



# HEALTH & SAFETY PLAN

<b>Event</b>	New Zealand Rugby League (NZRL) National Secondary Schools Tournament 24 x Teams (Schools) = 528 Participants 15-18 Years		
<b>Date</b>	September 3-7, 2018	<b>Venue Location &amp; Contact: -Welfare -Waste Management</b>	Pulman Park 90 Walters Road, Papakura Auckland Colleen Acton 0275 520 349
<b>Event Organiser Volunteer Coordinator Health &amp; Safety Officer Disputes &amp; Discipline</b>	Shaun Iwikau  Alternative Contact: David McMeeken	<b>Mobile Contact</b>	021 924 790  021 956 975
<b>Officials Coordinator</b>	Luke Watts	<b>Mobile Contact</b>	021 467 646

<b>Closest Medical Facilities and Accessing Emergency Services</b> (Where is the closest hospital? When in doubt call 111)	
Location & Contact:	<p><b>The Fono South - Medical and Dental</b> Unit 1/7 Halver Rd, Manurewa, Auckland 2102 09-267 6331, thefono.org 8.30am - 5pm</p> <p><b>Papakura East Medical Clinic:</b> 72 Clevedon Rd, Papakura      09 299 9666 <b>Conifer Grove Medical Centre:</b> 138 Great South Rd, Takanini      09 298 0238 <b>Papakura Family Health Centre:</b> 343 Great South Rd, Papakura      09 298 9319</p> <p><b>AFTER HOURS</b> <b>Counties Care A &amp; E Clinic:</b> 79-85 Great South Rd, Papakura, 09 299 9380 (Open: 8am-8pm 7 days) <b>Takanini Care A &amp; E Clinic:</b> 106 Great South Rd, Papakura, 09 299 7670 (Open: 8am-10pm 7 days)</p>
	<p><b>HOSPITAL/ EMERGENCY (111)</b> Middlemore Hospital: Hospital Rd, Otahuhu, 09 276 0000 Auckland City Hospital: 2 Park Rd, Grafton, 09 367 0000</p>



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<b>Onsite Medical &amp; First Aid</b> (If something goes wrong, who do we contact)	
Organisation or First Aid Trained	St Johns Ambulance
Contact:	St Johns Officers (Names & Contacts to be confirmed.) Available on RT Duty Events Manager available on 0508-367-336 from Friday 1700 – Sunday 1700.
How many:	2 x Paramedic officers.
Location:	Based in carpark by Operations Centre.
Qualifications:	Paramedic.
Emergency Services & First Aid procedure	<ul style="list-style-type: none"> <li>• Match Manager or Event Organiser to radio any emergencies to St Johns.</li> <li>• Team Staff &amp; Volunteers will be briefed at managers meeting of Emergency procedures.</li> <li>• Fire Evacuation Plan attached.</li> <li>• Emergency Exits attached.</li> </ul>

<b>HEALTH &amp; SAFETY CHECKLIST :</b> <i>(Completed before kick off)</i>	✓	<b>NOTES:</b>
Weather forecast <i>(Is it safe to continue with the event? Postponement date?)</i>	✓	Complete on the day. No postponement date.
Field walkover <i>(Check for hazards, e.g. pot holes, glass, etc.)</i>	✓	Part of Field set up duties.
Bolsters on all posts / posts secured	✓	Part of Field set up duties.
Fields marked and roped off	✓	Part of Field set up duties.
First Aid Kit/Defibrillator on site	✓	NZRL- Based at Operations Centre.
Injury / Concussion Register	✓	Register at operations centre. Injury Reports handed out at managers meeting.
Emergency/Fire Exits identified	✓	Part of Managers Briefing (Monday 3 <sup>rd</sup> September) See attached Emergency exit map.



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Emergency vehicle access ( <i>Ensure all access points are clear at ALL times</i> )	✓	Based in car park. Matrix Security & Maori Wardens to monitor carpark. Best Emergency Entrance / Exit: 90 Walters Road, Papakura 2112, Auckland.
Waste management ( <i>Are there enough bins? Who empties them?</i> )	✓	Pulman Park staff to maintain.
Toilets and hand washing facilities	✓	Available at venue and 8 additional portaloos.
Drinking water available	✓	Water drums for teams.
Sun screen and shelter available	✓	Sunscreen available in Operations Centre. Team Marquees provided for shelter.
Staff / volunteer briefing ( <i>Discuss event H&amp;S procedures</i> )	✓	Part of Managers Briefing (Monday 3 <sup>rd</sup> September).

<b>DOCUMENTS &amp; POLICIES CHECKLIST :</b> ( <i>Are all documents completed and all policies complied with?</i> )	✓	<b>NOTES:</b>
Event run sheet & site plan	✓	Site Plan will be sent out to teams. Posted on walls at Venue.
Traffic management plan ( <i>If required</i> )	✓	Maori Wardens & Matrix Security onsite to monitor.
Risk assessment form ( <i>see attached</i> )	✓	As per below.
Competition / Tournament Rules & Regulations ( <i>via NZRL website</i> )	✓	Also available in Team Manual.
Mouthguard Policy	✓	As per Tournament Rules & Regulations.
Concussion Policy	✓	As per Tournament Rules & Regulations.
Code of Conduct ( <i>via NZRL website</i> )	✓	As per Tournament Rules & Regulations.
Smoke & alcohol free event?	✓	Yes, cover at Managers Meeting. Message communicated by Ground announcer.



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EVENT COMMUNICATIONS PLAN				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
<b>Pre Event Info</b> – to schools, participants	Event Organiser	Schools- Team Staff	Pre-Tournament	Tournament Information including any Health & Safety information.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Event Organiser	Schools- Team Staff & Participants, Volunteers & Staff	Welcome/Managers meeting: Mon 3 <sup>rd</sup> September	Health & Safety brief -Evacuation & Emergency procedures.
<b>Event Day</b> Communications – Cancellations, changes, weather	Event Organiser	Schools- Team Staff & Participants, Volunteers & Staff	Daily throughout the Tournament.	Contact through Tournament App, TXT, Mobile Phones and Ground Announcements.
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Event Organiser, Operations Centre, Match Managers, Security & St Johns	Schools- Team Staff & Participants, Volunteers & Staff	When required	Each key personnel will have RT. Other forms of contact will be through.  Tournament App, TXT, Mobile Phones and Ground Announcements.
<b>Media information</b>	NZRL Comms team	Schools- Team Staff & Participants, Volunteers & Staff	Pre-tournament/Daily	Tournament Information available through website and Social Media.
<b>Post event reporting</b>	Event Organiser	NZSSSC & Internal	Post tournament	Tournament debrief internally & feedback from Surveys.



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## RISK ASSESSMENT

	<b>Identify the Risks (What could go wrong)</b>	<b>Risk Reduction Strategies (What can we do to prevent/minimize)</b>
<b>PEOPLE</b>	<ol style="list-style-type: none"> <li>1. Side line behaviour</li> <li>2. Spectator Injury</li> <li>3. Injuries during/ after games</li> <li>4. Crowd Violence</li> </ol>	<ol style="list-style-type: none"> <li>1. Field roped off, Be a sport Campaign. The use of clear signage and loud speaker communication to set the culture for the event. Police advised of event. Matrix Security and Maori Wardens on site to assist if needed.</li> <li>2. Removal of slip, trip and fall hazard throughout the event with daily field and environment walk overs by event staff to remove hazards.</li> <li>3. St Johns onsite. St Johns need to be on site at least half hour before and after kick off. Blue Card Pilot policy in place for concussion.  Recovery Centre for Players which includes hot and cold baths. Physio onsite.  Food and drink provided to players to assist post game recovery throughout the tournament.</li> <li>4. NZ Police, Paid Security, Wardens and staff on site for the entire event. The use of clear signage and loud speaker communication to set the culture for the event.</li> </ol>



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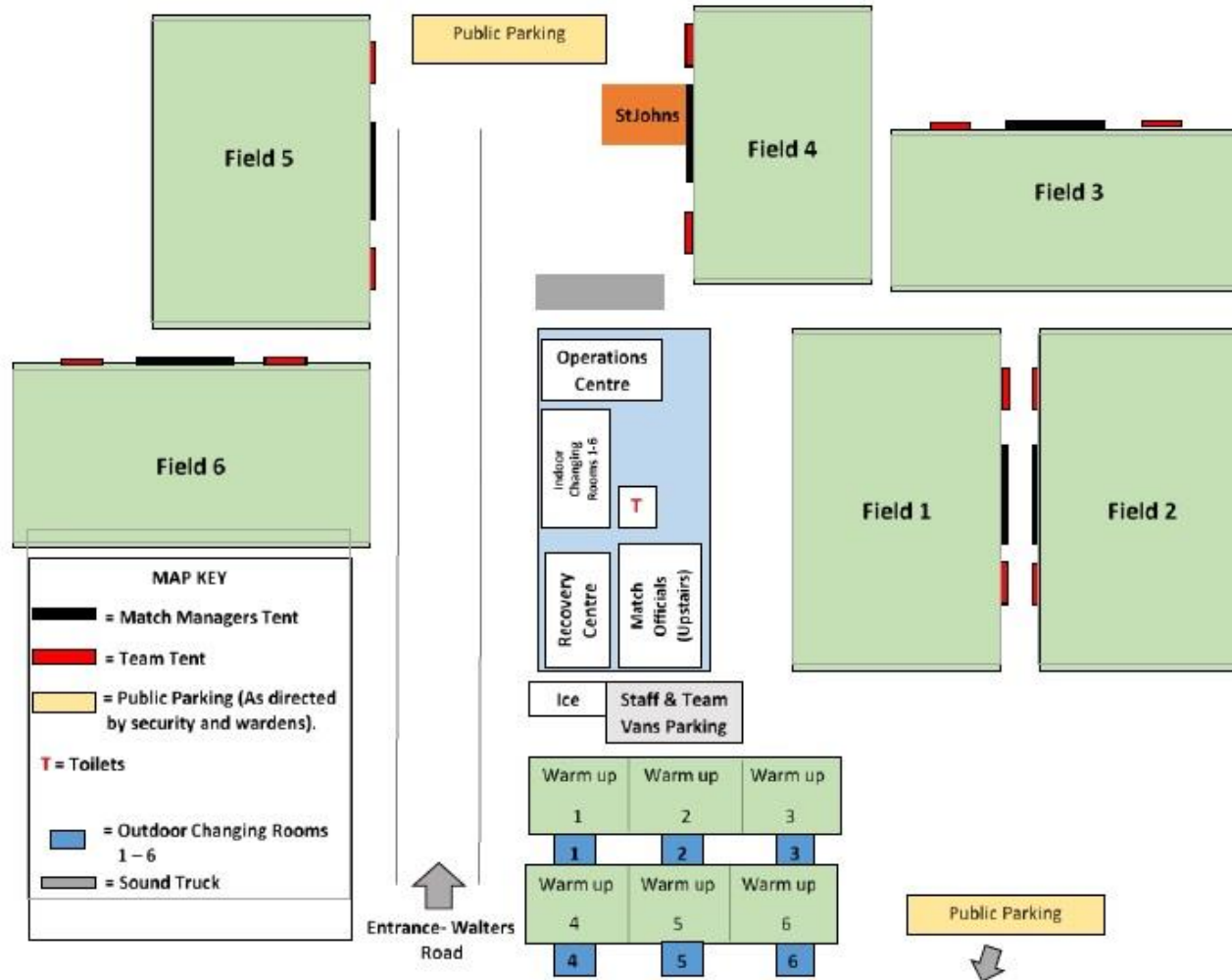


<b>EQUIPMENT</b>	<ol style="list-style-type: none"><li>1. Goal posts.</li><li>2. Field, Potholes</li></ol>	<ol style="list-style-type: none"><li>1. Protective padding &amp; bolsters.</li><li>2. Field check overs when set up completed. Roping off all fields to keep spectators off.</li></ol>
<b>ENVIRONMENT</b>	<ol style="list-style-type: none"><li>1. Weather.</li><li>2. Car parking.</li><li>3. Facilities.</li><li>4. Hypothermia</li></ol>	<ol style="list-style-type: none"><li>1. Monitor the Weather. If unsafe to play Event Director makes decision to suspend play.</li><li>2. Matrix Security and Maori Wardens to manage and direct traffic.</li><li>3. Check all facilities meet Health and Safety requirements. Briefing at Managers meeting regarding Emergency procedures.</li><li>4. All competing teams to be required to suitable clothing and or blankets for players on side-lines. The NZRL will provide suitable equipment on side-lines where participating teams fail to provide.</li></ol>



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## TOURNAMENT SITE MAP





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# EMERGENCY ACTION PLAN - TEAMSPORTS

IN THE CASE OF FIRE AN ALARM AUTOMATICALLY SOUNDS  
WITH A VOICE ADVISING TO EVACUATE THE BUILDING

AN AUTOMATIC CALL GOES TO THE ALARM MONITORING  
COMPANY

THE ALARM COMPANY LIAISES WITH MURRAY WOOD IF  
DURING THE DAY OR CONTACTS THE FIRE BRIGADE IF AT  
NIGHT  
MURRAY WOOD 027 279 3660

LEAVE THE BUILDING BY NEAREST EXIT

DON'T STOP TO COLLECT BELONGINGS

REPORT TO YOUR ASSEMBLY POINT

DON'T RETURN TO BUILDING UNTIL AUTHORISED TO DO SO

FOLLOW INSTRUCTIONS AT ASSEMBLY POINT  
FIRE WARDENS WEAR A HI-VIZ FIREWARDEN VEST





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## GROUND FLOOR TEAMSPORTS BUILDING

