

## COLLEGE SPORT SAFETY ACTION PLAN

<b>DATE</b>		Tuesday 5 November 2024
<b>EVENT</b>		Ki O Rahi Junior Championships
<b>EVENT MANAGER</b>		Hamish Muirhead – College Sport Auckland
<b>PHONE NUMBER</b>		Work: 09 845 8496    Mobile: 021 221 9000
<b>PARTICIPANTS</b>	<b>Who</b>	Secondary School Students
	<b>Age</b>	13–15-year-olds
	<b>How Many</b>	Approx. 240 per tournament
<b><u>SPECIAL CONSIDERATIONS:</u></b>		
<b>OFFICIALS</b>	<b>Who</b>	Ki O Rahi Tāmaki
	<b>How many</b>	14
	<b>Qualifications</b>	Experienced Ki O Rahi players/administrators
<b>VENUE</b>	<b>Manager/Contact</b>	Hamish Muirhead
	<b>Address</b>	
	<b>Phone Number</b>	021 221 9000
	<b>Evacuation Procedure</b>	<input checked="" type="checkbox"/> Check venue (pre event)
		<input checked="" type="checkbox"/> Part of briefing of competitions
<b>Building/WOF</b>	N/A	
<b>FIRST AID</b>	<b>Organisation</b>	Event Medic
	<b>Who</b>	Chris Griggs
	<b>How Many</b>	1
	<b>Phone Number</b>	
	<b>Cell Phone Number</b>	021 460 991
	<b>Qualifications</b>	Trained Medic
	<b>COMMUNICATION</b>	<b>Vehicle Access for Emergencies</b>
<b>Walkie Talkie/RT</b>		<input checked="" type="checkbox"/>
<b>Mobile Phone</b>		<input checked="" type="checkbox"/>
	<b>Speaker/PA</b>	<input checked="" type="checkbox"/>
<b>WAIVERS/ MEDICAL/ ENTRIES</b>		N/A

**FRESH  
WATER ON SITE?**

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**TOILET HYGIENE**

Public toilets open onsite

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**BRIEFING**

**Responsibility**

Hamish Muirhead / Danny Maera

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**Content**

Safety, Emergency Procedures

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**Evacuation Procedure**

Event MC will inform all attending event on both days of evacuation procedure.

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## ON THE DAY CHECKLIST

<b>FIRST AID</b>	<b>Personnel</b>	<u>Event Medic</u>
	<b>Ambulance</b>	<u>Dial 111</u>
	<b>First Aid Kits</b>	<u>Schools advised to bring first aid kits</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>N/A</u>
	<b>Media</b>	<u>N/A</u>
	<b>Ambulance</b>	<u>Advise Event Medic of medical event &amp; ambulance called by Event Medic</u>
	<b>First Aid</b>	<u>Event Medic – Chris Griggs - 021 460 991</u>
	<b>EQUIPMENT</b>	<b>Cones</b>
	<b>Signs</b>	<input checked="" type="checkbox"/>
	<b>Ropes</b>	<input checked="" type="checkbox"/>
	<b>Tables/Chairs</b>	<input checked="" type="checkbox"/>
	<b>Marquee</b>	<input checked="" type="checkbox"/>
	<b>Gazebos</b>	<input checked="" type="checkbox"/>
	<b>First Aid Kits</b>	<input checked="" type="checkbox"/>
	<b>Loud Haler</b>	<input checked="" type="checkbox"/>
	<b>Standards/Tape</b>	<input checked="" type="checkbox"/>
	<b>Water/Ice</b>	<input checked="" type="checkbox"/>
	<b>Hi Viz Vests</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**    Ki O Rahi Junior                      **Manager**    Hamish Muirhead /                      **Date**    Wednesday 5/11/2024  
                   Championships .....                      Danny Maera .....

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>• Schools encouraged to bring water</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>• Sunblock</li> <li>• Water available 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>• Schools to bring water</li> <li>• Provide water and shade</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> </ul>	<ul style="list-style-type: none"> <li>• Ensure coaches promote warming up and down before and after games</li> <li>• Event organisers to check grounds for holes</li> <li>• MC to promote: warm up/warm down, injury awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Ice</li> <li>• Medic onsite</li> </ul>	✓	<ul style="list-style-type: none"> <li>• Students</li> <li>• Coaches</li> <li>• Managers</li> <li>• Teachers</li> <li>• Parents</li> <li>• First Aid officers</li> </ul>

Fractures	<ul style="list-style-type: none"> <li>• Terrain</li> <li>• Collision</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> <li>• Games refereed by trained referees to maintain safe play</li> </ul>	<ul style="list-style-type: none"> <li>• Medic onsite</li> </ul>	√	<ul style="list-style-type: none"> <li>• First Aid officers</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>• Check fields for risk areas</li> <li>• Medic area location given during briefing</li> </ul>	<ul style="list-style-type: none"> <li>• Table/Chairs</li> <li>• Medic on site</li> </ul>	√ √	<ul style="list-style-type: none"> <li>• First Aid officers</li> <li>• Students</li> <li>• Coaches</li> <li>• Managers</li> <li>• Teachers/ Parents</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>• Using cones and ropes allowing safe and visible access in and out of the car park</li> <li>• Area around clubrooms to be coned off for official parking only</li> <li>• Students advised to stay clear of carpark</li> </ul>	<ul style="list-style-type: none"> <li>• Cones</li> <li>• Signage</li> <li>• Hi Vis vests</li> </ul>		<ul style="list-style-type: none"> <li>• Event organisers</li> <li>• Car park marshall</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>• Kaimahi will scope area for strangers</li> </ul>	N/A		<ul style="list-style-type: none"> <li>• Event organisers</li> <li>• Teachers</li> </ul>
Crowd Control	<ul style="list-style-type: none"> <li>• Unsafe behaviour</li> <li>• Crossing on to fields</li> </ul>	<ul style="list-style-type: none"> <li>• Field of play defined</li> <li>• Instructions given to those entering playing areas</li> <li>• Reminders given of where to and to not be during briefing.</li> </ul>	N/A		<ul style="list-style-type: none"> <li>• Event organisers</li> <li>• Teachers</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>