

## COLLEGE SPORT VOLLEYBALL HEALTH & SAFETY PLAN

<b>DATE</b>		<u>13-15 November 2024</u>
<b>EVENT</b>		<u>College Sport Secondary Schools JNR Volleyball Championship</u>
<b>EVENT MANAGER</b>		<u>College Sport – Hamish Muirhead/Lydia Brown</u>
<b>PHONE NUMBER</b>		<u> </u>
<b>PARTICIPANTS</b>	<b>Who</b>	<u>Greater Auckland Secondary School students</u>
	<b>Age</b>	<u>U15</u>
	<b>How Many</b>	<u>800</u>
<b><u>SPECIAL CONSIDERATIONS:</u></b>		
<b>OFFICIALS</b>	<b>Who</b>	<u>Tournament Controller, Referees</u>
	<b>How many</b>	<u>12</u>
	<b>Qualifications</b>	<u>Level 2 &amp; 3</u>
<b>HELPERS</b>	<b>Who</b>	<u>TICs, students, referees, floor controller</u>
	<b>How many</b>	<u>10-12</u>
	<b>Qualifications</b>	<u>varied</u>
	<b>Experience</b>	<u>Years of experience</u>
<b>VENUE</b>	<b>Manager/Contact</b>	<u>College Sport Auckland – Hamish Muirhead/Lydia Brown</u>
	<b>Address</b>	<u>The Pulman Arena, Papakura</u>
	<b>Phone Number</b>	<u>021 221 9000 (Hamish) 0221960599 (Lydia)</u>
	<b>Evacuation Procedure</b>	<input type="checkbox"/> Check venue (pre event) <input type="checkbox"/> Part of briefing of competitions
	<b>Building/WOF</b>	<input type="checkbox"/>
<b>FIRST AID</b>	<b>Organisation</b>	<u>Schools – Basic First Aid</u>
	<b>Who</b>	<u>Chris Griggs – Event Medic</u>
	<b>How Many</b>	<u>Each team brings own 1<sup>st</sup> Aid Kit</u>
	<b>Phone Number</b>	<u>021 460 991</u>
	<b>Cell Phone Number</b>	<u>Fully qualified medic</u>
	<b>Qualifications</b>	<u> </u>
	<b>Vehicle Access for Emergencies</b>	<input type="checkbox"/> Yes

**COMMUNICATION**

Walkie Talkie/RT  Yes

Mobile Phone  Yes

Speaker/PA  Yes

**WAIVERS/  
MEDICAL/ ENTRIES**

---

**FRESH  
WATER ON SITE?**  Yes

**TOILET HYGIENE** Floor Controller

**BRIEFING**

**Responsibility** College Sport – Lydia

**Content** Venue rules & regs, emergency exits, behaviour, officials job allocations

**Evacuation Procedure** To be told to all TICs managers at compulsory meeting

---

**ROLES &  
EXPECTATIONS**

**Floor Controller –** As listed on separate sheet

---

**Schools officials**

---




---




---



**Traffic Management Plan:** Authorised by: not applicable \_\_\_\_\_

**Water Safety Plan:** Authorised by: not applicable \_\_\_\_\_

Reminder:

**EMERGENCY PROCEDURE**

1. Emergency Services  
Action:
  - Step by Step:
  - Crisis Management :
  - Accident Management:
  - Safety:
  
2. Contact Office: Hamish Muirhead (Operations Manager)  
Who is responsible for contacting Board/Media/Schools in the event of an emergency.

## ON THE DAY CHECKLIST

<b>FIRST AID</b>	<b>Personnel</b>	<u>Event Medic – Chris Griggs</u>
	<b>Ambulance</b>	<u></u>
	<b>First Aid Kits</b>	<u>College Sport 1<sup>st</sup> Aid Kit + Each School teams</u>
<b>CELL PHONE NUMBERS</b> <i>(on site emergencies)</i>	<b>Event Manager</b>	<u>021 221 9000 – Hamish Muirhead 0221960599 – Lydia Brown</u>
	<b>Coach</b>	<u></u>
	<b>Media</b>	<u></u>
	<b>Ambulance</b>	<u></u>
	<b>First Aid</b>	<u>Event Medic – Chris Griggs; schools on First aid kits, College Sport Auckland First Aid kit</u>
<b>EQUIPMENT</b>	<b>Draws A3/A4</b>	<input type="checkbox"/>
	<b>Blue Tack</b>	<input type="checkbox"/>
	<b>Pens</b>	<input type="checkbox"/>
	<b>Net Aerials</b>	<input type="checkbox"/>
	<b>Scoresheets</b>	<input type="checkbox"/>
	<b>Signage-Teardrop</b>	<input type="checkbox"/>
	<b>- Pop Up</b>	<input type="checkbox"/>
	<b>Printer</b>	<input type="checkbox"/>
	<b>Ream Paper</b>	<input type="checkbox"/>
	<b>SM Container</b>	<input type="checkbox"/>
	<b>Medals</b>	<input type="checkbox"/>
	<b>Tablecloths</b>	<input type="checkbox"/>
		<input type="checkbox"/>
	<input type="checkbox"/>	
	<input type="checkbox"/>	

NOTE: THIS CHECKLIST RELATES TO HEALTH AND SAFETY ONLY, AND MAY NOT INCLUDE MANAGEMENT RESOURCES.

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

**EVENT**      **Greater Auckland Jnr Volleyball Champs**      **Manager**      **Hamish Muirhead/Lydia Brown**      **Date**      **13-15 November 2024**

<b>Risk: What could go wrong?</b>	<b>Cause</b>	<b>Prevention: Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check (tick)</b>	<b>Who is responsible?</b>
Net Posts sticking out. Students could hit their heads	Floor Controller has assessed venue before game	Cone and rope off area	Cones & rope		Venue Controller or Zone Convenor, Lydia Brown
Rubbish/dangerous objects on grounds	People throwing things on the ground	Scan courts prior to use for rubbish, jerseys students may slip on etc.	Rubbish bags		Organisers. CSA Staff. School on duty. Venue Controller
People getting hit by balls or people chasing volleyballs	Game encroaching on spectator area or vice versa.	Need signage and announcing of where spectators can and can't go. Make sure area is far enough away from courts.	Signage		CSA School on duty. Venue Controller
Court Surface slippery	Sweat	Constantly evaluate surface, put people on duty to mop the floor. Make referees aware of dangers.	Mop		Venue Supervisor
Injuries to athletes	Not following instructions on safe areas	Managers meeting and briefing before meeting begins, instruction sheets on what to do.  Send to Event Medic in medic room	Expectations information sent to all schools		CSA

## 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

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>

