



Safety Action Plan

Auckland Secondary School Ultimate Championship Tournament

Category	Risk	Likelihood Consequence	Risk Management	Action Plan	Person Responsible
Event Management	Evacuation procedures – inability to safely evacuate if required	Likelihood: Unlikely Consequence: Major	<u>Minimise</u> Managers briefing will outline emergency procedures and assembly points – refer to Pulman Park evacuation procedures.	Tournament Coordinator to ensure evacuation procedure is followed if required. Team managers to take charge of individual teams' welfare once evacuation is complete.	Tournament Coordinator, Team managers.
	First Aid kit not provided by schools	Likelihood: Possible Consequence: Minor	<u>Minimise</u> Teams informed prior to event to bring their own first aid supplies. <u>Manage</u> Coordinators will also have first aid kits and ice packs on hand if required.	Team managers may contact Tournament Coordinator if first aid is required and they do not have their kit on hand.	Tournament Coordinator
	Inability to communicate during event.	Likelihood: Unlikely Consequence: Minor	<u>Minimise</u> Tournament Coordinator and key volunteers to be linked by 2-way radio. Tournament Coordinator and Schools Coordinator's mobile phone number will be available to Team Managers should they need to communicate.	If mobile phone/radio communication is unavailable for any reason, the venue is small enough that a runner will be able to deliver messages to the coordinator.	Tournament Coordinator, Key Volunteers, Schools Coordinator, Team Managers
	Briefing and relevant information isn't communicated properly.	Likelihood: Possible Consequence:	<u>Minimise</u> Briefing is compulsory for all teams at the beginning of the event.	Tournament Coordinator will be available to remind participants of all relevant safety information.	Tournament Coordinator

		Moderate	Important information included in handbook so everyone has it on hand.		
People	Collision between participants or people/gear on the sidelines	Likelihood: Probable Consequence: Moderate	<u>Isolate</u> Clearly mark where fields are and require that all gear must be clear of the sidelines or placed behind the endzone. <u>Minimise</u> Participants reminded to be aware of others and that Ultimate is non-contact sport – avoiding collisions is every players' responsibility <u>Manage</u> Monitor aggressive play. Tournament Coordinator to advise through Team Managers if there are any specific issues with a player.	First aid applied if necessary through on-site first responder. Activity can be suspended if necessary while aid is applied. Emergencies services called if needed. Team manager to be responsible for their players in terms of advising parents etc.	Tournament Coordinator, First Aid Responder, Team Managers
	Participants strain muscles from the physical activity	Likelihood: Possible Consequence: Minor	<u>Minimise</u> Participants reminded to warm up properly. <u>Manage</u> Talk to team manager if teams take the field without warming up.	First aid to be applied if necessary.	Tournament Coordinator, Team Managers
	Lack of agility or fitness	Likelihood: Possible Consequence: Minor	<u>Eliminate</u> Before taking the field, coaches and managers must make sure the participants are able to cope with the physical demands of playing Ultimate. <u>Manage</u> Specific rules are in play at school Ultimate events to allow for substitutions at any time. Recommended squad sizes allow for substitutions during the game.	First aid applied if required. Participant can sit out remainder of game if they struggle to play the full game.	Team Managers and Coaches
	Asthma, anaphylaxis and other medical conditions suffered throughout the activity.	Likelihood: Unlikely Consequence: Moderate to major	<u>Minimise</u> Require managers/coaches to be aware of their participants' medical conditions and treatment. Schools should advise participants not to take	If participants require medication during the event, it is the participants responsibility to carry this on them or hand it to the appropriate person. It is the team manager's responsibility to	Team managers, First Aid Responders

			part in the activity if their health is at risk.	ensure the required medication is carried and to administer it if required.	
	Participant acting inappropriately resulting in negative experience for others involved.	Likelihood: Possible Consequence: Minor	<u>Minimise</u> Participants and team managers reminded that Spirit of the Game is an important tenet of Ultimate and all players must abide by it. <u>Manage</u> Prompt warnings will be given by activity volunteers or coordinators and team managers will be informed.	If problem persists, the participant will be removed from the activity or disciplinary action will be taken at the coordinators discretion.	Volunteers, Tournament Coordinators, Team Managers
	Volunteers confronted during the activity.	Likelihood: Rare Consequence: Minor	<u>Minimise</u> Participants and team managers will be advised during briefings to respect all volunteers and their decisions.	Offending person will be asked to leave the venue. Police to be called if volunteers feel their safety is threatened. Any confrontations to be reported to the schools coordinated to be dealt with through the school involved.	Coordinator
	Disagreements between participants	Likelihood: Possible Consequence: Minor	<u>Minimise</u> Participants and team managers reminded that Spirit of the Game is an important tenet of Ultimate and all players must abide by it. <u>Manage</u> Coordinator and volunteers will monitor games and step in if there is any sign of tension between players or signs that players are unable to resolve any disputes themselves through Spirit of the Game.	Coordinator or volunteers may speak to any participants involved in disagreements and remind them how disputes are solved under Ultimate's self-refereed rules. Coordinator may remove any participant who cannot comply with the Spirit of the Game.	Participants, Team Managers, Volunteers, Coordinator
	Unwanted visitor approaches activity	Likelihood: Unlikely Consequence: Moderate	<u>Manage</u> Team managers asked during briefing to report any suspicious activity to the coordinator.	Coordinator will ask the unwanted visitor to leave and they refuse, police may be notified.	Team manager, Coordinator
	Theft of property during activity	Likelihood: Possible Consequence:	<u>Minimise</u> Remind team managers and participants during briefing that they	Coordinator will advertise for missing items to see if they can be found.	Participants, team

		Minor	are responsible for their own valuables. Recommend items of high value be given to team manager to look after. Store gear together (with own team) and away from other teams.		manager, coordinator
Equipment	Gear not being of safe standard	Likelihood: Possible Consequence: Minor	<u>Minimise</u> Use plastic cones for endzone markers. Require participants to wear suitable footwear. Provide discs for game discs that are free from holes or tear which may cause injury to hands.	Managers advised on briefing not to allow players onto field without suitable footwear. Coordinator to remove players not in correct footwear. Coordinator will check Auckland Ultimate supplied games discs for any issues.	Coordinators Team Managers
	Structures such as gazebos, tables etc erected during activity break/fall or cause injury to participants	Likelihood: Rare Consequence: Minor	<u>Isolate</u> Anything that needs to be erected will be placed away from the playing area. <u>Minimise</u> Structures erected correctly according to instructions and checked to be secure. <u>Manage</u> Structures will be taken down if high winds are threatening to break/blow them away.	Participants to be aware of the structures around them and be mindful of themselves and others. First Aid will be provided if necessary.	Coordinators Participants
Environment	Participants injured by something on the ground.	Likelihood: Possible Consequence: Minor	<u>Eliminate</u> Grounds will be checked for glass and other hazards as the events is set up. <u>Isolate</u> If a field is unable to be cleaned it will not be used for play. <u>Manage</u> Any issues found with the fields during the activity will be reported to the coordinator to organise clean up or move the game.	Personnel setting up will remove anything that is found, or if unable to do so, advise the coordinator to close the field.	Coordinator, Volunteers
	Wet/cold weather conditions causing slippery ground conditions or hypothermia.	Likelihood: Possible Consequence:	<u>Minimise</u> Managers advised to ensure participants wear suitable footwear	First aid will be provided in the event of an injury due to slippery ground conditions or hypothermia.	Team Managers, Coordinator

		Minor-Major	and have appropriate attire for the conditions. Participants encouraged to warm up properly in cool conditions. <u>Manage</u> Event will be postponed if health and safety is compromised due to weather.	Coordinator will evaluate conditions and make a call on postponing the event.	
	Extreme heat leading to threat of heat stroke, sunburn and dehydration.	Likelihood: Possible Consequence: Minor-Major	<u>Eliminate</u> Managers advised to ensure their team is wearing suitable clothing for the conditions and to bring sunblock. <u>Manage</u> Event will be postponed if health and safety is compromised due to weather.	First aid will be provided in the event of an injury due to slippery ground conditions or hypothermia. Coordinator will evaluate conditions and make a call on postponing the event.	Team Managers Coordinator
	Natural disaster – earthquake, Tsunami, flooding, tornado	Likelihood: Rare Consequence: Minor-Major	<u>Manage</u> Evacuation procedures will be covered during event briefing.	Coordinators will deal with any possible incidents within their capability in liaison with Team Management. They will refer to venue evacuation plans if required. Coordinator may suspend or cancel the event if see fit.	Coordinator Team Managers
Covid 19	Spread of Infection	Likelihood: Rare Consequence: Major	<u>Eliminate</u> The tournament will go ahead only under Government Alert Level 1 meaning community spread of virus is under control. <u>Minimise</u> Contact Tracing is possible through team managers. All players, coaches and supporters will be encouraged to sign in using the Covid App – QR codes will be on display at the Sports Centre Regular hand washing will be encouraged and hand sanitizer will be available for use. <u>Manage</u>	AU Schools Coordinator will be the lead contact if Ministry of Health officials need to make contact with participants due to a Covid exposure. College Sport Auckland will be advised if there are any issues. Event briefing will highlight that any covid concerns from teams should be respected – eg if teams request a contact-free spirit circle at the end of games, this should be respected.	AU Schools Coordinator

			Event will be suspended if alert levels are raised during the tournament.		
--	--	--	---	--	--

All venues/locations will be inspected prior to an event taking place. Any hazards will be removed or identified. All team managers will be informed of any hazards identified.

Procedure for treatment of injuries

Minor Injuries will be treated on site with assistance of team managers using their first aid kits. First aid kits and ice will be on hand in case the school team is not properly equipped. In addition, St Johns First Aid is on site to deal with any first aid requirements. In the unlikely event of a serious injury, the St Johns First Aider will take control of the situation. The team manager will contact the parents of the participant concerned. An incident form will be completed after the event.