

### Risk & Safety Action Plan

<b>Sports Code</b>	Rugby Union - Sevens		
<b>Event Name</b>	201 Hutt Cup and U15 Secondary Schools Sevens Tournament		
<b>Assessed Risk Level</b>	High	Medium	Low
<b>Event Date(s)</b>	Saturday 19 <sup>th</sup> October 2018		
<b>CSW Sport / Event Manager</b>	David Fa'atafa	Cell	021 448 279
<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 (est)</b>	<b>Number of Teams:</b> 17 (TBC) <b>Number of Students:</b> 150 <b>Spectators:</b> 200		
<b>Other PCBU's Involved</b>	Avalon Rugby Football Club		
<b>Other PCBU Liaison Person(s)</b>	Thomas Kiwara	Cell	022 685 8637

Medical	
<b>Medical &amp;/or First Aid Provision</b>	Wellington Free Ambulance on site
<b>Event Manager 1st Aid</b>	<b>Has First Aid Certificate:</b> Yes <b>Expiry Date:</b> November 2019

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 to the heads of sport, 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 including
○ <b>Content</b>	Playing conditions, facility rules, guidelines, hazards, changing, ablution facilities, first aid, and 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>111 Ambulance or on site medical services available.</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> <li>On site medical support (Wellington Free Ambulance).</li> </ul>

## 3. Extreme Weather

Procedures to manage	Requirements
<ul style="list-style-type: none"> <li>Met service 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>Met service 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>





## 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

