

## COLLEGE SPORT VOLLEYBALL HEALTH & SAFETY PLAN

<b>DATE</b>	<u>Sept 9-10 2022</u>		
<b>EVENT</b>	<u>College Sport Secondary Schools Jnr Qualifying Volleyball Tournament</u>		
<b>EVENT MANAGER</b>	<u>College Sport – Collette Amai</u>		
<b>PHONE NUMBER</b>	_____		
<b>PARTICIPANTS</b>	<b>Who</b>	<u>Greater Auckland Secondary School students</u>	
	<b>Age</b>	<u>U16</u>	
	<b>How Many</b>	<u>140 per venue</u>	
<b><u>SPECIAL CONSIDERATIONS:</u></b>			
<b>OFFICIALS</b>	<b>Who</b>	<u>Court Controller, TIC, Manager</u>	
	<b>How many</b>	<u>1 per team</u>	
	<b>Qualifications</b>	_____	
<b>HELPERS</b>	<b>Who</b>	<u>TICs, students, referees, floor controller</u>	
	<b>How many</b>	<u>10-12</u>	
	<b>Qualifications</b>	<u>varied</u>	
	<b>Experience</b>	<u>Years of experience</u>	
<b>VENUE</b>	<b>Manager/Contact</b>	<u>Sharon Mackey – KBHS – 027 286 4887 Nancy Palelei – MGRC – 021 02369 1449</u>	
	<b>Address</b>	_____	
	<b>Phone Number</b>	<u>Collette Amai 0274 935073</u>	
	<b>Evacuation Procedure</b>	<input type="checkbox"/>	Check venue (pre event)
		<input type="checkbox"/>	Part of briefing of competitions
	<b>Building/WOF</b>	<input type="checkbox"/>	
<b>FIRST AID</b>	<b>Organisation</b>	<u>Schools</u>	
	<b>Who</b>	_____	
	<b>How Many</b>	<u>Each team brings own 1<sup>st</sup> Aid Kit</u>	
	<b>Phone Number</b>	_____	
	<b>Cell Phone Number</b>	_____	
	<b>Qualifications</b>	_____	
	<b>Vehicle Access for Emergencies</b>	<input type="checkbox"/>	
		<input type="checkbox"/>	<u>Yes</u>

**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** Sharon Mackey – KBHS – 027 286 4887  
Nancy Palelei – MGRC – 021 02369 1449

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

**Evacuation Procedure** To be told to all TICs managers on arrival

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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

<b>FIRST AID</b>	<b>Personnel</b>	_____
	<b>Ambulance</b>	_____
	<b>First Aid Kits</b>	Each School teams _____

<b>CELL PHONE NUMBERS</b>	<b>Event Manager</b>	0274935073 – Collette Amai College Sport <b>Sharon Mackey – KBHS – 027 286 4887</b> <b>Nancy Palelei – MGRC – 021 02369 1449</b> _____
<i>(on site emergencies)</i>	<b>Coach</b>	_____
	<b>Media</b>	_____
	<b>Ambulance</b>	_____
	<b>First Aid</b>	_____

<b>EQUIPMENT</b>	<b>Draws A3/A4</b>	<input type="checkbox"/>
	<b>Blue Tack</b>	<input type="checkbox"/>
	<b>Pens</b>	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
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	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>
	_____	<input type="checkbox"/>

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

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**      **Junior Qualifying Volleyball Tournament**      **Manager**      **Sharon Mackey – KBHS – 027 286 4887  
Nancy Palelei – MGRC – 021 02369 1449**      **Date**      **9-10 Sept 2022**

<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,
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/ teams to do as back up 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		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 Controller
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.		Venue Controller
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>

