

NZSSSC SAFETY ACTION PLAN Adapted for Waikato Secondary Schools Team Climbing Championship.

DATE		<u>June 21st – 22nd 2023</u>
EVENT		<u>Waikato Secondary Schools Team Climbing Championship</u>
EVENT MANAGER		<u>Sylvia Lindeman Doug McCauley</u>
PHONE NUMBER		<u>07 847 5858 waikatocc@gmail.com</u>
PARTICIPANTS	Who	<u>Secondary school indoor climbing teams</u>
	Age	<u>NZ Yr 9 – 13. 12-18 year olds</u>
	How Many	<u>Maximum per day: 96 (16 teams of 6).</u>
 <u>SPECIAL CONSIDERATIONS:</u>		
OFFICIALS	Who	<u>Extreme Edge indoor climbing wall staff. Waikato Climbing Club volunteers.</u>
	How many	<u>6-8</u>
	Qualifications	<u>Sport climbing competition experience Indoor climbing wall operation experience</u>
HELPERS	Who	<u>School team managers / supervisors Waikato Climbing Club volunteers.</u>
	How many	<u>1 manager/belayer per team. Up to 5 Club volunteers.</u>
	Qualifications	<u>Belay assessment at hosting facility.</u>
	Experience	<u>Belaying experience preferred.</u>
VENUE	Manager/Contact	<u>Sylvia Lindeman</u>
	Address	<u>90 Greenwood St, Frankton, Hamilton</u>
	Phone Number	<u>07 847 5858</u>

FIRST AID	Evacuation Procedure	<input type="checkbox"/> YES	Check venue (pre event)
		<input type="checkbox"/> YES	Part of briefing of competitions
	Building/WOF	<input type="text"/>	
	Organisation	<u>Extreme Edge</u>	
	Who	<u>Doug McCauley / Sylvia Lindeman</u>	
	How Many	<u>2</u>	
	Phone Number	<u>07 847 5858</u>	
	Cell Phone Number	<u></u>	
	Qualifications	<u>Certificate in Emergency Care / PHEC</u>	
	Vehicle Access for Emergencies	<input type="checkbox"/> Yes	
COMMUNICATION	Walkie Talkie/RT	<input type="checkbox"/> No	
	Mobile Phone	<input type="checkbox"/> Yes	
	Speaker/PA	<input type="checkbox"/> NA	
WAIVERS/ MEDICAL/ ENTRIES	<u>Brief medical on registration form. In-depth medical sourced and held by school Team Manager.</u>		
FRESH WATER ON SITE?	<input type="checkbox"/> Yes		
TOILET HYGIENE	<u>Host facility staff to monitor and maintain. Hand sanitiser in foyer, and both main climbing areas</u>		

BRIEFING	Responsibility	Sylvia Lindeman	
	Content	Format/program, evacuation procedure, safety and hazard identification/reporting, housekeeping, introduce first aiders and main personnel, Covid-19 considerations.	
	Evacuation Procedure	Climbers carefully lowered, calmly exit building, meet at far end of car park. Host facility staff responsible for checking facility. Team managers responsible for roll call.	
ROLES & EXPECTATIONS	Event manager:	Oversee H&S planning and implementation. Hazard management. Ensure assessment of belayers. Assist first aiders in the case of an accident. Incident reporting. Adjust time table during event. Personnel allocation. Roll call during evacuations.	<input type="checkbox"/>
	Chief Route Setter:	Set routes in accordance with event rules. Hazard management related to route setting / routes. Assessment of belayers pre-event.	<input type="checkbox"/>
	Route Judge:	Judge competitors' attempts in accordance with the event rules. Promote adherence to the event rules. Check competitors harness before their attempt. Alert officials of any hazards identified.	<input type="checkbox"/>

Belayer:	Each team must supply a belayer. This can be the team manager if appropriate, a competitor if appropriate and necessary. Check climber attachment, belay safely while climber ascends, lower climber safely. Alert officials of any hazards identified.	<input type="checkbox"/>
Team Manager:	Ensure team is in the right place at the right time. Competitor behaviour. Have, and ensure the team has a thorough understanding of the event rules. Alert officials of any hazards identified. Source and hold during the event, medical information for their team members.	<input type="checkbox"/>
Competitor:	Have a thorough understanding of and abide by the event rules. Support all competitors. Show respect for all competitors and officials. Alert officials of any hazards identified.	<input type="checkbox"/>
First Aider:	Provide first aid if any injuries are sustained or suspected. Contact emergency services if required.	<input type="checkbox"/>

Traffic Management Plan: Authorised by: N/A

Water Safety Plan: Authorised by: N/A

Reminder:

EMERGENCY PROCEDURE

1. Emergency Services

Action:

- Step by Step:
- Crisis Management :
- Accident Management:
- Safety:

2. Contact Office:

Who is responsible for contacting Board/Media/Schools in the event of an emergency.

Crisis Management Plan

Prevention / Preparation

Via a Risk Analysis & Management System (RAMS) form, risks will be identified & strategies put in place to eliminate or minimise these risks.

Action

If an incident or accident does occur, event management shall take action as detailed in the Emergency Action Plan.

Review

A review shall be done using incident report forms.

This should be filled out as soon as possible following the event, and passed on to the host facility for their records.

A report of all incidents / accidents will be provided to Sport Waikato following the event.

Future event managers shall be provided with changes suggested, to eliminate or minimize risks at future events.

Emergency Action Plan

In the event of an incident / accident:

- **Inform First Aid staff immediately.**
- **Inform host facility staff.**
- **Stay calm.**

Life Threatening / Serious Harm / Suspected Spinal Injury

First Aid FIRST

1. Exercise caution moving patient if a spinal injury is suspected
2. Ensure patient has an airway
3. Have someone dial 111 for Ambulance and come back and tell you that the ambulance is on the way. Note the time if possible.
4. Assess ABC's. If breathing is not normal begin CPR
5. Treat for shock & monitor / comfort patient
6. Perform any other necessary first aid e.g. Ice
7. Keep notes on patient condition if possible
8. Give some privacy, (cordon off area if possible)
9. Contact any family members if they are not on site
10. Ensure access for ambulance
11. Ensure other officials are managing other competitors – if necessary stop all climbing.
12. Provide name, age, contact number, and address of patient to host facility staff.

Non Serious Harm Injury

First Aid FIRST

1. Exercise caution moving patient if a spinal injury is suspected
2. Ensure patient has an airway and is conscious
3. Assess the situation
4. If the patient is in pain when moved, assume serious harm and follow steps on Serious Harm Injury Emergency Plan
5. If patient is mobile:
 - Provide first aid
 - Suggest to the team manager that they seek medical attention
6. Ensure other staff are managing the other climbers. Stop all climbing if necessary
7. Get name, age, contact number, and address for patient.
8. Fill out incident report AFTER first aid.

Incident Reporting - Only after patient is under paramedic's care.

Assist team manager in notifying school if deemed necessary.

Ensure Incident Report filled out and assist host facility in completing notification forms for Worksafe if required.

Follow-up

Event management team to follow up with school and injured party when appropriate.

Sport Waikato to be notified of all incidents / accidents after the event.

Contacts

Waikato Hospital: 07 839 8899
 Corner Selwyn and Pembroke Streets, Hamilton West, 3204

Worksafe: 0800 030 040
 430 Victoria St, Hamilton.

Evacuation

If a fire is discovered, alert competition officials immediately. Competition officials to notify host facility staff.

Host facility staff responsible for calling emergency services.

Host facility staff responsible for checking the building for people, following the building evacuation procedure for staff.

Event manager / host facility staff to announce evacuation.

All climbers to be carefully lowered.

All people to calmly exit the building and gather at the front car park.

Team Managers to do roll calls.

Only enter the building after OK given by emergency services.

ON THE DAY CHECKLIST

FIRST AID

- Personnel** Both present? Introduced during briefing?
- Ambulance** Access clear? Phone available?
- First Aid Kits** Accessible? WCC / EE

CELL PHONE NUMBERS
(on site emergencies)

- Event Manager** _____
- Coach** _____
- Media** _____
- Ambulance** 111
- First Aid** _____

EQUIPMENT

Cones / Barriers in place at entrance	<input type="checkbox"/>
Signs re: bouldering height	<input type="checkbox"/>
Roped off competitor areas	<input type="checkbox"/>
Signs re: competition today	<input type="checkbox"/>
First aid kits	<input type="checkbox"/>
Belay gear set up	<input type="checkbox"/>
Mats in bouldering areas	<input type="checkbox"/>
Mats under routes if required	<input type="checkbox"/>
Hi-vis vests for officials	<input type="checkbox"/>
Spare climbing gear	<input type="checkbox"/>
Appropriate gear for adaptive climbers	<input type="checkbox"/>
Requirements for physical distancing in place	<input type="checkbox"/>

Hand sanitiser available in main climbing areas and foyer/at sign in	<input type="checkbox"/>	
PPE for staff and volunteers available	<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 **WSS Team Rock Climbing Champs**
 Manager **Sylvia Lindeman**
 Date **June 21-22 2023**

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?
Injury due to fall while climbing roped	1. Climber error 2. Belayer error 3. Equipment malfunction	1. All climbers briefed in equipment use. 2. All belayers briefed in equipment use, and belayers assessed. 3. All equipment to be checked as usual by host facility. 3. All equipment provided by teams (harnesses) to be no more than 10 years old, and be fit for use. 3. Fit of harnesses assessed by route judges before competitor begins attempt. 3. Any faults/hazards to be reported to event manager.	No extra equipment required.	Day 1 Gear check: Safety briefing: Belay test: Day 2 Gear check: Safety briefing: Belay test:	Briefings and belay tests: Event manager + Chief route setter. School equipment inspection: Team manager or appropriate school staff. Harness fit: Route judges. Hazard reporting: All staff, volunteers, team managers, and participants.
Injury due to fall when climbing un-roped (bouldering).	1. Lack of padding below climber. 2. Spotter inefficient or absent. 3. Other participants below climber.	1. Designated bouldering areas with padding pointed out during briefing. 1/2. Requirements for padding and spotting outlined during safety briefing. 3. General behaviour around bouldering outlined in safety briefing.	Padding below designated bouldering areas.	Day 1 Mat check: Safety briefing: Day 2 Mat check: Safety briefing:	Mat check: Event manager and chief route setter. Safety briefing: Event manager.
Injury due to a strain when climbing.	1. Competitors not warmed up properly. 2. Somewhat unavoidable.	1. Areas for warm-up available 1. Facility open before the event for warming up. 2. First aiders on site for minimising effects of injuries sustained.	Warm-up areas padded and clear of hazards.	Day 1 Check warmup areas. Day 2 Check warmup areas.	Event manager and chief route setter. First aiders, in the case of an injury
General injury in facility.	1. Trips 2. Slips 3. Swinging climbers	1. Thoroughfares to be kept clear. 1. Facility to be kept tidy in general. 2. Toilets to be maintained. 3. Competitor/spectator areas to be clearly roped off. 1/2/3. Any new hazards to be reported to the event manager.	Storage areas for competitor belongings. Ropes/cones for roping of areas.	Day 1 Areas roped off Clear thoroughfares Day 2 Areas roped off Clear thoroughfares	Event manager and chief route setter. Toilets: host facility staff. Hazard reporting: all in attendance.

Social / Psychological injury.	1. Bullying 2. Fear	1/2. All competitors, managers, and officials to be supportive of climbers and promote a challenge by choice approach to the event. Include in general rules and safety briefing.	NA	In general rules ✓ Day 1 safety briefing Day 2 safety briefing	Event manager. Everyone.
Sickness	1. Dehydration 2. Heat 3. Cold 4. Unhygienic facilities 5. Crowding	1. Fresh water on site 2. Fans available, and doors can open 3. Doors shut if cold 4. Facilities maintained regularly 5. Hand sanitiser available 6. Barriers/areas for physical distancing	Fans Extension leads Barriers/Tape	Water running Sanitiser available Barriers/areas marked out	Competitor clothing: Team manager Airflow: Host facility staff Toilets: Host facility staff MOH requirements: Host facility staff
Loss of participants	1. Participants leaving competition arena or facility.	1. Team managers to outline expectations to their team members 1. 'School rules apply' to be in the general rules.		General rules ✓	Teams briefed: team managers. Rules: Event manager.
Equipment damage	1. Equipment misuse 2. Vandalism 3. Wear and tear	1/2. Team managers to outline expectations to their team members 1/2. 'School rules apply' to be in the general rules. 3. Equipment to be checked daily by host facility staff.		General rules ✓	Teams briefed: team managers. Rules: Event manager.
Damage to environment	1. Littering 2. Vandalism	1/2. 'School rules apply' to be in the general rules. 1. Bins for recycling and trash provided.	Recycling and rubbish bins.	General rules ✓	Teams briefed: team managers. Rules: Event manager.
Program interruption	1. Accidents 2. Evacuations 3. Equipment failure	Overestimate total time required when writing timetable. Backup plan to only complete less than the total amount of climbs. Accident and Evacuation procedures known and executed smoothly to reduce time lost. Spare equipment available.	Spare belaying equipment, harnesses, etc.	Time table includes extra time. Evacuation plans included in safety briefing.	Event manager / Chief route setter / Team managers.

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"> • 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 • Govt. agencies 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 • Current pandemics