



School Sport New Zealand

2021 EVENT HEALTH & SAFETY PLAN

Inline Hockey National School Championships

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

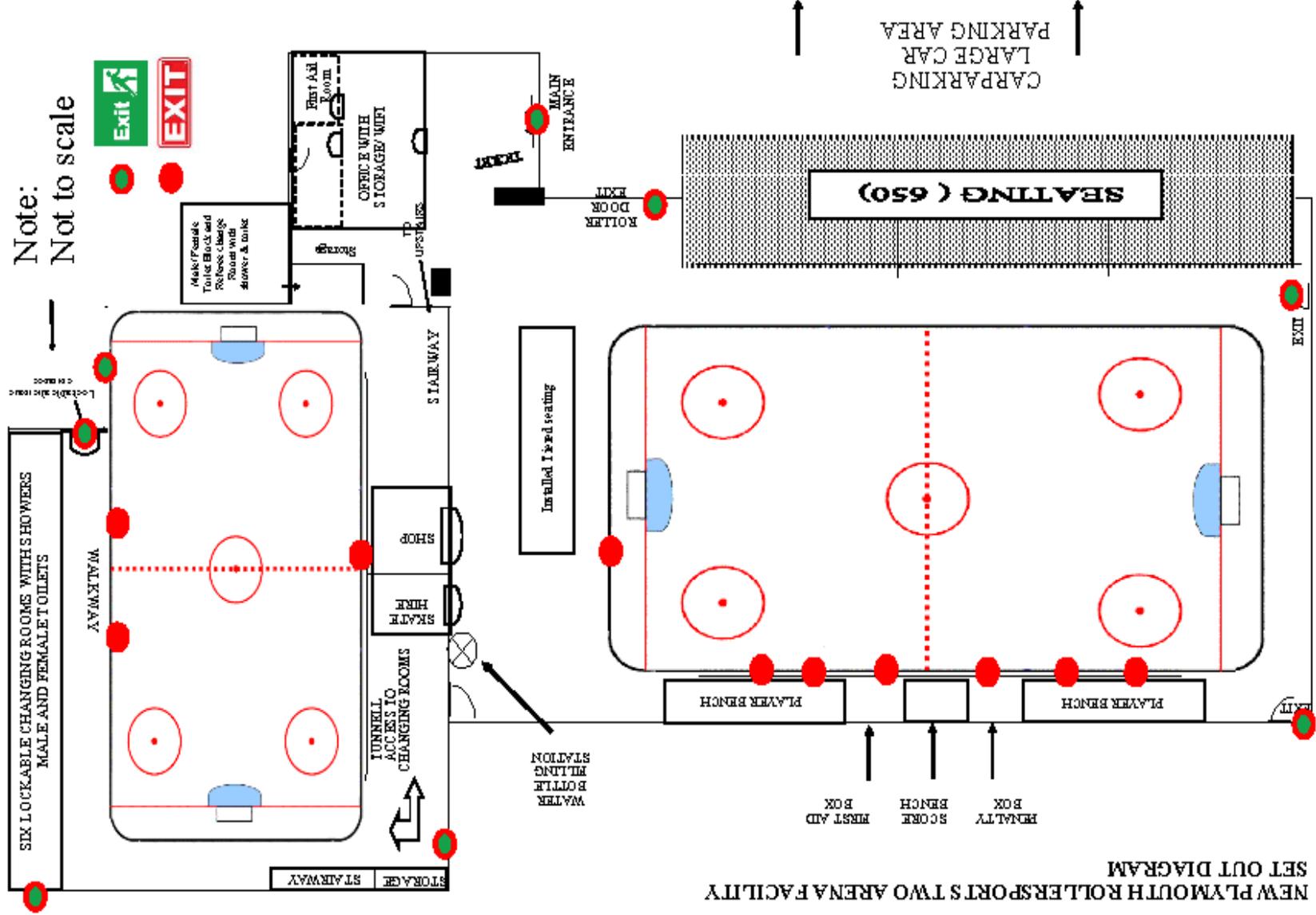
SECTION 1: Event Information

Event Name: 2020 NZSS Inline Hockey Championships		This Plan Dated: 10/02/2020 updated 13/03/20 revised 12 March 2021
Event Location	Ravens Inline Hockey Arena, East End Reserve, Nobs Line, New Plymouth	
Event Date	May 14-15-16 2021	
Organisation delivering event	Ravens Inline Hockey New Plymouth	
Number of Participants	100 approx	
Number of Schools Participating	8 approx	

Submission from: Ravens Inline Hockey
Chairperson: Krystyna Beardman (Event Manager)
Mobile: 021845977
Vice Chairperson: Matt Lind (Rink Manager)
Referee Coordinator: Amy Marsh
Scorebench Coordinator: Julia Craig

Submission Date: February 10, 2020
Revised: March 12, 2021

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.



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

This event is the national secondary school competition for Inline Hockey, presented and hosted by Ravens Inline Hockey a sub-branch of the New Plymouth Roller Sports Club and sanctioned by both the Inline Hockey New Zealand and Secondary School Sport New Zealand

The club hopes to accommodate teams from at least 8 schools around New Zealand.

The club has the ability to revise scheduling based on the number of entries received and will ensure that as much notice as possible is given to entering schools to ensure their preparation for travel and accommodation can be organised by their sports administrators well in advance.

The divisions being offered will be a Championship Division, Division 1 and a Combined Division

Teams may consist of mixed gender or single gender depending on the school they enter from.

- Championship Division up to year 13
- Division 1 Up to Year 10 (can include secondary schools who cater for Year 7 & 8)
- Combined Division up to Year 13

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
Krystyna Beardman	Event Manager	Overall responsibility	Club and National Events Manager for Inline Hockey 20yrs + experience	PH: 021845977	NA
Amy Marsh	Referee Coordinator	Scheduling and coordinating referees for event	IHNZ Level 1 referee with experience at local and national events		NA
Julia Craig	Scorebench Coordinator	Responsible for coordinating competent volunteers to score all games during event	Many years of coordinating scorebench at club, regional and national events	Contact through Event Manager	NA
Krystyna Beardman and Amy Marsh	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Championships Event Manager	PH: 021845977	NA
Krystyna Beardman	Disputes & Discipline	Convening & Chairing Discipline Panel	Many years of chairing Discipline Panels using IHNZ processes	PH: 021845977	NA
Matt Lind	Rink Manager	Vice Chair Ravens Inline Hockey, New Plymouth	Knowledge of building requirements and maintenance as required including assist with safety and hazards		NA

Facility Summary

Floor Details	Length (Mt)	50	Width (Mt)	25
Surface Type:	Ice Court			
Markings:	As per Rule Book		Goals (Regulation)	yes
Stadium	Spectator Seating	Yes	Max Seats Available:	Built in sufficient
	Ticket Office:	Not required	Telephone:	Emergencies
	Player Change Rooms:	yes	How Many?	6
	Showers:	yes	How Many?	2 in each room
	Change Rooms Lockable?	yes	How Many?	n/a
	Spectator Toilets?	yes	How Many?	4
Electronics	Scoreboard Available	yes	Sound System?	yes
	Remote Microphone	yes	Venue Security?	alarmed
Other Facilities	Tournament Office?	yes	Lockable	yes
	Stadium Lighting	New LED	Stadium Heating	No – Fans installed
	Stadium Ventilation	yes	Rink Barriers Height?	regulation
	Safety Netting/ Perspex	Perspex	Scorebench	yes
	Office Equipment Available	Club will supply own equipment		
	Noticeboards	yes	Location at Entrance/ café seating area	
Referees	Referee Change room	yes	With Shower	Yes 1
Competitors	Warm-Up Area	Yes	Indoors	Yes with Perspex
	Team Benches	yes	Seating	Purpose built
	Water Filling Station	yes	Approx Distance	Adjacent to benches
Support Services	On Ground Volunteers	yes	How Many?	Appropriate numbers
	Details Of Volunteer Duties?	Role holders have years of experienc		
	Photographer On Site	PERSONAL PHOTOGRAPHY		
	Cleaning	yes	Security Staff	N/A
	Number Of Car Parks	NPDC parking		
	Officials Car Parks	no	Secure	No issues experienced
	On Site Catering	yes	Club Operated	
	First Aid Dedicated Area and bed	Yes	Ice/freezer	yes
Sponsorship	None			
Marketing Space	Can be made available with negotiation			

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?
Earthquake	High	no	no	no	yes	no	Follow Civil Defence and Rink Policy for Earthquakes	Event and Rink Manager	Follow venue policy for earthquakes. Staff will evacuate venue if deemed necessary.
Tsunami	Low	no	no	no	yes	no	Follow Civil Defence Instructions for Tsunamis	Event and Rink Manager	Follow Civil Defence instruction for tsunamis. Staff will evacuate venue and show to Tsunami Assembly point (higher ground).
Fire	Low	no	no	no	yes	no	Venue check with facility to make sure any possibilities where a fire could occur are identified and eliminated.	Event and Rink Manager	Follow venue policy for Fire. Staff will evacuate venue.
Measles/Virus	Extreme	no	no	no	yes	yes	Provide recommendations on any viral outbreak and people travelling to the event. Acknowledge communications form School Sport NZ	Parents, Schools, Coaches, All rink event Organisers	Follow advice of Ministry of Health in consultation with Secondary School Sport and Civil Defence.
COVID-19	EXTREME	NO	NO	NO	YES	YES	CONSULT WITH SECONDARY SCHOOL SPORTS NZ MINISTRY OF HEALTH GUIDELINES	ORGANISERS AND SCHOOLS	CANCEL EVENT, NOTIFY AUTHORITIES IF ANY ILLNESS IS RPORTED, SUPPLY FULL ROSTER AND PERSONNEL LISTS IN CASE TRACKING IS REQUIRED.

Sport Specific Risk Assessment & Management Plan

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?
High Speed Pucks	Med	no	no	yes	no	no	Perspex and netting surround rink assisting safety for spectators. Spectators are not allowed to enter player benches. Signage around rink warning of puck danger	Event Manager. Spectators	If a person gets hit by a puck refer to first aid for a checkup. Warn people in the area to watch for further pucks if they leave playing area.
Player Injury	High	no	no	yes	yes	no	Monitor Players health and fitness in preparation before and throughout the tournament. Foster open lines of communication. Have information and response strategies regarding any pre-existing health conditions. Remind players to stay hydrated. Onsite first aid. Equipment/ ice/ drinking fountains	Players Coaches Event Management	There will be onsite medical cover to assess and injuries or incidents. Ambulance and hospital information on hand in case of need
Weather Conditions	Low	no	no	yes	yes	no	Minimal weather impact, sport is played indoors, moisture on rink tiles can occur and is monitored.	Players Coaches Referees Event Management	Towels/ fans/ heater used as necessary
Stairwells	Low	No	No	Yes	Yes	No	No skates on stairs, upstairs can be locked off as needed	Event management	Depending on spectators/ area locked off if not required. Monitored for skates and behaviour when in use.
Warm up Rink	Med	No	No	Yes	Yes	No	Monitor safety equipment worn at all times when puck is in motion. Spectators not allowed to cross rink surface.	Event Management	Signage in place – advising of danger and equipment required to enter area.
Parking Area	Med	No	No	Yes	Yes	No	Remind drivers that car park is a council facility, but that skaters may be moving round area – keep speed to a minimum	Event Management	Advise of risk in information package to school teams
Power Outage/ Gas depleted	Low	No	No	Yes	Yes	No	Game in motion would need to be stopped, manual timing can be used/ Showers without hot water	Event Management	Check with power/ gas suppliers to ensure no known issues

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	In house volunteers	Krys Beardman & Matt Lind	Contact through Event Manager: 021845977	
Drinking water	Drink fountains on site	NA	NA	Filtered unit and tap water
Food	Onsite café	NA	NA	Operated by Club volunteers with experience in food handling.
Toilets	Various toilet facilities in the venue.	Inline Hockey Arena	NA	Separated spectator and plyer toulet areas, showers in Change rooms
Waste Management	Roller Sports Club Contracted with Waste Management	Inline Hockey Arena	NA	
Parking	100 parks	NPDC parking and grassed areas	NA	
Media	Radio potential - Club streaming – Club website.	Ravens Inline Hockey	Contact through Event Manager: 021845977	
Facebook/ Website	Club hosted sites will be used	Ravens Inline Hockey	Events Manager	Results and scheduling with photos and video links

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	Event Manager	School Sports Coordinators	3 weeks and 1 week out from competition.	Risk Assessments, Health and Safety Plans, Competition Draws, Competition Regulations, Rink Manager Roles and Responsibilities, Google doc for Team Sheets, Sport related Code of Conduct.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager	Coaches and Managers	First day of event competition.	Will contain information on the draw process, result process, health and safety+ evacuation procedures. Any questions coaches and managers have.
Event Day Communications – Cancellations, changes, weather	Event Manager	Coaches and Managers	Throughout the week of competition.	If there are any cancellations or changes to the draw etc these will be communicated by the most suitable and quickest method to all teams concerned.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager	Coaches and Managers	Throughout the week of competition if needed.	Should any emergency communications need to take place, these will take place over the loud speaker for any evacuation procedures or lost person announcements.

Risk Management New Plymouth Arena - Specific

Step 1: Risk Identification			Step 2: Risk Assessment				
Review Date	Draft template		Legend: H=High, M=Medium, L=Low	Person/Group responsible for review	New Plymouth Roller Sports		
List of Possible Risks	Likelihood H/M/L	Impact H/M/L	What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale (event dates)	Who is Responsible	Reviewed Level of Risk (date)
Moisture Build up on rink floor	L	H	Provider to guarantee preventative equipment	Utilise weather watch and humidity monitoring	May 15-17	Venue Provider	2020
Power Outage	L	H	Provider to have maintenance staff during event and access to fuse box.	Check for any known scheduled maintenance		Venue Provider	2020
Scoreclock / Sound Equipment	L	H	Is there a back-up	Check on backup system ensure club member knows operation		Venue Provider	2020
Fire Alarm	L	H	Evacuation required / Call out service and reset required	Check signage is in place and current including evacuation plan include warning for FRAUDULENT USE of ALARMS		Venue Provider	2020
Skating Injuries	M/L	H	Ice on site, Group users need FA provision	Wear safety equipment as appropriate to activity Venue to access emergency services as required.		Venue Provider	2020
Spectator Seating	L	L	Ensure enough seating. Ensure seating is safe and stair access ways are kept clear.	Warn spectators to take care and use steps for access		Venue Provider	2020
Change Room and Rink Player Entry	L	L	Advising a need of "helper" in advance of event	Check availability with NPRSC or advertise outside venue operator		Venue Provider	2020
Earthquake/Tsunami	M	H	ENSURE exits are marked if evacuation is required.	Assemble in carpark, evac as necessary, seek Civil Defence information concerning Tsunami possibility Earthquake evacuation is onto carpark area (North facing exits) Tsunami evacuation is through rear of building and up the hill to Watson Street.		Venue Provider	2020
Photography	H	L	Policy in place to cover camera/ video usage in change rooms	Provide for male and female change areas, ensure team managers are aware and supervise any potential issues in change rooms.		Venue Provider	2020

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

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)

MINISTRY OF HEALTH
AND CLUB SPECIFIC
POSTERS
WILL BE DISPLAYED



Protect
yourself and others against
COVID-19

Cover your coughs or sneezes with tissues or your elbow

Put your used tissue in the rubbish bin or in a plastic bag

Wash and dry your hands often, especially after coughing or sneezing – use soap or hand sanitiser

Stay away from others if you're unwell

COVID-19 HEALTH ADVICE
0800 358 5453

health.govt.nz/COVID-19
Protect your family/whānau from COVID-19 (coronavirus)

New Zealand Government

