

*Central Energy*  
*Trust* **ARENA**



# Risk Management Plan

## Hazard ID Register

**A & AA Schick Secondary Schools  
National Championships**

**1-6 October 2018**

## The Event

The 2018 A & AA Schick Secondary Schools National Championships will take place in Fly Palmy Arena (Arena 2), Arena 3 and Arena 4. The tournament will run from Monday 1 – Saturday 6 October, with over 70 teams in participation.

## Risk Identification

All risks should be classified using the matrix below and appropriate action taken based on the level of risk.

## Risk Management Matrix

Likelihood	Consequences				
	Extreme	Very High	Medium	Low	Negligible
Almost Certain	Severe	Severe	High	Major	Significant
Likely	Severe	High	Major	Significant	Moderate
Moderate	High	Major	Significant	Moderate	Low
Unlikely	Major	Significant	Moderate	Low	Trivial
Rare	Significant	Moderate	Low	Trivial	Trivial

### Levels of Risk

Severe	Must be managed by Senior Management with a detailed plan
High	Detailed research and management planning required at senior levels
Major	Senior Management attention is required
Significant	Management responsibility must be specific
Moderate	Manage by specific monitoring or response procedures
Low	Manage by routine procedures
Trivial	Unlikely to need specific application of resources.

No matter the level of risk all identified risks must be acknowledged and documented

Identifier	Risk	Likelihood	Consequence	Rating	Possible Risk Management Treatment	Person Responsible
1	Event Cancellation	Unlikely	Medium	Moderate	Eliminate Work closely with stakeholders, maintain clear communication and provide any support required to minimise this risk.	Venues & Events PN, BBNZ
2	Utility Failure – power	Unlikely	Medium	Moderate	Minimise Certified equipment only to be used. Emergency lighting in place. Venues PN Staff and contractor to manage the power source.	Venues & Events PN, B & M Electrical
3	Motor Vehicle Accident inside the precinct	Moderate	Medium	Significant	Minimise Limit vehicle use and movement within the venue where possible. Speed limit signs in place to deter high speeds.	Venues & Events PN, Public
4	Accident involving event patron	Unlikely	Medium	Moderate	Minimise Venues PN to ensure venue is clear and safe before tournament commencing. Cabling, power cords covered etc. Adequate lighting arranged. BBNZ to immediately report any known injuries or accidents that may take place to Venue Management.	Venues & Events PN, BBNZ
5	Electrocution of public	Unlikely	Very High	Significant	Eliminate Use of transformers and authorised equipment. No unauthorised entry to restricted areas. Limit number of power cords through public areas. All power leads tested and tagged. Use of barriers where required. Venue checks carried out by Venue Management, hazards identified and managed.	Venues & Events PN, NZ Fire
6	Accident involving staff member	Unlikely	Very High	Significant	Minimise Staff to be equipped with appropriate safety equipment when required and use common sense. Staff to only carry out tasks they are trained to do, specialist contractors to be engaged for specialised tasks. Staff to be dressed appropriately (i.e. suitable foot wear). Rest and refreshment breaks for staff.	Venues & Events PN,
7	Burns/ Electrocution/ Injury of Venue or Catering Staff	Unlikely	Medium	Moderate	Minimise Venues & Events and Compass Group	Compass Group,

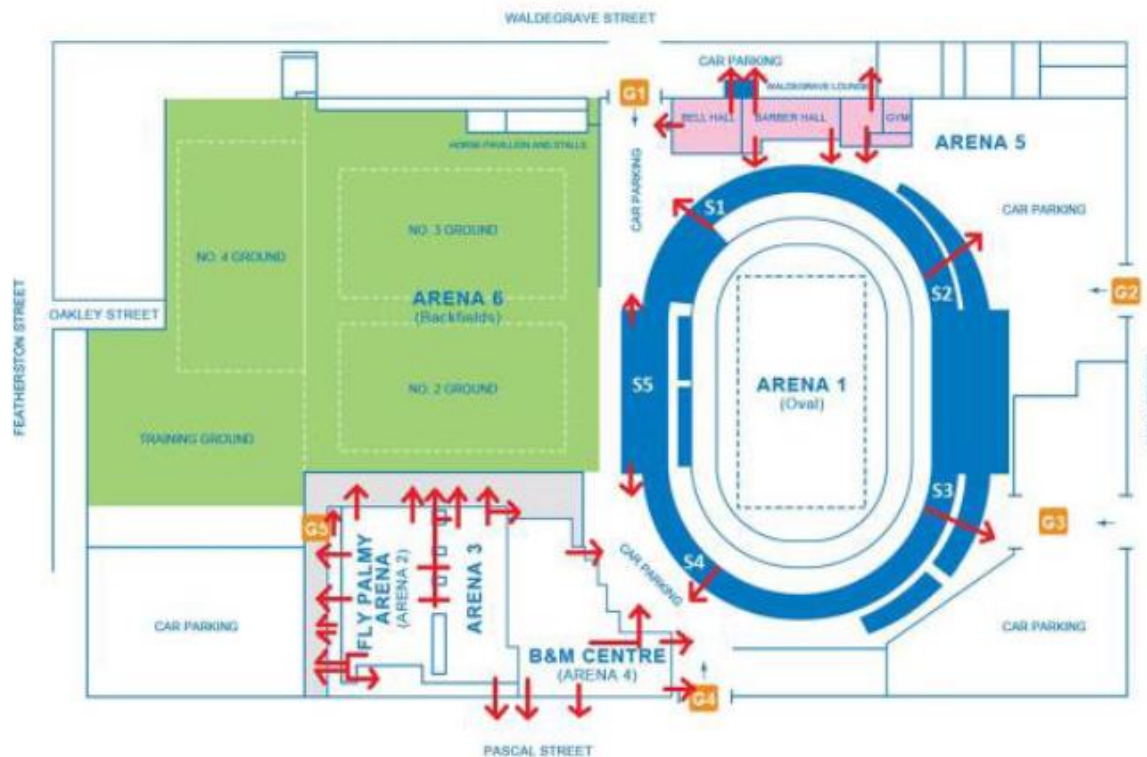
					management are responsible to ensure all hazards are eliminated or minimised and Comass Group are directly responsible for the safety of their staff. Certified equipment only & all power leads tested and tagged. All vendors to have fire extinguisher at stall. NZ Fire to monitor.	Venues & Events PN, NZ Fire
8	Slips, Trips, Falls of Venue and Catering Staff	Unlikely	Low	Low	Minimise Staff responsible to ensure all power cords and areas of foot traffic are clear of hazards	Compass Group
9	Slips, Trips, Falls of Patrons	Unlikely	Low	Low	Minimise Cover and/or secure all power cords with mats. Clearly identify areas where surface level changes (i.e. steps, raised surfaces) Clearly sign or fence off any slippery areas. Remove liquid from surface and dry floor area where possible (i.e. concreted and/or wooden floor areas) Seating secured and safety rails in place Restrict areas identified.	Venues & Events PN
10	Cuts, lacerations	Unlikely	Low	Low	Minimise No glassware to be bought onto site by patrons as per Central Energy Trust Arena's conditions of entry. Chefs/kitchen staff to secure all sharp objects (i.e. knives)	Venues & Events PN Compass Group
11	Equipment falling on people	Unlikely	Very High	Significant	Eliminate Secure any equipment likely to cause issue. Barriers around areas as required.	Venues & Events PN
12	Food associated illness	Unlikely	Medium	Moderate	Minimise Compass Group to ensure compliance with local bylaw Food and Safety regulations.	Compass Group
13	Insufficient vehicle parking	Moderate	Medium	Significant	Minimise Identify and advertise available parking space for patrons. Arena Lawn open for egress if required	Venues & Events PN,
14	Criminal Act (theft, vehicle break in, assault etc)	Unlikely	Medium	Moderate	Minimise Appropriate measures to be taken to deal with offenders and secure the area if required. Police to be notified of any criminal activity	Venues & Events PN, Police, Security
15	Lack of rubbish bins leading to significant amounts of	Unlikely	Medium	Moderate	Eliminate Venues PN to ensure that sufficient rubbish	Venues & Events PN

	rubbish throughout venue				bins are available. Spare bins available if required.	
16	Staff unable to access necessary areas due to area restrictions	Unlikely	Very High	Significant	Eliminate Venues PN staff to have Access All Areas passes	Venues & Events PN
17	Radio communication failure between Venues PN staff	Moderate	Very High	Major	Minimise All radio programmed to exclusive Venues PN frequency. Should radio communication fail all communication to switch to mobile phones. All staff to ensure they have each other's mobile phone numbers. Ensure radio check carried out, users are trained in use of RT. Charge spare batteries.	Venues & Events PN
18	Hygiene/contamination	Unlikely	Low	Low	Eliminate. Staff to monitor condition of facilities and clean when necessary. Excess waste to be removed. Compass Group to hold food licence certification. Remove sick patrons and immediately cordon, clean and disinfect area.	Venues & Events PN, Compass Group

## Evacuation Procedures:

*If you require any assistance, cannot find or do not understand the evacuation procedures or assembly point locations make sure you talk to a venue staff member immediately for explanation*

- Please make yourself aware of your nearest marked emergency exit location.
- If a continuous alarm sounds you are required to exit the venue immediately.
- Follow the instructions of the venue staff at all times, assist people with disabilities if asked.
- If you require help wait where you are until help arrives.
- Leave your personal belongings and food and drink behind.
- Move quickly and calmly, avoid panic and keep noise to a minimum.
- Do not use lifts.
- Make your way to the nearest assembly area.
- Remain in the assembly area and do not re-enter the venue.
- If the alarm stops that does not mean the emergency is over or that the venue is safe to enter.
- Once the "ALL CLEAR" is given wait for venue staff to tell you to re-enter the venue.



## Assembly Areas:

- If exiting from the training field end of the building, your assembly point is the concreted area in front of the training fields – Follow Wardens Instructions
- If exiting from the street end the building, your assembly point is the car park/concreted area before the road – Follow Wardens Instructions



### House Keeping & Safety Procedures

**Please familiarise yourself with the venue House Keeping & Safety Procedures**

- Central Energy Trust Arena is a non – smoking facility; all buildings are totally smoke free - this includes the stairs of the Grandstand. Smokers are encouraged to smoke in the designated smoking areas and must be at least 5 meters away from any buildings
- Toilet facilities are located in all arenas and are clearly identified
- A First Aid Kit is available in the main office under the grandstand and in each individual arena
- An AED is located in the Arena office under the grandstand
- Evacuation Procedures for all arenas are as per the evacuation plan. Please make yourself aware of the positions of all the Emergency Exits and the Evacuation Procedures for each individual arena
- In case of an emergency please exit through your nearest marked EXIT door.
- Assembly Points:
  - Identified on the venue specific evacuation plans located in the entrance to each arena
- Hi-vis vests and safety shoes are to be worn at all times during the set up and dismantle of all events at Central Energy Trust Arena



**FIRST AID GUIDE**

**WORKPLACE FIRST AID**

## 1 Evaluate Potential Dangers

Before approaching a victim make sure surroundings are safe for you.

1. Check for:
  - Electrical lines and devices
  - Hazardous fumes and gases
  - Vehicular traffic and machinery
  - Fire
2. Do not approach the victim until hazards removed.
3. Moving the victim should be your last option.

## 2 Check the Level of Response

1. When able to reach victim, check their response (useful for responding to medical personnel).
2. Check if they are conscious.
3. Speak near victim's ear and ask to open their eyes.
4. Shake victim's shoulders gently if unresponsive.
5. Do not move the victim unless there is a hazard that could cause further injury.

## 3 Get Help

1. First aid may be required. **Call for help right away.**
2. One person should stay with victim while another calls for help. If alone, call for help immediately.
3. When dialling emergency number, state that you need an ambulance, Provide your phone number, description of incident, condition of the victim, and exact location.



## 4 Unconscious and NOT Breathing

1. Place victim on a flat, firm surface.
2. Place your palm at centre of victim's chest and other hand on top of first.
3. Compress chest to a maximum of 5 cm. at a rate of 100 times per minute.
4. After 30 compressions, open victim's airway again.
5. Seal victim's nostrils shut using your fingers.
6. Blow into victim's mouth. Keep doing that until you see the victim's chest rise.
7. Let chest fall, inhale some air and then breath into victim's mouth again.
8. Repeat at a rate of two breaths every five seconds.
9. Continue performing chest compressions until medical help arrives, or victim shows signs of response.

## Breathing but Unconscious

1. If victim is breathing, **place into recovery position.**
2. Check airway again to ensure they are still breathing.
3. Ask someone to call for help. If there is no one, leave to get help as quickly as possible.

## 5 Defibrillation (AED)

1. Use an AED (Automated External Defibrillator) if it is available in your facility. Follow the instructions provided.



## 6 Dealing with Fractures

1. Keep victim calm and still.
2. Do not move affected area.
3. Treat open, bleeding wounds first.
4. If bone is protruding from affected area do not touch it. Apply dressing **around** bone if bleeding is continual.
5. Help victim find the most comfortable position and support injured area.
6. Call emergency services.



## 7 Dealing with Bleeding

1. **Wear gloves.**
2. Have the victim sit down.
3. Carefully expose wound and check for foreign objects (do not remove).
4. Minimise bleeding by placing dressing over the wound and applying firm, direct pressure. Keep it elevated.
5. Victim might go into shock if lots of blood lost.
6. Make victim lie down and conserve their body heat. Reassure them throughout.



## 8 Dealing with Burns

1. Neutralise hazards before attending to victim.
2. For chemical burns, wash affected area with water. Ensure water does not carry chemical to unaffected parts. Read chemical container.
3. For non-chemical burns, immerse in cold, running water for 10 minutes.
4. Apply non-adhesive, non-fluffy dressing to affected area.
5. Get medical assistance (if required).

