



## School Sport New Zealand

### 2019 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz)**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

**Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, School Sport NZ will withdraw the sanction form the event and advise schools not to attend.**

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
  - a. Event Safety Plan – details of risk management associated with the specific event
  - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
  - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
  - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
  - *School Sport NZ Event Health & Safety System*

#### SECTION 1: Event Information

<b>Event Name: King Of the Schools</b>	<b>This Plan Dated: 1/11/2022</b>
<b>Event Location</b>	<b>376 Mangarino Road, Te Kuiti</b>
<b>Event Date</b>	<b>4th of March 2023</b>
<b>Organisation delivering event</b>	<b>North King Country Motorcycle Club (NKCMCC)</b>
<b>Number of Participants</b>	<b>390</b>
<b>Number of Schools Participating</b>	<b>43</b>

**Event overview.** Provide a brief summary of what your event will involve.

KOTS is a Motocross meet where schools compete for a trophy  
 The meet is made up of multiple classes divided by age and bike size, 3 races per class

**SECTION 2: Event Personnel.**

**Event Personnel:** List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

**Vulnerable Children’s Act:** Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
Shane Phillips	Event Manager	Overall responsibility		021 216 6989	
Antonia Jongmans	Volunteer Coordinator	Volunteer recruitment, training & management		0276561506	
Shane Phillips	Officials Coordinator	Recruitment, training & management		021 216 6989	
Antonia Jongmans	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid		027 411 4289	
Antonia Jongmans	Welfare	Toilets and wash facilities		021 147 8427	
Kade Gray	Waste Management	Waste clearance and recycling		027 667 7030	
Shane Phillips	Disputes & Discipline	Convening & Chairing disputes panel		021 216 6989	
Krystle Legg	Admin, secretary	registration		0274860944	

## SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

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 hospitalisation	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)



**3B: Sport Specific Risk Assessment & Management Plan** – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?

**3B: Venue Safety Plan** – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

**SECTION 4: Core Provisions and Communications.**

<b>Core Provisions:</b> Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
<b>Item.</b>	<b>Provider</b>	<b>Person Responsible</b>	<b>Contact</b>	<b>Management Notes</b>
First Aid and Medical services	Frontline Ambulance			
Drinking water	NKCMCC	Shane Phillips	021 216 6989	
Food	Stand Easy Coffee	Kerry Bisley	0226817674	
Shade	NKCMCC	Good guys hire	027 656 1506	
Toilets	NKCMCC	Antonia Jongmans	027 656 1506	
Event Security	NKCMCC	Kevin Riley	021 147 8427	
Waste Management	NKCMCC	Kade Gray	027 667 7030	
Spectator Controls	NKCMCC	Andrew Linehan	0275252545	
Parking	NKCMCC	Hayden Aimes	0212862563	
Vehicles onsite	NKCMCC	Hayden Aimes, Kerry Harty		
Event Insurance	NKCMCC	Antonia Jongmans	0276561506	
Media		Krystle Legg	0274860944	

<b>Event Communications Plan.</b> Please give details of the following as they apply to your event.				
<b>Communication Item</b>	<b>Person Responsible</b>	<b>Audience</b>	<b>When?</b>	<b>Notes – eg Content</b>
<b>Pre Event Info</b> – to schools, participants	Antonia Jongmans, Krystle Legg	Schools	7days Prior	
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Shane Phillips	Riders Parents Officials	15 mins prior to Riding	
<b>Event Day Communications</b> – Cancellations, changes, weather	Adele Phillips, Krystle Legg	Competitors	Night Before	
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Neil Ritchie	All in attendance	On Day	
Media information				
Post event reporting	Antonia Jongmans, Krystle Legg	NKCMCC Committee	Next Meeting (Endo of month)	

**Please submit this plan to the School Sport NZ Administrator, [office@schoolsportnz.org.nz](mailto:office@schoolsportnz.org.nz) 6 weeks prior to the event date.**