

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 before the event date to the School Sport NZ,*** [***events@schoolsportnz.org.nz***](mailto:events@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.**

1. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
   1. Event Safety Plan – details of risk management associated with the specific event
   2. 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.
   3. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
2. 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.
3. 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**

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| **Event Name:** South Island Secondary School Badminton Cup | | **This Plan Dated:** 29 April 2025 |
| **Event Location** | Otago Badminton Centre – 101 Victoria Road, Dunedin | |
| **Event Date** | Sat 14 & Sun 15 June 2025 | |
| **Organisation delivering event** | Badminton New Zealand with Otago Badminton | |
| **Number of Participants** | 90 [estimated] | |
| **Number of Schools Participating** | 14 [estimated] | |

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

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| In 2025, Otago Badminton will host the South Island Secondary School Badminton Cup. The event will see schools from across the South Island, compete with one another across two days with in 2 divisions, with a focus on players developing skills and friendships. |

**SECTION 2: Event Personnel.**

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| **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** |
| Suzanne Mattingly | Event Manager | Overall responsibility and delivery of event | Significant event experience  First Aid L1 | [suematt@xtra.co.nz](mailto:suematt@xtra.co.nz)  0274 465 866 | In progress |
| Ah-Lek Tay | Referee | Ensure rules are followed, venue set-up is safe and correct | Significant event experience | [ah-lek@tay.co.nz](mailto:ah-lek@tay.co.nz)  0274360 767 | In progress |
| David Laney | Venue Manager | Ensure venue is fit-for-purpose and meets event/participant needs | Experience working at the venue  First Aid L1 | [david.laney@outlook.com](mailto:david.laney@outlook.com)  (03) 488 1472  (0274 465 866 EM) | In progress |
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**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.

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| **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** | | | |
|  | 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. | | | |
|  | 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. | | | |
|  | 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. | | | |
|  | 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**.

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| **Hierarchy of Controls -** | |
| Most effective (High level)  Least effective (Low level) | **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) |

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**3A: Event Risk Assessment & Management Plan**

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| **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 will we 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. | Event Manager | 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. | Event Manager | Refer to onsite first aid and assess if cords should be removed |
| Participant hit by vehicle in car park | Low | No | No | No | Yes | No | Team Managers to ensure that students are always supervised in the car park | Team Managers | Refer to onsite first aid |
| COVID-19 | High | No | No | 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. Hand sanitizer will be available at the venue. | Event Manager | Follow all instructions of Ministry of Health or the local DHB. |
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**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.

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| **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 will we 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. Talk to players at start of event about court etiquette. Keep non-required players away from stepping onto the court and creating a hazard. | Event Manager  Referee | Refer to onsite first aid |
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**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.

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**SECTION 4: Core Provisions and Communications.**

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| **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 Manager | Referee | First aid available; staff are first aid trained; health and safety protocols in place |
| Drinking water | Venue | Venue Manager |  | Venue to provide access to drinking water |
| Food | Players, Team Managers, Venue | Team Managers |  | Team Managers responsible for feeding their team |
| Toilets | Venue | Venue Manager |  | Venue Manager responsible for toilets and changing rooms |
| Waste Management | Venue | Venue Manager |  | Venue Manager responsible for all Waste Management related services |
| Parking | On Street | DCC |  | Off street parking South of Ice Stadium,  please do not park In Ice Stadium Car Park. |
| Event Insurance | Otago Badminton | Event Manager |  | Otago Badminton has public liability insurance |

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| **Event Communications Plan.** Please give details of the following as they apply to your event. | | | | |
| **Communication Item** | **Person Responsible** | **Audience** | **When?** | **Notes – e.g., Content** |
| **Pre-Event Info** – to schools, participants | Event Manager | 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 Manager  Team Managers | Team Managers | Prior to the start of play on Day 1 | 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 Manager | Team Managers | When information is available for communication | The Referee will make all decisions regarding any cancellations or changes to play. As an indoor sport, weather-related changes are unlikely. |
| **Emergency Communications -** evacuation, lost person, emergency services, notification to schools/parents/media | Referee  Event Manager | Team Managers | When information is available for communication | 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 | Media | As required | All issues requiring a statement to the media will be addressed by the Badminton New Zealand CEO. |
| Post event reporting | Event Manager | 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,*** [***events@schoolsportnz.org.nz***](mailto:events@schoolsportnz.org.nz) ***6 weeks prior to the event date.***

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