



Event Management Plan

Event Name	Taranaki Youth Forum 2019
Event Location	Yarrow Stadium Fields 2,3 & 4 Maratahu Street, Westown
Event Date	Wednesday 13th February 2019
Organisation	TSSSA + Sport Taranaki
Document last updated	January 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 & Sport Taranaki

Event management

Event overview

The Taranaki Youth Forum is a 2-day leadership initiative designed to inspire, empower & impact the next generation of young leaders. The event involves approximately 300 students & staff from Taranaki secondary & intermediate schools. Day 2 takes place at Yarrow Stadium. Day 2 is a physical day with students outside moving through 4 stations throughout the day.

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
Kendyl Fake	Event Manager	Overall responsibility – to be located in event base on Field 2.	kendyl@sporttaranaki.org.nz 027 347 8898
Tem Hodson	Event Director	Support Kendyl on all event specifics & direct student leadership group	tem@tsssa.org.nz 0212520525
Guy Honor	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections,	guy@sporttaranaki.org.nz 027 705 9369
Tara Fevre	Additional Event Support	Support Kendyl & Tem with running of event	tara@tsssa.org.nz 0273739645
Student Leadership Group	Event support crew	Liaisons, support for attendee's, topping up water, rubbish monitoring	Contact through Tem – Event Manager

Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes

New Plymouth District Council	Jonnie Orrell – Venue Operation Supervisor	Provider of venue	Jonnie.Orrell@npdc.govt.nz 0272422440	
Authorities (SAR, fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
St John	111	On call	111	

Staffing

Designated School Representatives / Staff

Student Leadership Group

Station Facilitators – Sport Taranaki & RSO staff

Organisational structure

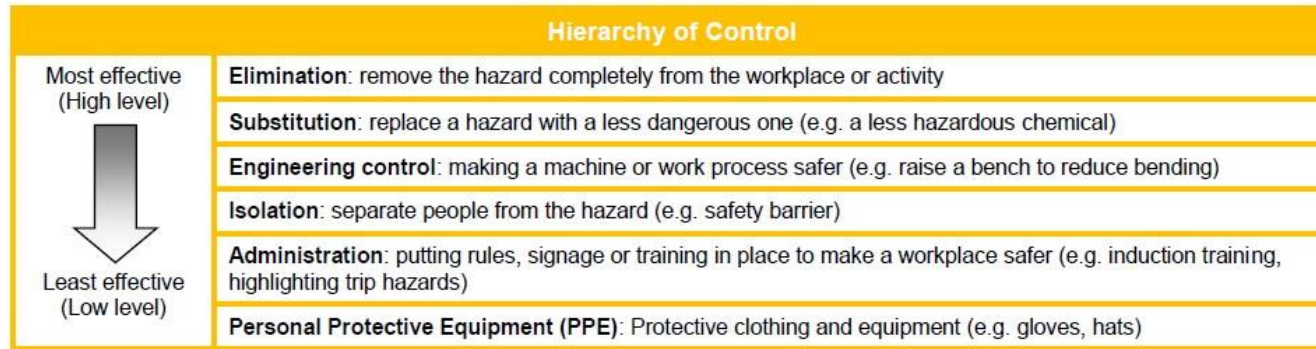
Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Event Director	
	School Representatives	Sport Taranaki Staff	

Timetable

Time	Pre Event	Event programme	Post-event
08:00	Organising team arrival & set up		
09:00	Buses arrive at location from this time		
09:00 – 09:25	Arrival of attendees’ – buses arriving staggered		
09:20		Welcome & Briefing	
09:30 – 10:30		Rotation 1	
10:40 – 11:40		Rotation 2	
11:50-12:50		Rotation 3	
12:50 – 1.20		Lunch (30 mins)	
13:20 – 14:20		Rotation 4	
14:30			Buses begin departing staggered & students depart
15:00			Event Closure & pack up

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		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
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 / Event Director	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	First aid kit will be available at the event base – Sport Taranaki Gazebo.	Event Manager /	The event manager will also have a first aid kit in their vehicle at all times and provide it if

								School Team Manager	necessary.
Communication failure during event	Medium	yes	no	no	no	no	<p>Event Organiser will be on site to ensure running of a smooth event. Event manager will be based at the event base for the duration of the day.</p> <p>All event crew will have cell phones on hand & key personnel will carry radios.</p> <p>Student leaders & station facilitators will be briefed pre-event and will have key event information and maps on hand.</p>	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 attendee's to attend. Lanyards will communicate each students rotation schedule. The event base will be manned at all times to answer questions & the Youth Forum leadership crew will be floating to ensure the event is running smoothly.	Event Manager	Participants will also be briefed before the event commences to ensure any missed messages are relayed.
Muscle injury	Medium	no	no	no	yes	no	Participants to warm-up and cool-down before being physically active. This message will be relayed to those running stations.	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	School representatives are 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 Representatives / Participant	Participant to administer their own medication where needed. Refer to school's emergency procedure. Call emergency services if appropriate.
Participant acting inappropriately resulting	Medium	no	no	no	yes	no	Student behaviour is the responsibility of the school and will be dealt with by the attending school representative.	Participants/ Event Manager / Station Facilitator	Prompt/ warning will be given by activity official and/or event manager. School representatives will also be informed.

in negative experience for others involved.									If problem persists, the participant will be removed from the activity.
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.	Event Manager	Event Manager will take responsibility for dealing with any public disorder. Police will be called if necessary.
Equipment not being of safe standard	Medium	yes	yes	no	no	no	All equipment to be checked by station facilitators before commencement where necessary. Team managers to be told of any risk and how players should treat equipment where required.	Station Facilitator / Event Manager	Refer to onsite first aid
Participant or audience struck by equipment	Low	no	no	yes	no	no	Participants and audience to be aware of their surroundings. Event manager to perform a pre-event inspection to identify any additional hazards.	Participants / Audience/ Event Manager	Refer to onsite first aid
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.
Participants injured by something on the ground	Low	yes	no	no	yes	no	Grounds will be checked for glass and other hazards when activities are being set up. Personnel setting up are to remove anything if found or place cone/sign if needed.	Event Manager / Host Organisation	Refer to onsite first aid
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. Participants will be reminded to be cautious of wet surfaces. 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 & water will be available.	Event Manager / Participants	Refer to onsite first aid. Follow TSSSA serious event procedure & call emergency services if necessary.

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 30/1/19
Indicate those others involved in the preparation of this risk assessment.	
