

# **COLLEGE SPORT SAFETY ACTION PLAN**

DATE		Wednesday 21st February 2024
EVENT		Tag Football – Senior CNW zones
EVENT MANAGER		Vicky Mailei – College Sport Auckland
PHONE NUMBER		Work: 09 845 8496 Mobile: 021 1882536
PARTICIPANTS	Who	Secondary School Students
	Age	13 – 18-year-olds
	How Many	Approx. 230 per tournament
SPECIAL CONSIDERATION	DNS:	
OFFICIALS	Who	NZ Tag Football
	How many	12
	Qualifications	Experienced Tag players/administrators/officials
HELPERS	Who	
	How many	
	Qualifications	
	Experience	
VENUE	Manager/Contact	Vicky Mailei
	Address	
	Phone Number	021 188 2536
	Evacuation Procedure	
	Building/WOF	N/A
FIRST AID	Organisation	Event Medic
	Who	Chris Griggs
	How Many	1
	Phone Number	
	Cell Phone Number	021 460 991
	Qualifications	Trained Medic
COMMUNICATION	Vehicle Access for Emergencies Walkie Talkie/RT	$\frac{}{x}$

	Mobile Phone	$\checkmark$		
	Speaker/PA	$\checkmark$		
WAIVERS/ MEDICAL/ ENTRIES		N/A		
FRESH WATER ON SITE?		$\checkmark$		
TOILET HYGIENE		Public toilets open onsite		
BRIEFING	Responsibility	Vicky Mailei/Claude Iusitini		
	Content	Safety, Emergency Procedures, housek	eeping	
	Evacuation Procedure	Event MC will inform all attending event evacuation procedure.		
-				
ROLES & EXPECTATIONS				
-				
-			. []	

## ON THE DAY CHECKLIST

FIRST AID	Personnel	Event Medic		
	Ambulance	Dial 111		
	First Aid Kits	Medic responsibility		
<b>CELL PHONE NUMBERS</b> (on site emergencies)	Event Manager	Vicky Mailei 021 1882536		
(on site enlergencies)	Coach			
	Media			
	Ambulance	Advise Event Medic of event		
	First Aid	Available at Event Medic Tent		
EQUIPMENT	Cones	$\overline{\qquad}$		
	Signs			
	Ropes	$\checkmark$		
	Tables/Chairs			
	Marquee			
	Gazebos			
	First Aid Kits	$\checkmark$		
	Loud Haler			
	Standards/Tape			
	Water/Ice			
	Stretchers			
	Hi Viz Vests			
	Blankets			
	Fire Extinguishers			
	Sunblock	$\checkmark$		
	Toilet Paper	$\checkmark$		

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

#### **RISK MANAGEMENT PLAN / RISK ACTION PLAN**

EVENT

Vicky Mailei / Claude Iusitini Manager

Date Tuesday 21/02/24

Tag Football – Junior CNW zones

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Heat Stroke	<ul> <li>UV Protection</li> <li>Inappropriate clothing</li> <li>Not drinking fluid</li> </ul>	<ul> <li>Provide use and access of sunblock</li> <li>Provide water and shade</li> <li>Wear a hat</li> <li>MC to promote slip, slop,slap, cover up and hydrate</li> </ul>	<ul> <li>Cancer society sunblock stands and sunblock</li> <li>Water reservoirs on site</li> </ul>	م م	<ul> <li>Students</li> <li>Coaches</li> <li>Managers</li> <li>Teachers</li> <li>Parents</li> <li>Event organisers to promote awareness</li> </ul>
Dehydration	<ul> <li>Not drinking fluid</li> <li>Inappropriate clothing</li> </ul>	<ul> <li>Provide water and shade. Schools advised to bring water, gazebos and sunblock</li> <li>Provide use and access of sunblock</li> <li>MC to promote hydration, cover up</li> </ul>	Water reservoirs on site	V	<ul> <li>Students</li> <li>Coaches</li> <li>Managers</li> <li>Teachers</li> <li>Parents</li> <li>Event organisers to promote awareness</li> </ul>
Muscle Injuries	<ul> <li>Terrain</li> <li>Not warming up</li> <li>Unnatural movement</li> </ul>	<ul> <li>Ensure coaches promote warming up and down before and after games</li> <li>Event organisers to check grounds for holes</li> <li>MC to promote: warm up/warm down, injury awareness</li> </ul>	• Ice	V	<ul> <li>Students</li> <li>Coaches</li> <li>Managers</li> <li>Teachers</li> <li>Parents</li> <li>First Aid officers</li> </ul>
Fractures	<ul><li>Terrain</li><li>Collision</li></ul>	<ul> <li>Ensure participants are aware of danger areas</li> <li>Check for holes and fill in holes where necessary</li> </ul>	Event Medic	$\checkmark$	<ul> <li>First Aid officers</li> <li>Event organisers</li> </ul>

First Aid	<ul> <li>Cuts</li> <li>Bruises</li> <li>Sunburn</li> <li>Grazes</li> </ul>	<ul> <li>Designated first aid area given location and briefing – event medic present</li> </ul>	<ul> <li>Table/Chairs</li> <li>Extra supplies of bandages, plasters, antiseptic wipes and cream</li> </ul>	<ul> <li>√</li> <li>✓</li> <li>✓</li></ul>
Vehicle accident in the carpark	<ul> <li>Lack of attention by drivers</li> </ul>	<ul> <li>Highlight hazards to participants and spectators</li> </ul>	Cones     Detailed in     briefing	Event     organisers
Unknown people present	<ul> <li>Inappropriate behaviour by non-participants</li> </ul>	<ul> <li>Participants will be wearing identifiable uniforms</li> <li>Kaimahi will scope area for strangers</li> </ul>	N/A	Event     organisers
Crowd Control	Small numbers     expected	<ul> <li>Advise spectators to remain outside of the field of play</li> </ul>	N/A	Event     organisers

### STEPS TO FOLLOW WHEN ASSESSING RISKS

- 1. Identify the risks (losses or damage) that could result from the activity
  - √ Physical injury
  - √ Social / psychological
  - $\sqrt{Material}$  (gear or equipment)
  - $\sqrt{\text{Programme interruption}}$
- 1. List the factors that could lead to each risk/loss.
  - √ People
  - √ Equipment
  - $\sqrt{\text{Environment}}$
- 2. Think of strategies that could reduce the chances of each factor leading to the risk/loss
  - $\sqrt{\text{Eliminate}}$  If possible
  - $\sqrt{1}$  Isolate If can't eliminate
  - $\sqrt{Minimise}$  If can't isolate
  - $\sqrt{Cancel}$  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.
  - $\sqrt{\text{Step by step management}}$
  - $\sqrt{\text{Equipment/resources required}}$
- 4. Continual monitoring of safety during the activity.
  - $\sqrt{\text{Assess new risks}}$
  - $\sqrt{Manage risks}$
  - $\sqrt{\text{Adapt plans}}$

#### **RISK ASSESSMENT FACTORS TO CONSIDER**

People	Resources and Equipment	Environment
<ul> <li>Outside providers / instructors</li> <li>Experience</li> <li>Ratios</li> <li>Medical</li> <li>Physical size/shape</li> <li>Fitness</li> <li>Anxieties / Feelings</li> <li>Motivation</li> <li>Special needs</li> <li>Educational</li> <li>Language abilities</li> <li>Cultural abilities</li> <li>Behaviour</li> <li>Physical disability</li> </ul>	Resources and Equipment         Information Parents/Whanau         Plan         Food and Drink         Transport         Special Equipment         Rope         Canoe/Kayaks         Maps/compass         Cameras         Safety equipment	Environment         •       Weather         •       Terrain         •       Emergency services         •       Security         •       Animals/Insects         •       Road use         •       Traffic density         •       Fences         •       Human created environment
<ul> <li>Physical disability</li> <li>Social and psychological factors</li> <li>Dropping your guard</li> <li>Unsafe act(s) by participants</li> <li>Error(s) of judgement by teacher(s)/instructor(s)</li> </ul>		