

COLLEGE SPORT SAFETY ACTION PLAN

DATE	Thursday 29 th February, 5 th March, 6 th March, 26 th March 2024	
EVENT	College Sport Auckland Athletics Zones & Championships	
EVENT MANAGER	Murray Free	
PHONE NUMBER	021 191 5510	
PARTICIPANTS	Who	Secondary School Athletes from Greater Auckland
	Age	Years 9-13
	How Many	500-1000
<u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	Local and National Officials
	How many	30
	Qualifications	National and International Gradings
HELPERS	Who	Schools
	How many	30
	Qualifications	Varied
	Experience	Varied
VENUE	Manager/Contact	Murray Free
	Address	Mt Smart Stadium (x2), Massey Park & North Harbour Stadium
	Phone Number	021 191 5510
	Evacuation Procedure	<input checked="" type="checkbox"/> Check venue (pre event) <input checked="" type="checkbox"/> Part of briefing of competitions
	Building/WOF	<input checked="" type="checkbox"/>
FIRST AID	Organisation	Event Medic (Trusts, Massey Park, North Harbour) & St John (Mt Smart)
	Who	Chris Griggs – Event Medic
	How Many	1
	Phone Number	
	Cell Phone Number	021 460 991
	Qualifications	Trained Medic
	Vehicle Access for	

COMMUNICATION	Emergencies	<input checked="" type="checkbox"/>
	Walkie Talkie/RT	<input checked="" type="checkbox"/>
	Mobile Phone	<input checked="" type="checkbox"/>
	Speaker/PA	<input checked="" type="checkbox"/>
WAIVERS/ MEDICAL/ ENTRIES		<u>N/A</u>
FRESH WATER ON SITE?		<input checked="" type="checkbox"/>
TOILET HYGIENE		<u>Meets required standard</u>
BRIEFING	Responsibility	<u>Managers Meeting – Morning of scheduled event</u>
	Content	<u>Safety procedures and evacuation requirements</u>
	Evacuation Procedure	<u>Held at Managers Meeting</u>
ROLES & EXPECTATIONS	<u>Meeting Manager – Overall Charge of the meet</u>	
	<u>Technical Manager also in charge of safety</u>	<input type="checkbox"/>
	<u>Referee - Jumps</u>	<input type="checkbox"/>
	<u>Referee - Throws</u>	<input type="checkbox"/>
	<u>Referee - Track</u>	<input type="checkbox"/>
	<u>All officials</u>	<input type="checkbox"/>

ON THE DAY CHECKLIST

FIRST AID	Personnel	<u>Event Medic</u>
	Ambulance	<u>Call 111</u>
	First Aid Kits	<u>Medic and 2 extra on site</u>
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	<u>Murray Free – 021 191 5510</u>
	Coach	<u>Teachers have students' personal information</u>
	Media	<u>N/A</u>
	Ambulance	<u>Call 111</u>
	First Aid	<u>Event medic</u>
	EQUIPMENT	Cones
	Signs	<input checked="" type="checkbox"/>
	Ropes	<input checked="" type="checkbox"/>
	Competition Equipment	<input checked="" type="checkbox"/>
	Sound System	<input checked="" type="checkbox"/>
	Gazebos	<input checked="" type="checkbox"/>
	First Aid Kits	<input checked="" type="checkbox"/>
	Water/Ice	<input checked="" type="checkbox"/>
	Table/Chairs	<input checked="" type="checkbox"/>
	Sound system	<input checked="" type="checkbox"/>
	Rubbish bins	<input checked="" type="checkbox"/>
	Fire Extinguishers	<input checked="" type="checkbox"/>

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

RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT CS Athletics Zones/Champs
 Manager Vicky Mailei College Sport
 Date 29/2, 5/3, 6/3, 26/3

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 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

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"> First Aid officers 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 	<p>√</p>	<ul style="list-style-type: none"> Event organisers
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 CSA staff present and observing Teachers supervising athletes 	N/A	<p>√</p>	<ul style="list-style-type: none"> Event organisers Teachers Officials CSA staff
Crowd Control	<ul style="list-style-type: none"> Small numbers expected 	<ul style="list-style-type: none"> Advise spectators to remain outside of the field of play 	N/A	<p>√</p>	<ul style="list-style-type: none"> Event organisers
Weather	<ul style="list-style-type: none"> Inclement weather 	<ul style="list-style-type: none"> Thunder storms/heavy downpours – competition is to be suspended and everyone is to return to the grandstand. Competition to start once weather is cleared. 	N/A	<p>√</p>	<ul style="list-style-type: none"> Meeting Manager
Someone hit by an implement	<ul style="list-style-type: none"> People walking through the field of play 	<ul style="list-style-type: none"> Hammer/discus thrown from a cage. Javelin/shot put can't be thrown until the landing area is free of any person. Only accredited athletes/officials in the arena. First aid on site 	<ul style="list-style-type: none"> Signs to say only athletes/officials in the field of play. 	<p>√</p>	<ul style="list-style-type: none">

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