

COLLEGE SPORT SAFETY ACTION PLAN

DATE		Thursday 9 th November
EVENT		Senior Softball ODT
EVENT MANAGER		Dean Flyger
PHONE NUMBER		021-613-648
PARTICIPANTS	Who	Auckland Secondary School students
	Age	Years 9 -13
	How Many	Approximately 300

SPECIAL CONSIDERATIONS:

OFFICIALS	Who	College Sport Staff/ Softball Umpires/ Softball staff
	How many	10-15
	Qualifications	Experience in the sport of Softball and event management

HELPERS	Who	School Managers
	How many	At least one from each team

VENUE	Manager/Contact	Rosedale Park North Harbour
	Address	North Harbour
	Phone Number	415 8935

FIRST AID	Organisation	Event Medic & Safety
	Who	Chirs Griggs
	How Many	1-2
	Phone Number	021-460-991
	Qualifications	First Aid Qualified
	Vehicle Access for Emergencies	<input style="width: 50px; height: 15px;" type="text" value="111"/>

COMMUNICATION	Walkie Talkie/RT	<input style="width: 50px; height: 15px;" type="text"/>
	Mobile Phone	<input style="width: 50px; height: 15px;" type="text" value="X"/>
	Speaker/PA	<input style="width: 50px; height: 15px;" type="text" value="X"/>

FRESH WATER ON SITE?	<input style="width: 50px; height: 15px;" type="text" value="Yes"/>
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TOILET HYGIENE

BRIEFING

Responsibility	<u>College Sport & Softball organisation</u>
Content	<u>Rules of competition, event structure,</u>
Evacuation Procedure	<u>Will be given at briefing</u>

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

FIRST AID

Personnel Event Medic & Safety

Ambulance _____

First Aid Kits Event Medic & Safety, CSA, schools

CELL PHONE NUMBERS
(on site emergencies)

Event Manager College Sport Auckland 021-613-648

Coach _____

Media _____

Ambulance _____

First Aid _____

EQUIPMENT

Cones

Signs

Gazebo

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

RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT **Junior Softball ODT** **Manager** **Dean Flyger** **Date** **Thursday 9th November**

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Concussion	Ball or bat hitting someone	Safety equipment worn Experienced students competing	Safety equipment provided by teams Experienced players St Johns Available		Team Manager Students
Sunstroke or heat exhaustion	Hot Day	Proper clothing / hat Sunscreen / sun block Shade provided at various sites Hydration – participants to have own water bottles Hydration – extra fluids provided during games	Sunscreen provided by event organiser Water taps at venue to fill drink bottles Event Medic & Safety on site		Team Manager Students Event Manager
Injury such as grazes, fractures, cuts & sprains	Sliding to bases Running on the diamond fall in a hole	Diamond bases are secure Grounds are safe to play on Coaches teach players to slide safely Have a proper warm up Players are taught good skill fundamentals Players use suitable protective equipment	St Johns on site Event organiser to check diamonds are safe Schools to have own first aid kit		Grounds man Coach and Manager Event Organiser
Concussion	Ball or bat hitting someone	Signs warning spectators & players of hit or thrown balls Correct training technique for players when pitching, catching, tagging, throwing & hitting Safety equipment worn Experienced students competing	Safety equipment provided by teams Experience Players Event Medic & Safety on site		Grounds Man Coach and Manager Players

Medical / Preexisting medical conditions	Medical episode	Personal medical information provided to team management by parents/participants/caregivers Participants responsible for bringing own medication eg inhaler			Participants Manager Parents / Caregivers
Event Emergency		Discussed at pregame briefing	Refer to General Evacuation Plan		Event Organiser Team Manager

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 <p>Educational Language abilities Cultural abilities Behaviour Physical disability</p> <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 <p>Rope Canoe/Kayaks Maps/compass Cameras</p> <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