





## ON THE DAY CHECKLIST

<b>FIRST AID</b>	<b>Personnel</b>	<u>Schools' own responsibility</u>
	<b>Ambulance</b>	<u>Dial 111</u>
	<b>First Aid Kits</b>	<u>Schools' own responsibility</u>
<b>CELL PHONE NUMBERS</b> <i>(on site emergencies)</i>	<b>Event Manager</b>	<u>Hamish Muirhead – 021 221 9000</u>
	<b>Coach</b>	<u></u>
	<b>Media</b>	<u></u>
	<b>Ambulance</b>	<u>111. Advise Event Manager</u>
	<b>First Aid</b>	<u></u>
<b>EQUIPMENT</b>	<b>Cones</b>	<input type="checkbox"/>
	<b>Signs</b>	<input type="checkbox"/>
	<b>Ropes</b>	<input type="checkbox"/>
	<b>Tables/Chairs</b>	<input checked="" type="checkbox"/>
	<b>Marquee</b>	<input type="checkbox"/>
	<b>Gazebos</b>	<input type="checkbox"/>
	<b>First Aid Kits</b>	<input checked="" type="checkbox"/>
	<b>Loud Haler</b>	<input checked="" type="checkbox"/>
	<b>Standards/Tape</b>	<input type="checkbox"/>
	<b>Water/Ice</b>	<input checked="" type="checkbox"/>
	<b>Stretchers</b>	<input type="checkbox"/>
	<b>Hi Viz Vests</b>	<input type="checkbox"/>
	<b>Blankets</b>	<input type="checkbox"/>
	<b>Fire Extinguishers</b>	<input type="checkbox"/>
	<b>Sunblock</b>	<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 Golf Stroke Play #2 Manager Hamish Muirhead Date Tuesday 11/06/24

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Heat Stroke	<ul style="list-style-type: none"> <li>• UV Protection</li> <li>• Inappropriate clothing</li> <li>• Not drinking fluid</li> </ul>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• Cancer society sunblock stands and sunblock</li> <li>• Water reservoirs on site</li> </ul>	√  √	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• Not drinking fluid</li> <li>• Inappropriate clothing</li> </ul>	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• Water reservoirs on site</li> </ul>	√	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• Terrain</li> <li>• Not warming up</li> <li>• Unnatural movement</li> <li>• Hit with golf club</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure managers promote warming up and down before and after games if necessary</li> <li>• Event organisers to advise managers to make students aware of the uneven terrain</li> <li>• Managers to remind students of appropriate behaviour/movement when on the course</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid kits</li> <li>• Chairs</li> </ul>	√	<ul style="list-style-type: none"> <li>• Students</li> <li>• Coaches</li> <li>• Managers</li> <li>• Teachers</li> <li>• Parents</li> </ul>

Fractures	<ul style="list-style-type: none"> <li>• Terrain</li> <li>• Collision</li> <li>• Hit with golf club</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure participants are aware of danger areas</li> <li>• Check for holes and fill in holes where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid kit</li> <li>• Mobile phone – call 111</li> </ul>	√	<ul style="list-style-type: none"> <li>• Managers</li> <li>• Coaches</li> <li>• Teachers</li> <li>• Event organisers</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Cuts</li> <li>• Bruises</li> <li>• Sunburn</li> <li>• Grazes</li> </ul>	<ul style="list-style-type: none"> <li>• Schools have adult to supervise students</li> <li>• Communication method between students and adult supervisor</li> <li>• Adult supervisor trained in first aid</li> <li>• Schools have first aid kit</li> </ul>	<ul style="list-style-type: none"> <li>• Table/Chairs</li> <li>• Extra supplies of bandages, plasters, antiseptic wipes and cream</li> </ul>	√ √	<ul style="list-style-type: none"> <li>• Students</li> <li>• Coaches</li> <li>• Managers</li> <li>• Teachers/ Parents</li> <li>• Event organisers</li> </ul>
Vehicle accident in the carpark	<ul style="list-style-type: none"> <li>• Lack of attention by drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight hazards to participants and spectators</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed in briefing</li> </ul>		<ul style="list-style-type: none"> <li>• Event organisers</li> </ul>
Unknown people present	<ul style="list-style-type: none"> <li>• Inappropriate behaviour by non-participants</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will be wearing identifiable uniforms</li> <li>• Golf club advise public of club closure for competition – on website</li> <li>• Kaimahi will scope area for strangers</li> </ul>	N/A		<ul style="list-style-type: none"> <li>• Event organisers</li> </ul>
Crowd Control	<ul style="list-style-type: none"> <li>• Small numbers expected</li> </ul>	<ul style="list-style-type: none"> <li>• Advise spectators to remain outside of the field of play</li> </ul>	N/A		<ul style="list-style-type: none"> <li>• Event organisers</li> </ul>

## 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"> <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> <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>	<ul style="list-style-type: none"> <li>• Information Parents/Whanau</li> <li>• Plan</li> <li>• Food and Drink</li> <li>• Transport</li> <li>• Special Equipment</li> <li>Rope</li> <li>Canoe/Kayaks</li> <li>Maps/compass</li> <li>Cameras</li> <li>• Equipment, maintenance, quantity, quality.</li> <li>• Safety equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Weather</li> <li>• Terrain</li> <li>• Emergency services</li> <li>• Security</li> <li>• Animals/Insects</li> <li>• Road use</li> <li>• Traffic density</li> <li>• Fences</li> <li>• Human created environment</li> </ul>