



## School Sport New Zealand

### 1. 2024 EVENT HEALTH & SAFETY PLAN TEMPLATE

2. 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](mailto: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.**

3. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
- Event Safety Plan – details of risk management associated with the specific event
  - 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.
  - Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
4. 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.
5. 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:</b> NZ Secondary School Volleyball Championships		<b>This Plan Dated:</b>
<b>Event Location</b>	Palmerston North	
<b>Event Date</b>	18 <sup>th</sup> -22 <sup>nd</sup> March	
<b>Organisation delivering event</b>	Volleyball New Zealand	
<b>Number of Participants</b>	Est 1970	
<b>Number of Schools Participating</b>	Est 212	

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

The NZSSVC is the largest secondary school national volleyball tournament held in the country.

This event is offered to all year 11-13 school teams. The NZSSVC provides a competitive and fun playing opportunity for all schools in New Zealand.

**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 organizers 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
Kelsey	Event Manager	Overall responsibility	Volleyball Manawatu Staff	admin@volleyballmanawatu.co.nz	
Tim Hulls	Tournament Director	General oversight of competition, keeping matches on time	Last years TD	tim@hulls.net.nz	
Joshua Ovsenek	Referee Delegate	Convening & Chairing disputes panel	Last years Ref Delegate	0277804121	
Vallie Finlay	CET Arena Event Manger	Oversee operations in the CET arena during the tournament	CET Arena Staff	0800 383 688 027 249 5246	

Rosie Bignell	Draw manager & Admin	Changing match times & sending comms	VNZ Events Intern	+44 7572653706 rosie@volleyballnz.org.nz	
Finlay Bertram & Jack Mills	Score inputting	inputting scores and helping out with tournament	VNZ Events Intern	+64 274658244	

**b. 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) 	<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)

Least effective (Low level)	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)
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### 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 reminders. No smoking.	Event Manager / Arena	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	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 schools of storms, and heavy rain. Check toilet and drinking facilities to make sure there are no leaks.	Event Manager / Arena	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/ Arena	Support victims, schools, 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/ Arena	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 VNZ app includes site maps.	Event Manager, Tournament Director, Referee Delegate	Teams evacuate with team management – 2 playing and 1 duty team/s group together at evacuation point Matches frozen at that point Arena/Massey 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	Arena	Utilize alternative buildings and their toilet / water facilities.
Rowdy Crowd, Misbehavior or Spectators and delegates	med	yes	no	no	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	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.
Measles	low	No	No	Yes	yes	no	Remind schools that participants and other event goers should be vaccinated. They will also be briefed about first response if there are signs about measles.	Teams/ Organiser	Isolate the sick person and have them checked by the doctor.
Covid-19	Med	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 in separate document.	Teams/ Organiser	Isolate the sick person, have the person tested. Close contacts must isolate. Assess the situation. Inform the participants to assess themselves. Refer to MOH Covid-19 guidelines.

**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		
		Eliminate	Substitute	Engineering control	Administrative Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
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 schools 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 Padding on net stays Arena 3 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 and on VNZ app	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.	Arena	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.	Team/ 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.**

<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 and Medical services	Pro Med	Charlotte Miller	<a href="mailto:charliot.miller@pro-med.ac.nz">charliot.miller@pro-med.ac.nz</a>	Here everyday - 10am until 10pm
Drinking water	CET Arena	Vallie Finlay – Arena Manager	0800 383 688 027 249 5246	
Food	CET Arena	Vallie Finlay – Arena Manager	0800 383 688 027 249 5246	
Toilets	CET Arena	Vallie Finlay – Arena Manager	0800 383 688 027 249 5246	
Event Security	PPS Security	Gary Crossland	<a href="mailto:gary@ppssecurity.co.nz">gary@ppssecurity.co.nz</a>	18 <sup>th</sup> -22 <sup>nd</sup> – 4pm-8pm
Waste Management	CET Arena	Vallie Finlay – Arena Manager	0800 383 688 027 249 5246	

<b>Pre Event Info</b> – to schools, participants	Rosie Bignell	Teachers in charge of Volleyball / Coaches /Managers	8 weeks before the tournament	Event manual, registration, bond.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers		Coaches / Managers/ Captains		Health and safety, officials, draws, game protocol.
<b>Event Day Communications</b> – Cancellations, changes, weather	Rosie Bignell	Coaches / Managers	As soon as possible	Through, email, text, Facebook, Instagram and website.
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Tournament Staff/ Venue staff	Schools / Coaches / Managers / students / families	As soon as possible	Through VNZ, email, text, Facebook, Instagram and website.

**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.**