



New Zealand
Indian Sports
Association Inc.

HEALTH AND SAFETY

Our sporting organisations are involved in event management, which requires careful consideration of health and safety issues. As hosts and event organisers, we have a duty of care to ensure that participants, spectators, volunteers and the general public are protected from avoidable risk. It is also our responsibilities to undertake a hazard and risk assessment.

The types of hazards that we might encounter relating to health and safety may include:

- Accident and first aid matters (participants, competitors, officials, staff, spectators, volunteers)
- Structural collapse
- Human waste disposal
- Crowd control
- Lost children
- Traffic
- Hazardous materials
- Food waste disposal
- An emergency such as fire, earthquake, evacuation
- Security
- Communication issues
- Food handling

It is important to consider every possible hazard and risk that may occur and manage these risks. This may require some expert advice including formation of a committee where specific responsibilities are assigned to ensure that health and safety responsibilities are comprehensively managed. After identifying risks and assessing these, you need to implement a risk mitigation strategy so that risks can be either eliminated or mitigated. If a risk occurs, you will then be prepared to deal with it appropriately and meet your legal obligations to do so. The event risk management process is summarised in figure 1. An example checklist from the SPARC Organisational Risk Management Toolkit is in appendix 4.

Event Management should include liaison with local government, emergency services, Transit New Zealand (if applicable) and insurers who can

Event Risk Management Process

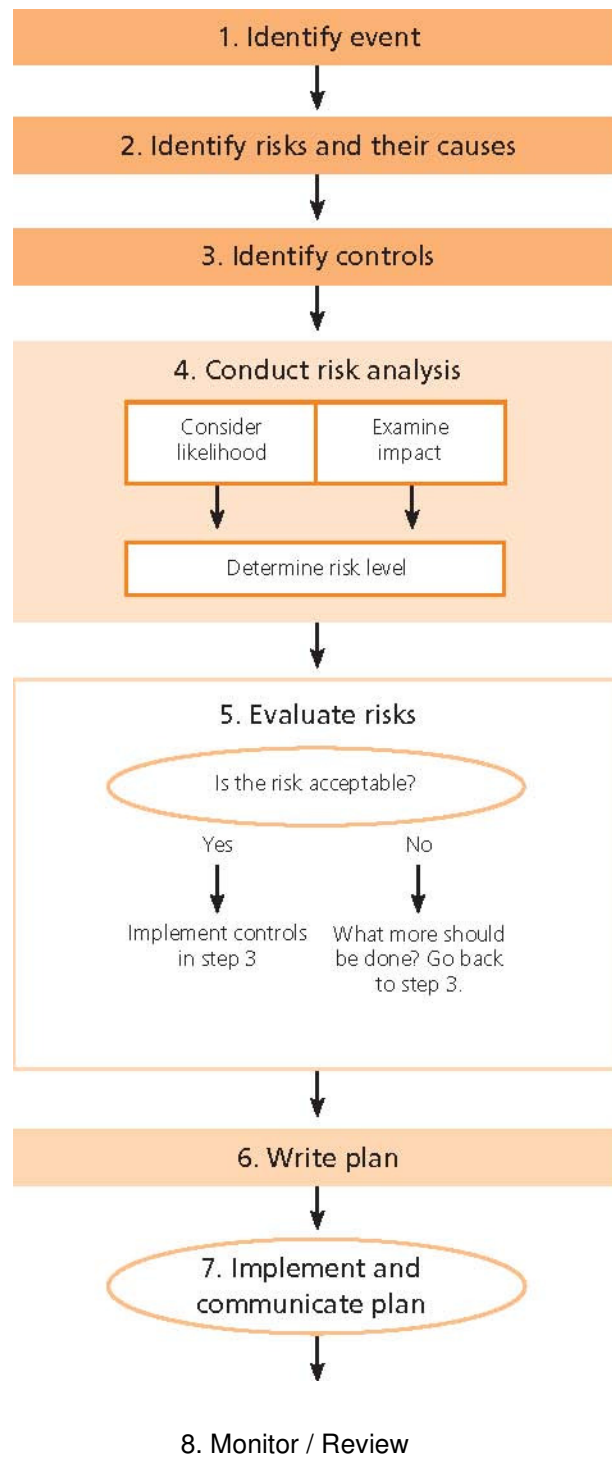


FIGURE 1: RISK MANAGEMENT OVERVIEW (ADAPTED FROM AS/NZS 4360)

Notes for Key Areas

Accident and first aid matters

- Provide St. Johns or similar health provider at each venue
 - Advise provider of type of sport and injuries that may incur
 - Ensure the health provider present is suitable qualified.

- List health providers in your area
 - Hospitals
 - 24 Hour Surgeries and Medical Centres
 - Dentists
 - 24 Hour Dentists
 - On-Call / Duty Doctors & Dentists.

Follow up with each provider and get confirmation during the week of the tournament that:

- The listed health providers are on call and are available
- Correct names, phone numbers and addresses are recorded.

An emergency such as fire, earthquake, evacuation

- Meet with venue management and review their health and safety plan
 - Incorporate their plan in case of evacuation etc. into yours
 - Walk around the facility and evaluate any potential hazards.

- Report back to your club and ensure your entire organising team knows the procedures in case of emergency such as Fire, Earthquake, Evacuation
 - Practice evacuations; know where the meeting point is
 - Identify and make yourself & team familiar with Fire Alarm and Fighting Equipment.

- Your team should have the medical and emergency contact information on them at all times

- Your team should be identifiable by any person during the tournament; therefore any person can quickly identify and alert them to any hazard or situation unfolding.

The medical and emergency contacts and evacuation procedures of each venue must be included in the managers' pack for their reference.

Additional resources included for your reference:

- SPARC Event Risk Management – (this is a must read)
- Event Planning Guidelines Jan 2004
- Event Planning Guideline Forms
- Health and Safety Guide.

Appendix 4 – Event Management risk profile template

Risk No.	Step 2		Step 3		Step 4			Step 5		
	Risks	Cause	Risk controls	Impact	Likelihood	Risk level	Risk acceptable	Actions required	By whom	When
1	What can go wrong or what opportunities might be lost?		What are we doing to prevent the risk event from occurring?	Extreme Major Moderate Minor Insignificant	Almost certain (80%+) Likely (60-79%) Moderate (30-59%) Unlikely (5-29%) Rare (<5%)	Critical High Medium Low	Is the level of risk acceptable? Yes / No	List the specific actions that need to be taken to better manage the risk. These may include: - revising targets - more frequent monitoring	Name the person responsible for each specific action	Indicate the date completed by
2										
3										
4										