

COLLEGE SPORT VOLLEYBALL HEALTH & SAFETY PLAN

DATE		<u>Sept 8-9 2023</u>
EVENT		<u>College Sport Secondary Schools Jnr Qualifying Volleyball Tournament Avondale College (Boys) Mangere College (Girls)</u>
EVENT MANAGER		<u>College Sport Auckland – Hamish Muirhead</u>
PHONE NUMBER		<u>021 221 9000</u>
PARTICIPANTS	Who	<u>Greater Auckland Secondary School students</u>
	Age	<u>U16</u>
	How Many	<u>140 per venue / 2 venues</u>
<u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	<u>Court Controller, TIC, Manager</u>
	How many	<u>1 per team</u>
	Qualifications	<u></u>
HELPERS	Who	<u>TICs, students, referees, floor controller</u>
	How many	<u>10-12</u>
	Qualifications	<u>varied</u>
	Experience	<u>Years of experience varied</u>
VENUE	Manager/Contact	<u>Hamish Muirhead – AC (CSA) – 0212219000 Vunga Hala’ufia – AC (Volunteer) - 02108788758 Nancy Palelei – MGRC – 021 02369 1449</u>
	Address	<u>Avondale College (Boys) Mangere College (Girls)</u>
	Phone Number	<u>Hamish Muirhead 0212219000</u>
	Evacuation Procedure	<input type="checkbox"/> Check venue (pre event) <input type="checkbox"/> Part of briefing of competitions
	Building/WOF	<input type="checkbox"/>
FIRST AID	Organisation	<u>Schools</u>
	Who	<u>Teacher in Charge</u>
	How Many	<u>Each team brings own 1st Aid Kit</u>
	Phone Number	<u></u>
	Cell Phone Number	<u></u>
	Qualifications	<u></u>

Vehicle Access for Emergencies **Yes**

COMMUNICATION

Walkie Talkie/RT

Mobile Phone **Yes**

Speaker/PA

**WAIVERS/
MEDICAL/ ENTRIES**

FRESH WATER ON SITE? **Yes**

TOILET HYGIENE Floor Controller

BRIEFING

Responsibility Hamish Muirhead – AC (CSA) – 0212219000
Vunga Hala’ufia – AC (Volunteer) - 02108788758
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

See venue specific information

**ROLES &
EXPECTATIONS**

Floor Controller – As listed on separate sheet

School officials

Traffic Management Plan: Authorised by _____ *Not applicable*

Water Safety Plan: Authorised by _____ *Not applicable*

ON THE DAY CHECKLIST

FIRST AID

Personnel _____ Each School team (teacher in charge)

Ambulance _____ Contact venue controller

First Aid Kits _____ Each School team (teacher in charge)

CELL PHONE NUMBERS

(on site emergencies)

Event Manager _____ **Hamish Muirhead – AC (CSA) – 0212219000**
Vunga Hala’ufia – AC (Volunteer) - 02108788758
Nancy Palelei – MGRC – 021 02369 1449

Coach _____

Media _____

Ambulance _____

First Aid _____

EQUIPMENT

Draws A3/A4

Blue Tack

Pens

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 Hamish Muirhead – AC (CSA) – 0212219000
 Vunga Hala'ufia – AC (Volunteer) - 02108788758
 Nancy Palelei – MGRC – 021 02369 1449
 Date 8-9 Sept 2023

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
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.	Instruct spectators where they can and can't go. Make sure area is far enough away from courts.	Nil		School on duty. Venue Controller
Court Surface slippery	Sweat	Constantly evaluate surface, mop/dry floor where applicable. Make referees aware of dangers.	Mop/towel		Venue Controller
Injuries to athletes	Schools providing official that don't know what they are doing	Managers meeting and briefing before meeting begins.	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"> • Outside providers / instructors • Experience • Ratios • Medical • Physical size/shape • Fitness • Anxieties / Feelings • Motivation • Special needs 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(s)/instructor(s) 	<ul style="list-style-type: none"> • Information Parents/Whanau • Plan • Food and Drink • Transport • Special Equipment 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

