



OTAGO SECONDARY SCHOOLS SPORTS ASSOCIATION

2024 EVENT HEALTH & SAFETY PLAN

SECTION 1: Event Information

Event Name: OSSSA Jnr Ki O Rahi Have A Go Day		This Plan Dated: September 2024
Event Location	Bayfield Park	
Event Date	Wed 20 Nov 9.00am – 3.30pm	
Organisation delivering event	OSSSA	
Number of Participants	250 approx.	
Number of Schools Participating	10 approx.	

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

This tournament is part of the OSSSA Jnr Have A Go Week for Yr 9 & 10 students in Otago. This week is about getting out and trying out some new sports, 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 Wilden	Event Manager	Overall responsibility Off Site	OSSSA Employed	027 222 9483	NA
Komene Cassidy (He Waka Kōtuia)	Officials Coordinator	Recruitment & scheduling	NA	021 129 2213	NA
Komene Cassidy (He Waka Kōtuia)	Tournament Controller	Set up of grounds, running of draw & results, timing games, referee changes, general enquires	Ki O Rahi trained referee etc. Experienced in running Ki O Rahi Tournaments	021 129 2213	
Mikayla Wilden / TIC / Coaches / Tourn Controller	Health and Safety / First Aid	Risk assessments, site inspections, first aid	Current First Aid Certificate	As above	
DCC	Welfare	Toilets and wash facilities			
DCC	Waste Management	Waste clearance and recycling			
Mikayla Wilden, Sarah Taylor (OSSSA) & Komene Cassidy	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 -	
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?
Sunstroke or heat exhaustion	Med	No	No	Yes	Yes	Yes	Proper clothing / hat Sunscreen / sun block Event schedules Shade provided (changing rooms opened), schools can set up gazebos if they wish	Event Manager / Team Manager / TIC / Tourn Controller	Perform First Aid Call 111 if required
Minor Injuries (minor cuts, bumps, bruises)	Med	No	No	No	Yes	No	To a degree unpreventable. Grounds will be inspected for sharp objects etc. Equipment used up to standard	Event Manager / Team Manager / TIC / Tourn Controller	Perform First Aid Call 111 if required
Major Injuries (require specialist medical treatment)	Med	No	No	No	Yes	Yes	Shoes must be worn at all times when playing Boots may be worn but only molded soles, no studs are permitted Ground inspected for sharp objects etc. Game controlled by experienced referee Warm Up and Cool Down	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	TIC to have knowledge of their own athlete's medical conditions Medication etc. to be carried with athlete/TIC	TIC / Coach / Team Manager	TIC/Coach/Manager to administer medication where required Call 111 if needed
Dehydration	Low	No	No	No	Yes	No	Fresh drinking water on site	TIC / Managers / Coaches	Obtain drinking water
Extreme weather	Low	No	No	Yes	Yes	Yes	Wet weather plan will be notified to teams prior to the start of the event If weather changes suddenly then call to cancel during the event will be considered Shelter provided or schools can bring their own gazebo/tent	Event Manager / Tourn Controller	Postponement call will be made and communicated via email, website & Facebook

Traffic accident	Low	No	No	No	Yes	No	Playing fields are kept away from the road edge/carpark TIC/school staff to manage student behaviour in the carpark and ensure they are behaving safely	TIC	Perform First Aid Call 111 if required
Natural Disaster	Low	No	No	No	Yes	No	Unpreventable Evacuation plan will take place TIC in charge of roll call for their school	Event Manager / TIC	Evacuation Plan will be directed by Tourn Controller & TIC
Water/drowning	Med	No	No	No	Yes	No	Tournament controller will advise all teams at the beginning of the day that they are not to swim in the harbour during the event Event Manager to communicate with schools prior to the event that there will be no swimming in the harbour during the event TIC/School staff to manage student behaviour and make sure they do not swim in the harbour	Event Manager/ TIC/ Tournament Controller	Perform first aid Call 111 if required

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	Med	No	No	No	Yes	Yes	Experienced referees will be controlling the games Players understand and abide by rules of game set prior to start of games	Team Manager/Event Manager/ Tournament Controller/ Referees	Perform First Aid Further assessment if required Call 111 if required
Misconduct	Low	No	No	No	Yes	No	Experienced referees will be controlling the games TIC/Coach/Managers with each team supervising	Referees / TIC / Coach / 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	Equipment used is padded and up to standard	Tour Controller / Event Manager	Replace equipment

3C: Venue Safety Plan

Provider	Person Responsible	Communication	Management Notes
DCC	DCC staff		Facility Evacuation plan – N/A

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	OSSSA / TIC / Tourn Controller	Event Manager / TIC / Tourn Controller	027 222 9483	
Drinking water	DCC		(03) 477 4000	
Food	N/A			
Shade	DCC / Schools			Changing Rooms to be opened by the DCC Schools may set up gazebos/tents if they wish
Toilets	DCC			Changing room and toilet facilities to be opened by DCC contractors
Event Security	N/A			
Waste Management	DCC		(03) 477 4000	
Spectator Controls		Event Manager / Tourn Controller		
Parking	DCC			Carpark at Bayfield Park open for use
Vehicles onsite	N/A			
Media	OSSSA	Event Manager	027 222 9483	

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	Schools / Website	Start term 4	Competition dates, grades, player eligibility, PPE, entry close off date
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Tournament Controller	Schools / TIC	On the day event briefing	Confirm grades/entries, health & safety, first aid, game rules, play eligibility, reminder to not swim in the harbour at any point during the event
Event Day Communications – Cancellations, changes, weather	Event Manager	Schools / Website / Facebook / Email	Cancellation call prior to start of event OR during the event if extreme weather	
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager	Schools/TIC	When appropriate	
Media information	Event Manager/OSSSA RSD	Local media	During the term	
Post event reporting	Event Manager	OSSSA / OSSSA Management (<i>when appropriate</i>)		