

COLLEGE SPORT SAFETY ACTION PLAN

DATE		<u>Saturday 4 November 2023</u>
EVENT		<u>Waka Ama Junior Championships Auckland Rowing Club, Ian Shaw Park, Tamaki River, Auckland</u>
EVENT MANAGER		<u>Hamish Muirhead – College Sport Auckland</u>
PHONE NUMBER		<u>Work: 09 845 8496 Mobile: 021 221 9000</u>
PARTICIPANTS	Who	<u>Secondary School Students</u>
	Age	<u>13 – 15-year-olds</u>
	How Many	<u>Approx. 300 per regatta</u>
<u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	<u>AROCA</u>
	How many	<u>30</u>
	Qualifications	<u>Experienced Waka Ama officials</u>
VENUE	Manager/Contact	<u>Hamish Muirhead</u>
	Address	<u> </u>
	Phone Number	<u>021 221 9000</u>
	Evacuation Procedure	<input checked="" type="checkbox"/> Check venue (pre event)
		<input checked="" type="checkbox"/> Part of briefing of competitions
	Building/WOF	<input type="checkbox"/> N/A
	FIRST AID	Organisation
Who		<u>Chris Griggs</u>
How Many		<u>1</u>
Phone Number		<u> </u>
Cell Phone Number		<u>021 460 991</u>
Qualifications		<u>Trained Medic</u>
COMMUNICATION		Vehicle Access for Emergencies
	Walkie Talkie/RT	<input checked="" type="checkbox"/>
	Mobile Phone	<input checked="" type="checkbox"/>
	Speaker/PA	<input checked="" type="checkbox"/>
WAIVERS/		<u> </u>

MEDICAL/ ENTRIES

N/A

**FRESH
WATER ON SITE?**

TOILET HYGIENE

Event Flush Port a loos x 6 on site

BRIEFING

Responsibility

Hamish Muirhead / Tania Albert

Content

Safety, Emergency Procedures

Evacuation Procedure

Event MC will inform all attending event on day of evacuation procedure.

ON THE DAY CHECKLIST

FIRST AID	Personnel	<u>Event Medic</u>
	Ambulance	<u>Dial 111</u>
	First Aid Kits	<u>Medic responsibility</u>
	Closest AED Location	<u>Auckland Rowing basement outside men's toilets And In Event Medic vehicle</u>
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	<u>Hamish Muirhead</u>
	Ambulance	<u>Advise Event Medic of event</u>
	First Aid	<u>Available at Event Medic Tent and schools to provide basic first aid</u>
		<u> </u>
		<u> </u>
EQUIPMENT	Cones	<input checked="" type="checkbox"/>
	Signs	<input checked="" type="checkbox"/>
	Ropes	<input checked="" type="checkbox"/>
	Tables/Chairs	<input checked="" type="checkbox"/>
	Gazebos	<input checked="" type="checkbox"/>
	First Aid Kits	<input checked="" type="checkbox"/>
	Loud Haler	<input checked="" type="checkbox"/>
	Standards/Tape	<input checked="" type="checkbox"/>
	Water/Ice	<input checked="" type="checkbox"/>
	Stretchers	<input checked="" type="checkbox"/>
	Hi Viz Vests	<input checked="" type="checkbox"/>
	Blankets	<input checked="" type="checkbox"/>
	Fire Extinguishers	<input checked="" 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 CSA Waka Ama Junior Regatta **Manager** Hamish Muirhead / Tania Albert (AROCA) **Date** Saturday 4/11/2023

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Heat Stroke	<ul style="list-style-type: none"> • UV Protection • Inappropriate clothing • Not drinking fluid 	<ul style="list-style-type: none"> • Provide use and access of sunblock • Provide water and shade • Wear a hat • MC to promote slip, slop,slap, cover up and hydrate 	<ul style="list-style-type: none"> • Sunblock • Water on site 	✓ ✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents • Event organisers to promote awareness
Dehydration	<ul style="list-style-type: none"> • Not drinking fluid • Inappropriate clothing 	<ul style="list-style-type: none"> • Provide water and natural shade. Schools advised to bring water, gazebos and sunblock • Provide use and access of sunblock • MC to promote hydration, cover up 	<ul style="list-style-type: none"> • Water on site 	✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents • Event organisers to promote awareness
Muscle Injuries	<ul style="list-style-type: none"> • Terrain • Not warming up • Unnatural movement 	<ul style="list-style-type: none"> • Ensure coaches promote warming up and down before and after games • Event organisers to check grounds for holes • MC to promote: warm up/warm down, injury awareness 	<ul style="list-style-type: none"> • Ice 	✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents • First Aid officers
Fractures	<ul style="list-style-type: none"> • Terrain • Collision 	<ul style="list-style-type: none"> • Ensure participants are aware of danger areas • Check for holes and fill in holes where necessary 	<ul style="list-style-type: none"> • Event Medic 	✓	<ul style="list-style-type: none"> • Event Medic • Event organisers

First Aid	<ul style="list-style-type: none"> Cuts Bruises Sunburn Grazes 	<ul style="list-style-type: none"> Designated first aid area given location and briefing – event medic present 	<ul style="list-style-type: none"> Table/Chairs Extra supplies of bandages, plasters, antiseptic wipes and cream 	<p>√</p> <p>√</p>	<ul style="list-style-type: none"> Event Medic First Aid trained officials Students Coaches Managers Teachers/Parents
Vehicle accident in the carpark	<ul style="list-style-type: none"> Lack of attention by drivers 	<ul style="list-style-type: none"> Highlight hazards to participants and spectators 	<ul style="list-style-type: none"> Cones Detailed in briefing Restricted parking (volunteers only) Schools to park at flat rock car park 		<ul style="list-style-type: none"> Event organisers Parking marshals
Unknown people present	<ul style="list-style-type: none"> Inappropriate behaviour by non-participants 	<ul style="list-style-type: none"> Participants will be wearing identifiable uniforms Staff & volunteers in hi viz vests Kaimahi will scope area for strangers 	N/A		<ul style="list-style-type: none"> Event organisers
Crowd Control	<ul style="list-style-type: none"> Small numbers expected 	<ul style="list-style-type: none"> Advise spectators to remain outside of the student areas / loading bays etc 	N/A		<ul style="list-style-type: none"> Event organisers Māori wardens
Drowning	<ul style="list-style-type: none"> Capsizing Students unable to swim Rescue boat not on hand Life jackets not fitted properly 	<ul style="list-style-type: none"> Safety boat and medic on water Capsizing protocol given to schools Lifejackets checked at marshalling area and loading bay. 	<ul style="list-style-type: none"> Safety boat Capsizing protocol (in race manual and at the bottom of this document) 		<ul style="list-style-type: none"> Event Medic Event organisers
Medical reaction/ pre-existing medical condition.	<ul style="list-style-type: none"> School health and safety process 	<ul style="list-style-type: none"> Medic on site Call ambulance if required 	<ul style="list-style-type: none"> First aid with Medic 		<ul style="list-style-type: none"> Schools Students

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

1. List the factors that could lead to each risk/loss.
 - √ People
 - √ Equipment
 - √ Environment

2. 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

3. 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

4. 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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