

COLLEGE SPORT SAFETY ACTION PLAN

DATE		<u>Saturday 27th May 2023</u>
EVENT		<u>Weightlifting Competition.</u> <u>Venue, Kolmar, Sutton Crescent,</u> <u>Papatoetoe, Auckland</u>
EVENT MANAGER		<u>Simon Kent, Weightlifting New Zealand</u> <u>President</u>
PHONE NUMBER		<u>021422083</u>
PARTICIPANTS	Who	<u>Secondary School Students</u>
	Age	<u>13-19</u>
	How Many	<u>55</u>
<u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	<u>Weightlifting New Zealand/Papatoetoe</u> <u>Olympic Weightlifting Club</u>
	How many	<u>20</u>
	Qualifications	<u>Technical Official, first aid</u>
VENUE	Manager/Contact	<u>Nikki Smith – Kolmar GM</u>
	Address	<u>Kolmar, Sutton Crescent, Papatoetoe</u>
	Phone Number	<u>021 152 3224</u>
	Evacuation Procedure	<input checked="" type="checkbox"/> Check venue (pre event)
	Building/WOF	<input type="checkbox"/> Part of briefing of competitions
FIRST AID	Organisation	<u>Kolmar and WNZ representatives</u>
	How Many	<u>3+</u>
	Vehicle Access for Emergencies Completed	<u>yes</u> <input type="checkbox"/> 111 <input checked="" type="checkbox"/>
VENUE CHECKLIST		
SAP	Completed	<input checked="" type="checkbox"/>
COMMUNICATION	Walkie Talkie/RT	<input checked="" type="checkbox"/>

Mobile Phone

Speaker/PA

**WAIVERS/
MEDICAL/
ENTRIES**

School responsibility

**FRESH
WATER ON SITE?**

TOILET HYGIENE

Toilets and changing rooms at venue available

BRIEFING

Responsibility Simon and College Sport

Content Rules, safety, behaviour

Evacuation Procedure Outside the building by Hockey turf

**ROLES &
EXPECTATIONS**

Volunteers Attend briefing

TIC Pass on info to competitors

Duty schedule

Team manager Check in on arrival

Make student aware of safety issues

ESTABLISH AN EMERGENCY ACTION PLAN CHECKLIST

1. Immediate contact with medical support	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. Phones are obvious, accessible & working	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. Emergency phone list – obvious & available	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4. Who will take control of an emergency?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
5. Special details available?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6. Exits & access for support identified	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
7. Everyone knows the location / or is available	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. Process for getting assistance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9. Crowd control procedure	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
10. Process for contacting parent (maybe via manager)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

COMMUNICATION

▪ Contact the College Sport Office CEO	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
▪ CEO/Office will notify Board, Media, Schools	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

POST EVENT

▪ Have you recorded all accidents, incidents or near misses	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
▪ Accident reports are done & filed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
▪ Review the Emergency Action Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ON THE DAY CHECKLIST

FIRST AID

Personnel

Simon Kent

Ambulance

111

First Aid Kits

Kolmar

CELL PHONE NUMBERS

Event Manager

021422083

Ambulance

111

First Aid

EQUIPMENT

	<input style="width: 100%; height: 20px;" type="checkbox"/>
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NOTE: This checklist relates to Health and Safety only, and may not include management resources.

ISimon Kent..... have read this safety action plan thoroughly, have followed the steps outlined and can confirm that details are correct as stated in this plan.

Signed..... 

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

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

RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT CSA Weightlifting Championships
 Manager Simon Kent, Mobile: 021422083
 Date 27th May 2023

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Fire / environment issue	Fire / other environment issues	Exit the area and move to the assembly point	-		Simon Kent
Allergy	Ingested	Avoid ingesting allergy causes	First aid, 111 if required		Simon Kent
Injury to athletes	During activity	Minimize as best as possible- coaches present, sufficient space to avoid unnecessary collision	First aid, 111 if required		Simon Kent
Injury to spectators	Interference with competitors	Separate areas for spectators	First aid, 111 if required		Simon Kent