



OTAGO SECONDARY SCHOOLS SPORTS ASSOCIATION

2022 EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: OSSSA 8 Ball Pool		This Plan Dated: Oct 2022
Event Location	Bowey's Pool Lounge & Bar	
Event Date	Friday 25 November 9.30am – 2.30pm	
Organisation delivering event	Otago Secondary Schools Sports Association (OSSSA)	
Number of Participants	30	
Number of Schools Participating	3-5 approx.	

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

This tournament is part of the OSSSA Jnr Sports Week aimed at Yr 9 & 10 students in Otago. This week is about getting out and playing different sports etc. it does not lead to champion titles etc.

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
Mikayla Gray	Event Manager	Tournament Organiser (off-site)	OSSSA Employed	027 222 9483	NA
TBC (Bowey's Pool Lounge)	Event controller	Organising of coaching and challenges etc.			
OSSSA / Tourn Controller Bowey's Pool Lounge	Health and Safety / First Aid	Risk assessments, site inspections, first aid	Current First Aid Certificate Knowledge of the game Facility evacuation & Health & Safety knowledge		NA
Bowey's Pool Lounge	Welfare	Toilets and wash facilities along with ground surfaces			
Bowey's Pool Lounge	Waste Management	Waste clearance and recycling			
Mikayla Gray, Nicole McLaren (OSSSA)	Disputes & Discipline	Convening & Chairing disputes panel	NA	027 222 9483	NA

SECTION 3: Risk Assessments and Management

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 -	
<div>Most effective (High level)</div> <div>↓</div> <div>Least effective (Low level)</div>	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?
Extreme weather conditions	Med	No	No	Yes	Yes	Yes	Proper clothing Event schedules Played at an indoor venue	Event Manager / Team Manager / TIC / Tourn Controller	Perform First Aid Call 111 if required
Minor Injuries (minor cuts, bumps, bruises)	Low	No	No	No	Yes	Yes	Equipment used up to standard Shoes must be worn Briefing & demonstration of how to play given prior Spectators restricted to the seating area	Event Manager / Team Manager / TIC / Tourn Controller	Perform First Aid Call 111 if required
Major Injuries (require specialist medical treatment)	Low	No	No	No	Yes	Yes	Shoes must be worn at all times when playing Event controlled by experienced coaches	Event Manager / Team Manager / TIC / Tourn Controller	Perform First Aid Communicate with TIC Call 111 if required
Medical Conditions	Low	No	No	No	Yes	Yes	Team Manager / School Contact to have knowledge of their own participant's medical conditions Medication etc. to be carried with participant/School Contact	TIC	TIC/Coach/Manager to administer medication where required Call 111 if needed
Dehydration	Low	No	No	No	Yes	No	Fresh drinking water on site Players to have their own drink bottles Ability to also buy food and drink onsite (commercial kitchen/bar)	TIC	Obtain drinking water
Extreme weather	Low	No	No	Yes	Yes	Yes	Cancellation calls made on the day based on current weather forecast If weather changes suddenly then call to cancel or shorten games will be considered so schools can travel home safely Shelter provided – Indoor Venue	Event Manager / Tourn Controller	Cancellation call will be made and communicated directly with all teams/schools. Call will be made by OSSSA & Bowey's Pool Lounge based on the current and forecasted weather conditions
Traffic accident	Low	No	No	No	No	No	On street parking is only available parking Schools to manage drop off/parking		Call 111
Natural Disaster	Low	No	No	No	Yes	No	Unpreventable Evacuation plan will take place School contact / Team Manager in charge of roll call for their school	Team Managers / Event Manager / Tourn Controller	Evacuation Plan will be directed by Bowey's Pool Lounge Staff

3B: Sport Specific Risk Assessment & Management Plan

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	Players understand and abide by rules of the event	Team Manager / Coaches	Perform First Aid Further assessment if required Call 111
Misconduct	Low	No	No	No	Yes	No	Experienced players will be controlling the games Coach/Managers with each team supervising	OSSSA / Tourn Controller / Managers	Injuries dealt with first however appropriate Players involved will face disciplinary committee if deemed appropriate
Injuries (covered above)									
Equipment Failure	Low	No	Yes	No	No	No	All equipment is up to standard	OSSSA / Tourn Controller	Replace equipment if required

3C: Venue Safety Plan

Provider	Person Responsible	Communication	Management Notes
Bowey's Pool Lounge	On Duty Manager	Discussion has been had due to the venue also being a Bar. This area is shut off and not accessible to students. They are able to purchase soft drinks and food on site but NO alcohol will be sold during the time of the competition. Venue will be closed to the public during this time as normal operation hours are from 5pm till late.	Facility Evacuation plan displayed onsite

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	Participating Schools			
Drinking water	Bowey's Pool Lounge/ Individual Participants			
Food	NA			
Shelter	NA			Indoor facility
Toilets	Bowey's Pool Lounge			
Event Security	NA			
Waste Management	Bowey's Pool Lounge			
Spectator Controls		OSSSA / Tourn Controller / Team Manager		
Parking				
Vehicles onsite	NA			
Media		Event Manager		

Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – e.g. Content
Pre-Event Info – to schools, participants	Event Manager	Participating Schools	Start Term 4	Dates, grades, player eligibility, PPE, entry close off date
Event Briefing – Safety Briefing, Event info for students, coaches, managers	OSSSA / Tourn Controller	Players / Coaches etc.	8.30am before games start	Health & safety, first aid, game rules, draw structure.
Event Day Communications – Cancellations, changes, weather, Health & Safety	OSSSA / Tourn Controller	Schools / Players / Officials	Cancellation made based on Edgar Centre communication.	Brief all Team Managers / Coaches / Officials at the start of the day about Health & Safety, location of First Aid, Rules of the game, introduce Officials
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Bowey's Pool Lounge	OSSSA / Bowey's Pool Lounge / Team Managers	When appropriate	Contact Event Manager and keep them updated also when appropriate
Media information	Event Manager	Local media		
Post event reporting	Event Manager / OSSSA	OSSSA		