



Event Management Plan

Event Name	TSSSA Athletics
Event Location	TET Stadium & Events Centre 1 Elliot Street, Inglewood
Event Date	Thursday 14th March 2019
Organisation	TSSSA + TET Athletics Taranaki
Document last updated	March 2019

Please note that this document is a guide only

This information can be provided to all interested parties and forms a record of due diligence being undertaken by TSSSA

Event management

Event overview

The TSSSA Athletics Championships sees the top athletics students from Taranaki Secondary Schools compete interschool. A full athletics program is run on the day at the TET Stadium.

500 participants expected.

Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
Tem Hodson	Event Manager	Overall responsibility	tem@tsssa.org.nz 021 252 0525
Karen Gillum-Green *Supported by LOC (TET Athletics Taranaki Track & Field Committee)	Meeting Manager	All Event Recruitment and allocation of volunteer duties	02102356875

Tara Fevre	Health and Safety Officer	Risk assessments, site inspections,	tara@tsssa.org.nz 0273739645
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Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Taranaki Community Stadium Trust	Robyn Tawning	Provider of venue	021 315 508	
N/A	Rose King	Catering liaison	021 239 1777	
Authorities (SAR, fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
St John	111	On site	111	

Staffing

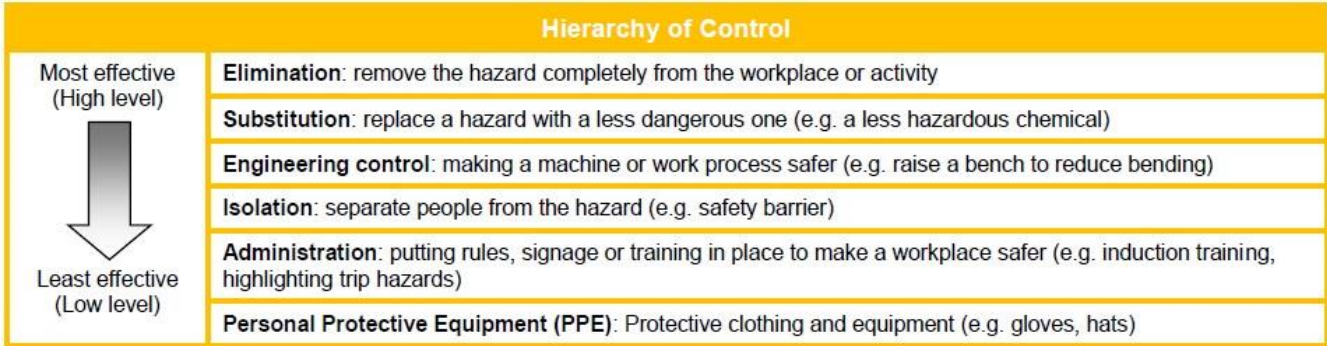
Volunteers provided by TET Athletics Taranaki
Designated School Representatives & Marshals

Organisational structure

Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Meeting Manager	
	School Representatives	TET Athletics Taranaki Volunteers (LOC)	

Health and safety

The identified risks will be controlled in the following system:



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?
Evacuation procedures - Inability to safely evacuate if required	Medium	no	no	on	yes	no	Managers briefing will outline emergency procedures - refer to host organisation's evacuation procedures and ensure clear messages are received by participants and staff	Event Manager / Host Organisation	Use of site emergency exit points/ procedures. Event manager to check site before heading to evacuation meeting point. Schools to initiate a head count of their students and await further instructions from event manager/host/emergency services
First aid kit not provided by Schools	Low	yes	yes	no	no	no	All teams are informed prior to the event to bring their own first aid kit and ice.	Event Manager / School Team Manager	The event manager will also have a first aid kit and provide it if necessary. St John on site.
Communication failure during event	Medium	yes	no	no	no	no	Event Organiser will be on site to ensure running of a smooth event Loud speaker system will be utilised for event communications.	Event Manager	Cell phones will be on hand and charged.
Briefing and relevant information isn't communicated properly.	High	yes	no	no	yes	no	The briefing is compulsory for all team managers to attend. Rules and format will be explained on the day. Program sent in advance via email and available on TSSSA website.	Event Manager	Key messages will be relayed to participants over the loud speaker.
Muscle injury	Medium	no	no	no	yes	no	Participants to warm-up and cool-down before being physically active. Designated warm up, warm down areas. Throw areas cordoned off.	School Team Managers / Participant	Ice and / or first aid to be provided if required by team manager. Use Event Managers kit if needed.
Suspected skeletal injury/break suffered throughout the activity	High	no	no	no	yes	no	Participants to warm-up and cool-down before being physically active. Event manager will be onsite during the competition.	Event Manager / School Team Manager	Follow TSSSA serious event procedure & call emergency services if necessary. Ice and / or first aid to be provided by team manager if required.
Asthma, anaphylaxis and other medical conditions suffered throughout the activity	High	no	no	no	no	no	Managers/coaches to be aware of their participant's medical conditions. Participants should not take part in the activity if there is a possibility their health will be at risk. If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person.	School Team Managers / Participant	Participant to administer their own medication where needed. Refer to school's emergency procedure. Call emergency services if appropriate.

Participant acting inappropriately resulting in negative experience for others involved.	Medium	no	no	no	yes	no	Players to exhibit good sportsmanship characteristics. Participants and team managers will be advised during briefing to respect decisions of officials and marshals.	Participants/ Event Manager / Activity Official	Prompt/ warning will be given by activity official and/or event manager. Team managers will also be informed. If problem persists, the participant will be removed from the activity or disciplinary action will be taken at activity official / event manager's discretion.
Audience behaviour (i.e. Violence, anti-social behaviour, Public disorder)	Medium	no	no	no	no	no	Event Manager will be on site during the competition. Throw areas cordoned off.	Event Manager	Event Manager or Host Organisation Administrator will take responsibility for dealing with any public disorder. Police will be called if necessary.
Injury from another athlete	Medium	No	No	No	Yes	yes	Safety briefing at managers meeting & key messages over loud speaker Throw areas cordoned off Officials and athletes only in the competition arena Safety nets & cages in place	Event Manager & LOC	Assess site and event safety. Put additional measures in place. Discipline athlete if needed. St John on site to treat injury
Earthquake, tsunami, flooding	Medium	no	no	no	yes	no	Force majeure (an event that no human foresight could anticipate that prevents Health and Safety Management to be fulfilled). Event organisers will deal – within their capability - with any possible incidents and cancel the event if necessary.	Event Manager / Host Organisation	If on site, refer to host organisations emergency policy. Procedures will be discussed during managers briefing.
Wet/adverse weather conditions causing slippery ground conditions and hypothermia	High	no	no	no	yes	no	Participants to warm up thoroughly in cool weather and wear clothing appropriate to the conditions. Event will be postponed if health and safety is compromised due to the weather.	Participants / Event Manager	Refer to onsite first aid
Extreme heat, leading to heat stroke, sunburn and dehydration.	High	no	no	no	yes	yes	Advise participants to wear clothing appropriate to conditions and bring water and sunscreen. Sunscreen will be available. Fresh drinking water on site.	Event Manager / Participants	Refer to onsite first aid. Follow TSSSA serious event procedure & call emergency services if necessary.

3B: 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	How will we prevent it?	Person responsible	What we will do if it happens?
Hammer, discus, javelin and shot put	Med	No	No	Yes	Yes	Throws areas cordoned off (competition & warm-up) Danger signs on display All equipment as per IAAF specifications Safety briefing at Managers Meeting Reminder via PA system of events in progress	LOC Officials Team Managers	Key official at all sectors to carry RT radios Officials to control the area On-site St John if required Call 111 if required
High Jump, pole vault	Low	No	No	Yes	Yes	Landing pads All equipment as per IAAF specifications	LOC Officials	Key official at all sectors to carry RT radios Officials to control the area On-site St John if required Call 111 if required
Hurdles	Low	No	No	Yes	Yes	Hurdles at correct spacing and weighting Hurdles as per IAAF specifications Practice run over hurdles on track prior to each race	LOC Officials Volunteers	Officials to control the area On-site St John if required Call 111 if required
Steeplechase – water jump	Low	No	No	Yes	Yes	Water jump filled prior to event – emptied after event In extreme heat, water left in jump for athletes after their events – controlled by volunteers	LOC Officials Volun	Officials /Volunteers to control the area On-site St John if required Call 111 if required
Use of starting gun	Low	No	No	No	Yes	Ear muffs to be worn Starter to use standing stand	LOC Officials	Starts team to oversee Refer to on-site St John

SECTION 4: Core Provisions and Communications.

Core Provisions				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	St John	Doug Ashby	027 243 0722	Doug to organise St John personnel and equipment
Drinking water	NPD		06 7596060	Maintained by NPDC
Food	External operators			
Shade	LOC Schools	LOC Schools		LOC to provide shade for competitors and officials Team managers permitted to erect team tents
Toilets	Taranaki Community Stadium Trust	Robyn Townsing	021 317 508	Maintained and managed by TCST caretaker
Waste Management	NPDC		06 7596060	Maintained and managed by NPDC
Spectator Controls		Event Manager Officials /Schools		
Event Insurance	Chubb Insurance New Zealand Ltd	Athletics NZ	09 477 0210	Public Liability cover
Media	Event Manager	TET Athletics Taranaki / TSSSA		

Event Communications Plan				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Event Manager	Schools / RSD	Month before the event	General information, programme, Safety Action Plan, venue, parking, qualification guidelines
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Manager Chief Officials	Athletes Officials Volunteers	On the day	
Event Day Communications – Cancellations, changes, weather	Event Manager LOC	Schools / athletes Officials / Volunteers	On the day	Communication via TSSAA website, PA system at the venue
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager LOC Team Managers	Schools / athletes Officials / Volunteers	On the day	PA system
Media information	Event Manager	Local Media TSSSA RSD	Pre/post event	Adversting the event Posting of results
Post event reporting	Event Manager	TSSSA / LOC	Within a month of the event	

Submission

Submission

This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Contact person: **Tara Fevre**

Date: **Date 6/3/19**

Indicate those others involved in the preparation of this risk assessment.

