



2021 New Zealand Secondary Schools Lacrosse Championships

EVENT HEALTH & SAFETY AND RISK MANAGEMENT PLAN

SECTION 1: Event Information

Event Name: 2021 New Zealand Secondary Schools Lacrosse Championships (NZSS Lacrosse Champs)	This Plan Dated: 21 July 2021
Event Location	Memorial Park, Cambridge
Event Date	3 - 5 September 2021
Organisation delivering event	New Zealand Lacrosse (NZL) Waikato Lacrosse (WLA)
Number of Participants	Approx. 440 players, coaches, managers and officials.

Event Overview

The NZSS Lacrosse Champs is an 3-day tournament held in September annually. The tournament caters for the top schools from their high school lacrosse leagues and provides an opportunity to compete with players from other secondary schools around New Zealand. This year's tournament will have teams from Auckland, Waikato and Wellington.

Note: any references to NZWLA or NZL may be used interchangeably during this period of transition as a result of the merger.

SECTION 2: Event Personnel


Name	Role	Responsibility	Organisation	Contact Details
Matt Gould	Event and host coordinator	Overall responsibility for the tournament	WLA	0221918004
Tara Vrensen	Event and host coordinator	Overall responsibility for the tournament	WLA	0211559315
Marina Samounry	NZL organiser – girls' tournament	Overall responsibility for the girls' tournament in particular pre-tournament organisation, draw, school liaison, and entry forms	NZWLA	021431265
Ursula Johnson	Umpiring	Organising and overseeing umpires	NZWLA	0211221874
Max van der Maas	NZL organiser – boys' tournament	Overall responsibility for the boys' tournament in particular pre-tournament organisation, draw, school liaison and entry forms	NZL	0275517459

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.

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

3A: Event Risk Assessment and Management Plan

Event Hazard Identification and Risk Register						
Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls	Person(s) Responsible
Adverse weather e.g. sunstroke, excessive rain or wind	Injury or death to participants and spectators through exhaustion, exposure or hypothermia	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> Advise spectators and participants they take appropriate safety precautions e.g. use sunscreen, bring appropriate clothing, move to shade/shelter if effects of weather are felt Ensure suitably trained medical staff and equipment is readily available to respond Have emergency extraction procedures Provide adequate hydration options for staff, volunteers, athletes and spectators 	Event and host coordinator
Underfoot conditions e.g. uneven grounds, slippery concrete in the event of rain	Injury to participants or spectators through loss of footing	Possible	Minor	Medium	<ul style="list-style-type: none"> Ensure grounds are adequately prepared for tournament including grass cut to correct length and any holes filled with sand Rope/cone off any areas where the grounds are too soggy or uneven Advise participants and spectators they walk carefully and to avoid running on concrete in boots Ensure suitably trained medical staff and equipment is readily available to respond Keep extra sand on hand to fill any holes created during tournament 	Host coordinator
Toilet paper/paper towels in bathrooms runs out	Hygiene risk for players not adequately washing hands etc.	Likely	Insignificant	Low	<ul style="list-style-type: none"> Check that toilets are adequately clean and stocked at the start of each day and half way throughout the day Encourage participants and spectators to bring own hand sanitiser if toilets have not been checked in time Purchase additional toilet paper and keep at official tent 	Host coordinator

Event Hazard Identification and Risk Register

Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls	Person(s) Responsible
Participants or spectators struck by flying lacrosse balls	Injury to participants or spectators hit by lacrosse balls	Possible	Minor	Medium	<ul style="list-style-type: none"> Where necessary cones, fencing or tape to be used to ensure participants and spectators are in safe zones away from play Advise participants and spectators to stay alert when walking near fields as lacrosse balls can travel far Set-up nets behind goal areas where necessary Warning signage to be placed around fields Event staff/volunteers to avoid walking directly behind goal areas and make sure any spectators are away from field during warm up and games Ensure suitably trained medical staff and equipment is readily available to respond 	Host coordinator
Fatigue from overplaying or lack of rest for umpires and players	Injury to participants through fatigue	Possible	Minor	Medium	<ul style="list-style-type: none"> Players will play shortened games as per the NZALU player guidelines to prevent fatigue which could lead to dangerous play. Play-off rounds are also shortened NZALU guidelines forwarded to team managers before the tournament to ensure they are aware of the requirement to reduce overplaying Umpiring officer to assign enough umpires and ensure that umpires officiate no more than two games in a row 	Event coordinators and umpiring officer
Inappropriate, anti-social or disorderly behaviour from participants or spectators	Participants lose concentration during play	Possible	Insignificant	Low	<ul style="list-style-type: none"> Players to exhibit good sportsmanship characteristics and adhere to the NZL Codes of Conduct which will be shared with team managers prior to the tournament Participants and team managers will be advised during briefing to respect decisions made by umpires Umpires have the discretion to remove disruptive players or spectators. Event coordinators to assist with removing players or spectators if required 	Event coordinators and umpires
Participants or spectators ingest impairment causing drugs or alcohol prior to the tournament	Injury to participants or spectators and general public through drug or alcohol impairment	Rare	Moderate	Low	<ul style="list-style-type: none"> Advise participants that competing under the influence of alcohol or drugs is not permitted The event and host coordinators and umpiring officer may remove participants or spectators from the tournament at any stage if they are believed to be under the effect of drugs or alcohol No alcohol is to be sold during playing hours throughout the tournament 	Event and host coordinators, umpiring officer

Event Hazard Identification and Risk Register

Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls	Person(s) Responsible
Medical emergency	Injury or death to participant or spectator through medical emergency	Possible	Major	High	<ul style="list-style-type: none"> Ensure participants are aware of the physical demands of the event through managers Participants to disclose any existing medical conditions that may affect them to their coach/manager before the tournament. It is the participants' responsibility to ensure they carry any specific medication they require First response medical staff at the venue to respond quickly to medical emergencies. AED is located at the Hautapu Sports club, Cambridge High School and WLA will have an AED onsite. EMS will be available. 	First aiders, event and host coordinators
Slipping in areas of thoroughfare	People slip and fall during rainy weather especially on concrete or wooden walkways	Possible	Minor	Medium	<ul style="list-style-type: none"> Ask that players avoid wearing boots when walking on slippery surfaces and that they are careful in slippery conditions. Slippery surfaces signage when and where appropriate. If accidents occur, first aid available. 	
Accidents in the car park	People or cars are hit in the car parking area	Possible	Moderate	High	<ul style="list-style-type: none"> Volunteers present to ensure safe parking. If accidents occur, first aid available. 	Event coordinators
Acts of God	Injury or death from earthquake, storm, fire	Rare	Moderate	Low	<ul style="list-style-type: none"> Event coordinators to halt the tournament should adverse conditions/acts of god put participants/spectators/officials/volunteers at risk Emergency procedures in place and Event Manager to provide directions to event attendees. Earthquake: drop/cover/hold Fire: meet at assembly point 	Event coordinators

Lacrosse Specific Hazard Identification and Risk Register

Hazard	Risk Description	Likelihood	Consequence	Risk Level	Controls
Dangerous play e.g. pushing, dangerous checking	Injury to participants	Possible	Minor	Medium	<ul style="list-style-type: none"> • Umpires to manage play accordingly to ensure safety • Ensure suitably trained medical staff and equipment is readily available to respond
Check to the head resulting in concussion	Injury to participants	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> • Umpires to manage play accordingly • Players must wear mouthguards and relevant protection (helmets, gloves and box for boys and eye protection for girls) to limit injury • Additional rule for a 5 minute yellow card for head checks to disincentivize dangerous play around the head (girls' lacrosse) • Ensure suitably trained medical staff and equipment is readily available to respond
On-field risk of flying lacrosse balls	Injury to participants	Possible	Minor/ Moderate	Medium	<ul style="list-style-type: none"> • Umpires to manage play accordingly • Players wear protective gear as appropriate. Ensure suitably trained medical staff and equipment is readily available to respond

3B: Venue Safety Plan

General Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> • Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete NZL Incident Log:	<ul style="list-style-type: none"> • Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> • Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> • Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<ul style="list-style-type: none"> • DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> • In serious/critical incident trauma and medical cases, an appointed Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded.

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
	<ul style="list-style-type: none"> • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, it is likely WorkSafe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> • Ensure an Event Incident Report Form is completed for any incident. • Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.

Specific Emergency Response Plan A - Fire

FIRE	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> • Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.
Notify:	<ul style="list-style-type: none"> • Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> • Is there a risk/hazard posed for people or property? • Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?
Complete NZL Incident Log:	<ul style="list-style-type: none"> • Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	

FIRE	
Actions:	<ul style="list-style-type: none"> • All involved are reminded that self-preservation is a priority in any response. • People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. • Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc). • For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care. • Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.
At completion	<ul style="list-style-type: none"> •
Debrief:	<ul style="list-style-type: none"> • In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. • In a critical incident, such as a death or severe (life threatening) trauma, it is likely WorkSafe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> • Ensure an Event Incident Report Form is completed for any incident. • Ensure incident forms are submitted to the event coordinators for any follow up required, and filing in the Event Risk Management Records. • Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

3C. Contingency Planning

This Contingency Plan has been developed as part of this plan to ensure health and safety risks are eliminated, so far as reasonably practicable.

Potential Threats

The major threat(s) that may generate the need to consider contingency options are:

High winds

Heavy rain

Earthquake

Fire

Changing of COVID Alert Level to Level 3 or Level 4

Chain of Command and Decision Making

The NZL tournament organisers alongside the NZL Board will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the NZL.

The decision to enact this Contingency Plan is the responsibility of the NZL. The event and host coordinators including all officials and volunteers are responsible to the NZWLA and NZL for implementing any contingency options associated with the event.

The event and host coordinators are responsible for maintaining the safety of the participants, spectators and the public safety. The plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each relevant NZL meeting:

- Risk Assessment of the current conditions; and
- Injury management statistics;
- Current weather predictions; and
- Other relevant event statistics (such as withdrawals, and complaints received etc).

Contingency Options

We have assessed that there are two feasible contingency options available. These are:

Option One – Cancellation of the tournament

The NZL will make the decision to cancel the tournament.

This may occur up to seven days before the event or earlier if conditions necessitate. Cancellation may occur at any stage up to and including event day if deemed necessary. The protocol for informing all affected parties is:

- NZL to send a memo to regions to forward to all players and managers. Notices posted on NZL website and social media channels. All officials notified via email and phone
- During competition – meeting to be called with event coordinators and managers to inform them of decision. Notification to spectators via team managers and social media channels
- As soon as practicable: Council and any other stakeholders advised of cancellation

Option Two - Suspend the tournament

The event coordinators in consultation with the umpiring officer will make the decision to suspend the tournament if necessary in the event of lightning or adverse weather. This will occur whilst competition is ongoing. The protocol for putting this option into place will be:

- Field umpires will suspend any games as necessary in accordance with World Lacrosse rules
- If the weather event continues, event coordinators will call all team managers/coaches and advise of the suspension
- Participants and spectators may be directed to gather in relevant marshalling points/safe places in case of severe weather event
- Event coordinators will meet with key stakeholders such as medical support, key officials and team managers/coaches to brief them on the current position and requirements for the tournament to be restarted
- Latest weather data will be checked to make an estimate of possible return to play
- Participants, spectators and volunteers will be kept up to date via verbal announcements where possible
- Notification of suspension will be made via NZL social media channels

Timings and Early Warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The NZL through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to cancel the event:

- Event participants
- All event officials
- All event volunteers
- Local territorial authority
- Emergency services and safety personnel
- Event spectators
- Vendors

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including PA system, face-to-face briefings, NZL website and social media channels.

Weather Forecasting

Weather forecasts will be used by the NZL, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of the NZL event coordinators, who will disseminate the information to the

NZL at their meetings or as required. Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, NZL may make the decision to cancel the tournament. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the tournament.

3D. Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by PA system/verbal announcement from event coordinators to managers/coaches to participants. The event personnel are authorised to initiate an evacuation.

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- Matt Gould and Tara Vrensen - evacuation of spectators, vendors and volunteers. Overall responsibility for safe evacuation;
- Ursula Johnson, Max van Der Maas and Marina Samounry - evacuation of participants and officials.

In the highly unlikely event of an evacuation Hautapu Rugby (adjacent to Memorial Park) is one of Waipa DC's potential civil defence centres (CDC). Cambridge Raceway is the next closest CDC.

Evacuation plans

Evacuation may be required immediately in situations such as severe weather, fires, hazardous materials incidents, and earthquake or bomb threats or in coordination with community emergency response efforts for cyclones or approaching storms. The type of emergency will determine the evacuation procedure. All announcements shall be made via PA and event coordinators who will directly communicate with attendees.

Depending on the emergency the race organisers may act under instruction from the Police, Fire Service or Civil Defence. Should representatives from these organisations arrive on site they may assume responsibility for communication and evacuation procedures.

Sheltering: Depending upon the type of incident, sheltering inside adjacent facilities or parts of these facilities) may be the most appropriate protective action. Should this be required, all will be notified and directed to follow procedures and report to their designated shelter areas.

Earthquake Response: Employ the Drop, Cover, Hold method. Try to find shelter away from buildings, trees and other things that could fall. After shaking await instructions from the umpires or event coordinators.

De-Activation: When emergency conditions have dissipated or stabilized, and normal operations have resumed, a formal announcement will be disseminated via PA and event coordinators.

SECTION 4: Core Provisions and Communications

Core Provisions		
Item	Provider	Person Responsible
First aid and medical services	Trained first aid provider	Host coordinators to organise roster or first aiders
Drinking water	Onsite water fountains and water containers at each field	Council and event organisers
Food	Participants bring their own Food also available on site	Participants Vendors
Shade	Schools will have tents on each field Teams to provide their own shelter/tents Changing rooms available on a roster basis	Host coordinators and volunteers to set up
Toilets	See field map for locations	WLA
Waste management	Rubbish bins and recycling bins are located near the organisers and officials tent	WLA and everyone
Spectator controls	Spectators must not sit directly near the side lines or behind goal areas Spectator areas will be roped off	Host coordinators and volunteers to set up areas
Parking	Carparking at the venue plus on street parking	WLA and Council
Vehicles onsite	Only permitted in the allocated parking areas. Fee for parking onsite	WLA and host coordinators
Event insurance	NZWLA/NZL liability insurance provided	NZWLA and NZL

Event Communications Plan

Communication Item	Person Responsible	Audience	When?	Notes
Pre Event Info	Matt Gould Tara Vrensen Ursula Johnson Marina Samounry Max Van Der Maas	Participants and spectators Lacrosse community generally	23 July 2021 – entry forms w/c 16 August 2021 – draw available	Information pack, draw and relevant documentation to be sent to schools
Event Briefing – safety briefing, event info for coaches and managers	Matt Gould Tara Vrensen Marina Samounry Ursula Johnson Max Van Der Maas	Team managers	At the manager's meeting on day one	Run through key information for the day including where core provisions are, health and safety and reminders for players
Event Day Communications – cancellations, changes, weather	Matt Gould Tara Vrensen Marina Samounry Ursula Johnson Max Van Der Maas	Participants and spectators	As they arise, as soon as practicable/possible	Lacrosse events will only be cancelled if there are lightning storms or COVID Alert Levels change mid-tournament
Emergency Communications - evacuation, lost person, emergency services	Matt Gould Tara Vrensen Marina Samounry Ursula Johnson Max Van Der Maas	Team managers	As they arise, as soon as practicable/possible	Matt, Tara, Marina and Ursula to be informed and to escalate to participants and spectators as necessary
Media information	Marina Samounry Matt Gould Tara Vrensen	Participants and spectators Lacrosse community generally	As they arise	

Event Communications Plan

Communication Item	Person Responsible	Audience	When?	Notes
Post event reporting	Marina Samounry Matt Gould Tara Vrensen Max Van Der Maas Ursula Johnson	Participants and spectators Lacrosse community generally	One week after the tournament	Results to be posted on social media at lunch time each day and end of the day Report to be provided to NZL two weeks after incl. feedback for next tournament News article to be included in October NZL newsletter Marina and Max to create feedback form for participants and send Monday after tournament to collate for final report and recommendations

COVID-19 TOURNAMENT SPECIFIC GUIDANCE/PRECAUTION

Please note the following guidance/precaution for this tournament at the relevant Alert Levels:

Level 1 and 2

- Hand sanitiser will be available at the umpires table on each field and officials tent for players and officials
- If you are sick, please stay at home until symptom free for 48 hours
- There will be a COVID App QR code on a sandwich board near the officials tent - please scan in

Level 2 only

- As above plus -
- 100 max participants per field
- Fields clearly separated
- Five fields available
- Teams must wait for other teams to fully leave their sub boxes before setting up for
- Spectators must abide by social distancing requirements

Please also refer to the latest guidance from New Zealand Lacrosse on the website and Sport NZ.