

# Risk Management and Safety Action Plan

## 2024 Auckland Secondary Schools Junior Softball ODT

### 1. General

Risk Management at the Auckland Secondary Schools Senior Softball Tournament is guided by the following key principles from Sport New Zealand Health & Safety Guidance for School Sport.

#### 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

### 2. Role and Responsibilities

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

#### 2.1. College Sport Auckland

Shani Clark (College Sport Auckland), [shani@collegesport.co.nz](mailto:shani@collegesport.co.nz) (021 124 1457)

2.1.1. Ensuring Health and Safety planning conforms to Sport New Zealand Health & Safety Guidance for School Sport.

2.1.2. Reviewing incident investigations to ensure both latent and active failures are identified and that effective controls are identified and deployed.

2.1.3. Ensuring the tournament's risk management plan is adequately resourced.

#### 2.2. Tournament Organisers (TO)

Lydia Brown (College Sport Auckland), [lydia@collegesport.co.nz](mailto:lydia@collegesport.co.nz) (0221960599)

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)

Shani Clark (College Sport Auckland), [shani@collegesport.co.nz](mailto:shani@collegesport.co.nz) (021 124 1457)

2.3.1. Ensuring the tournament's risk management plan is adhered to.

2.3.2. Coordination of day-to-day activities on site.

## 3. Communication & Safety Information

Health and safety information will be available the CSA Administration tent, and will contain the following information:

- A copy of the Risk Management and Safety Action Plan
- Incident Reporting Forms (first aid provider)
- Emergency Contact List
- Site Map, including locations of water, first aid and toilets

## 4. 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.

### 4.1. Risk Identification

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

### 4.2. 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:

- Eliminate
- Substitute
- Reengineer Control
- Admin Control
- Personal Protective Equipment

## 5. Visitor, Volunteer & Player Management

A copy of the Risk Management Plan and Safety Action Plan will be available at CSA Admin for all participants.

### 5.1. Visitors

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

### 5.2. 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.

### 5.3. Players

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

- Incident Management
- Emergency Management

## 6. Incident Management

### 6.1. Incident Reporting

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

### 6.2. 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 nontrivial harm).

## 7. Emergency Management

### 7.1. First Aid

First Aid supplies (including suitable icepacks) will be made available to all players, visitors, and volunteers of the tournament (via first aid provider). Locations of first aid supplies will be communicated through a site map, located at CSA Admin. Team Managers will be supplied with contact details for the nearest Accident & Emergency Centre and the nearest emergency dental centre and will be briefed on emergency procedures should they need to call emergency services.

### 7.2. 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 all clear once it is safe to return post an evacuation.

# Guidelines

This safety plan is based on the following guidelines.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium


Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g., minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalization	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability, or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

## Control the Risk: Use the template on the following page;

1. List the hazards/risks you have identified.
2. Rate their risk level (refer to information above to assist with this).
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)  Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g., a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g., safety barrier)
	<b>Administration:</b> putting rules, signage, or training in place to make the event safer (e.g., induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g., helmets, mouth guards, PFD's)

# Safety Action Plan

## Categories

- Event Management
- People
- Equipment
- Environment
- Covid

Risk	Risk Level	Level of Control					Action		
		Eliminate	Substitute	Engineer Control	Admin Control	PPE	How will we prevent it?	Person Responsible	What will we do if it happens?
Evacuation procedures – Need to evacuate and the inability to safely evacuate if required	Low	No	No	No	Yes	No	Managers briefing will outline emergency procedures. Exit building and meet at evacuation point. Three evacuation points will be established (one for each gathering).	TD to ensure evacuation procedure is followed if required. Team Managers/Teacher in charge to take charge of individual teams' welfare once evacuation is complete.	TD to be in contact with Team Managers at Evacuation Points to ensure that all participants are safe. TD to be in charge of giving all clear to resume the event, or to cancel and send teams home.
First Aid	Medium	No	No	Yes	Yes	Yes	First Aid Supplier will be on site to deal with injuries and any serious medical events. First Aid Kit will be stored at CSA Admin. Ice will be available Teams are advised to bring their own first aid supplies as well as medication for players as individually needed.	Team Managers in charge of their own First Aid. TD to ensure First Aid kit and ice is available. First Aid Supplier will be the key responder to any serious injury or medical event.	Team Managers to deal with minor injuries through their own first aid kits/tournament ice. Team Managers to send a runner to First Aid Supplier for assistance if required. Team Manager to alert volunteers who can call for First Aid Supplier via radio or mobile phone Games will stop to allow First Aid onto the fields – volunteers

									will assist with traffic management if required
Inability to communicate during event.	Low	No	Yes	Yes	No	NO	Minimise TD cell phone number will be available to all Team Managers and TD will have a copy of all team managers' numbers.	TD and Team Managers	If cell phone communication is unavailable for any reason, volunteers will serve as runners to deliver messages to and from the TD.
Briefing and relevant information isn't communicated properly.	Medium	Yes	No	No	Yes	No	Information packs with all details to be sent to school sports coordinators and team managers. All teams provided with a copy of the Tournament Information Pack and Safety Plan Attendance at Managers Briefing compulsory for all team managers and captains.	TD, Team Managers, Sports Coordinators	Personal briefing if any of the teams fail to attend the Tournament Briefing so that all teams are fully informed of the rules.
Collision between participants or people/gear on the side-lines	High	No	No	Yes	Yes	No	Fields clearly marked and require that all gear must be clear of the side-lines/playing area	TD, Team Managers, Captains, Players	Captains to monitor aggressive play and deal with between teams as required using Spirit of the Game. TD is available as a last resort and can call the TO to discuss any specific incidents.  First aid applied to any personal injuries. Activity can be suspended if necessary while aid is applied. First Aid Supplier on site if needed. First Aid will advise and take charge if ambulance is required. Team Managers/Teacher in charge to be responsible for their players in terms of care and advising family of incidents.
Participants strain muscles from the physical activity	Low	No	No	Yes	No	No	Allow enough time between games for players to warm up beforehand. Players have sporting experience and know the importance of warming up. Recommended roster size to allow for resting of players as needed.	TD for information, Team Management to manage team to ensure players have adequate rest/substitutions	First aid to be applied if necessary

Personal Injury off-field	Low	No	No	Yes	Yes	No	Ensure fields and hazard areas are clearly marked with rope, cones or spray paint. Ensure staff, volunteers and contractors are suitably qualified/able to undertake their tasks. Any incidents or near misses to be reported to the TD.	Players, Team Managers, Visitors, Contactors	First aid to be applied if necessary. First Aid Supplier will call emergency services if required and alert the TD.
Asthma, anaphylaxis and other medical conditions suffered throughout the activity.	Medium	No	No	Yes	No	Yes	Team Managers to ensure players are physically able to play the game. Team Managers to ensure that players with pre-existing medical conditions are identified and have the required medication on hand (allergies etc).	Team Managers/Teacher in charge	If participants require medication during the event, it is the participants responsibility to carry this on them. It is the Team Managers/Teacher in charge responsibility to ensure the required medication is carried and to administer it if required.
Participant acting inappropriately resulting in negative experience for others involved.	Low	No	No	No	Yes	No	Participants and team captains reminded that Spirit of the Game is an important tenet of sport, and all players must abide by it.	Team Managers/Teacher in charge, TD, TO	If problems occur the TD may remove the participants from the game or event. CSA Code of Conduct can be used to deal with the issues.
Volunteers confronted during the activity.	Low	No	No	No	Yes	No	Team Managers/Captains will be advised during captain's meeting to remind their team to respect all volunteers.	Tournament Director	Offending person will be asked to leave the venue. Police to be called if volunteers feel their safety is threatened. Any confrontations to be reported to the schools coordinated to be dealt with through the school involved.
Unwanted visitor approaches activity	Low	No	No	No	No	No	Team Managers asked during Managers meeting to report any suspicious activity to the tournament director.	Tournament Director	TD will ask the unwanted visitor to leave, and they refuse, police may be notified.
Theft of property during activity	Low	No	No	Yes	Yes	No	Remind team managers that players are responsible for their own valuables and that we are participating in a public area. Store gear together (with own team).	Participants, Team Managers/Teacher in charge, TD	TD will advertise for missing items to see if they can be found. Team Managers to look after the participant involved. Police notified, if necessary, though filing a police report.
Low standard gear causing injury	Low	No	Yes	Yes	Yes	Yes	Use flexible plastic cones for markers (where required) Require participants to wear suitable footwear.	TD, Team Managers, Players	Replace gear if it looks to be unsafe

							<p>Players asked to remove jewellery etc to avoid injury to themselves or other players.</p> <p>Provide equipment that is free of damage</p>		
Structures such as gazebos, tables etc erected during activity break/fall or cause injury to participants	Low	No	No	Yes	No	No	<p>Anything that needs to be erected will be placed away from the playing area.</p> <p>Structures erected correctly according to instructions and checked to be secure.</p> <p>Structures will be taken down if high winds are threatening to break/blow them away.</p>	TDs, Volunteers, Participants	Participants to be aware of the structures around them and be mindful of themselves and others. First Aid will be provided if necessary.
Participants injured by something on the ground.	Medium	Yes	Yes	Yes	Yes	No	<p>Grounds will be checked for glass and other hazards as the events is set up to eliminate this issue.</p> <p>Players also encouraged to check fields, especially on the first game of each day.</p> <p>If a field is unable to be cleaned it will not be used for play.</p> <p>Any issues found with the fields during the activity will be reported to the Tournament Director to organise clean up or move the game.</p>	Volunteers, Tournament Director, Team Managers	Personnel setting up will remove anything that is found, or if unable to do so, advise the coordinator to close the field.
Wet/cold weather conditions causing slippery ground conditions or hypothermia.	Medium	No	No	Yes	No	Yes	<p>Teams advised in Tournament Information Pack to prepare for all weather including rain, cold and heat/sun.</p> <p>Event will be halted if health and safety is compromised due to weather.</p>	Tournament Director, Team Managers/Teacher in charge, Tournament Rules Group	<p>First aid will be provided in the event of an injury due to slippery ground conditions or hypothermia.</p> <p>TD and TO will evaluate conditions and make a call on postponing the event.</p>
Extreme heat leading to threat of heat stroke, sunburn and dehydration.	Medium	No	No	Yes	No	Yes	<p>Teams advised in Tournament Information Pack to prepare for all weather including rain, cold and heat/sun.</p> <p>Sunblock and shade provided at the event.</p> <p>Event will be halted if health and safety is compromised due to weather.</p>	Tournament Director, Team Managers/Teacher in charge, Tournament Rules Group	<p>First aid will be provided in the event of an injury due to slippery ground conditions or hypothermia.</p> <p>TD and TO will evaluate conditions and make a call on postponing the event.</p>
Fire at the event	Medium	No	No	Yes	Yes	No	<p>No smoking at the event.</p> <p>Ensure power generators and power cords are suitable for purpose.</p> <p>Notify Fire Service of the event.</p>	Tournament Director/Team Manager	In the event of a fire, all participants able to call 111 to notify fire department.



									Fields cleared to evacuation points by constant blasts on the horn.
Natural disaster – earthquake, Tsunami, flooding, tornado	Medium	No	No	No	Yes	No	Evacuation procedures will be covered during event briefing.	Coordinator Team Managers/Teacher in charge	Tournament Director will deal with any possible incidents within their capability in liaison with Team Managers/Teacher in charge. They will refer to venue evacuation plans if required. Coordinator may suspend or cancel the event if see fit.