**HEALTH & SAFETY PLAN**

The completion of this Health & Safety Plan is a compulsory requirement for all endorsed events. Health & Safety Plans are to be submitted to the Gymnastics NZ, endorsedevents@gymnasticsnz.com, **at least one month prior to the competition**. Plans will be uploaded to the online events calendar for clubs to view. If you already have a Health & Safety Plan for events in an alternative format, please contact the Event Manager as it may suffice.

Should you need any assistance completing the Health & Safety Plan, please contact your Regional Relationship Manager.

**SECTION 1: EVENT INFORMATION**

|  |  |
| --- | --- |
| **COMPETITION: NZ Secondary Schools Gymnastic Sports Cup 2021** | **DATE: 21-22 August 2021** |
| **LOCATION: Keith Hay Gymnasium, 55 Arundel St, Mt Roskill Auckland 1041** | **CLUB: Tri Star Gymnastics** |
| **PRIMARY EVENT MANAGER: Leanne Olsen** | |
| **CONTACT NUMBER: 021 543 5556** | **EMAIL: leanne.olsen@tristar.org.nz** |
| **ALTERNATIVE EVENT MANAGERS: Luke Dobney** | |
| **PRIMARY FLOOR MANAGERS: Leanne Olsen** | |
| **PLAN COMPLETED BY: Leanne Olsen** | **COMPLETION DATE: 29/06/2021** |

Note: The Event Manager will be responsible for overall health and safety. The Floor Manager is responsible for hazard and people management on the competition floor and in the warm-up area. Multiple people may be assigned to each role as long as, at any given point in time, there is one designated person in each role and any change in Event/Floor Manager is communicated to key volunteers. Where appropriate at smaller events, these roles may be combined.

**SECTION 2: RISK ASSESSMENT & MANAGEMENT PLAN**

Refer to the exemplar risk assessment and management plan on the next page and the risk matrix to assist with completing the risk assessment and management plan.

| **HAZARD** | **CONSEQUENCE** | **LIKELIHOOD** | **RISK LEVEL** | **MITIGATION/CONTROLS** | **PERSON RESPONSIBLE** |
| --- | --- | --- | --- | --- | --- |
| **Accident in carpark** | Major | Unlikely | Medium | None it’s a public carpark |  |
| **Volunteer burned in canteen or BBQ** | Moderate | Possible | Medium | Key volunteer in each area to train others | Gillian |
| **Heavy lifting of equipment and seating** | Minor | Possible | Medium | Senior men & women do set up Friday night  Only trained coaches move equipment | David |
| **Trip Hazards** | Minor | Likely | Medium | Cords all duck taped  Matting areas as even as possible  Judges in sensible shoes  Loose equipment put away in bins | Luke |
| **Risk of vulnerable people being recorded** | Moderate | Likely | Medium | Display media waivers.  Announce you can only record your own child | Leanne |
| **Spectator access for floor** | Minor | Unlikely | Low | Clear boundary created, spectators not allowed on floor | Leanne |
| **Athlete injury** | Various | Likely | Medium | First Aid supplies onsite  Tri Star First Aid trained staff on floor at all times | Luke |
| **Equipment Breakage** | Various | Unlikely | High | Appointed Tri StarS staff to check set up Friday night  Control judge checks Sunday Morning  Floor Manager to ensure equipment remains correctly set-up throughout the day. | David |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **RISK MATRIX** |  | **CONSEQUENCE** | | | | |
|  |  |  |  | **Routine** | **Minor** | **Moderate** | **Major** | **Severe** |
|  |  |  | **Workers** | Slight pain and/or discomfort. | Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, EAP). | Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties. >1 work days lost. | Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation. | Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage. |
|  |  |  | **Public** | Superficial damage to property (e.g. vandalism). | Superficial injury/illness that may need first aid and/or use of third party services (e.g. doctor, counsellor). | Injury/illness causing temporary disability including reversible health effects. May need medical treatment and/or alternate work duties. | Injury/illness causing permanent partial or temporary severe disability including serious health damage and/or needing hospitalisation. | Death or serious injury illness to one or more people causing permanent disability, including irreversible health damage. |
|  |  |  | **Property** | Normal wear and tear of property. | Superficial damage to property (e.g. vandalism). | Damage to or theft of property with some discomfort but no disruption to use (e.g. broken window). | Damage to or theft of property with some disruption to use (e.g. flooding). | Major damage to property deeming it unfit for use (e.g. arson). |
| **LIKELIHOOD** | **Almost Certain** | It is almost certain that the risk consequence will occur. E.g. 80% - 100% expectation that the event will occur during the next 12 months. | | Medium | Medium | High | Very High | Very High |
| **Likely** | It is likely that the risk consequence will occur. E.g. 50% - 80% expectation that the event will occur during the next 12 months. | | Low | Medium | Medium | High | Very High |
| **Possible** | It is possible that the risk consequence will occur. E.g. 30% - 50% expectation that the vent will occur during the next 12 months. | | Low | Low | Medium | High | High |
| **Unlikely** | It is unlikely that the risk consequence will occur. E.g. 5% - 30% expectation that the event will occur during the next 12 months | | Very Low | Low | Medium | Medium | High |
| **Rare** | The risk consequence will only occur in exceptional circumstances. E.g. less than 5% expectation that the event will occur during the next 12 months | | Very Low | Very Low | Low | Medium | Medium |

**SECTION 3: COMPETITION ESSENTIALS**

| **PRE-EVENT** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **PROVIDER** | **PERSON RESPONSIBLE** | | **DATE (WHEN)** | | **CONTACT** | | **NOTES** |
| Pre-event info (to GNZ and School Sport NZ) -Judges/coaches list  -Event info/entry form | **N/A** | Leanne | | 18 Aug. 2021 | | Leanne.olsen@tristar.org.nz | | Coaches will be provided with an “Accredited Coach” lanyard upon arrival, instructions will be sent out prior |
| Event insurance (public liability) | Vero | Luke | | Ongoing | |  | |  |
| First aid/medical services | Tri Star Staff | Luke and Leanne | | Onsite at event | |  | | Most Tri Star Staff have First Aid certificates |
| **DURING/POST-EVENT** | | | | | | | | |
| **ITEM** | **PERSON RESPONSIBLE** | | **DATE (WHEN)** | | **CONTACT** | | **NOTES** | |
| Equipment checks | David Phillips  Dido Gotz  Luke Dobney | | 21&22 August 2021 and daily during event | |  | |  | |
| Spectator controls | Luke | |  | |  | |  | |
| Safety briefings | Luke/Leanne | | Each Session | |  | |  | |
| Post event reporting | Leanne | |  | |  | |  | |