



LACRSSE TOURNAMENT SAFETY ACTION PLAN

DATE Thursday 17th August 2023
EVENT Lacrosse Championships
EVENT MANAGER College Sport Auckland
PHONE NUMBER 09 845 8496, 021-613-648
PARTICIPANTS **Who** Secondary School Students
Age 13-19
How Many 200 approx.

SPECIAL CONSIDERATIONS:

OFFICIALS **Who** CSA
How many 4 approx.
Qualifications Lacrosse, sport event experience

VENUE **Manager/Contact** College sport Auckland
Address Keith Hay Park
Phone Number 021 613 648
Evacuation Procedure Check venue (pre-event)
 Part of briefing of competitions
Building/WOF

FIRST AID **Organisation** _____
How Many 1 First Responders

VENUE CHECKLIST **Vehicle Access for Emergencies Completed** yes
 111

SAP **Completed**

COMMUNICATION

Mobile Phone

Speaker/PA

**WAIVERS/
MEDICAL/
ENTRIES**

School responsibility

**FRESH
WATER ON SITE?**

TOILET HYGIENE

Public toilets on site

BRIEFING

Responsibility CSA

Content Rules, safety, behaviour

Evacuation Procedure Where to assemble

**ROLES &
EXPECTATIONS**

Duty schedule, Check in on arrival. Make student aware of safety issues

Team manager

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

Event Medic & Safety

Ambulance

111

First Aid Kits

Event Medic & Safety, schools

CELL PHONE NUMBERS

Event Manager

CSA 021 613 648

Ambulance

111

First Aid

Event Medic & Safety 021 460 991

NOTE: This checklist relates to Health and Safety only and may not include management resources.

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 Lacrosse Championships
 Manager CSA 021 613 648
 Date Thursday 17th August 2023

| Risk: What could go wrong? | Cause | Prevention: Eliminate/ Isolate/ Minimise | Equipment | Who is responsible? |
|-------------------------------|-----------------------------|---|---|--|
| Injury to competitor | Field Conditions | Check fields prior to event. Warn competitors of any hazards. Hazards to be marked by cones/flags/bunting | Cones/flags/bunting | CSA |
| | Sporting Injury | Appropriate playing equipment to be used. First aid personal on site and able to get around fields | Playing equipment ST Johns ambulance | Students, schools, Event Medic & Safety |
| | Injury to public/spectators | Fields to be marked. Schools and participants briefed. | Field markings | CSA, Schools |
| | Inclement weather | Possible cancellation if weather too bad | | CSA |
| | Dehydration | Participants to bring own water bottles, have water available on site | Access to water taps | Individuals/Schools/CSA |