



# Risk Management Plan

## Auckland Schools Indoor Ultimate Championships

23 June 2024, Bruce Pulman Arena

### 1. General

Risk Management at Auckland School Ultimate Championships is guided by the following key principles from the NZU Health & Safety Policy:

#### Planning

- Plan ahead to prevent hazards where possible, mitigate where necessary
- Review risk management planning regularly and pro-actively

#### Reporting

- Encourage early, honest, accurate and timely reporting of accidents, incidents and developing risks
- Investigate all reported risks, real or potential, fully and constructively without apportioning blame

#### Managing

- Identify hazards early and take all practical steps to eliminate, isolate or mitigate the exposure to significant risks
- Ensure all participants are aware of risks and their responsibilities, and are provided with the necessary resources to manage risks appropriately

#### Consultation and Commitment

- Encourage and welcome consultation and participation in all matters relating to health and safety
- Understand our areas of responsibility and commit to keeping our risk knowledge and understanding current and relevant
- Promote continuous improvement in the way we manage risk
- Every participant engages in and shares responsibility for risk management, at a level appropriate to their role in the activity



## 1. Roles and Responsibilities

The following organisations and/or individuals have the following Health and Safety responsibilities:

### 1.1. **Auckland Ultimate Incorporated**

Iain Stewart (AU School Coordinator), [schools@aucklandultimate.org.nz](mailto:schools@aucklandultimate.org.nz) (021 02442087)

- 1.1.1. Ensuring Health and Safety planning conforms to New Zealand Ultimate Health and Safety Policy.
- 1.1.2. Reviewing incident investigations to ensure both latent and active failures are identified and that effective controls are identified and deployed.
- 1.1.3. Ensuring the tournament's risk management plan is adequately resourced.

### 1.2. **Tournament Organisers (TO)**

Iain Stewart, [schools@aucklandultimate.org.nz](mailto:schools@aucklandultimate.org.nz) (021 02442087)

- 1.2.1. Ensuring the tournament's risk management plan is prepared.
- 1.2.2. Complying with any/all Statutory Requirements in relation to this tournament.
- 1.2.3. Conducting investigations of all significant incidents to appropriately identify the root cause and implements effective corrective and preventative actions

### 1.3. **Tournament Director (TD)**

Iain Stewart, [schools@aucklandultimate.org.nz](mailto:schools@aucklandultimate.org.nz) (021 02442087)

- 1.3.1. Ensuring the tournament's risk management plan is adhered to.
- 1.3.2. Coordination of day to day activities on site.

## 2. Communication & Safety Information

A health and safety communication board will be present at Tournament Central, and will contain the following information relating to health and safety:

- A copy of the Risk Management Plan & Risk Register
- Incident Reporting Forms
- Emergency Contact List
- Site Map, including locations of water, first aid and toilets

## 3. Risk Management

Where possible, all risks relating to the tournament will be identified, their risks assessed, and



those considered to be significant controlled so far as is reasonably practical.

### 3.1. Risk Identification

The TO and TD will conduct a risk analysis of the tournament location to identify all known risks.

### 3.2. Control Measures

All risks will be controlled on the basis of eliminate or minimise the risk, however to ensure the most appropriate controls are put in place the following hierarchy of controls will apply:

- A. Eliminate
- B. Substitute
- C. Reduce
- D. Isolate
- E. Protect
- F. Discipline

### 3.3. Risk Register

Refer to the Safety Action Plan document for the tournament.

## 4. Visitor, Volunteer & Player Management

### 4.1. Visitors

Where practical, relevant signage will be displayed to give visitors an overview of the significant risks present around the tournament.

### 4.2. Volunteers

Prior to the event, all volunteers will be given a briefing of their individual roles and responsibilities during the event. This briefing will also include an overview of the risk management plan, and subsequent risk register.

### 4.3. Players

4.3.1 An overview of the risk management plan will be communicated during the managers meeting, specifically around:

- Incident Management
- Emergency Management

4.3.2 A copy of the Risk Management Plan and Safety Action Plan will be available at tournament central for all players.



## 5. Incident Management

### 5.1. Incident Reporting

Any incident which occurs at the location of the tournament will be reported using incident reporting forms, obtainable from Tournament Central. All incidents will be subsequently recorded in the tournament's Incident Register.

### 5.2. Incident Investigations

The TO, in conjunction with the TD and relevant individuals, will conduct an incident investigation where an incident relates to a significant hazard (a hazard that can cause non trivial harm).

## 6. Emergency Management

### 6.1. First Aid

First Aid supplies (including suitable icepacks) will be made available to all players, visitors and volunteers of the tournament. Locations of first aid supplies will be communicated through a site map, located at Tournament Central.

### 6.2. First Aiders

In conjunction with College Sport Auckland, a first aider will be present at the tournament. The location of the St John assistance will be advised at the managers briefing and will be clearly visible from the fields.

### 6.3. Evacuations

In the event of an emergency requiring an evacuation, all players, visitors and volunteers will be communicated of the need to evacuate through the repeated use of the air horn.

The TD, with the assistance of team captains, will ensure all areas are evacuated. The TD, in conjunction with relevant emergency personnel, will give the all clear once it is safe to return post an evacuation.

## Document Control

Version No.	Issued By	Date	Comments
1	Iain Stewart	18/6/2024	V1 of Risk Management Plan