

ON THE DAY CHECKLIST

FIRST AID	Personnel	<u>Event Medic</u>
	Ambulance	<u>Dial 111</u>
	First Aid Kits	<u>Medic responsibility</u>
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	<u>Vicky Mailei 021 1882536</u>
	Coach	<u></u>
	Media	<u></u>
	Ambulance	<u>Advise Event Medic of event</u>
	First Aid	<u>Available at Event Medic Tent</u>
EQUIPMENT	Cones	<input checked="" type="checkbox"/>
	Signs	<input type="checkbox"/>
	Ropes	<input checked="" type="checkbox"/>
	Tables/Chairs	<input checked="" type="checkbox"/>
	Marquee	<input 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 type="checkbox"/>
	Hi Viz Vests	<input checked="" type="checkbox"/>
	Blankets	<input type="checkbox"/>
	Fire Extinguishers	<input type="checkbox"/>
	Sunblock	<input checked="" type="checkbox"/>
Toilet Paper	<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 Tag Football – Junior CNW zones
 Manager Vicky Mailei / Claude Iusitini
 Date Tuesday 21/02/24

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"> • Cancer society sunblock stands and sunblock • Water reservoirs 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 reservoirs 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"> • First Aid officers • 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 	<ul style="list-style-type: none"> √ √ 	<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 • Detailed in briefing 		<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 • 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 field of play 	N/A		<ul style="list-style-type: none"> • 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
 - √ 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