

# Health & Safety Plan

2024 COLLEGE SPORT AUCKLAND WAKA AMA JUNIOR REGATTA

*Auckland Rowing Club, Tamaki River, Auckland*

Sat 2<sup>nd</sup> November, 2024

## Event Responsibilities

Event Coordination:	Shani Clark – College Sport Auckland	021 124 1457
	Hamish Muirhead – College Sport Auckland	021 221 9000
	Heremaia Rosieur - AROCA	
Administration Support:	Liv Patrick - College Sport Auckland	
Medic:	Chris Griggs – Event Medic	
Safety Boat Supervisor:	Heremaia Rosieur - AROCA	
Volunteer Supervisor:	AROCA	

Within this event, held on the Tamaki River, there are both natural and unnatural hazards. College Sport Auckland undertakes to take all practicable steps to appropriately manage risks and hazards and wherever possible implement the mitigation strategies identified in this document.

As the main organiser College Sport Auckland undertakes to provide a fun and safe event and expects all those volunteering, participating, and supervising throughout the one-day event, to undertake the same responsibility.

## Management & Procedures

### **Fire**

- All College Sport Events are smokefree. No smoking is permitted on the site or open fires or BBQs.
- Fire extinguishers are in the administration area. A hose is in the toilet block areas nearest the terraces and administration area.

### **Waste**

- 12 wheelie bins will be located on site for rubbish, compostables and recycling.
- 6 portaloos will be placed on site.

## Health & Safety

- Event Medic on site throughout the event. A direct line to Emergency services will be provided through Event Medic and the event organisers
- Event Medic have an AED on hand. There is also an AED in the Auckland Rowing Club building in the basement outside the men’s bathrooms. This can be [seen here](#) (address: Ian Shaw Park, Mt Wellington)
- All official staff will be wearing Hi-Vis vests and be in radio contact.
- First Aid location will be identified on site.
- Notices informing the public of any health & safety issues, during the event will be made via the announcer PA. All notices must be first handed to the Event Co-ordinator.
- Access at the southern end of the park is to be out of bounds (close to race start line)
- Prior to the event, a map of the site will be available in the event handbook.

<b>Paddlers</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>● Personal injury during event.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that all Schools are made aware of the location of the First Aid area.</li> <li>● Ensure that all foreseeable risks are identified and where possible eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>● Event Medic aid rep will be at the designated area and other representatives</li> </ul>	Event Medic  School Managers
<ul style="list-style-type: none"> <li>● Medical reaction/ pre-existing medical condition.</li> </ul>	Check if there are any conditions that may be aggravated whilst competing at the event.	<ul style="list-style-type: none"> <li>● Contact Lakes Medical rep immediately.</li> <li>● All Schools to have up to date information on all students.</li> </ul>	Event Medic  School Managers
<ul style="list-style-type: none"> <li>● Over exposure to sunlight and/or heat.</li> </ul>	Contact paddlers prior to the event to bring water, sunscreen and a hat via the Panui. <ul style="list-style-type: none"> <li>● Notify Schools that sunscreen will be available.</li> </ul>	<ul style="list-style-type: none"> <li>● Take paddler to First Aid area.</li> <li>● Have them sit and consult with Event Medic immediately.</li> <li>● Make all managers, volunteers, wardens and security aware of this procedure.</li> </ul>	First to be informed will be responsible. Event Medic School managers
<ul style="list-style-type: none"> <li>● Lost/stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>● Inform all schools that students will need to be diligent at all times with their personal belongings.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact wardens, security and police if required.</li> </ul>	Managers Event Coordinator Maori Wardens
<ul style="list-style-type: none"> <li>● Unable to find event organizers in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>● Organizers will have vests and orange hi viz vests</li> </ul>	<ul style="list-style-type: none"> <li>● Use radios</li> <li>● Make announcement on PA</li> </ul>	Event Coordinator
<ul style="list-style-type: none"> <li>● Paddler area over crowded.</li> </ul>	<ul style="list-style-type: none"> <li>● Clearly identify and limit access to paddling area.</li> <li>● Have staff within the immediate area of the paddlers.</li> </ul>	<ul style="list-style-type: none"> <li>● Signage to be erected to read only paddlers past this point.</li> <li>● Announcements on PA of paddlers only area</li> </ul>	Race Director Site Manager
<ul style="list-style-type: none"> <li>● Capsizing</li> </ul>	<ul style="list-style-type: none"> <li>● Schools sent capsizing protocol in race booklet – to distribute this, discuss this and train this with their students</li> </ul>	<ul style="list-style-type: none"> <li>● Paddlers carry out capsizing protocol</li> <li>● Event Medic on water, as well as safety boat (RIB)</li> </ul>	Schools Event Medic

<b>Staff &amp; Volunteers</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>● Personal injury during event</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that all staff are aware of the correct procedures when operating equipment</li> <li>● Safety Boats: o All staff are suitably qualified and that all safety equipment is operational.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure suitably age appropriate users are using equipment</li> <li>● Ensure there is an emergency boat/outboard available in case of breakdowns.</li> <li>● Event Medic will be present at the designated area on the attached map. If there is an emergency the Ambulance will be called for by Event coordinator</li> </ul>	Event Coordinator Site manager
<ul style="list-style-type: none"> <li>● Medical reaction/ pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>● Inform all staff prior to the event of their tasks during the event.</li> <li>● Check to see if there are any conditions that may be aggravated whilst working at the event.</li> </ul>	<ul style="list-style-type: none"> <li>● Event Medic will be present.</li> <li>● Have staff disclose what conditions they may have if any.</li> </ul>	Individual Event Medic
<ul style="list-style-type: none"> <li>● Over exposure to sunlight and heat.</li> </ul>	<ul style="list-style-type: none"> <li>● Over exposure to sunlight and heat.</li> </ul>	<ul style="list-style-type: none"> <li>● Water and sunscreen available.</li> <li>● Allow rotations so staff can have turns in the volunteer staff locations under shaded areas.</li> </ul>	Event coordinator Event Medic
Fire at the event outdoors	<ul style="list-style-type: none"> <li>● Have a Fire Extinguisher available at the Event</li> <li>● Ensure all generators and power cords are checked by a registered electrician and evidence of check has been completed and viewed.</li> </ul>	<ul style="list-style-type: none"> <li>● Put fire out if possible.</li> <li>● Notify Fire Service if unable to control fire.</li> </ul>	Site Manager Event Coordinator
<ul style="list-style-type: none"> <li>● In the case of wet weather or high winds.</li> </ul>	<ul style="list-style-type: none"> <li>● Review Weather forecasts in the week leading up to the event.</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting will be held with the Race Director and Managers of teams to notify them of cancelations prior to racing and</li> </ul>	Race Director All Staff

	<ul style="list-style-type: none"> <li>● On the morning of the Event, check with weather service for full report on local weather.</li> </ul>	<p>weather warnings at start of day.</p> <ul style="list-style-type: none"> <li>● In the event of high winds or extreme wet weather the event will be cancelled. This information will be sent out to all staff and it will be their responsibility to ensure that all participants and equipment are safe/safely secured to minimize injuries and risks.</li> </ul>	
<ul style="list-style-type: none"> <li>● Car parking unavailable to staff members.</li> </ul>	<ul style="list-style-type: none"> <li>● Develop parking plan and list of those permitted to park in the designated area.</li> <li>● Issue Parking passes to designated staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Inform Staff &amp; Volunteers that if they do not have a Parking Pass they will not be permitted entry.</li> <li>● Cordone off the Parking Area</li> </ul>	Site Manager Event Coordinator Maori Wardens
<ul style="list-style-type: none"> <li>● Lost stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>● Remind staff not to bring anything they don't want to lose and of the personal responsibility of belongings</li> </ul>	<ul style="list-style-type: none"> <li>● Contact wardens, security guards, and police if required.</li> </ul>	Site Manager Event Coordinator Maori Wardens
<ul style="list-style-type: none"> <li>● Unable to find event organizers in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>● Maps in race booklet as to where people should be at staff briefing.</li> <li>● Radios will be issued to the relevant team leaders along with a Communication Plan.</li> <li>● Get list of cell phone numbers of key staff</li> </ul>	<ul style="list-style-type: none"> <li>● Refer to the Communication Plan regarding Land and Water radio contact.</li> </ul>	Site Manager Event Coordinator Maori Wardens
<ul style="list-style-type: none"> <li>● Unsure of tasks.</li> </ul>	<ul style="list-style-type: none"> <li>● Brief all staff and volunteers prior to the event.</li> </ul>	<ul style="list-style-type: none"> <li>● Event organizers to check on staff during the day.</li> </ul>	Volunteer Supervisor
<ul style="list-style-type: none"> <li>● Volunteer staff members not present.</li> </ul>	<ul style="list-style-type: none"> <li>● Confirm all staff and volunteers and times required before event.</li> <li>● Brief staff managers on times required.</li> <li>● Have someone cover area where volunteer is missing</li> </ul>	<ul style="list-style-type: none"> <li>● Managers will try to find missing volunteers.</li> </ul>	Volunteer Supervisor

<b>Vendors</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>

<ul style="list-style-type: none"> <li>● Personal injury during event.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that all foreseeable risks are identified and where possible eliminated within the stall area.</li> <li>● Licenses to be checked to see that they are current to ensure that food is safe to sell and eat.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact Event Medic immediately.</li> <li>● Make all managers, volunteers, wardens and security aware of this procedure. First to be informed will be responsible.</li> <li>● Site Manager to check for licenses up</li> </ul>	Site Manager
<ul style="list-style-type: none"> <li>● Medical reaction/ pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>● Individual can be taken to see Event Medic.</li> </ul>	<ul style="list-style-type: none"> <li>● Event Medic to check individual</li> <li>● Site manager wardens and security to be made aware of this procedure. First to be informed will be responsible.</li> </ul>	Site Manager Event Coordinator
<ul style="list-style-type: none"> <li>● Over exposure to sunlight and heat.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact stallholders prior to the event to bring water, sunscreen and a hat.</li> <li>● Water and sunscreen available</li> </ul>	<ul style="list-style-type: none"> <li>● Remove individual to the First Aid location to sit and consult with Event Medic</li> <li>● Make all managers, volunteers, wardens and security aware of this procedure. First to be informed will be responsible</li> </ul>	Individual Teachers First Aid
<ul style="list-style-type: none"> <li>● Lost/Stolen property</li> </ul>	<ul style="list-style-type: none"> <li>● Inform stall holders that they are in charge of their own security.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact Wardens, security and police if required.</li> </ul>	Site Manager Event Coordinator Maori Wardens
<ul style="list-style-type: none"> <li>● Event cancelled due to weather.</li> </ul>	<ul style="list-style-type: none"> <li>On the morning of the event, check with weather service for full report on local weather</li> <li>● Contact vendors.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact vendors with change info asap</li> </ul>	Race Director Event Coordinator
<ul style="list-style-type: none"> <li>● Unable to find event organizers in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>● Identify who is responsible if neither can be found.</li> </ul>	<ul style="list-style-type: none"> <li>● Make announcement on PA.</li> <li>● Go to next responsible person.</li> </ul>	Individual
<ul style="list-style-type: none"> <li>● Car parking unavailable to stall holders.</li> </ul>	<ul style="list-style-type: none"> <li>● Inform all stallholders of where to park</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure all stallholders can contact and know where the site manager can be found before, during and after the event.</li> </ul>	Vendors Site Manager

<ul style="list-style-type: none"> <li>• Time for set up/pack down unsuitable</li> </ul>	<ul style="list-style-type: none"> <li>• Inform vendors setup starts at 7.30am am, pack down at 3pm.</li> </ul>	<ul style="list-style-type: none"> <li>• Vendors to stick to pack in and out times</li> </ul>	Vendors Site Manager
<ul style="list-style-type: none"> <li>• Food preparation not to required standard</li> </ul>	<ul style="list-style-type: none"> <li>• Send out info provided by council on food preparation/hygiene prior to event.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify regulatory service.</li> <li>• Shut down food preparation aspect of the stall.</li> </ul>	Site Manager Vendor

<b>Spectators</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Personal injury during the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all foreseeable risks are identified and where possible eliminated within the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Medic will be present.</li> </ul>	Individual Teachers
<ul style="list-style-type: none"> <li>• Medical reaction/ pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Medic in First Aid Area.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove spectator to volunteer tent to consult with Event Medic immediately.</li> <li>• Make sure all managers, volunteers, wardens and security are aware of this procedure. First to be informed will be responsible.</li> </ul>	Individual Teachers
<ul style="list-style-type: none"> <li>• Over exposure to sunlight/heat.</li> </ul>	<ul style="list-style-type: none"> <li>• Sunscreen available.</li> <li>• Water will be available</li> </ul>	<ul style="list-style-type: none"> <li>Remove spectator to volunteer tent to consult with Event Medic immediately.</li> <li>• Make all managers, volunteers, wardens and security are aware of this procedure. First to be informed will be responsible</li> </ul>	Individual Teachers
<ul style="list-style-type: none"> <li>• Event venue changed due to weather.</li> </ul>	<ul style="list-style-type: none"> <li>• Review weather forecasts in the week leading up to the event.</li> <li>• On the morning of the event, check with weather service for full</li> </ul>	<ul style="list-style-type: none"> <li>• Contact radio station, performers, managers, wardens and security asap.</li> </ul>	Event Managers

	<p>report on local weather.</p> <ul style="list-style-type: none"> <li>● Make final call on event at 7:30 am.</li> <li>● Contact schools performers, staff, wardens and security with change.</li> </ul>		
<ul style="list-style-type: none"> <li>● Unable to access venue.</li> </ul>	<ul style="list-style-type: none"> <li>● Street parking only available.</li> <li>● Provide instructions in race booklet</li> </ul>	<ul style="list-style-type: none"> <li>● In the event of good weather, encourage spectators to walk as a healthy transportation option.</li> </ul>	Event Managers
<ul style="list-style-type: none"> <li>● Lost/stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>● Allow an area within admin area for lost or stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact wardens, security guards and if required Police</li> <li>● When property is claimed, take a picture of the claimer and the property</li> </ul>	Event Managers
<ul style="list-style-type: none"> <li>● Spectators have no knowledge of the venue.</li> </ul>	<ul style="list-style-type: none"> <li>● Brief volunteers on area.</li> <li>● MC announce blurb on locations of toilets, lost property, vendors, etc</li> </ul>	<p>Special announcements during breaks.</p>	Event Managers
<ul style="list-style-type: none"> <li>● Volume to loud/quiet.</li> </ul>	<ul style="list-style-type: none"> <li>● Watch audience reactions to gauge requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Liaise with PA/radio performers to rectify problem.</li> <li>● Sound check before event begins.</li> </ul>	Event Coordinator or Site Manager
<ul style="list-style-type: none"> <li>● Drunk/ disorderly/ disruptive behaviour affecting other spectators.</li> </ul>	<ul style="list-style-type: none"> <li>● Have wardens monitoring crowd behaviour during event.</li> <li>● Alcohol free event</li> </ul>	<ul style="list-style-type: none"> <li>● Security guard to immediately contact the Co-ordinator or Site Manager</li> <li>● Contact police.</li> <li>● Evict any disorderly people</li> </ul>	Event Coordinator Site Manager
<ul style="list-style-type: none"> <li>● Lost children found by staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Managers and volunteers to wear matching t-shirts or vests.</li> <li>● MC to inform spectators of who is staff and security.</li> <li>● Contact MC with name of lost child</li> </ul>	<ul style="list-style-type: none"> <li>● MC to make announcement about lost child during breaks.</li> <li>● Bring lost child to admin area, where they will stay until claimed with at least 2 volunteers, at least one</li> </ul>	Event Co-ordinator Site Manager



	<ul style="list-style-type: none"> <li>● Complete lost / vulnerable child document</li> </ul>	<p>should stay with the child the whole time.</p> <ul style="list-style-type: none"> <li>● Get guardian description from child (best as possible).</li> <li>● When child is claimed, take picture of guardian claiming child</li> </ul>	
<ul style="list-style-type: none"> <li>● Lost children (not found yet)</li> </ul>	<ul style="list-style-type: none"> <li>● Event staff to wear bright colourful clothing</li> <li>● Contact MC with info on lost child.</li> </ul>	<ul style="list-style-type: none"> <li>● An announcement to be made during breaks by MC.</li> <li>● First person to find out about lost child to contact site manager who will contact MC</li> </ul>	<p>Event Co-ordinator Site Manager</p>
<ul style="list-style-type: none"> <li>● Fights/ Riot</li> </ul>	<ul style="list-style-type: none"> <li>● Contact Police.</li> </ul>	<ul style="list-style-type: none"> <li>● Call police</li> </ul>	<p>Event Co-ordinator H &amp; S Officer Site Manager</p>

<b>Venue &amp; Equipment</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>● Theft/missing equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● Check off equipment as it is returned.</li> <li>● Have all groups understand that there will be a cost involved if equipment is damaged or not returned.</li> </ul>	<ul style="list-style-type: none"> <li>● Missing equipment to be charged out to associated club.</li> </ul>	<p>Event Co-ordinator Site Manager</p>
<ul style="list-style-type: none"> <li>● Sound equipment failure.</li> </ul>	<ul style="list-style-type: none"> <li>● Have radio people located near PA system.</li> <li>● Have an emergency number available for PA hirer</li> </ul>	<ul style="list-style-type: none"> <li>● Phone emergency number immediately.</li> </ul>	<p>Event Co-ordinator Site Manager</p>
<ul style="list-style-type: none"> <li>● Sound equipment system not suitable for event.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact and confirm equipment required for event.</li> <li>● Provide a list of equipment supplied.</li> <li>● Have the PA provider available to be contacted Test PA.</li> </ul>	<ul style="list-style-type: none"> <li>● Have an emergency contact number of the PA hirer.</li> <li>● Will be present to set up PA</li> </ul>	<p>Event Co-ordinator Village Coordinator</p>
<ul style="list-style-type: none"> <li>● Power failure.</li> </ul>	<ul style="list-style-type: none"> <li>● Check operation of power with local council</li> </ul>	<ul style="list-style-type: none"> <li>● Contact council</li> </ul>	<p>Event Co-ordinator or Site Manager</p>

	<ul style="list-style-type: none"> <li>● Have a number of electrician via local council</li> </ul>		
<ul style="list-style-type: none"> <li>● Damage to equipment, vandalism/ graffiti.</li> </ul>	<ul style="list-style-type: none"> <li>● Wardens and security to roam event.</li> </ul>	<ul style="list-style-type: none"> <li>● Isolate area from public/participants.</li> <li>● Inform E &amp; I manager, call parks and recreation:</li> </ul>	Event Co-ordinator or Site Manager
<ul style="list-style-type: none"> <li>● Run out of resources, ie: toilet paper</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure through prestige loos that toilets are well stocked.</li> <li>● Check every 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>● Call Prestige Loos</li> </ul>	Event Co-ordinator or Site Manager
<ul style="list-style-type: none"> <li>● Broken glass/sharp objects on the green.</li> </ul>	<ul style="list-style-type: none"> <li>● Have Wardens and Site Manager on the lookout for dangerous objects.</li> </ul>	<ul style="list-style-type: none"> <li>● Isolate area immediately upon identification.</li> <li>● Remove objects to nearest rubbish bin</li> </ul>	Volunteer Supervisor Site Manager Schools
<ul style="list-style-type: none"> <li>● Rubbish</li> </ul>	<ul style="list-style-type: none"> <li>● Rubbish bins – Green Gorilla</li> <li>● Have MC encourage people to use rubbish bins</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure bins are emptied regularly by volunteers.</li> </ul>	Volunteer Supervisor Site Manager Schools
<ul style="list-style-type: none"> <li>● Rubbish bins full.</li> </ul>	<ul style="list-style-type: none"> <li>● Book extra rubbish bins.</li> <li>● Have extra rubbish bags available.</li> </ul>	<ul style="list-style-type: none"> <li>● Remove full bin bag and replace with new bin bag.</li> </ul>	Volunteer Supervisor Site Manager Schools
<ul style="list-style-type: none"> <li>● Clean-up at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>● Use rubbish bins provided</li> </ul>		Everyone
<ul style="list-style-type: none"> <li>● Overnight security</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure gates are lock each night to keep onsite gear safe</li> </ul>	<ul style="list-style-type: none"> <li>● Contact Police and/or event coordinator and/or site manager</li> </ul>	Maori Wardens