

School Sport New Zealand

2025 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, office@schoolsportnz.org.nz**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

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

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
 - a. Event Safety Plan – details of risk management associated with the specific event
 - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
 - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: NZSS Badminton Championships		This Plan Dated: 09/4/2025
Event Location	Te Rauparaha Arena, Porirua	
Event Date	26 - 29 August 2025	
Organisation delivering event	Badminton New Zealand	
Number of Participants	400	
Number of Schools Participating	50	

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

The New Zealand Secondary School Championships determine the National Champions for Boys and Girls Schools. We anticipate approximately 50-55 teams and 400 players competing, with teams playing 6-7 ties over 4 days.

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
James Veitch	Event Manager	Overall responsibility	L1 First Aid	james@badminton.org.nz 0211891960	Yes
Alec Huang	Event Coordinator	Assist in all aspects of event delivery	L1 First Aid	alec@badminton.org.nz 0221502369	Yes
Linda White	Referee	Ensure rules are followed, venue setup is safe and correct	L1 First Aid 10+ years experience	whiterere1@gmail.com 027 2648 660	Yes
Vaiola Vaeau	Deputy Referee	Ensure rules are followed, venue setup is safe and correct		vaiola@badminton.net.nz 027 4864 556	
Eliza Longstaff	Venue Manager	Overall responsibility for Te Rauparaha Arena venue and staff	Arena staff have first aid training	Eliza.longstaff@porirua.govt.nz 0278032601	NA

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 -	
<div>Most effective (High level)</div> <div>↓</div> <div>Least effective (Low level)</div>	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)

3A: 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?
Slip on liquid on courts	Low	No	No	Yes	No	No	Have towels available next to each court so sweat, water or liquid can be dried quickly	Referee	Refer to onsite first aid
Electric cords, trip hazards	Low	No	No	Yes	No	No	Ensure identified electric cords are taped down or in cord concealers	Referee	Refer to onsite first-aid, assess if cords should be moved
Student hit by vehicle in carpark	Low	No	No	No	Yes	No	Team Managers to ensure that students are always supervised in the carpark	Team Manager	Refer to onsite first aid
COVID-19	Med			Yes	Yes	Yes	We will minimize the risk of a COVID outbreak at the event by following all the government guidelines. We will encourage all to follow the MoH hygiene practices.	Event Director	Follow all instructions of Ministry of Health or the local DHB

3B: Sport Specific Risk Assessment & Management Plan – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

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?
On-Court Injury	High	No	No	Yes	Yes	No	Keep courts dry of sweat/water to reduce chance of injury. Players have towels available to dry the court. Keep non-required players away from stepping onto the court and creating a hazard. Space available for players to warm-up	Referee	Refer to onsite first aid

3B: 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.

SECTION 4: 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	Venue	Venue	Referee	First-aid available; Staff are first-aid trained; Health and Safety Protocols in place
Drinking water	Venue	Venue		Venue to provide water fountains for players
Food	Venue	Team Managers		Team Managers are responsible for feeding their team.
Toilets	Venue	Venue Manager		Venue Manager responsible for toilets and change rooms.
Waste Management	Venue	Venue		Venue Manager responsible for all Waste Management related services.

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 Director	Team Managers	As information is available for communication	When required, the Event Manager will communicate with Team Managers to inform them of all relevant information
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Event Director/ Team Managers	Team Managers	Prior to the start of play on the first day	Prior to the start of play on Day 1, the Event Manager will hold a Managers Meeting with all Team Managers to provide all safety information. Team Managers are then responsible for ensuring their players are made aware of the key facets of this information.
Event Day Communications – Cancellations, changes, weather	Referee/ Event Director	Team Managers	When information is available for communication	The referee will make all decisions regarding any cancellations or charges to play. As an indoor sport, this is unlikely but possible. The Event Manager will be responsible for communicating these changes.
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Referee/Event Director	Team Manager	TBC	The content will depend on the emergency at hand. The Event Manager will have all Team Managers phone numbers and email addresses to send information out. There will also be a speaker system to advise all people in the venue of a situation, if required.
Media information	Badminton New Zealand – CEO	TBC	TBC	All issues requiring a statement to the media will be addressed by the Badminton New Zealand CEO – Stephen Nelson
Post event reporting	Event Director	School Sport New Zealand	Within 4 weeks following the event	A School Sport New Zealand post event report will be completed.

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