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| **Event Name:** Top of the South Island Area School’s Tournament | **This Plan Dated:** |
| **Event Location** | Reefton |
| **Event Date** | Sunday 21st March 2020 – Friday 26th March 2021 |
| **School delivering event** | Reefton Area School |
| **Number of Participants** | 160 |
| **Number of Schools Participating** | 7 |

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| **Event Hazard Identification and Risk Assessment** |
| **No:** | **Risk(s)** | **Cause** | **Risk Controls** | **Likelihood** | **Consequence** | **Risk Level** | **Risk Acceptable?** |
| *Risk No:* | *What can go wrong?* | *How can it happen?* | *What are we doing to prevent the risk from occurring?* | *Almost certain* *Likely* *Possible* *Unlikely* *Rare* | *Critical* *Major* *Moderate* *Minor* *Insignificant*  | *Extreme High Medium Low*  | *Is the level of risk, bearing in mind risk controls acceptable? Yes/No*  |
|  | Competitor injury e.g. major (concussion, sprains, broken bones etc) or minor injury (cuts, grazes etc) | Inexperienced/unskilled playersRough game playPlayers not warmed upOverexertionUnsupervised activitiesInclement weather & unsuitable surfaces may cause players to slip or collide on wet surfaces  | Sport Leaders will be briefed in a morning meeting of the safety risks and what to do in case of emergencies. All players to be given safety briefing at welcoming and once again when they go to specific sports activities. All playing surfaces to be maintained to a safe and acceptable standard. All students to wear appropriate sport shoes. In the event of a major injury: A trained 1st Aider will be available whilst students are at school. Staff will call 111 Ambulance. The Coordinator, and Teacher in Charge will be called. Parents will then be telephoned. School Leaders from each school will have contact details for the above. Sport Leaders from each school team responsible for leading adequate warm-up of players before game play commences.Sport Leaders from each school team carry a first aid kit with them for minor injuries. Minor injuries to be reported to the Coordinator. Further medical assistance can be sought from St John Ambulance officer on-site or the Reefton Medical Centre if necessary. Experienced referees to control game play.St John on site for week. | Likely | Insignificant-Critical | Medium | Yes |
|  | Sunstroke or heat exhaustion | Competitors not adequately hydrated and/or not wearing sunscreenNot enough shade provided | Drinking fountain locations included on map of school provided to each team and posted in each school’s homeroom.Sunscreen provided at each event location.Gazebos erected on field for entirety of week.If a competitor suffers from sunstroke or heat exhaustion refer above for process to follow in the event of a major or minor injury. | Likely | Insignificant-Major | Medium | Yes |
|  | Pedestrian accident | Competitor injured en-route to off-site activity (e.g. bowls) | Competitors walking to off-site events to be accompanied by a staff member. | Rare | Insignificant-Critical | Low | Yes |
|  | Damage to equipment or unsafe venue | Inappropriate clothing Unsafe sports equipment e.g. broken golf clubs. Overnight weather caused hazards on the field or courts e.g. water or fallen construction.  | Venues will be checked each morning by RAS staff to ensure there are no hazards. Grounds will be checked each morning for holes, glass, rubbish, and slippery spots at the indoor venues. Staff from each school need to supervise the use of any sport equipment at all times and ensure that competitor clothing for their students is appropriate for the sport.Staff from each school will be informed of any safety aspects around using the relevant equipment.Extra support staff/volunteers to come and assist if necessary. | Unlikely | Moderate | Medium | Yes |
|  | Vehicle accident | Passenger injured en-route to off-site activity (e.g. golf, multisport) | See separate Transport RAMS. | Rare | Insignificant-Critical | Low | Yes |
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| **Sport/Event Specific Risk Assessment** |
| **No:** | **Risk(s)** | **Cause** | **Risk Controls** | **Likelihood** | **Consequence** | **Risk Level** | **Risk Acceptable?** |
| *Risk No:* | *What can go wrong?* | *How can it happen?* | *What are we doing to prevent the risk from occurring?* | *Almost certain* *Likely* *Possible* *Unlikely* *Rare* | *Critical* *Major* *Moderate* *Minor* *Insignificant*  | *Extreme High Medium Low*  | *Is the level of risk, bearing in mind risk controls acceptable? Yes/No*  |
| Archery | Stray arrows | Competitor misfiresMissed target | Cordon off a 30 metre barrier between gym and Food Tech room to stop foot traffic.Bows and arrows provided, <25 pound draw weight.Targets pinned to straw bales, galvanized iron garage as backdrop.Competitors wear goggles for eye protection and wrist guards provided. | Possible | Minor | Medium | Yes |
| Multisport | Exposure/hypothermiaRoad accidentCompetitor gets lostSprains/broken bonesDrowningCompetitor collision | Inclement weatherEquipment failure e.g. bicycle brakes Poorly marked course on bike/run sectionHazard on bike/run section e.g. rocksRoad rules not adhered to Minimal supervision on bike/run courseBunching, particularly on bike courseTrack too technical for rider ability on bike section (e.g. pump track)Competitor collision (particularly on bike course)Competitor falls on bike/run course (particularly on the Konini descent on the run course) | Weather forecast checked before event and cancellation of bike/run section made if necessary.Course to be checked prior to event.Entire water section (including raft section) to be held in town swimming pool.Competitors to wear appropriate clothing as per race briefing: swimsuits for swim/raft competitors and appropriate clothing/footwear for cross country running/biking for bike/run competitors. Gear check of bicycles/helmets before event (the cycle helmet is expected to meet an approved standard as listed by the NZ Transport Agency).Competitor briefing to include safety information including road rules for runners/bikers and the care to be taken on the Konini descent on the run course.Adequate staffing/supervision on bike/run course – use of student marshals.Map of entire course with clearly marked transitions to be provided to school teams before the event and at each transition point on the course.Staff/student marshals and competitors on bike/run course to wear high-vis vests.Course to be clearly marked with tape and cones where needed, and competitors stopped at major road crossings, particularly on the main road East entry to town when the runners cross the swing bridge to run up the Reservoir track. Bike course to be one-way only.Competitors race in waves to prevent bunching.By-pass option for mountain bikers on technical sections of pump track, clearly signed and included in competitor race briefing.First Aid kits and cellphones to be carried by adult transition marshals at every transition point and adult transition marshals to be trained first aiders. | Possible | Insignificant-Major | Medium | Yes |
| Rogaine | Competitor gets lost | Competitor unfamiliar with environment or gets separated from team mates | Course to be contained within the immediate township.Competitors to be within sight of team mates at all times.Competitors to return as a team or risk disqualification. | Rare | Insignificant-Minor | Low | Yes |
| Obstacle Course | Competitor injury | Competitor accident during Bird man competitionCollision/accident on grass cart track | Small bike to be used for all competitors to limit the distance travelled.Straw bales to be used on corners of grass cart track. Grass cart track one way. Competitors to wear helmets. No loose clothing. | Unlikely | Insignificant-Moderate | Low | Yes |
| Tech Challenge | Competitor injury (cuts etc) | Misuse of toolsUnsafe tools  | Health and safety briefing to competitors.Competitors under direct supervision at all times.Isolate all heavy tools in Technology room except band saw which is to be used under direct supervision of teacher. | Rare | Insignificant-Moderate | Low | Yes |
| Art Challenge | Competitor injury (cuts etc) | Misuse of toolsUnsafe tools  | Health and safety briefing to competitors.Isolate all heavy tools/electric tools in Technology room. | Rare | Insignificant-Minor | Low | Yes |
| Basketball | Player hits concrete steps on side of court in quad during game play | Rough game play Small space between court and concrete steps for overrun | Use gym mats on concrete steps.Recommended mouth guards.Experienced referees to control game play. | Rare | Insignificant-Moderate | Low | Yes |
| Rugby Trial | Competitor injury as per general “Event Hazard Identification and Risk Assessment” above | Refer to “Event Hazard Identification and Risk Assessment” above | Players wear compulsory mouth guards. | Rare | Insignificant-Moderate | Low | Yes |