



Event Health & Safety Hazard Plan

Event name	2018 A and AA Schick Secondary Schools National Championships		
Event type	Secondary Schools Basketball Tournament		
Location	Central Energy Trust Arena, Palmerston North		
Start date	1 October	End date	6 October
Event start time	8am	Event end time	10.30pm
Pack-in time	29 Sept	Pack-out time	7 October
Total participants	72 Max – (71 Actual)		
Basketball Manawatu Team and roles			
Basketball Manawatu Competitions & Events Manager – Helen Richardson			
Practicum Student – Reggie Boulton			
Sport Manawatu			
Muz Sujau			
Guy Barton			
Basketball New Zealand			
Tournament Managers – Maree Taylor / Conor O'Fee / James Liberona-Feek			
Subcontractor(s) and roles			
CET Arena staff – Ashleigh Gardner & Charles Foulds			
Kahawai Productions – Brendon Butt			
Security – Duncan Cameron			
ProMed Medical Services – Josef Bradac / Multiple staff changes			
Glory League - Louis Gordon-Latty			
Hudl – Simon Mead			
Ucoll – TBC			
Massey – TBC			
Bene Sports Medical – Paul Bennett			
DMC Sports Merchandise – James Kean			



Volunteers and roles
Referees – Melony Wealleans and Jilly Harris to oversee (BBNZ)
Scorebench – Helen Richardson and Reggie Boulton to oversee
Floor Controllers – Helen Richardson to oversee
Communication procedure – non medical
Basketball Manawatu Competitions & Events Manager and CET Arena staff will be on site for the duration of the tournaments, any questions or concerns will be fielded first by the Competitions & Events Manager. Then communication will be distributed to all parties via walkie-talkie or cell phone. All teams will have supplied contact information, in case of emergency or any changes to court lay out. All stakeholders have provided contact information in case of emergency
Medical team and first aid procedure
Promed onsite throughout the tournament and will supply all basic first aid. Communication to come via walkie-talkie from any party. Blood kits on courts, first aid qualified staff available. Ambulance to be parked behind first aid room (fly palmy arena)

Hazard Identification and Plan of Control

Pack-In e.g. moving vehicles, manual handling, shared workspaces, work at heights etc							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Seats being moved by forklift	E	Y	E	Set up prior to even. Any changes to be made when venue closed.	CET Arena	Daily
	Cables to scoreboard controllers	E	N	M	All cabling will be taped down (under matting for tournaments)	CET Arena BM	Daily
	Courts, baskets	P	N	M	Check all courts, baskets at the beginning of the day and completion of day. Make sure portable hoops are secured to the floor, daily	BM CET Arena	Daily

High Risk Hazards e.g. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Seating	E	Y	ME	Moving any seating. This is to be done while venue unoccupied by spectators or teams and in a controlled environment. All seating will be in before the start of the tournament.	CET Arena	Pre event / daily

Event Hazards e.g., electrical, set or staging structures, noise, lasers, trips, falls							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Portable hoops	E	N	M	Padding on main structure. Screw bolts are bolted to floor.	CET Arena BM	Pre event / daily
	Slippery or unsafe floors	P	Y	M	Towels available, dry wet areas immediately. Slippery surface signs displayed.	BM and officials	Per game
	Wires	P	N	I	Cover all wires by corflute signs, tape or covers.	CET Arena BM & KP/MTS	Pre event / daily



Environmental Hazards e.g. exposure to weather e.g. UV, heat, cold, level of light, strobe lighting

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Lighting in venue	E	Y	E	lights to be turned on during games. In case of power cut, emergency lighting to come on. Everyone to stay where they are until power comes back on. Games delayed until sufficient lighting returns.	CET Arena BM	If arises

People Hazards e.g. age, fitness, children, skills, number - crowds, security

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	People/spectators/crowd control	P	Y	M	Codes of conduct in and around the competitions apply for both the competition and the venue. Due to the seats being close to the playing area the floor controller/s or CET Arena staff will speak with any spectators that are acting in any unsafe matter and evict them off the property if needed. Security to assist in these situations.	BM CET Arena	Each day of the event
	People/spectators/crowd control	P	Y	M	Promed staff to attend to any spectator injuries. They will assist with further care/A&E or Hospital.	ProMed	Daily / if arises

General Hazards e.g. Smoking, alcohol, drugs, fatigue, hours of work, manual handling, lone working

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Volunteers work hours	P	Y	M	volunteers to be rostered on to no more than 2 games at a time, to be given breaks, on those breaks food will be provided	BM	Daily
	Alcohol and drug free event	P	Y	E	No spectators/players/officials to be aloud onsite intoxicated/found with alcohol or drugs. Spectators will be removed by security.	BM CET Arena Security	Daily

Site Specific hazards e.g. any hazards identified by venue that may impact on event/activities

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Equipment & floor failure	P	Y	M	To get appropriate maintenance persons in, cordon off the area / court if necessary.	BM CET Arena	Equipment & floor failure
	Power failure	P	Y	M	To get appropriate maintenance persons in. Games will be suspended until power comes back on.	BM CET Arena	In event
	Natural Disaster	P	Y	M	Follow Arena emergency procedures and Civil Defence procedures. In any emergency, CET Arena and Basketball Manawatu staff will carry out the relevant procedure to get players and spectators out safely.	BM CET Arena	In event

Pack Out e.g. moving vehicles, manual handling, shared workspaces, work at heights etc

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Moving seating	E	Y	M	CET Arena staff to remove seating if necessary after all games are finished and venue and carpark are clear of teams and players. CET Arena Health & Safety policies apply	CET Arena	Pre event / while closed
	Scrubbing floors	E	Y	M	Floors to be scrubbed once everyone is out of the venue	CET Arena	Daily

Vehicle Hazards e.g. speed, road legal, floats, access to site

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Carpark busy due to multi-purpose facility	E	Y	M	Common sense	Public	Daily
	Car break ins	E	Y	M	Make sure every team is aware and told at the technical meeting not to have valuables hidden in car park/ street parking. Security to do rounds on street and carpark as well. Police advised of event.	Security	Daily

Staging/Structures e.g. ground stability, size and weight, temporary structures/stands, scaffolding							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Seating	E	Y	M	Steps in aisles and rails on the side of seating in grandstands, all stands certified by CET Arena policies.	CET Arena	Pre event

Activities Hazards e.g. amusement devices, flying fox, giveaways, street theatre							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Baskets	P	Y	M	Players not to hang on hoops	Officials and floor controllers	Each game
	Changing rooms/toilets wet floors	P	Y	M	Slippery surface signs to be shown & any spills to be cleaned ASAP.	CET Arena Cleaners	Daily

Stallholders/Vendors Hazards e.g. food/health safety							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Venue Cafeteria/volunteer Chef	P	Y	M	Working environment clean and safe, all food cooked thoroughly to avoid any sickness.	CET Arena	Daily

Other Hazards e.g. waste management, helicopters, etc							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Waste Management	E	Y	M	Cleaners clean at night, but if needed can come in during the day. Signage will be up if cleaners in toilets	CET Arena	Daily

Additional Information

Any changes to this will be confirmed with School and team contacts at technical meeting.