



2022 NEW ZEALAND SECONDARY SCHOOLS' LACROSSE CHAMPS

EVENT HEALTH & SAFETY AND RISK MANAGEMENT PLAN

SECTION 1: Event Information

Event Name: NZSS Lacrosse Champs		This Plan Dated: 20 July 2022
Event Location	Memorial Park, Cambridge	
Event Date	2-4 September 2022	
Organisation delivering event	New Zealand Lacrosse (NZL) Waikato Lacrosse Association (WLA)	
Number of Participants	Approx. 300 players, coaches, managers and officials.	
Number of Schools:	15	

Event Overview

The New Zealand Secondary Schools' Lacrosse Champs is an open entry tournament for any boys and girls teams that qualified for their region's premier/division one grade in their regional high school league the previous year.

Teams will compete in round robin play followed by play-offs/finals over three days.

These games will identify the top lacrosse high school team(s) for 2022.

SECTION 2: Event Personnel


Name	Role	Responsibility	Organisation	Contact Details
Marina Samounry	Girls' event coordinator	Overall responsibility for girls tournament	NZL	021 431 265
Max van der Maas	Boys' event coordinator	Overall responsibility for boys tournament	NZL	027 551 7459
TBC	Host region coordinator	Day-to-day management	TBC	TBC
TBC	Event safety officer	Health and safety of the overall tournament	TBC	TBC
Samantha Wood	Publicity officer	Management of social media/communications for the tournament	NZL	publicity@nzlacrosse.nz

○ **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	
<p>Most effective (High level)</p>  <p>Least effective (Low level)</p>	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 as a precaution Purchase additional toilet paper and keep at official tent 	Host coordinator
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 	Host coordinator

					<ul style="list-style-type: none"> Ensure suitably trained medical staff and equipment is readily available to respond 	
Fatigue from overplaying or lack of rest for umpires and players	Injury to participants through fatigue	Possible	Minor	High	<ul style="list-style-type: none"> Players will play shortened games as per the NZL player guidelines to prevent fatigue which could lead to dangerous play. Play-off rounds are also shortened NZL 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 Code of Conduct 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 	Event and host coordinators, umpiring officer
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 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 at the Hautapu Sports - Secure Cabinet - Garden Bar Area. Emergency plan in place – patient can be transported to hospital via ambulance. 	First aiders, event and host 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 coordinators 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 • 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 eye protection to limit injury • Additional rule for a 5 minute yellow card for head checks to disincentivize dangerous play around the head • 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, including mouth guards and eye protection • 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 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:	<p>DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</p> <p>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).</p>
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the 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.

	<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 Coordinators 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 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	
Actions:	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.

	<p>Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</p> <p>For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</p> <p>Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</p>
At completion	
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 any existing COVID requirements from the Government

Chain of Command and Decision Making

NZL 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 NZL.

The decision to enact this Contingency Plan is the responsibility of NZL. The event and host coordinators including all officials and volunteers are responsible to the 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

NZL and the host region 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 teams 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/SSNZ 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, depending upon the weather conditions.

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 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 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 NZL event coordinators, who will disseminate the information to 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 MetService, 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:

- TBC event coordinators - evacuation of spectators, vendors and volunteers. Overall responsibility for safe evacuation
- TBC event coordinators - evacuation of participants and officials

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 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 stabilised, and normal operations have resumed, a formal announcement will be disseminated via event coordinators.

SECTION 4: Core Provisions and Communications

Core Provisions		
Item	Provider	Person Responsible
First aid and medical services	EMT on-site	EMT provider
Drinking water	Onsite water fountains and water containers at each field	Venue and event organisers
Food	Participants bring their own	Participants
Shade	Players will have tents on each field during play Teams to provide their own shelter/tents	Host coordinators and volunteers to set up Teams
Toilets	See field map for locations	Venue
Waste management	Bins around the park and NZL to provide additional rubbish bags if required.	Venue
Spectator controls	Spectators must not sit directly near the sidelines or behind goal areas Spectator areas will be roped off	Host coordinators and volunteers to set up
Parking	Venue car park and offstreet.	Venue
Vehicles onsite	No vehicles are permitted on the fields	N/A
Event insurance	NZL liability insurance provided	NZL and NZL

Event Communications Plan

Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info	Marina Samountry Max van der Maas	Participants and spectators Lacrosse community generally	At least two weeks prior to event	Information pack, draw and relevant documentation to be sent to regions/managers
Event Briefing – safety briefing, event info for coaches and managers	Marina Samountry 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	Marina Samountry Max van der Maas Samantha Wood	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	Marina Samountry Max van der Maas Host coordinator TBC Samantha Wood	Team managers	As they arise, as soon as practicable/possible	Person responsible to be informed and to escalate to participants and spectators as necessary
Media information	Samantha Wood	Participants and spectators Lacrosse community generally	As they arise	
Post event reporting	Marina Samountry Samantha Wood	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 NZL newsletter Marina 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 as per Sport NZ guidance.

Outdoor setting	From 11.59pm 25 March	From 11.59pm 4 April	From 11.59pm 4 April	From 11.59pm 4 April
	RED	RED	ORANGE	GREEN
<p>Outdoor spaces are generally considered to be places that have good ventilation, with a decent amount of free flowing, fresh air coming into the space.</p> <p>For example, this could be because the venue:</p> <ul style="list-style-type: none"> • does not have a roof • has fewer than 4 walls, or because its walls do not go all the way up and still allow a significant amount of air flow 	<p>When MVP is required, there are no capacity limits.</p> <p>When MVP is not required the maximum number of people that are allowed to meet is 25.</p> <p>Facemasks are not required in outdoor settings.</p> <p>Attendees do not have to physically distance from others in their group.</p> <p>There is no longer a requirement to scan in or for a business to display a QR code poster or have mandatory record keeping.</p>	<p>My Vaccine Passes will no longer be required.</p> <p>No capacity limits.</p> <p>Facemasks are not required in outdoor settings.</p> <p>Attendees do not have to physically distance from others in their group.</p> <p>Multiple groups can participate.</p>	<p>My Vaccine Passes will no longer be required.</p> <p>No capacity limits.</p> <p>Good health behaviour encouraged.</p> <p>Facemasks are not required.</p>	<p>My Vaccine Passes will no longer be required.</p> <p>There will be no capacity restrictions.</p> <p>Good health behaviour encouraged.</p> <p>Facemasks not required.</p>

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

Please also consider the following precautions:

- If feeling unwell with COVID symptoms, please return a negative RAT prior to attendance or stay at home.
- Good hygiene and sanitation will continue as key tools to minimise the spread of COVID e.g. wash hands, avoid sharing drink bottles, stick taps instead of high fives