



## COLLEGE SPORT SAFETY ACTION PLAN

**DATE** Thursday 22<sup>nd</sup> August  
**EVENT** CSA Lacrosse Championships  
**EVENT MANAGER** College Sport Auckland – Lydia Brown  
**PHONE NUMBER** 845 8496, 022-196-0599  
**PARTICIPANTS**

<b>Who</b>	<u>Secondary School Students</u>
<b>Age</b>	<u>13-19</u>
<b>How Many</b>	<u>140-180</u>

**SPECIAL CONSIDERATIONS:**

**OFFICIALS**

<b>Who</b>	<u>Auckland Lacrosse</u>
<b>How many</b>	<u>1-2</u>
<b>Qualifications</b>	<u>Athletic/sport event experience</u>

**VENUE**

<b>Manager/Contact</b>	<u>College Sport Auckland</u>
<b>Address</b>	<u>Avondale Racecourse</u>
<b>Phone Number</b>	<u>022-196-0599</u>

**Evacuation Procedure**

<input checked="" type="checkbox"/>	Check venue (pre event)
<input type="checkbox"/>	Part of briefing of competitions
<input type="checkbox"/>	

**Building/WOF** Event Medic and Safety  
Tel:+64 21460 991  
**Organisation** NZ Free Call: 0800 383686 (0800  
EVENT MEDIC)  
Chris @EventMedicSafety.nz

**FIRST AID**

<b>How Many</b>	<u>1 First Responders</u>
	<u> </u>
	<u> </u>

**Vehicle Access for Emergencies**

<b>yes</b>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> <b>111</b>

**VENUE CHECKLIST**

Completed

**SAP**

Completed

**COMMUNICATION**

Walkie Talkie/RT

Mobile Phone

Speaker/PA

**WAIVERS/  
MEDICAL/  
ENTRIES**

School responsibility

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**FRESH WATER ON SITE?**

**TOILET HYGIENE**

*Public Toilets*

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**BRIEFING**

Responsibility College Sport

Content Rules, safety, behaviour

Evacuation Procedure Where to assemble

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**ROLES & EXPECTATIONS**

Team manager Check in on arrival

Make students aware of safety issues

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**ESTABLISH AN EMERGENCY ACTION PLAN CHECKLIST**

1. Immediate contact with medical support	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2. Phones are obvious, accessible & working	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
3. Emergency phone list – obvious & available	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
4. Who will take control of an emergency?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
5. Special details available?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
6. Exits & access for support identified	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
7. Everyone knows the location / or is available	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
8. Process for getting assistance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9. Crowd control procedure	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
10. Process for contacting parent (maybe via manager)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**COMMUNICATION**

▪ Contact the College Sport Office CEO	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
▪ CEO/Office will notify Board, Media, Schools	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**POST EVENT**

▪ Have you recorded all accidents, incidents or near misses	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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- Accident reports are done & filed
- Review the Emergency Action Plan

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## ON THE DAY CHECKLIST

### FIRST AID

*Personnel*

*Event Medic and Safety  
Tel: +64 21460 991  
NZ Free Call: 0800 383686 (0800 EVENT MEDIC)  
Chris@EventMedicSafety.nz*

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*Ambulance*

*111*

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*First Aid Kits*

*Event Medic & Safety, College Sport*

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### CELL PHONE NUMBERS

*Event Manager*

*Lydia Brown*

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*Ambulance*

*111*

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*First Aid*

*Tel: +64 21460 991, CSA 0221960599*

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NOTE: This checklist relates to Health and Safety only, and may not include management resources.

### 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
2. List the factors that could lead to each risk/loss.
  - People
  - Equipment
  - Environment
3. 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
4. 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
5. Continual monitoring of safety during the activity.
  - Assess new risks
  - Manage risks
  - Adapt plans

### RISK ASSESSMENT FACTORS TO CONSIDER

<i>People</i>	<b>Resources and Equipment</b>	<b>Environment</b>
<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                             <ul style="list-style-type: none"> <li>▪ Educational</li> <li>▪ Language abilities</li> <li>▪ Cultural abilities</li> <li>▪ Behaviour</li> <li>▪ Physical disability</li> </ul> </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/instructors</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                             <ul style="list-style-type: none"> <li>▪ Rope</li> <li>▪ Canoe/Kayaks</li> <li>▪ Maps/compass</li> <li>▪ Cameras</li> </ul> </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>

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**    **Lacrosse Championships**                      **Manager**    **College Sport Auckland**                      **Date**    **Thursday 22<sup>nd</sup> August 2024**  
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Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Injury to competitor	Field Conditions	Check fields prior to event Hazards to be marked with cones	Cones		CSA
	Sports Injury	First aid personal on course and able to get around course Team manager to be aware of any issues and to have emergency contact details Appropriate playing equipment to be used	Event Medic & Safety  Team Manager		Event Medic & Safety  School
	Injury to public/spectators	Fields to be marked. Schools and participants briefed			CSA
	Bad weather	Possible cancellation if weather too bad			CSA
	Dehydration	Participants to bring own water bottles, (schools to be notified that there are no water taps onsite) Schools to provide additional water for their athletes			Individuals/School /CSA
	Sunburn/Hypothermia	Schools advised to tell players to bring extra/waterproof clothing			Schools
	Bad conduct	Competitors to be briefed of codes of conduct			Schools/CSA