

Event Safety Briefing

Event Personnel	
Who is the event manager?	Dinelle Saunders: 027 370 7226 and Annette Cox: 027 251 9302
Who are the event staff?	Dinelle Saunders: 027 370 7226, Ross Kinnerley, Annette Cox and Shaan Stuart.
Who is the facility contact?	Alan Kenny: 027 201 2651

First Aid	
Who is lead first aider?	Ross Kinnerley: 027 302 4042
Who are other first aiders?	Annette Cox: 027 251 9302
Where is the first aid post?	At registration/hub area outside canteen/kitchen
How can first aid be contacted?	Annette Cox: 027 251 9302 (who is part of event staff and will be onsite/in the stadium the whole time).
Where is the closest AED?	Jubilee Stadium kitchen

Building Evacuation	
Where are the building exits?	Fire exits at front and back of building
What is the assembly point?	Jubilee Stadium carpark

Site Hazards	
Identify known hazards.	Seating/stairs and railings. Refer to RAMS form
Procedure to report hazard.	To Dinelle Saunders: 027 370 7226

Communication	
How do you contact the event manager?	Dinelle Saunders: 022 076 3592. Onsite at all times.
Who do you contact if you cannot reach them?	Annette Cox: 027 251 9302
Use of communication equipment (if provided).	N/A
Any communication difficulties (i.e. blackspots).	N/A

Schedule	
When will the event start?	15:00 Monday 21 st September 2020
When will it finish?	17:30 Monday 21 st September 2020
When should staff/volunteers leave their post?	At the end of the league when directed by event manager.
What to do if participants are overdue.	N/A

Participants	
Safety equipment requirements.	N/A
How we will account for all participants finishing safely.	Team sign in and out process. Teachers/coaches are in charge of their own students and need to monitor them throughout the duration of tournament.
Supervision (for youth).	Sport Whanganui staff and school teachers/coaches.
Adult ratio (for youth).	N/A

Event Areas	
Where is registration?	Pre-registration for tournament.
Where can water be accessed?	Toilets

Where are the toilets?	End of stadium.
Where is the parking?	Jubilee Stadium carpark
Designate any other relevant areas (i.e. transition).	N/A
Designate any relevant boundaries.	N/A
Where are spectator areas?	Up in grandstand/seating
Where are the access points?	One main entrance to Jubilee Stadium
Where can emergency vehicles access the area?	Outside entranceway to stadium or in carpark which is very close to the entranceway

Weather

What is the weather forecast?	N/A
How could it affect the event?	N/A
What weather conditions will change the delivery of the event?	None

Traffic Management

What traffic restrictions apply?	N/A
Who is the STMS?	N/A
What period will traffic control apply to?	N/A

Accident Procedure

How to report an accident.	To Dinelle Saunders: 027 370 7226
How an accident will affect your event role.	Potential discontinuation of games. Risk to be assessed by Dinelle Saunders.

Lost Participant

Procedure to report.	Dinelle to contact school sports coordinator - have list of all contacts or through TIC/coach and making contact with the school through office or sports coordinator.
Action to take.	Discussion with TIC/coach, make contact with the school to notify parents.
Collection point (youth).	Inside the stadium.

People With Disabilities

Additional safety actions required.	Disabled access available.
Differences in access, ingress or egress areas.	Access points with ramps available.
Additional participant specific safety information.	N/A

Pandemic – Covid-19

<p>Hand sanitiser and alcohol wipes will be available at the registration hub and at each court. Balls will be disinfected at the end of each round. Anyone feeling unwell must not attend the event. At no time will there be more than 100 people in the venue. Each school will have a designated seating area 2m apart in the stand. An accurate list of all participants and staff on site will be collected on arrival for accurate contact tracing. All participants and staff will sanitise their hands-on arrival, after each round and departure of the venue. Each school will also be given sanitiser and alcohol wipes at each of their school seating</p>
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areas to use throughout the event.

All participants must bring their own food and water bottle to the event with water in it. There will be no food for sale or shared water containers to fill bottles on site.

Only essential staff from each school are to accompany the participants on the day of the event. **NO SPECTATORS** are to enter the venue.

There will be no prizegiving at the completion of the event.

RISK ANALYSIS AND MANAGEMENT SYSTEM

NAME: Dinelle Saunders and Annette Cox – Sport Whanganui

DATE: Term 3 2020 – Monday 21st September 2020

ACTIVITY: Secondary School Dodgeball Tournament

FACILITY: Jubilee Stadium, Whanganui

	ANALYSIS	DESCRIPTION		
RISKS Accident, injury, other forms of loss	<ul style="list-style-type: none"> • Injuries: General non-contact sporting injury, soft tissue injury, bone trauma, pre-existing medical conditions, dehydration and hypothermia • Collision with other participants and other unpredictable accidents Concussion, spinal injury • Broken limbs, bruising, lacerations, sprains • Pre-existing medical conditions • Life-threatening e.g. heart attack • Fire, earthquake or other emergency • Pandemic – Covid-19 			
Causal Factors Hazards, perils, dangers	People	Equipment	Environment	
	<ul style="list-style-type: none"> • Competitive sporting environment • Disregard for self/others • Medical conditions/illness • A lot of kids • People not listening to rules • Inappropriate behaviour • Required medication not taken • Overcrowded facilities • No supervision • Poor preparation • Spectators standing in way • Fire, earthquake or other emergency that puts students, spectators and other people at risk 	<ul style="list-style-type: none"> • Unsuitable footwear • Slippery surfaces • Personal property • Inappropriate use • Damage or loss of property • Dodgeballs, benches • Faulty equipment • No telephone • No/unsuitable first aid kit • Inappropriate equipment/clothing • Lack of safety • 	<ul style="list-style-type: none"> • Facilities or gear sabotaged • Can get very hot • Public area – stadium and carpark • Vehicle hazards • Possible water slippage when wet • Climbing up and down off seating • Steep staircase/seating area • Barrier hazards • Locked security gates 	

RISK MANAGEMENT STRATEGIES

Normal Operations

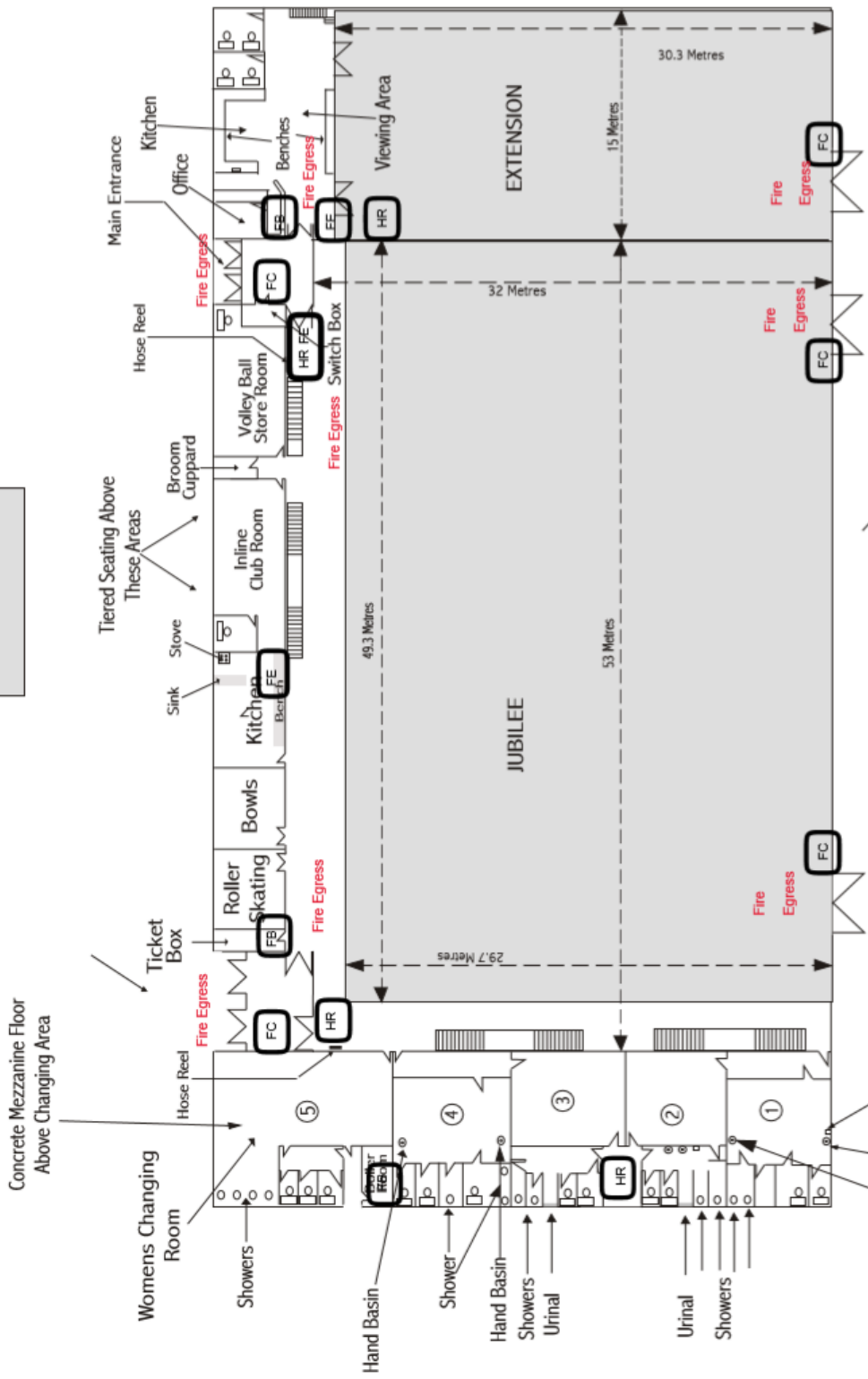
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| <ul style="list-style-type: none"> • Good supervision and adequate ratios • Refer to and adhere to rules of the day • Understand all emergency/fire evacuation plans • Organisation • Good planning and preparation of event • Monitor amount of spectators and have designated spectator area made clear. • Phone numbers available to contact schools and sports coordinators. • Ensure everyone that enters the gym is aware of the emergency plan and meeting point. • Clear event briefing and rules shared before any games commence • Students/team manager to carry any required medication • Team manager to be aware of students medical conditions • Report any incidents/accidents as soon as possible • All volunteers and marshals aware of emergency protocols, and what is required of them. • Cell phone available to call out in an emergency. • 1x trained first aid person available. • All staff aware of their roles, outcomes of day/event. • TICs/school team managers to read instructions/rules to athletes and ensure they are all clear. • School TICs/team managers to keep track of own students & behaviour and ensure they are seated in their designated school areas unless competing • Participants are responsible for their own warm up/cool down • No spectators allowed due to Covid-19 Level 2 restrictions. | <ul style="list-style-type: none"> • Leave personal items with team manager. • Hand in all lost property to the event organisers. • Permission must be obtained when using equipment that is not yours. • Students to bring their own food and water/bottles. • First aid kit and ice. • Check suitable footwear/clothing • Telephone/cell phone numbers on hand • Equipment to be checked • Athlete check, footwear, medical conditions • Maintain equipment • Correct use of equipment. • Phone available in case of emergency. • Emergency vehicle available. • Emergency protocol/procedures in place. • No spectators allowed due to Covid-19 Level 2 restrictions. | <ul style="list-style-type: none"> • Facility inspection of possible hazards before use • Easy access available for medical services. • Facility inspection. • Fire evacuation exit awareness • Fire alarm point awareness • Removal of moisture from the floor • Removal of any hazards around fire exits. • Supervision of young children by parents/family. • Unlock security gates. • Rubbish to be placed in bins or taken away with you at the end of the day. |
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	Pandemic	<ul style="list-style-type: none"> - Hand sanitiser and alcohol wipes will be available at the registration hub and at each court. - Balls will be disinfected at the end of each round. - Anyone feeling unwell must not attend the event. - At no time will there be more than 100 people in the venue. - Each school will have a designated seating area 2m apart in the stand. - An accurate list of all participants and staff on site will be collected on arrival for accurate contract tracing. - All participants and staff will sanitise their hands-on arrival, after each round and departure of the venue. - Each school will also be given sanitiser and alcohol wipes at each of their school seating areas to use throughout the event. - All participants must bring their own food and water bottle to the event with water in it. There will be no food for sale or shared water containers to fill bottles on site. - Only essential staff from each school are to accompany the participants on the day of the event. - NO SPECTATORS are to enter the venue. - There will be no prizegiving at the completion of the event.
	Emergency	<ul style="list-style-type: none"> • First aid kit on site • Trained 1st aid person on site • Event manager can withdraw competitors if they deem their health is at risk • First aid delegate/coordinator to respond to emergency • Identify evacuation area and emergency exits – assemble in carpark at front of Jubilee Stadium • Whanganui Hospital in very close proximity (5 minute drive) • Dial 111 • Identify fire hoses/extinguisher areas • Cell phone available and close at all times • Sport Whanganui vehicle tagged as emergency vehicle • AED – Jubilee Stadium kitchen, front of Sport Whanganui office and Splash Centre

RELEVANT INDUSTRY STANDARDS APPLICABLE	<ul style="list-style-type: none"> • OSH • All users of Jubilee Stadium MUST ensure that both security gates are unlocked when entering the facility for fire egress purposes and locked when vacated. Hirers will be liable if these procedures are not met. Any hirer using changing rooms 2 & 3 must ensure that the steel gate padlock is unlocked as well as any deadlocks in the interior of the changing rooms for fire egress. 		
POLICIES AND GUIDELINES RECOMMENDED	<ul style="list-style-type: none"> • Risk analysis completed • First aid kit and ice present • If the facility is hazardous or becomes hazardous to any individual person/team/group etc, please cease any activity and report to the manager of the complex. If manager is unavailable and the hazardous area/s can't be remedied, DISCONTINUE all activities. • Children are required to be controlled/supervised on the stairs/seating area during any event. The steep stairs/seating area is hazardous to children running/playing around. No skateboards/scooters, or gumboots/dirty work boots brought into the facility. <p>Facility Managers Number: 027 201 2651</p>		
SKILLS REQUIRED BY STAFF	<ul style="list-style-type: none"> • First Aid • Competent leadership skills • Clear communication skills • Fire evacuation awareness • Supervision/Hazard awareness • Lock up requirements 		
FINAL DECISION ON IMPLEMENTING ACTIVITY	<p style="text-align: center;"><u>Choose One</u></p>		
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- FC = Fire Alarm Call Point
- FE = Fire Extinguisher
- HR = Hose Reel
- FB = Fuse Box
- WM = Water Mains by Phone Box



FLOOR PLAN JUBILEE SPORTS STADIUM

PERSON IN CHARGE

(Jubilee Stadium)

On Hearing Shout Of 'Fire' or Fire Alarm Activation

- 1. Initiate evacuation and ensure the Fire Service has been notified per one 111 call. Person in control of Event must ensure they are wearing the Fire Warden vest located in the red boxes in each facility. NZ Fire Services must be able to make contact with person in charge.**
- 2. Ensure Stadium is evacuated. Check toilets, showers, rooms etc.**
- 3. Ensure all smoke stop doors on route of exit are closed.**
- 4. Note location of persons remaining in premises. Including disabled person, fire control personnel etc.**
- 5. Proceed to assembly area (Car Park At Front Of Jubilee Stadium, London Street) and check personnel.**
- 6. Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire.**