

HOCKEY NEW ZEALAND

2021 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** Associations hosting an HNZ event. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the National Tournament Coordinator, regan.bain@hockeynz.co.nz.**
2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Associations Event Organiser/Tournament Administrator 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.

SECTION 1: Event Information

Event Name: North Island Mixed Tournament	This Plan Dated: 13/07/2021
Event Location	Kensington Park, Whangarei
Event Date	30th August to 3rd September 2021
Organisation delivering event	Hockey Northland
Number of Participants	250 - 450 supporters (approx.) and 520 participants (approx.)
Number of Schools Participating	16 teams

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

The event is the Upper North Island Mixed Tournament . Hockey Northland will be hosting (16) with Round Robin, Semi's and Finals matches across the week. There will be approx. 520 participants to be hosted at Whangarei ITM Hockey Centre, Kensington Park, Whangarei with approx. Hockey Northland has three water turfs and top notch facilities to accommodate international tournaments.

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
Regan Bain	Event Manager	Overall responsibility	HNZ Tournament Coordinator	02040018199	YES
Marama Smith	Volunteer Coordinator	Volunteer recruitment, training & management	Event management and delegation skills, hospitality	Office : (09) 4373830 Mobile: 021976484 adminsupport@northlandhockey.org.nz	PV
Colin French	Officials Coordinator	Recruitment, training & management	HNZ Technical Manager	0211411822	YES
Colin French	Disputes & Discipline	Convening & Chairing disputes panel	HNZ Technical Manager	0211411822	YES
Gail Ambler (HN Staff)	Tournament Administrator	Administration / Operations of tournament	5 years tournament administration	Office : (09) 4373830 Mobile: 022-6393146 gail@northlandhockey.org.nz	PV
Marama Smith (HN Admin)	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	All staff have had H&S training, all have current first aid certificates.	Office : (09) 4373830 Mobile: 021976484 adminsupport@northlandhockey.org.nz	PV
Lindsay Malcolm (HN Caretaker)	Welfare & Waste Management	Waste clearance and recycling + toilets and wash facilities	Experienced caretaker for HN for many years.	Mobile : 022 3234703	N/A
Regan Bain	Event Manager	Overall responsibility	HNZ Tournament Coordinator	02040018199	YES
Bill Hartnell	Umpire Manager	Management of umpires, delegation of duties	Hockey Northland Umpires Manager	022-6779152	PV

First Aid Provider Information- Please complete either Section A or Section B

Section A

Company: **PROMED – sanctioned by HNZ**

No. of personnel on site: **1**

e.g. St Johns, Red Cross

Ambulance or other medical transport on site: ~~Yes~~/No we are located next door to St Johns Ambulance

Duration on Site e.g. 1 hour before first game of the day through to 1 hour after last game of day for all days of the tournament:

Will be onsite one hour before the first games and an hour after the games

Section B

Please complete the relevant details for your providers (minimum of 1 provider)

Provider 1

Name:

Qualification:

Date and times on site:

Provider 2

Name:

Qualification:

Date and times on site:

Ambulance or other medical transport on site: Yes/No

Medical Equipment

Supplied by provider: Yes – they will be supplying all first aid

Number of First Aid Kits on Site: 3 in the front office and a Fibrillator located outside the First Aid Room

Medical Centre Details (SEE ATTACHED EMERGENCY PLAN)

Hospital:

Dentist:

Address:

Address:

Phone Number:

Phone:

Accident & Emergency Centre (if different from above):

After Hours Dentist (if different from above):

Address:

Address:

Phone:

Phone:

Transport Information (SEE ATTACHED EMERGENCY PLAN)

Please complete the following section if no ambulance will be on site at any point during the tournament

Hospital/Medical Centre informed about tournament and likelihood of possible injuries: Yes/No

Dentist informed about tournament and likelihood of possible injuries: Yes/No

Local Ambulance Provider (e.g. St Johns) informed about tournament and possible need for transport: Yes/No

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

3A: Event Risk Assessment & Management Plan

Event Hazard Identification and 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?
Covid	Low	No	No	Yes	Yes	Yes	Follow Govt Health guidelines, Sanitizer, Scan entry to stadium, database of all contacts	Event Manager and Stadium Staff	Close event down, isolate all groups within their bubbles. Follow Health guidelines. Participants to be contacted prior to event on plan for Covid Level change. Hand sanitizer to be available at venues. Contact Tracing to be available at facility. Communications to all that if participants or management are sick, they are to stay at home. Follow MOH guidelines
Sunstroke or heat exhaustion	med	no	no	yes	yes	yes	Proper clothing / hat Sunscreen / sun block Event schedules Shade provided at multiple sites	Event Manager	Refer to onsite first aid
Sunstroke or heat exhaustion	Med	n o	n o	yes	yes	yes	Proper clothing / hat Sunscreen / sun block Shade provided at multiple sites	Event Manager/Team Manager	Refer to onsite first aid.
Fire/ Earthquake or Emergency Risk e.g. Trespasser or Violent Intruder	Low	No	No	No	Yes	No	Brief all team Managers and Tournament Officials before the event. Emergency Action Plan to be sent to all teams and known before the start of tournament.	Event Manager/Team Manager	Refer to Emergency protocols. Direct all people to emergency meeting area.
Emergency ie fire	Medium	no	no	yes	yes	yes	Effective evacuation plan and management of the facility Evacuation procedure outlined to all groups on arrival. Smoke detectors; Fire exits; Fire hoses and extinguishers available. Risk areas identified	Office admin	Contact fire brigade, evacuate facility immediately i.e. implement effective evacuation plan as per instructions in pavilion

Illness or injury	Low to High	no	no	no	yes	yes	Physio presenting to team management at Tournament Briefing: umpiring to control the game and minimize risk of dangerous play that could result in injury	Physio and ED nurse	Medical Centres, dentists and physio warned of hockey tournament occurring during timeframe; First Aid Medic onsite.

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?
Concussion	Med	No	No	No	Yes	Yes	Compulsory mouth guards Referees will all be safety trained	Team Manager Event Manager	Refer to onsite first aid
Minor and Serious Injuries – Head knocks, broken bones, lacerations etc.	Med	No	No	Yes	Yes	Yes	All staff have been First Aid trained to assist with any issues. First Aid onsite will deal with all serious injuries during the week. Teams will have own collection of safety equipment (mouth guards, goalie pads, face masks) to use where necessary.	Team Managers/First Aid	Refer to onsite first aid.
Spectator Injury due to dangerous balls.	Med	No	No	Yes	Yes	No	Reminder email to all teams about the importance to keep your eye on the ball when spectating. Safety barrier are set up around the turf to provide safe viewing areas.	Spectators/Event Manager responsible for reminders	Refer to onsite first aid.
Student specific ailments	Med	No	No	No	Yes	Yes	School teachers must disclose any medical ailments of individual students prior to the visit	Team Manager	Teachers are to administer medication based on the student's individual needs. In an emergency please advise your teacher or Hockey Northland

									staff member who will contact emergency services.

SECTION 4: Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	PROMED	Regan Bain	020 40018199	HNZ Supplied and Sourced
Drinking water	Hockey Northland	Caretaker	022 3234703	All taps on dugouts. Canteen sells water
Food	Koro Don's Cafe	Brendon Quaid	027 2457339	Approved by Whangarei District Council Food Standards
Shade	Hockey Northland	Caretaker	022 3234703	Facilities have a viewing from inside and on the balconies. Covered Grandstand on LJ Hooker turf.
Toilets	Hockey Northland	Caretaker	022 3234703	4 changing rooms have 2 toilets In each sides. Public toilets are located in the Facility upstairs and downstairs. Two toilets located in under the grandstand. Disabled toilets in each area.
Event Security	Local police have been notified of this event	Gail Ambler	0226393146	
Waste Management	Hockey Northland	Caretaker	022 3234703	Refuse bins checked at the end of each day and refreshed daily. Onsite waste bin is located at the front of the carpark away from public.
Spectator Controls	PA System located onsite	Gail Ambler	022 6393146	
Parking	Whangarei District Council owns the public car parking outside of the compound of hockey	Gail Ambler	022 6393146	Indicate at managers meeting that people need to be vigilant to not leave valuables inside vehicles. Parking meter staff will be seen and will ticket offenders.
Event Insurance	Hockey Northland has full cover of insurance	Grant McLeod	027 4315430	
Media	Hockey NZ – policy	Laura Nagel (HNZ)	0273978525	Information to be sent to all schools and through email

Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Gail Ambler	All Schools	Approximately 4, 2 & 1 week prior to event	Information will be included regarding Meeting times, training slots and general information around the tournament. Managers meeting will cover a detailed overview of the whole tournament week.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Gail Ambler HN Admin staff	Team Managers	Sunday evening before the tournament start	Emergency procedures to be communicated before event start as well as at the Event briefing.
Event Day Communications – Cancellations, changes, weather	Gail Ambler HN Admin staff	Team Managers	As applicable	Game time change in consultation with HNZ
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Gail Ambler Grant McLeod	Team Managers	As applicable	On-site Admin will have a contact list of all schools/coaches & managers, police etc. and emergency services
Media information	Laura Nagel (HNZ)	Media/General Public	June- August	All Photography/Media queries directed at Laura.Nagel@hockeynz.co.nz
Post event reporting	Gail Ambler Grant McLeod	Hockey NZ	Within 2 weeks end of tournament	

Please submit this plan to the School Sport NZ Administrator, office@schoolsportnz.org.nz 6 weeks prior to the event date.