



NEW ZEALAND SECONDARY SCHOOLS SPORTS COUNCIL

2018 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** NZSSSC sanctioned events and was 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 NZSSSC Administrator, office@nzsssc.org.nz**. These will be posted on the NZSSSC 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, NZSSSC will withdraw the sanction from 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*
 - *NZSSSC Event Health & Safety System*

SECTION 1: Event Information

Event Name: North Island Secondary Schools Orienteering Championship	This Plan Dated: 12 March 2018
Event Location	Kapiti Coast, New Zealand Day 1 – Kapiti College, Paraparaumu Day 2 – Waitarere Beach, Levin Day 3 – QEPark, Paekakariki
Event Date	27-29 April 2018
Organisation delivering event	Wellington Orienteering Club
Number of Participants	Ca. 360
Number of Schools Participating	Ca. 35

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

The North Island Secondary Schools Orienteering Championship is a 3 day event encompassing an individual sprint event, an individual long distance event and a 3-person relay event. This event is a precursor to the National Secondary Schools Championship held later in the year. Trophies are awarded for

Best Overall School – Girls

Best Overall School – Boys

Best Overall Year 7/8 School – Girls

Best Overall Year 7/8 School – Boys

The competition is designed to test schools orienteers over the two main foot-orienteering disciplines, namely urban/park sprint events and farm or forest long distance events. The relay event is an opportunity for schools to demonstrate the depth of talent in the school in each of the age groups.

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
Jane Harding	Event Manager	Overall responsibility	Organiser of a number of orienteering events for WOC, including multi-day club events, National competitions and club events	Jane Harding janeh@xtra.co.nz 0274212417	NA
Jane Harding	Volunteer Coordinator	Volunteer recruitment, training & management	Organiser of a number of orienteering events for WOC, including multi-day club events, National competitions and club events	Jane Harding janeh@xtra.co.nz 0274212417	NA
	Jane Harding	Recruitment, training & management	Organiser of a number of orienteering events for WOC, including multi-day club events, National	Jane Harding janeh@xtra.co.nz 0274212417	NA

			competitions and club events		
Nick Engleback	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	WOC H&S officer. LANDSAR member	n.ingleback@gmail.com 0210416567	WOC H&S officer. LANDSAR member
Helen Hughes	Welfare	Toilets and wash facilities	WOC committee member, Landowner liaison for WOC	Helen.hughes@clear.net.nz 0211733293	WOC committee member, Landowner liaison for WOC
Jane Harding	Waste Management	Waste clearance and recycling	Event organiser	janeh@xtra.co.nz 027421241	Event organiser
Sarah O'Sullivan	Disputes & Discipline	Convening & Chairing disputes panel	WOC Chairperson	Sarah.osullivan.nz@gmail.com 021985900	WOC Chairperson

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?
Previous/future weather conditions affecting courses and terrain	Med	no	no	yes	yes	yes	Weather forecasts for the week prior and event day. Weather monitored during event. Water and shade provided in summer Shelter provided in winter or wet conditions Ability to provide warm drinks in cold conditions	Event controller on the day	Monitor weather prior and during event. Advise participants of adverse conditions. Modify courses on the day, or cancel, if required due to hazards Provide shelter. Advise schools to ensure students are adequately dressed Starter may refuse to allow someone to start if they insufficiently dressed
Injury on the course	Low	yes	no	no	no	no	A hazard identification notice will be displayed at the event. Participants will be informed of last minute and important issues at the start line.	Controller, Start officials	Organiser and controller to check safety and course briefing notes before the event. All students on the long and relay courses will be advised to carry a whistle.
Inadequate skills or experience	Low	no	no	yes	yes	yes	Courses have been planned and controlled to cater for the varying levels of orienteering participant expertise. Participants who are unfamiliar with orienteering are advised to attempt an easier course Participants reminded of the course closure time and to return to the event centre even if they haven't finished their course	Planner/ Schools Manager	Planner to ensure courses are set at the appropriate difficulty level for the grade/age. Schools manager to ensure students do not run up to a higher grade than they are competent to do
Prolonged exposure to cold temps	Med	no	no	yes	yes	yes	Participants will be required to carry sufficient clothing First aid kit and survival blankets at the event centre	Event coordinator/ start officials	First aid kit and survival blankets available. Start officials to ensure all participants are adequately dressed.

Electrical Hazard from cables, computers, generator	Low	no	no	yes	yes	no	Computers and other electrical equipment kept out of the weather Generator kept away from competitors and not on the courses Cables are positioned and protected so they are not a tripping hazard Generator is maintained and serviced according to manufacturer's instructions Fire extinguisher available at every event Generator is only refuelled by trained personnel	Controller, equipment officer	Electrical cables and equipment kept out of competitor's way.
Sanitation	Med	no	no	yes	yes	no	Toilet facilities provided or access to public facilities identified at every event Hand sanitiser provided Rubbish bags provided	Organiser	Portaloos or access to flush toilets at each event
Natural disaster (e.g significant earthquake)	Low	no	no	yes	yes	no	Competitors are advised they must always return to the event centre to check in, so we can confirm who is still on the course and maybe missing Safety bearing provided for all courses, so competitors know how to get back to the event centre	Planner/ Organiser	Competitors will be advised of the usual emergency alarm signal of multiple simultaneous carhorn blasts advising them to return to event centre immediately
Traffic	Low	no	no	yes	yes	yes	All officials working with traffic (parking, road crossing monitors, etc) wear High-Vis clothing "Event" signs used when appropriate	Controller	Courses and event centres located to minimize road crossings or walking on roads or public access vehicle tracks

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?
Waterways (rapid change in water levels and uneven footing)	med	no	yes	yes	yes	no	Ensure course planning minimises the likelihood of using/encountering a flooded waterway, Contingency plans in place for flooding and weather monitored during activity. Water crossing points identified and monitored if necessary	Controller	Courses reviewed on day of event if adverse weather or high rivers.
Participant lost / leaving the mapped area.	Low	no	no	Yes	Yes	yes	Participants have been given a safety bearing. Participants have been informed that if lost to stop near a track, road or control stand, and wait. Participants advised to carry a whistle at all times Detailed instructions contained in the SAR procedures .	Controller	Course closure strictly enforced. Missing competitors can be identified by interrogating the finish control and search can be initiated immediately. All participants must download sport ident before leaving the event arena, regardless of whether they finish the course or not
Farm animals/stock	Low	yes	yes	yes	yes	no	Courses planned to avoid areas with stock Farmer will move stock off the orienteering course Participants advised of appropriate behaviour around stock Landowner asked to turn off electric fences and any live fences advised to competitors	Controller	

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.

As all orienteering events are outdoors there are no emergency evacuation procedures or venue safety plans available.

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	Wellington Orienteering Club	Anna Engleback	Anna.engeback@gmail.com 0211483560	Dedicated first aid tent, staffed at all times by nurses or club members qualified in first aid. Wherever possible, a means to communicate with emergency services will be made available.
Drinking water	Wellington Orienteering Club	Alan Horn	Alan.horn@xtra.co.nz 0272911368	
Food	Competitors bring their own			
Shade	Wellington Orienteering Club	Alan Horn	Alan.horn@xtra.co.nz 0272911368	Gazebos and tents provided for shelter and shade
Toilets	Wellington Orienteering Club	Helen Hughes	Helen.hughes@clear.net.nz 0211733293	Portaloos and/or access to flush toilets has been arranged for each event
Event Security	n/a			
Waste Management	Wellington Orienteering Club	Alan Horn	Alan.horn@xtra.co.nz 0272911368	Rubbish bages provided
Spectator Controls	Wellington Orienteering Club	Controllers	various	Course are set to ensure spectators cannot get in the way of competitors.
Parking	Wellington Orienteering Club	Event Organiser	janeh@xtra.co.nz 0274212417	Parking wardens designated for every event. Safe parking areas determined during event planning
Vehicles onsite	Wellington Orienteering Club	Event Organiser	janeh@xtra.co.nz 0274212417	Minimised by keeping parking away from event centres. Organisers' vehicles onsite before competitors arrive.

Event Insurance	Orienteering NZ	General Manager	gm@orienteering.org.nz	Indemnity insurance provided by membership of ONZ
Media	Wellington Orienteering	Event Organiser	ianeb@xtra.co.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	Event Organiser	Schools	Bulletin 1 posted on event website in March	Overview of event and event locations, further bulletin will be issued in mid April after entries close
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Controller on the Day	Students and teachers/managers	On the day of the event	Safety briefing and hazard notifications specific to the event
Event Day Communications – Cancellations, changes, weather	Event Organiser	Students and teachers/managers	On the day of the event	Dependent on conditions
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Organiser	Affected persons/schools	If the event occurs	Procedure will be to follow standard Emergency Plan for major emergencies. Copy attached to this document
Media information	Event Organiser	ONZ website	Prior to event	Photos and information about the event
Post event reporting	Event Organiser	ONZ NZSSSC	Post event	

Please submit this plan to the NZSSSC Administrator, office@nzsssc.org.nz 6 weeks prior to the event date.