

TASMAN SECONDARY SCHOOLS SPORTS COUNCIL

2020 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** TSSSC 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 TSSSC Administrator, ryan.e@sporttasman.org.nz**. These will be posted on the TSSSC 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, TSSSC will withdraw the sanction form 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: TSS Senior T20 Cricket		This Plan Dated: 8-3-2023
Event Location	Green Meadows Park, Nelson	
Event Date	8 th March 2023	
Organisation delivering event	NCA / Sport Tasman	
Number of Participants	60	
Number of Schools Participating	6	

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

This is a Senior (year 11- 13) T20 Cricket tournament for Tasman Secondary Schools, which is organised and delivered by both Sport Tasman and Nelson Cricket.

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
Dustin Emms-Healey	Event Manager	Overall responsibility	Nelson Cricket	021 961 782	Yes
Dustin Emms-Healey	Event Deliverer	Facilitation of the event	Nelson Cricket	As above	Yes
Dustin Emms-Healey	Volunteer Coordinator	Volunteer recruitment, training & management	Nelson Cricket and Sport Tasman Staff	As above	
Dustin Emms-Healey	Officials Coordinator	Recruitment, training & management	Nelson Cricket	As above	
Dustin Emms-Healey	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Nelson Cricket and Sport Tasman Staff	As above	

Dustin Emms-Healey	Welfare	Toilets and wash facilities	Nelson Cricket and Nelson City Council		
All participating members	Waste Management	Waste clearance and recycling			
Dustin Emms-Healey	Disputes & Discipline	Convening & Chairing disputes panel	Nelson Cricket and Sport Tasman Staff		

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

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.

Assessed Risk Level		Description of Risk Level	Actions
<input checked="" 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.

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?
Sunstroke or heat exhaustion	Med	no	no	yes	yes		yes	Proper clothing / hat Sunscreen / sun block Event schedules Shade provided at multiple sites	Event Manager Refer to onsite first aid
Dehydration	Med	No	No	Yes	Yes		No	Encourage teams to bring their own hydration and also provide water containers during the tournament	Event Manger and Team Managers Remove participant from the tournament and hydrate. Seek medical advice if required.
Participant unwell or existing medical conditions	Low	No	No	Yes	Yes		Yes	Team Manager to be aware of student's medical conditions and have necessary provisions at venue.	Team Manager and individual students Administer medication if required, or remove participant from the tournament to seek medical advice / treatment.
Spectator hit by ball	Low	No	No	No	No		No	Inform spectators of the potential risk of being close to the boundary.	Event Manager Seek Medical advice / treatment if required.

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?
Concussion	Med	No	No	No	Yes	Yes	Compulsory Helmets for batters and wicket keepers	Team Manager Event Manager	If players are struck by a ball or hit their head, a basic concussion test to be administered by their team manager and the event deliverer.
Serious soft tissue injury / laceration	Med	No	No	Yes	Yes	Yes	Players to wear safety equipment when competing.	Team Manager	Administer first aid if required, or seek medical treatment if severe.

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.

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	Individual Schools	Team Managers	N/A	Each School required to provide their own first aid kit.
Drinking water	Onsite	Event Manager	As above	
Food	N/A	N/A	N/A	
Shade	Schools to provide their own marquees	Team Managers	N/A	
Toilets	Onsite	Event Manager	As above	
Event Security	Not required.	N/A	N/A	
Waste Management	Rubbish bins onsite	N/A	N/A	Schools to keep the areas they use tidy and remove personal rubbish.
Spectator Controls	Event Facilitator and Team Managers	Tim Murdoch and all Team Managers	As above	
Parking	Onsite			

Media		Event Manager		
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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	Ryan Edwards	Sport Coordinators	6 weeks prior	All info on website
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Dustin Emms-Healey	Players/Intnl Student Coordinators/Parents	Prior to start of first match of the day	
Event Day Communications – Cancellations, changes, weather	Dustin Emms-Healey / Sport Tasman Staff	Team Managers and Schools	Morning of event	Notices will be placed on TSS Facebook page and information emailed to school representatives
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Sport Tasman staff / Dustin Emms-Healey	Team Managers, Coaches, Principals	Immediately when identified	
Media information	Dustin Emms-Healey		Immediately following event completion	
Post event reporting	Dustin Emms-Healey	To review event with feedback from Team	Within 4 weeks of completion of	

		Managers and students	tournament	
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Please submit this plan to the TSSSC Administrator, ryan.e@sporttasman.org.nz 6 weeks prior to the event date.