

# CONDOR RUGBY FOOTBALL CLUB Inc.

## 2024 EVENT HEALTH & SAFETY PLAN

### SECTION 1: Event Information

<b>Event Name:</b> Condor Sevens NZ Secondary Schools National Finals	<b>This Plan Dated:</b> 10 July 2024
<b>Event Location</b>	Blake Park, 40 Kawaka Street, Mount Maunganui, 3116
<b>Event Date</b>	Thursday November 28 <sup>th</sup> , Friday 29 <sup>th</sup> November, Saturday 30 <sup>th</sup> November, Sunday 1st December 2024
<b>Organisation delivering event</b>	Condor Rugby Football Club Inc.
<b>Number of Participants</b>	1568
<b>Number of Schools Participating</b>	112

### Event overview. brief summary of event.

The National Secondary Schools Sevens Finals (Condor Sevens), is New Zealand's top Secondary Schools Sevens Event for Boys', Girls' and Year 9 & 10 competitions.

Blake Park will host the best 56 teams in the open division that have qualified through the 17 Regional tournaments and contest the Championship Cup in a competition format that will ensure teams have a minimum of 5 games.

The Year 9 & 10 Festival invitational Division will also see 56 teams from across the regions contest the Year 9 & 10 Cup in a competition format that will ensure teams have a minimum of 5 games.

The ultimate prize is the National Secondary Schools Condor Sevens Open Boys, Open Girls, & Year 9 & 10 Boys and Girls Champions.

### SECTION 2: Event Personnel.

**Event Personnel:** Key event personnel, roles and contacts

**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
Jess Beard	Tournament	Overall	Condor Board	021 02469328	Police Vetted

	Director	Responsibility			
Nic Lawrence	Event Support	Administration, staff liaison.	Condor Board Chairperson	027 4870056	NA
Sonny Raina	Event Support	Tournament Support	Condor Board Deputy Chairperson	022 6032021	Police Vetted
Paddy Flavell	Event Support	Sponsorship, Signage	Condor Board	0213 55800	NA
Neil Alton Pat Rae	Event Support Event Director	Logistics BOP rugby lead	BOP Rugby GM	027 570911 0294878429	
Jackson Swinton	Referee's Coordinator	Recruitment, training & management	BOP Rugby Referees Association	021 1928775	
Eddie Mei	Health & Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Health and Safety Officer Condor Board Trustee	027 4870056	Police Vetted
Dave Hicks	Event Support	PA Broadcasting	Condor President	021 1323818	NA
Sean McGrath	Communications/ Media Coordinator	Social media updates, Media Contact, Systems	Condor Board Trustee	027 4345420	NA
Toni Gibbons	Event Support	Facilities, Grounds, Security, Waste Management	Tauranga CC	07 5777000	NA
Martin Devoy	Disputes & Discipline	Convening & Chairing disputes panel	Auckland Rugby Referees Association	021 904969	
PJ Williams	Selectors/ NZ Schools team & tournament team.	Management of selectors, selection process,	NZ Rugby – 10 years	021 420089	
Walker Manaena	Field Marshalls & grounds control	Management of field Marshalls, ball boys/girls, control of playing fields, runners.	Condor Operations team Volunteer 10 years	021 640647	
Sam Rasch	Condor NZ schools teams selector	Management of selection process, NZ teams photos	Condor Operations team	027 9199919	

### SECTION 3: Risk Assessments and Management

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)

### 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 we will do if it happens?
<b>ENVIRONMENTAL RISKS</b>									
Weather conditions: Sunstroke or heat exhaustion Cold, raining	med	no	no	yes	yes	yes	<p>Event participants informed about the risks associated with heat/sun exposure at various staff/event safety briefings and specific team briefings.</p> <p>Proper clothing / hat, Sunscreen / sun block to be used when necessary.</p> <p>Hydration – Participants will need to bring water bottles and event organisers will ensure that there is access to water.</p> <p>Event schedules Shade provided at multiple sites. Tents provided for teams.</p> <p>In the event of extreme weather, the tournament director will decide to reduce play or cancel the event.</p>	Event Manager Team Managers	<p>Refer to onsite first aid</p> <p>Event organisers will have ice available for medical use and teams will have a daily allocation.</p> <p>In the event of any changes to the scheduled play Condors event management staff will communicate to all schools via their team management.</p>
Transport	med	yes	no	no	yes	no	<p>Any team transport requirements to and from the venue are the responsibility of the individual schools and their risk management procedures. Should an incident occur while onsite, event management must be notified.</p> <p>Drivers of any vehicles must adhere to the speed restrictions when entering the venue and safely parking. Speed limit in and around the venue is 20km</p>	School management, team management.	Refer to onsite first aid

Traffic management – problems with parking	low	no	no	yes	yes	no	<p>Event organisers will inform schools of parking in and around the venue pre-tournament – roadside parking on surrounding streets.</p> <p>Limited parking inside the venue only those with parking permits will be able to enter and park inside. Traffic management staff to assist with onsite management of parking.</p> <p>Contact will be made with TCC to inform them of the event and find out if there is road works in the area at that time.</p>	Drivers of vehicles	Those without parking permits or names listed will not be allowed to enter venue. Some areas will be coned off and some signage erected.
<b>PEOPLE</b>									
Pre- existing medical conditions	Med - High	no	no	yes	yes	yes	<p>Schools will follow their individual schools risk management procedures before attending the tournament – schools will have a system in place to collect information about their students (medical conditions, current injuries, and emergency contact details).</p> <p>Team managers to ensure that any students with injuries or medical conditions are carrying their medication and various strapping/taping supplies.</p>	School management, team management	<p>Schools will have a fully stocked first aid kit for treatment of minor injuries – this includes strapping and taping needs</p> <p>All major injuries will be dealt with by the onsite medical staff.</p>
Injury sustained at the tournament	Med-high	no	no	yes	yes	yes	<p>Players and team management are aware of the risk associated with playing a contact sport. Coaches have prepared their players adequately through the provision of coaching</p>	Team management	Refer to onsite medical staff if serious. All minor injuries can be dealt with directly by team management
Poor on-field behavior	low	no	no	no	yes	no	<p>Participants will adhere to the rules of the tournament and the rules of the game.</p>	Referee/ team management	<p>Players can be removed from the field of play by the referee.</p> <p>Judicial protocols to deal with players who have been carded.</p>
Poor sideline behavior	low	yes	no	yes	yes	no	<p>Reminders via the ground announcer of appropriate sideline behavior.</p> <p>Fields roped off so spectators are separated from players.</p> <p>Field marshals with radios on each field.</p>	Field marshals, event security.	Field marshals to advise event management if there is a major concern
<b>EQUIPMENT AND RESOURCES</b>									

Venue/ equipment not fit for use.	low	yes	yes	yes	yes	no	<p>Events facility Manager will hold a health and safety briefing at the commencement of the tournament.</p> <p>Equipment is checked that it meets the health and safety requirements by hirer and supplier prior to the start of the event.</p> <p>Regulation field markings, flags and sidelines roped off. Goal posts are padded.</p> <p>Access to toilets and drinking water.</p>	Vendors, event management staff, Events facility manager.	Contact supplier. Contact Events Facility Manager.
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### 3B: Sport Specific Risk Assessment & Management Plan

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?
Concussion	Med	No	No	No	Yes	Yes	<p>Players will understand the rules and game play basics before engaging in our tournament through the provision of coaching at school trainings.</p> <p>Compulsory mouth guards</p> <p>Referees will all be safety trained.</p> <p>Goal posts will be padded.</p>	Team Manager Tournament officials – referees, field marshals	Refer to onsite first aid
Back/neck injury							<p>Players adequately prepared by coaching staff before engaging in our tournament in terms of rules and game play basics.</p> <p>Players to follow correct scrum protocol as directed by match official.</p>	Tournament officials – referees, field marshals	Refer to onsite first aid

**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	Event Medic Safety Ltd	Sarah Fanutanu	0212592966	Head medical officer Habit Health
Drinking water	Various vendors	BOP Rugby	Neil Alton – 027 5709111	Mt Maunganui sports club and other vendors’ onsite selling water. Provision of free water via taps located around venue. Volunteers supplied with water.
Food	Various vendors	BOP Rugby	Neil Alton – 027 5709111	Mt Maunganui sports club and other vendors’ onsite selling food. Food available for volunteers.
Shade for teams	TCC/Hirepool.	BOP Rugby	Neil Alton – 027 5709111	All teams are provided with a team tent. Trees around the venue.
Toilets	TCC/Hirepool	BOP Rugby	Neil Alton – 027 5709111	Portable toilets located around the venue. Contact for hire of toilets is listed and informed if any faults with provided amenities.
Event Security - TBC	Event Facility Management	BOP Rugby	Neil Alton – 027 5709111	Provision of this service is a part of the overall venue hire contract.
Waste Management	Waste Wizards	BOP Rugby	Neil Alton – 027 570911	Provision of this service is a part of the overall venue hire contract.

Spectator Controls	Event management team	Event Support / Field Marshalls	Various	Fields roped off. No spectators to enter the field of play.
Onsite Parking	Event Support	BOP Rugby	Neil Alton – 027 5709111	Limited parking inside the facility entry in will be for event management/ volunteers/vendors and emergency services. Parking for spectators and participants will be predominantly roadside outside the confines of the venue.
Vehicles onsite	Event Support	BOP Rugby	Neil Alton – 027 5709111	Designated event management staff, vendors, sideline, emergency services, BOP Rugby referees, NZRU personnel.
Event Insurance	AON Insurance	Saurabh Risbud	09 3629616 or 027 2329693	Public and general liability.
Broadcast	Sideline App	Luke Thompson	027 2781342	



## Event Communications Plan.

Communication Item	Person Responsible	Audience	When?	Notes – eg Content
<b>Pre-Event Info</b> – to schools, participants	Jess Beard	Sent to Schools Sport Coordinators, team managers.	Various	Confirmation of entry, Tournament draw, Tournament Handbook.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Pat Rae, Jackson, Jess Beard	Event staff, team managers and coaches	Via Teams online two weeks prior to event	Any changes to draws will be communicated here.
<b>Event Day Communications</b> Cancellations, changes, weather.	Jess Beard Sonny Raina	School sport coordinators, team managers and coaches.	Invi thurs/fri Opens Sat/sun	
<b>Emergency Communications</b> Evacuation, a lost person, emergency services, notification to schools/parents/media	As needed	Emergency services Facility management Tournament director/event staff Team management.	As soon as required	
Media information	Luke Thompson	Sideline APP	Pre, during and post event	
Post event reporting	Eddie Mei/Sonny Raina	Sports Coordinators/coaches/managers of participating teams.	Post Event	