

COLLEGE SPORT SAFETY ACTION PLAN

DATE Monday 25th Nov

EVENT Junior Ambrose Golf Tournament

EVENT MANAGER Shani Clark – College Sport Auckland

PHONE NUMBER 021 1241457

PARTICIPANTS

Who Secondary School Students – Year 9 & 10

Age 13 – 15-year-olds

How Many Approx. 120 students

SPECIAL CONSIDERATIONS:

OFFICIALS

Who Auckland Golf

How many 2

Qualifications Experienced

HELPERS

Who _____

How many _____

Qualifications _____

Experience _____

VENUE

Manager/Contact Shani Clark – College Sport Auckland

Address Chamberlain Park Golf Course
46 Linwood Avenue Mount Albert Auckland 1025

Phone Number 021 1241457

Evacuation Procedure Check venue (pre event)
 Part of briefing of competitions

Building/WOF

FIRST AID

Organisation Schools' own responsibility – aware of medical conditions, first aid kit, first aid trained adult

Who Each school

How Many _____

Phone Number _____

Cell Phone Number _____

Qualifications _____

Vehicle Access for Emergencies

ON THE DAY CHECKLIST

FIRST AID	Personnel	<u>Schools' own responsibility</u>
	Ambulance	<u>Dial 111</u>
	First Aid Kits	<u>Schools' own responsibility</u>
CELL PHONE NUMBERS <i>(on site emergencies)</i>	Event Manager	<u>Shani Clark 021 1241457</u>
	Coach	<u></u>
	Media	<u></u>
	Ambulance	<u>111. Advise Event Manager</u>
	First Aid	<u></u>
EQUIPMENT	Cones	<input type="checkbox"/>
	Signs	<input type="checkbox"/>
	Ropes	<input type="checkbox"/>
	Tables/Chairs	<input checked="" type="checkbox"/>
	Marquee	<input type="checkbox"/>
	Gazebos	<input type="checkbox"/>
	First Aid Kits	<input checked="" type="checkbox"/>
	Loud Haler	<input checked="" type="checkbox"/>
	Standards/Tape	<input type="checkbox"/>
	Water/Ice	<input checked="" type="checkbox"/>
	Stretchers	<input type="checkbox"/>
	Hi Viz Vests	<input type="checkbox"/>
	Blankets	<input type="checkbox"/>
	Fire Extinguishers	<input type="checkbox"/>
	Sunblock	<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 Junior Ambrose Golf Manager Shani Clark Date Mon 25 Nov

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Heat Stroke	<ul style="list-style-type: none"> • UV Protection • Inappropriate clothing • Not drinking fluid 	<ul style="list-style-type: none"> • Provide use and access of sunblock • Provide water and shade • Wear a hat • MC to promote slip, slop,slap, cover up and hydrate 	<ul style="list-style-type: none"> • Cancer society sunblock stands and sunblock • Water reservoirs on site 	✓ ✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents • Event organisers to promote awareness
Dehydration	<ul style="list-style-type: none"> • Not drinking fluid • Inappropriate clothing 	<ul style="list-style-type: none"> • Provide water and shade. • Players should have hats • Provide use and access of sunblock • MC to promote hydration, cover up 	<ul style="list-style-type: none"> • Water reservoirs on site 	✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents • Event organisers to promote awareness
Muscle Injuries	<ul style="list-style-type: none"> • Golf Course awareness • Not warming up • Unnatural movement 	<ul style="list-style-type: none"> • Ensure managers promote warming up and down before and after play if necessary • Event organisers to advise managers to make students aware of course dangers and safety procedures specific to golf • Managers to remind students of appropriate behaviour/movement when on the course 	<ul style="list-style-type: none"> • First Aid kits 	✓	<ul style="list-style-type: none"> • Students • Coaches • Managers • Teachers • Parents

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

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"> • Outside providers / instructors • Experience • Ratios • Medical • Physical size/shape • Fitness • Anxieties / Feelings • Motivation • Special needs Educational Language abilities Cultural abilities Behaviour Physical disability <ul style="list-style-type: none"> • Social and psychological factors • Dropping your guard • Unsafe act(s) by participants • Error(s) of judgement by teacher(s)/instructor(s) 	<ul style="list-style-type: none"> • Information Parents/Whanau • Plan • Food and Drink • Transport • Special Equipment Rope Canoe/Kayaks Maps/compass Cameras <ul style="list-style-type: none"> • Equipment, maintenance, quantity, quality. • Safety equipment 	<ul style="list-style-type: none"> • Weather • Terrain • Emergency services • Security • Animals/Insects • Road use • Traffic density • Fences • Human created environment