication sent to participating teams Set minimum on teams entering, athletes per team, teams to self duty to minimise numbers to stay within red setting under CPF. COVID-19 Protection Framework Sport New Zealand - Ihi Aotearoa (sportnz.org.nz) Game protocols may change/evolve depending on the situation, CPF setting ie timed games	Event Manager	Isolate athlete/team not feeling well Contact school/team management and ensure they follow tournament and school protocols Message all teams and suspend activity if needed Communicate with Ministry of Health and consult necessary authorities re the continuation of the tournament
Heat exhaustion	med	no	no	yes	yes	yes	Proper clothing, Event schedules Fans within gyms	Event Manager	Refer to onsite first aid
Gastro bug	medium	no	no	yes	yes	yes	Enforce precautions and reminders in pre-event materials and during the event	Event Manager	Follow health and safety procedures, hand washing, hand sanitizer available

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	Equipment will be onsite to ensure repairs can be made if required
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	Utilize alternative buildings and their toilet / water facilities

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	Yes	Referees will all be safety trained. Ensure that there is safety padding on poles and referee stands.	Event Manager First Aider	Refer to onsite first aid.
Ankle sprain, bruises	Med	Yes	No	No	Yes	Yes	Players to wear protective gear for ankles and elbows if needed; rake sand/ make it even as possible.	Team official First Aider	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.	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.	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
Fracture	High	No	No	No	Yes	No	There may be no prevention if it is self-inflicted during game time.	First Aider Medic	Provide first aid and call an ambulance.
Dehydration/ Heat Exhaustion/ Heat Stroke	Med	No	No	No	Yes	No	Make sure there is proper ventilation and water fountains are working properly. Also provide shaded areas and cool playing surface with water.	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 and Medical services	Pioneer Stadium Christchurch Hospital Pegasus 24hr surgery Physio South Pioneer Sports Med Garden City Dental	Malcolm Taylor to provide contacts to participants	02768386060 om@cva.nz	
Drinking water	Reserved to taps within stadium area	Participants		
Food	Pioneer Café Barrington Mall Fresh Choice Barrington	Participants		

Shade	CVA, but not necessary game activity will be inside	Malcolm Taylor	02768386060 om@cva.nz	
Toilets	Pioneer Stadium	Participants		
Waste Management	CVA & Christchurch City Council	Malcolm Taylor	02768386060 om@cva.nz	
Spectator Controls	CVA & Christchurch City Council	Malcolm Taylor	02768386060 om@cva.nz	
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Parking	Christchurch City Council	Malcolm Taylor	02768386060 om@cva.nz	
Vehicles onsite	CVA	Malcolm Taylor	02768386060 om@cva.nz	
Event Insurance	CVA	Malcolm Taylor	02768386060 om@cva.nz	
Media	CVA	Malcolm Taylor	02768386060 om@cva.nz	

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

Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Malcolm Taylor	Schools / Coaches / Managers / students / families	3 Weeks before the event	Event manual, registration, bond
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Malcolm Taylor	Coaches / Managers	Mandatory technical meeting where all coaches / Managers are required	Health and safety, officials, draws, game protocol conducted on morning of Tournament
Event Day Communications – Cancellations, changes, weather	Malcolm Taylor	Coaches / Managers	Through email / text as appropriate	As appropriate
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Malcolm Taylor	Schools / Coaches / Managers / students / families	Email / text / facebook as appropriate	As appropriate
Media information	Malcolm Taylor	Schools / Community / Family / Athletes	Print media / Email / text / facebook Prior, during post event	Stories and angles to promote the game
Post event reporting	Malcolm Taylor	School Sport NZ Volleyball NZ	Post event as required	Reporting templates as required

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