



**COMMUNICATION**      **Walkie Talkie/RT**     

**Mobile Phone**     

**Speaker/PA**     

**WAIVERS/  
MEDICAL/ ENTRIES**

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**FRESH  
WATER ON SITE?**     

**TOILET HYGIENE**      Floor Controller

**BRIEFING**      **Responsibility**      College Sport – Collette Amai

**Content**      Venue rules & regs, emergency exits,behaviour, officials job allocations

**Evacuation Procedure**      To be told to all TICs managers at compulsory meeting

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**ROLES &  
EXPECTATIONS**

**Floor Controller –**      As listed on separate sheet     

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**Schools officials**     

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**Traffic Management Plan:**      Authorised by \_\_\_\_\_

**Water Safety Plan:**      Authorised by \_\_\_\_\_

Reminder:  
**EMERGENCY PROCEDURE**

1. Emergency Services  
Action:
  - Step by Step:
  - Crisis Management :
  - Accident Management:
  - Safety:
  
2. Contact Office:  
Who is responsible for contacting Board/Media/Schools in the event of an emergency.

## ON THE DAY CHECKLIST

**FIRST AID**                      **Personnel**                      St Johns 1<sup>st</sup> Aid

**Ambulance**                      \_\_\_\_\_

**First Aid Kits**                      College Sport 1<sup>st</sup> Aid Kit + Each School teams

**CELL PHONE NUMBERS**      **Event Manager**                      0274935073 – Collette Amai College Sport  
*(on site emergencies)*

**Coach**                      \_\_\_\_\_

**Media**                      \_\_\_\_\_

**Ambulance**                      \_\_\_\_\_

**First Aid**                      \_\_\_\_\_

**EQUIPMENT**                      **Draws A3/A4**                     

**Blue Tack**                     

**Pens**                     

**Net Aerials**                     

**Score sheets**                     

**Signage-Teardrop**                     

**- Pop Up**                     

**Printer**                     

**Ream Paper**                     

**SM Container**                     

**Medals**                     

**Tablecloths**                     

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NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**      **CSA Jnr Volleyball**      **Manager**      **Collette Amai**      **Date**      **16-18 November 2022**  
**Champs**

<b>Risk: What could go wrong?</b>	<b>Cause</b>	<b>Prevention: Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check (tick)</b>	<b>Who is responsible?</b>
Net Posts sticking out. Students could hit their heads	Floor Controller has assessed venue before game	Cone and rope off area	Cones & rope		Venue Controller or Zone Convenor, Collette Amai
Rubbish/dangerous objects on grounds	People throwing things on the ground	Scan courts prior to use for rubbish, jerseys students may slip on etc.	Rubbish bags		Organisers/ team to do as back up Collette Amai School on duty. Venue Controller
People getting hit by balls or flying people	Game encroaching on spectator area or vice versa.	Need signage and announcing of where spectators can and can't go. Make sure area is far enough away from courts.	Signage		Collette Amai School on duty. Venue Controller
Court Surface slippery	Sweat	Constantly evaluate surface, put people on duty to mop the floor. Make referees aware of dangers.	Mop		Venue Supervisor
Injuries to athletes	Schools providing official that don't know what they are doing	Managers meeting and briefing before meeting begins, instruction sheets on what to do.	Instruction sheets. Send information out before event to tell schools what we expect from them.		College Sport office
Student injured and not been able to identify what school they are from or teacher in charge to check medical history	Falling off Ref stand, bumping into another person due to running around in venue	Health & Safety Brief before tournament starts and TIC keeping an eye on their students within venue	Instruction sheets. Send information out before event to tell schools what we expect from them		Zone Convenor or Venue Controller

## STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Identify the risks (losses or damage) that could result from the activity
  - Physical injury
  - Social / psychological
  - Material (gear or equipment)
  - Programme interruption
2. List the factors that could lead to each risk/loss.
  - People
  - Equipment
  - Environment
3. Think of strategies that could reduce the chances of each factor leading to the risk/loss
  - Eliminate            If possible
  - Isolate                If can't eliminate
  - Minimise             If can't isolate
  - Cancel                 If can't minimise
4. Make an emergency plan to manage each identified risk/loss. Devise strategies for each risk and an associated emergency plan.
  - Step by step management
  - Equipment/resources required
5. Continual monitoring of safety during the activity.
  - Assess new risks
  - Manage risks
  - Adapt plans

### RISK ASSESSMENT FACTORS TO CONSIDER

People	Resources and Equipment	Environment
<ul style="list-style-type: none"> <li>• Outside providers / instructors</li> <li>• Experience</li> <li>• Ratios</li> <li>• Medical</li> <li>• Physical size/shape</li> <li>• Fitness</li> <li>• Anxieties / Feelings</li> <li>• Motivation</li> <li>• Special needs</li> <li>Educational</li> <li>Language abilities</li> <li>Cultural abilities</li> <li>Behaviour</li> <li>Physical disability</li> <li>• Social and psychological factors</li> <li>• Dropping your guard</li> <li>• Unsafe act(s) by participants</li> <li>• Error(s) of judgement by teacher(s)/instructor(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Information Parents/Whanau</li> <li>• Plan</li> <li>• Food and Drink</li> <li>• Transport</li> <li>• Special Equipment</li> <li>Rope</li> <li>Canoe/Kayaks</li> <li>Maps/compass</li> <li>Cameras</li> <li>• Equipment, maintenance, quantity, quality.</li> <li>• Safety equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Weather</li> <li>• Terrain</li> <li>• Emergency services</li> <li>• Security</li> <li>• Animals/Insects</li> <li>• Road use</li> <li>• Traffic density</li> <li>• Fences</li> <li>• Human created environment</li> </ul>

