

# Risk and Safety Management Action Plan

<b>Event Name</b>	CSW Rugby League 9s Tournament		
<b>Assessed Risk Level</b>	High	Medium	Low
<b>Event Date(s)</b>	Saturday 31 <sup>st</sup> August 2019		
<b>CSW Sport Contact</b>	David Fa'atafa	Cell	021 448 279
<b>Event Manager</b>	Phil Roache	Cell	027 242 2012
<b>Event Entry Process</b>	By individual schools Heads of Sport through College Sport online portal		

Venue Detail			
<b>Event Venue</b>	Naenae College		
<b>Venue Address</b>	910 High Street, Naenae, Lower Hutt		
<b>Venue Manager</b>	Yvonne Manuel	Cell	027 203 5613
<b>Venue Safety Action Plan Cited</b>	Yes		
<b>Event Participants</b>	<b>Number of Schools: 13    Number of Students: 150    Spectators: 100</b>		
<b>Other PCBU's Involved</b>	Wellington Rugby League		
<b>Other PCBU Liaison Person(s)</b>	Phil Roache	Cell	027 242 2012

Medical	
<b>Medical &amp;/or First Aid Provision</b>	Teams and schools responsible for their own.
<b>Event Manager 1st Aid</b>	<b>Has First Aid Kit: Yes</b>

Roles and Responsibilities	
<b>College Sport Role</b>	Promotion and Oversight of the Event
<b>Event Manager Role</b>	Oversight of Event Delivery
<b>Venue Manager Role</b>	Responsibility for ensuring venue meets required standards
<b>Officials Role</b>	Managing all on court/field activity at the event in accordance with code rules and any specific event guidelines.
<b>Volunteers' Roles</b>	As allocated by the Event Manager

Communication	
<b>Pre Event</b>	Event promotion, event detail, and requirements. Also communication to schools involved.
<b>Alteration/Cancellation</b>	Event Manager will: <ul style="list-style-type: none"> <li>• send out communication to the heads of sport and rugby administrators, who will communicate with pupils and parents</li> <li>• post cancellation on Facebook, website, and CSW app.</li> </ul>
<b>Event Briefing</b>	
○ <b>By whom</b>	Venue manager prior to start of event, playing conditions, facility rules, and guidelines
○ <b>Content</b>	Hazards, Changing, ablution facilities, first aid & hydration
○ <b>Evacuation Procedure</b>	Fire, Earthquake and Emergency evacuation and assembly procedures
<b>Post Event</b>	Results via Facebook, Website, and App

# Management of Significant Risks

## 1. Loss of life

Procedures to manage	Requirements
<ul style="list-style-type: none"> <li>CSW Manager / Event Manager, and Venue Manager to be notified immediately.</li> <li>111 - Police and Ambulance notified.</li> <li>Emergency Team Management meeting.</li> <li>Cell phone lock down.</li> <li>Principal of student's school to be contacted.</li> <li>School team management to manage their students .</li> <li>Any media liaison only be through the Event Manager.</li> <li>Emotional support service will be made available.</li> <li>Event management meeting called to discuss options moving forward and circumstance surrounding the event.</li> <li>Incident Report to be provided by officials involved/Event Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Event manager to have cell phone numbers of each team manager.</li> <li>Team Manager to have cell phone numbers of Principal, team members, parents and caregivers .</li> <li>Team management to isolate all cell phones.</li> <li>Liaison with Trauma Support Services.</li> </ul>

## 2. Serious Injury

Procedures to manage	Requirements
<ul style="list-style-type: none"> <li>CSW Manager / Event Manager to be notified immediately.</li> <li>Ring 111 for Ambulance</li> <li>School team management responsible for managing their students.</li> <li>Serious injury report completed.</li> </ul>	<ul style="list-style-type: none"> <li>Event manager to have cell phone numbers of each team manager.</li> <li>Team Manager to have cell phone numbers of Principal, team members, parents and caregivers.</li> </ul>

## 3. Extreme Weather

Procedures to manage	Requirements
<ul style="list-style-type: none"> <li>Metservice forecasts to be previewed daily.</li> <li>Facilities use to be best managed and transfers made accordingly.</li> <li>Team Management informed when any significant weather may impact and teams informed of cancellations and transfers accordingly.</li> <li>In the event of extreme weather the event may, in consultation with team's management, be shortened or cancelled at any time, by the event organisers and then communicated directly to the team management.</li> </ul>	<ul style="list-style-type: none"> <li>Metservice reports.</li> <li>Event manager to have cell phone numbers of each team manager.</li> <li>Team Manager to have cell phone numbers of Principal, team members, parents and caregivers.</li> <li>Communication to participants.</li> </ul>

## 4. Earthquake/Tsunami

Procedures to manage	Requirements
<ul style="list-style-type: none"> <li>Event Manager to assess scale of emergency.</li> <li>Liaise with teams' management and advise plan.</li> <li>At the earliest convenience thereafter use the 'College Sport Emergency Action Plan Calling Tree'.</li> <li>Emergency notice to be posted on the CSW Facebook Page, Website and App.</li> <li>Schools/Coaches should as a matter of best practice carry their own calling trees to able appropriate information to be disseminated accordingly.</li> <li>Any CSW determination – cancellation, postponement, suspension or proceed as scheduled – will then be the basis for any outcomes/results of any competitions effected.</li> <li>Any such CSW directive does not preclude any school or provider for whatever safety reason it deems appropriate at the time taking its own action to suspend or cancel its engagement in an activity. In this circumstance.</li> </ul>	<ul style="list-style-type: none"> <li>Mobile Phone</li> <li>Phone Tree of all associated parties</li> <li>Event Manager to have cell phone numbers of each Team Manager</li> <li>Team Manager to have cell phone numbers of Principal, team members, parents and caregivers</li> </ul>

## Management of Casual Risks

FACTOR	REDUCTION STRATEGIES
<b>People</b> Spectators      Players    Supervision    Officials	<ul style="list-style-type: none"> <li>• Where appropriate and in accordance with CSW Minimum School Requirements - Sport, playing arenas may need to be appropriately roped off to provide a 'distance' between players and spectators.</li> <li>• Space around court/field may be designated 'spectator free'.</li> <li>• All spectators must respect and abide by the no smoking, no drugs, no drinking policy of all venues, both school and public.</li> <li>• During any match, spectators are not permitted on the playing arena.</li> <li>• Event Manager may intervene where/when appropriate or call police.</li> </ul> <ul style="list-style-type: none"> <li>• While at a venue representing their school, all players are responsible to both their appointed manager and their school.</li> <li>• Where required, management, players and substitutes must remain within the designated technical areas for that code.</li> </ul> <ul style="list-style-type: none"> <li>• All teams / individuals representing their school must be under the supervision / management of a person nominated by and responsible to their school</li> </ul> <ul style="list-style-type: none"> <li>• Any NSO/RSO accredited official in a code shall have priority appointment over any non-accredited official</li> <li>• Match officials are the sole judge of on field fact</li> <li>• Where volunteer officials are required to officiate, then the home team nominee shall officiate the first half</li> <li>• There is a Zero tolerance to any abuse directed at any official and sanctions will apply</li> </ul>
<b>Facilities</b> Field/Court/Venue    Event Equipment    Changing Facilities	<ul style="list-style-type: none"> <li>• All playing fields/courts must as a minimum be presented in accordance with CSW's 'Minimum School Requirements – Sport'. In the case of any doubt, the condition and suitability of the playing surfaces and/or environs being appropriate for play will be authorised in consultation between any accredited match official, the Venue Manager and the Event Manager. They may make a decision to postpone, cancel or relocate play.</li> </ul> <ul style="list-style-type: none"> <li>• All match equipment should conform to the requirements of the code as prescribed in the CSW 'Minimum School Requirements – Sport'</li> <li>• While team management should take the lead, match officials should ensure they have done any safety checks required of them e.g. field/court fit for play and players appropriately attired as per College Sport by laws.</li> </ul> <ul style="list-style-type: none"> <li>• Facilities at all venues will vary but should provide appropriate space to each team for changing, shelter, and ablutions</li> </ul>
<b>Environment</b> Weather	<ul style="list-style-type: none"> <li>• For outdoor activity, in the event of any extraordinary weather changes then the Event Manager in consultation with the Venue Manager will, based on the welfare of participants, confer to consider any suspension or postponement of play.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Individual schools are responsible for managing all their transport requirements too/from venues and any associated issues that may arise from such in terms of their own school's policies and procedures.</li> <li>• All vehicles should be parked in the designated parking areas only, clear of emergency access ways, any other defined no parking areas and respecting any other inappropriate parking.</li> </ul>

<p><b>Well Being</b></p> <p>Injury</p> <p>Medical Conditions</p>	<ul style="list-style-type: none"> <li>• Individual schools are responsible for ensuring they are equipped to deal with any general injuries that may occur.</li> <li>• This should include at the event carrying a basic first aid kit and ice.</li> <li>• If any injury is beyond the capability of the school appointee to deal with and is not a major trauma injury then the school are responsible for ensuring appropriate medical advice &amp; support is provided.</li> <li>• In the case of a major trauma injury the Event Manager should be advised immediately and they will then follow their serious injury guidelines.</li> </ul> <ul style="list-style-type: none"> <li>• Each school is responsible for ensuring they are aware of any preconditions any of their students may have and that all appropriate medications are carried by the student/manager</li> <li>• In the absence of these medications, it should be treated as a serious medical issue and then Dial 111 Ambulance</li> </ul>
<p><b>Loss of Property</b></p> <p><b>Damage to Property</b></p> <p><b>Potential Hazards</b></p> <p><b>Interruption</b></p>	<ul style="list-style-type: none"> <li>• Any misplaced, lost or found property should be handed in to the event control centre along with the name &amp; school of the person who handed it in.</li> <li>• Any damage to any facility or equipment being used as part of a competition, event or tournament, be it accidental or purposeful, should be reported by any witness or other person to their Team Manager and/or the Event Manager.</li> <li>• Any natural hazards that become apparent during the course of the match, event or tournament should be referred with immediacy to the Event Manager.</li> <li>• In the event of any 3<sup>rd</sup> party disruption, then the Event Manager should be informed and deal with it personally or if considered more appropriate then call for Police or any other appropriate assistance.</li> </ul>

CSW Manager: David Fa'atafa .....

Pre event Submission Date: 28/8/2019 .....

Provided online with entry Information: No .....

Approved: .....

Date: .....

# COLLEGE SPORT EMERGENCY ACTION PLAN

In the event of any intervention before or during any College Sport Wellington sporting event; be it indoors or outdoors, respecting and notwithstanding any actions individuals or schools may take; College Sport will:

1. Make its assessment of any situation, then at its earliest convenience, using its calling tree, communicate this by **group text** to:
  - (i) all Member School Sports Coordinators,
  - (ii) all Member School Principals,
  - (iii) any external providers (regional sports bodies, venue management or other affiliates),
  - (iv) any other persons considered necessary to advise;

outlining any plan it deems appropriate to implement - be it a zone cancellation, postponement or suspension; a regional cancellation, postponement or suspension; or a recommendation to proceed as scheduled.
2. Such information will then also be placed on the College Sport Facebook, website, and App:
 

[www.facebook.com/collegesportwellington](http://www.facebook.com/collegesportwellington) ; [www.collegesport.org.nz](http://www.collegesport.org.nz) ;
3. Schools and in particular their sports coaches should as a matter of best practice, carry their own calling trees to be able to at any time liaise with students under their care who may still be in transit – viz. team lists with students' cell numbers and preferably too, those of parents.
4. Any College Sport directive does not preclude any individual school or provider for whatever safety reason it deems prudent, taking its own action to suspend or cancel any activity.
5. Any College Sport Wellington determination – cancellation, postponement, suspension or proceed as scheduled - will then be the basis for any outcomes/results of any competitions so effected.
6. If normal communications (cellular) are not available, then those in charge should make decisions in the best interests of the welfare and safety of those they are responsible for.

In the event of any Earthquake, please apply the accepted practice – Drop, Cover and Hold, then unless directed otherwise by any on-site wardens, ensure those under your care remain in the immediate environment (in a gymnasium, sports centre or on a playing field) and away from any likely falling debris, until you are positioned to account for them all and apply a course of action.

## COLLEGE SPORT WELLINGTON EMERGENCY COMMUNICATION PLAN

