

**TASMAN SECONDARY SCHOOLS SPORTS COUNCIL**

**EVENT HEALTH & SAFETY PLAN**

**DISC GOLF**

**SECTION 1: Event Information**

|  |                            |                                       |
|--|----------------------------|---------------------------------------|
| <b>Event Name:</b> TSS Disc Golf       |                            | <b>This Plan Dated:</b> 11 March 2023 |
| <b>Event Location</b>                  | <b>Saxton Fields</b>       |                                       |
| <b>Event Date</b>                      | <b>10 May 2023</b>         |                                       |
| <b>Organisation delivering event</b>   | Nelson Tasman Disc Golf    |                                       |
| <b>Number of Participants</b>          | <b>Max 70-80</b>           |                                       |
| <b>Number of Schools Participating</b> | <b>Approximately 10-15</b> |                                       |

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

The Tasman Secondary Schools Disc Golf Championships is an individual event – suitable for all levels of ability and experience with junior and senior grades in boys and girls.

## 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<br>NA or<br>Police<br>Vetted |
|-------------|-----------------------|--|------------------------------|--|---|
| Ben Cooper  | Event Manager         | Overall responsibility                 | Nelson Tasman Disc Golf      | 021 255 7751   |   |
| Esther Rush | Event Coordinator     | Assisting with all aspects of delivery | RSD Sport Tasman             | 021 1595 015<br><a href="mailto:esther.r@sporttasman.org.nz">esther.r@sporttasman.org.nz</a> | YES                                     |
| Ben Cooper  | Disputes & Discipline | Convening & Chairing disputes          | Nelson Tasman Disc Golf      | 021 255 7751   |   |

### 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   |


| 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.<br>Significant control measures will need to be implemented to ensure safety. |

| 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 |

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<br/>(High level)</div> <div></div> <div>Least effective<br/>(Low level)</div> | <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

[illegible]

**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<br>Med<br>High<br>Extreme | Eliminate                            | Substitute | Engineer control | Admin Control | PPE | How will we prevent it?  | Person responsible             | What we will do if it happens? |
| Student or spectator hit by disc | Low                           | No                                   | NO         | Yes              | Yes           | No  | Course design minimises risk by ensuring there is no throwing into areas where people are. Team Managers to supervise and remind participants not to throw if someone is nearby. | Event Manager<br>Team Managers | Refer to first aid             |
| Soft tissue injuries             | Low                           | No                                   | No         | Yes              | Yes           | No  | Adequate warm up provided.   | Event Manager<br>Team Managers | Refer to first aid             |
|                                  |                               |                                      |            |                  |               |     |  |                                |                                |
|                                  |                               |                                      |            |                  |               |     |  |                                |                                |
|                                  |                               |                                      |            |                  |               |     |  |                                |                                |

**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   | Schools                       | Event Manager      | Sport Tasman           | First Aid kit onsite always, see Team Managers If required. |
| Shade   |                               |                    |                        | Course design allows for adequate shade.                    |
| Food  | Players, Team Managers, Venue | Team Managers      | N/A                    | Team Managers are responsible for feeding their team.       |
| Waste Management  | N/A                           |                    | N/A                    |   |
| Toilets   | Venue                         | Venue Manager      | As outlined on the day | Venue Manager responsible for toilets and changing rooms.   |
| Spectator Controls  | NA                            |                    | N/A                    |   |
| Parking   | Venue                         | Venue Manager      | N/A                    | Sufficient parking is available onsite.                     |

|                |              |                               |                        |   |
|----------------|--------------|-------------------------------|------------------------|---|
| Media          |              |                               |                        |   |
| Drinking water | Participants | Venue manager & Event Manager | As outlined on the day | Participants to bring adequate drinking water |

| Event Communications Plan. 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   | Sport Tasman                | Tasman Secondary Schools           | Frequently       |                    |
| <b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers                                  | Ben Cooper                  | Team Managers / participants       | On the day       |                    |
| <b>Event Day Communications</b> – Cancellations, changes, weather  | Sport Tasman                | Schools / officials / volunteers   | On the day       |                    |
| <b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media | Event Manager/ Sport Tasman | Schools / team managers / referees | On the day       |                    |
| Media information  |                             | Local Media                        | Pre / post event |                    |



|                      |  |                             |                                   |  |
|----------------------|--|-----------------------------|-----------------------------------|--|
| Post event reporting |  | Tasman Secondary<br>Schools | Within a month<br>following event |  |
|----------------------|--|-----------------------------|-----------------------------------|--|

**Please submit this plan to the TSSSC Administrator, [esther.r@sporttasman.org.nz](mailto:esther.r@sporttasman.org.nz) in timeframe requested**