



## Event Health & Safety Plan Template

### SNM Health & Safety Plan

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** SNM sanctioned events and was agreed to by SNM Management & Board.

**Where an Event Health & Safety Plan has still not been received 2 days prior to an event, SNM will withdraw the sanction from the event and advise members not to attend.**

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the SNM Club and must include;
  - a. Event Safety Plan – details of risk management associated with the specific event
  - b. Sport Specific Safety Plan – details of risks inherent in the specific sport.
  - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However, if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.

#### SECTION 1: Event Information

<b>Event Name:</b> <b>SNM Long Course Championships December 2021</b>	<b>This Plan Dated: 9 December 2021</b>
<b>Event Location</b>	<b>Nayland Park Pool</b>
<b>Event Date</b>	<b>11-12 December 2021</b>
<b>Organisation delivering event</b>	<b>Swimming Nelson Marlborough</b>
<b>Number of Participants</b>	<b>124</b>
<b>Number of Clubs Participating</b>	<b>5</b>

**Event overview.** Provide a brief summary of what your event will involve.

This is a swimming meet held in an indoor pool in controlled conditions.

This is a four-session meet. Two sessions per day.

Session 1: Saturday

Warm up 7:30am Meet Start: 8:30am – 9 Events

Session 2: Saturday

Warm up 3:00pm Meet Start: 4:00pm – 12 Events

Session 3: Sunday

Warm up 7:30am Meet Start: 8:30am – 10 Events

Session 4: Sunday

Warm up 3:00pm Meet Start: 4:00pm – 13 Events

There are at least 10 officials around the pool at all times, plus lifeguards provided by the facility.

## SECTION 2: Event Personnel.

**Event Personnel:** List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

**Vulnerable Children’s Act:** Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
Patsy Berriman	Event Manager	Overall responsibility	3 years’ experience	Patsy - 0275438478	Police Vetted
Dave Hall/Lees Seymour/Christine Fisk	Technical Director	Compliance with meet and swimming rules		Dave – 0224123455 Lees – 0274882409 Chris - 021502244	Police Vetted Police Vetted Police Vetted
Tasman Swim Club/Swimming Nelson Marlborough	Volunteer Coordinator	Volunteer recruitment, training & management	6 years experience	Patsy – 0275438478 Lees - 0274882409	Police Vetted Police Vetted
Lees Seymour	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	20 years experience	Lees - 0274882409	Police Vetted
Patsy Berriman or Lees Seymour	Disputes & Discipline	Convening & Chairing disputes panel		Patsy – 0275438478 Lees - 0274882409	Police Vetted Police Vetted

Nayland Park Pool	Welfare	Toilets and wash facilities		Vaughan - 0274677181	
Nayland Park Pool	Waste Management	Waste clearance and recycling		Vaughan - 0274677181	

## Event Health & Safety Plan Template

### SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium


Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk: Use the template on the following page;

1. List the hazards/risks you have identified.
2. Rate their risk level (refer to information above to assist with this).
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)    Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)



## Event Health & Safety Plan Template

### 3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (See previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Personal injury from slipping on pool deck	Medium				x		Officials to enforce rule that all participants and helpers must walk at all times	Event Manager & all officials	<b>(Insert facility name)</b> staff will apply First Aid and call ambulance if necessary.
Collision of swimmers in pool during warmup	Medium				X		Distribute warmup procedure to all teams. Monitor swimmers to ensure that they adhere strictly to the warmup procedure and the instructions of the referee. NO diving except in the allocated Dive lanes as directed by the referee.	Referee & coaches	<b>(Insert facility name)</b> staff will apply First Aid and call ambulance if necessary.
Tripping on cords for timing gear	Low			X			Cover cords with mats in main traffic areas; secure cords with tape	Event Manager	<b>(Insert facility name)</b> staff will apply First Aid and call ambulance if necessary.
Seizure or other incapacitation during swimming; Ingestion of water	Medium				x		Vigilant observation of all swimmers in the water at all times	Lifeguards, Referee & all officials	<b>(Insert facility name)</b> staff will apply First Aid and call ambulance if necessary.

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**3B: Sport Specific Risk Assessment & Management Plan** – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
	All sport-specific risks are addressed in the above table.								

**3B: Venue Safety Plan** – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.



**SECTION 4: Core Provisions and Communications.**

<b>Core Provisions:</b> Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
<b>Item.</b>	<b>Provider</b>	<b>Person Responsible</b>	<b>Contact</b>	<b>Management Notes</b>
First Aid and Medical services	Club Team Managers and or Facility Staff	Patsy Berriman	Patsy - 0275438478	
Drinking water	Volunteers	Patsy Berriman	Patsy - 0275438478	
Food	N/a in orange framework			
Shade	SNM & Tasman Swim Club	Patsy Berriman & Lees Seymour	Patsy – 0275438478 Lees - 0274882409	Gazebos for seated volunteers. Reminder sent with MAD's for sunhats & water bottles.
Toilets	Nayland Park Pool	Vaughan Hope	Vaughan - 0274677181	
Event Security	Technical Director & CLM	Dave Hall, Lees Seymour & Christine Fisk Vaughan – Nayland Park Pool	Patsy – 0275438478 Dave – 0224123455 Lees – 0274882409 Chris - 021502244	
Waste Management	SNM & CLM	Patsy Berriman Vaughan Hope	Patsy – 0275438478 Vaughan - 0274677181	
Spectator Controls	SNM & CLM	Patsy Berriman	Patsy – 0275438478	
Parking	Nayland Park Pool	Vaughan Hope	Vaughan - 0274677181	

Vehicles onsite	Personal Liability			
Event Insurance	N/A			
Media – Communications	SNM	Lowri McNabb	Lowri - 02102572845	

**Event Communications Plan.** Please give details of the following as they apply to your event.

Communication Item	Person Responsible	Audience	When?	Notes – e.g., Content
<b>Pre-Event Info</b>	Patsy Berriman	Regional Club Administrators & Volunteers	Various	For distribution to athletes who entered via clubs in their region. Social Media
<b>Event Briefing</b> – Safety Briefing, Event info for athletes, coaches, managers	Meet Referee Team Managers Meeting	TO's Club Team Managers	Saturday & Sunday Morning.	
<b>Event Day Communications</b> – Cancellations, changes, weather	SNM Registrar	Regional Club Administrators & Volunteers		For distribution to athletes who entered via clubs in their region. Social Media
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	SNM Registrar	Meet Attendees		Social Media if appropriate
Media information	SNM	Regional Club Administrators & Volunteers		
Post event reporting	SNM	Regional Club Administrators & Volunteers		

**Please submit this plan to the SNM Health & Safety Committee 2 days prior to the event date.**