



2024 New Zealand Secondary School Swimming Championships

25 – 28 July 2024

National Aquatic Centre

Event Management Plan

Swimming New Zealand Event Manager Sign Off

As the Event Manager, I approve the systems outlined in this document.

Name
Dale Johnson

Date
24/05/2024

Signature

A handwritten signature in black ink, appearing to be "Dale Johnson", written over a faint circular watermark.

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- General information
- Swimmer Briefing
- Participation Agreement form
- Incident reporting form

1. Event Description

The 2024 NZ Secondary School Swimming Championships runs across 6 sessions and sees the best secondary school swimmers go head-to-head for the national title and the schools battling out for the top school title. This competition has a particular focus on loads of enjoyment and representing your school with pride, with lots of relays on offer to promote team swimming as well as some fast swimming.

2. Event Schedule

Day 1			Day 2			Day 3			Day 4		
Session 1			Session 2			Session 4			Session 6		
Warm-Up: 3pm - 4.10pm Competition: 4.25pm			Warm-Up: 7.15am - 8.20am Competition: 8.45am			Warm-Up: 7.15am - 8.25am Competition: 8.40am			Warm-Up: 7.15am - 8.25am Competition: 8.40am		
1	400m Freestyle	M	11	2 x 50m Freestyle Relay	Mix	30	8 x 50m Freestyle Relay	Mix	49	4 x 50m Freestyle Relay (U16)	M
2	400m Freestyle	F	12	100m Individual Medley	M	31	100m Breaststroke	M	50	4 x 50m Freestyle Relay (U16)	F
3	4 x 50m Medley Relay (U16)	M	112	100m Individual Medley - MC	M	131	100m Breaststroke - MC	M	51	200m Individual Medley	M
4	4 x 50m Medley Relay (U16)	F	13	100m Individual Medley	F	32	100m Breaststroke	F	151	200m Individual Medley - MC	M
5	4 x 50m Medley Relay (16&O)	M	113	100m Individual Medley - MC	F	132	100m Breaststroke - MC	F	52	200m Individual Medley	F
6	4 x 50m Medley Relay (16&O)	F	14	200m Breaststroke	M	33	50m Butterfly	M	152	200m Individual Medley - MC	F
7	4 x 100m Freestyle Relay (U16)	M	15	200m Breaststroke	F	133	50m Butterfly - MC	M	Medal Presentations (49 – 52, 151 – 152)		
8	4 x 100m Freestyle Relay (U16)	F	Medal Presentations (11 – 15, 112 – 113)			34	50m Butterfly	F	53	4 x 50m Freestyle Relay (16&O)	M
9	4 x 100m Freestyle Relay (16&O)	M	16	100m Backstroke	M	134	50m Butterfly - MC	F	54	4 x 50m Freestyle Relay (16&O)	F
10	4 x 100m Freestyle Relay (16&O)	F	116	100m Backstroke - MC	M	Medal Presentations (30 – 34, 131 – 134)			55	50m Freestyle	M
Medal Presentations (1 – 10)			17	100m Backstroke	F	35	200m Backstroke	M	155	50m Freestyle - MC	M
			117	100m Backstroke - MC	F	36	200m Backstroke	F	56	50m Freestyle	F
			18	2 x 50m Freestyle Relay	M	37	8 x 50m Freestyle Relay	M	156	50m Freestyle - MC	F
			19	2 x 50m Freestyle Relay	F	38	8 x 50m Freestyle Relay	F	Medal Presentations (53 – 56, 155 – 156)		
			Medal Presentations (16 – 19, 116 – 117)			Medal Presentations (35 – 38)					

Day 2			Day 3		
Session 3			Session 5		
Warm-Up: 3pm - 4.10pm Competition: 4.25pm			Warm-Up: 3pm - 4.10pm Competition: 4.25pm		
20	Random Medley Skins 5 x 50m (U16)	M	39	Random Medley Skins 5 x 50m (16&O)	M
21		F	40		F
22	200m Butterfly	M	41	50m Backstroke	M
23	200m Butterfly	F	141	50m Backstroke - MC	M
24	50m Breaststroke	M	42	50m Backstroke	F
124	50m Breaststroke - MC	M	142	50m Backstroke - MC	F
25	50m Breaststroke	F	43	100m Butterfly	M
125	50m Breaststroke - MC	F	44	100m Butterfly	F
Medal Presentations (20 – 25, 124 – 125)			Medal Presentations (39 – 44, 141 – 142)		
26	100m Freestyle	M	45	200m Freestyle	M
126	100m Freestyle - MC	M	145	200m Freestyle - MC	M
27	100m Freestyle	F	46	200m Freestyle	F
127	100m Freestyle - MC	F	146	200m Freestyle - MC	F
28	4 x 50m Freestyle Relay (U16)	Mix	47	4 x 50m Medley Relay (U16)	Mix
29	4 x 50m Freestyle Relay (16&O)	Mix	48	4 x 50m Medley Relay (16&O)	Mix
Medal Presentations (26 – 29, 126 – 127)			Medal Presentations (45 – 48, 145 – 146)		

Note: *Where it is noted MC these events are available to Para Swimmers.

Briefing

A team manager meeting will be held prior to the event on Thursday 25 July 2024 prior to racing beginning.

An officials meeting will be held prior to the event in the Technical Officials room.

3. Management Overview

3.1 Company Information & Event Safety Committee

These championships are organised and delivered by Swimming New Zealand.

This manual is designed as a general overview of the Swimming New Zealand operations and safety policies.

This event will be controlled and delivered by a team consisting of Swimming NZ Staff as well as key Volunteers. This working group is referred to as the *Event Safety Committee*. This group will maintain absolute authority over the entire event. The *Event Safety Committee* reserves the right to alter or amend any aspects of the event due to safety concerns.

Event Safety Committee

TITLE	PHONE	NAME
<i>Head of Participation, Competitions & Engagement</i>	021 569 436	Dale Johnson
<i>Competitions Manager</i>	021 246 7440	Kate Griffiths
<i>Venue Manager</i>		Michelle Bryant

3.2 Traffic Management Planning

N/A

3.3 Community Impact

The pool will be closed to the public during warm-up and competition times.

3.4 Environmental Impact:

N/A

3.5 Management Contractors:

Some professional bodies may be contracted to deliver services to assist with the safe operation of this event.

These include but not limited to:

The Stream Shop (Livestream)

All Contractors engaged will complete a Contractor Application and submit their Health and Safety documentation for approval before the event. Contractors will also have a written contract or letter of engagement between Swimming New Zealand and the contracted business.

3.6 Event Rules

Event rules can be found on the Swimming NZ website, www.swimming.org.nz

3.7 Contingency Planning

Contingency plans are created for the event where deemed appropriate. There are specific guidelines about who makes decisions and strict timelines created around this.

CANCELLATION/COURSE OPTIONS

With this event being held indoors, there isn't much of a requirement to have a contingency plan. Should the venue be unable to host the event, another location would be contacted so long as considerable notice has been provided by Auckland regarding the cancellation.

3.8 Health and Safety Policy

Swimming New Zealand is committed to providing a safe and healthy environment for our staff, volunteers, contractors and, most importantly, our competitors. A proactive approach is taken to identify hazards and manage them appropriately.

Swimming New Zealand will:

- Provide a safe and healthy workplace and systems of work for staff, volunteers, contractors and competitors
- Assess the skillset of key staff and volunteers to determine whether they have the appropriate skills and experience for the task they are assigned
- Provide information, instruction, training and supervision to staff, volunteers, contractors and competitors to ensure their safety
- Communicate expectations to staff, volunteers, contractors and team managers clearly, establishing and insisting upon safe methods and safe practices at all times
- Enable effective worker engagement practices
- Take all reasonably practicable steps to ensure the safety of staff, volunteers, contractors and competitors
- Strive to eliminate or minimise all actual and potential risks and hazards
- Provide safety equipment, property and materials
- Ensure that all personnel have all the necessary safety equipment
- Ensure prompt and accurate reporting and investigation of all incidents, injuries and illnesses, striving to implement appropriate remedies to prevent recurrence
- Meet or exceed the requirements of the Health and Safety at Work Act 2015, its Regulations, Codes of Practice and any other relevant legislation
- Continually improve the health and safety of our operations

Swimming New Zealand requires its staff (including volunteers) to:

- Take all reasonably practicable steps to ensure their safety and the safety of other staff
- Ensure their acts or omissions don't harm others
- Comply with instructions and cooperate with the policies and procedures in place
- Work in a responsible manner, and use all safety equipment
- Clearly communicate to the Event Manager if they feel they do not have the skills for any task
- Proactively identify hazards and work to manage them
- Report incidents, injuries and illnesses as soon as a practical

All operations of these championships shall be in compliance with the Health and Safety at Work Act 2015. This Act promotes the health and safety of everyone at work, and of other people in or around places of work. It requires employers to take all reasonably practicable steps to identify, communicate, and control hazards in the workplace which may cause harm or injury. It recognises that employees and contractors have a valuable role to play in this process, and that they should be included in health and safety processes. Swimming New Zealand supports these aims unreservedly, and will make every effort to include both employees and contractors in the health & safety decision-making process.

Safety is the responsibility of the event management and any employees, volunteers or contractors. **The Event Safety Committee is responsible for the safety management of the event.** This includes the contents of the Event Management Plan, and any reviews of it.

This Health and Safety policy, and the entire Event Management Plan, is held at the Swimming New Zealand office in paper and electronic form. It is available to staff, contractors and competitors to view.

4. Operating Procedures

4.1 Communications Plan

The communications between event staff, contractors and technical officials will be via radios, organised by Swimming NZ.

The use of mobile phones will be the secondary mode of communication if required.

A public address system will be used during competition to deliver messages and provide commentary for the event.

4.2 Media Policy – Post Incident

Nobody connected with the event is authorised to speak to the media without the express permission of the Event Manager and/or Swimming NZ CEO.

All staff and volunteers will be notified of this policy during their respective briefing. Any unauthorised release of photographs or statements is absolutely forbidden.

Following a major incident, the Event Manager and/or Swimming NZ CEO will prepare a press release and speak to media as appropriate. This will only take place after they have all of the information about the incident and have had time to digest it and develop a well-balanced response on behalf of Swimming New Zealand.

Any media enquiries shall be directed to the Event Manager and Swimming NZ CEO.

5. Hazard/Risk Management

The hazard/risk management process is outlined in this section as they relate to the activities described.

There also is a system described whereby any new hazard identified is managed.

The purpose of this section is to outline Swimming New Zealand's approach to hazard management. It outlines the means of identifying and controlling hazards associated with the event.

5.1 Hazard/Risk Identification and Control Policy

It is Swimming New Zealand's policy to identify hazards in their events and workplace. Identified hazards are then managed appropriately.

Identification of Hazards and/or Risks through:

- Regular physical inspection of the workplace, equipment and work practices
- Analysis of injuries, illnesses, incidents and events to determine the cause, and prevent a recurrence of this nature in future
- Analysis of tasks and how they are carried out in the workplace

Hazard/Risk Control

Once a hazard has been identified it is evaluated and recorded in the Hazard/Risk Register.

A control plan is formulated as follows and documented in the Hazard/Risk Register – (ensure appropriate advice is sought where applicable):

- First consider options in the control plan to **eliminate** the risk. Hazards can be eliminated by replacing with less hazardous material or equipment, repairs and maintenance or changing the way a task or activity is carried out.
- If the hazard cannot be eliminated, then consider options to **minimise** the risk. Hazards can be minimised by substituting the hazard for a lower risk option, isolating the hazard or preventing contact with people, and implementing engineering controls such as guarding equipment.
- If after taking those steps the risk still remains, administrative controls must be put in place in the form of policies, safe operating procedures, and job safety analysis.
- The last step is to ensure the appropriate personal protective equipment is identified and implemented. Personal protective equipment alone is not an appropriate control.

5.2 New Hazards/Risks

Any new hazard/risk identified will be reported to the Event Manager who will make a note of it in the Hazard Identification Form and address it immediately if deemed necessary. New hazards/risks will be reviewed as part of the post event tasks.

Marshalls and event staff may need to make quick decisions regarding hazards and take quick actions to manage new hazards/risks. Where possible the Event Manager and/or the Event Safety Committee is notified to authorise these changes. In some cases, marshals may have to use common sense to deal with a given situation.

This is included in the staff and the team manager briefings.

6. Staff Management

6.1 Staff Qualifications, Training & Briefing

All team members are briefed before event start. In some cases this briefing is only in the form of a briefing sheet. Marshalls in key safety locations are briefed in person where possible. They are to be familiarised with safety systems outlined in this document that are relevant to the section of the event that they are involved with. Particular attention is given to the emergency planning and communication network systems.

Records of qualifications are kept on file at the company office.

6.2 Volunteer Management

Volunteers that work for us regularly, on an ongoing basis and who are integral to our operations are deemed to be volunteer workers. We have the same duties to those volunteers as we do our employees.

The act does not cover volunteers that work on a casual basis (casual volunteers) who engage in the following activities:

- Participation in a fundraising activity
- Assistance with sports or recreation for an educational institute, sports or recreation club
- Assistance with activities for an educational institution outside the premises of the educational institution.
- Providing care for another person in the volunteer's home.

We have the same duties to those casual volunteers as we do our competitors or spectators.

We take the safety of our volunteers seriously and Swimming New Zealand will provide sufficient information and training for volunteers to perform the duties required of them. In some cases this may be in the form of a **verbal briefing** and in some cases it is by way of **written instructions**. Due to the nature of the activity it is not always possible to verbally brief all volunteers.

6.3 Staff and Volunteer Post Event De-Brief

In the month after the event an event review will be taken by all event staff and volunteers asking for feedback and suggestions to improve systems and event safety for future events. Once the survey has closed the results will be tabled and cross checked with current process to see where improvements can be made for future events.

We strive to create an environment in our team where employees feel they can at any point provide feedback on a process, rather than waiting just for the formalized feedback opportunity.

7. Contractor Management

As a PCBU, we often work alongside other PCBU's; or contract to or contract together with other PCBU's. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU's involved.

Individual staff & organisations contracted to 2024 Apollo Projects New Zealand Swimming Championships for specified tasks or periods of time must be kept safe by Swimming New Zealand. A contract for services is signed between the parties that details expectations to help facilitate this. All contractors engaged will also complete a Contractor Application and submit their Health and Safety documentation for approval before the event.

Contract staff must abide by the policies and procedures contained in this plan.

Event Management will induct contract staff and cover:

- Swimming NZ policies and procedures
- Objectives of operation/activity
- Swimming NZ expectations of contract staff
- Contract staff expectations of Swimming NZ management and employees
- Planning procedures and assistance required
- Any hazards/risks they may be exposed to and controls in place

Swimming New Zealand reserves the right to halt any operation/activity conducted by a contract staff member for safety or other reasons.

8. Competitor Management

8.1 Competitor Information

The flow of information between the event organisation and the Competitors is a key aspect of the event safety management.

Key documents and briefings for competitors and team managers are called:

Event Information Book

The event website will have the most up to date event information. Any changes and important safety information is documented on the website.

Team Manager Briefing

The final information exchange is the in-person briefing. By this stage competitors have already received the information via a welcome EDM, the event information book and this final briefing. It is also an opportunity to answer any questions.

9. Incident/Injury/Illness Reporting, Recording and Investigation

All incidents, injuries and illnesses are to be reported to the Event Manager who will record and review as required.

In the event of an incident occurring to a competitor, marshal or event staff, all details need to be recorded on the Incident Record form and passed on to the Event Manager immediately for investigation.

Incidents (which include near misses) will be recorded if reported by competitors. The benefit of this is that new hazards/risks can be identified and lessons learnt without anyone actually being harmed. This is part of the on-going quality management system of the event management plan.

All incidents, injuries and illnesses are investigated in order to discover the causes and causal factors involved, and identify corrective actions that should be taken to prevent the accident happening in future events managed by Swimming New Zealand.

In the case of a notifiable event, details of the incident shall be reported to Worksafe as soon as possible with notification in writing following within 48hrs of the incident.

9.1 Definition of Notifiable Event

Meaning of Notifiable Event

In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

Meaning of Notifiable Injury or Illness

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)

- a spinal injury
- the loss of a bodily function
- serious lacerations
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- Any serious infection (including occupational zoonosis) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
 - a. with micro-organisms; or
 - b. that involves providing treatment or care to a person; or
 - c. that involves contact with human blood or bodily substances; or
 - d. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - e. that involves handling or contact with fish or marine mammals
- Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Meaning of Notifiable Incident

In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health and safety arising from an immediate or imminent exposure to:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or

- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

10. Emergency Planning.

This document aims to provide the basis for key members of the event staff to have the knowledge and tools available to be able to react and respond accordingly to all emergencies that may occur during the operating of the 2024 Apollo Projects New Zealand Swimming Championships.

Simple, easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These are located in the following pages.

10.1 Competitor Fatality

If a death occurs, Police and WorkSafe are to be informed

Event Manager to be informed

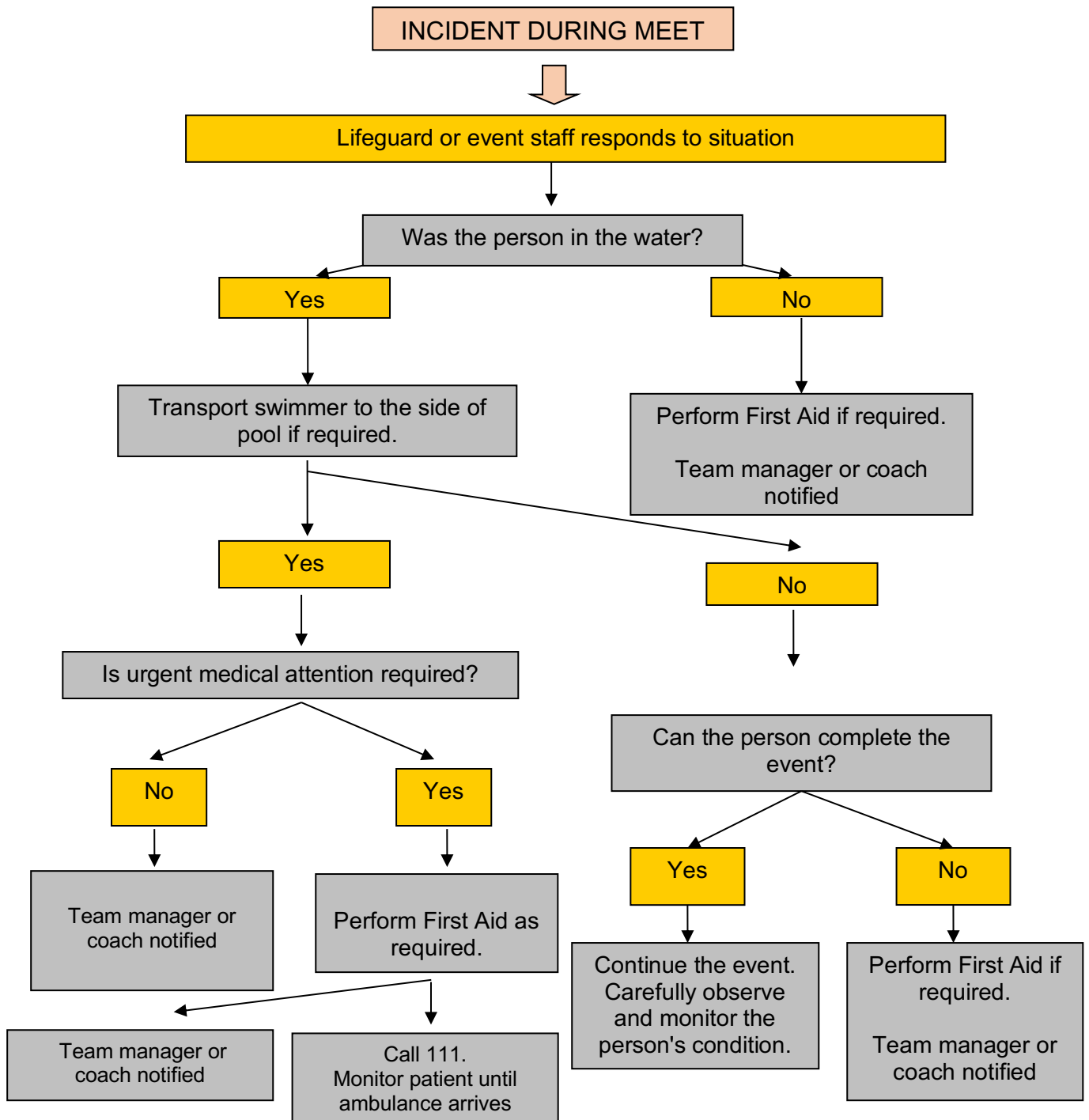
Event Manager to advise the relevant staff

The Police will contact the family. The Event Manager should **not** make the first contact with the family.

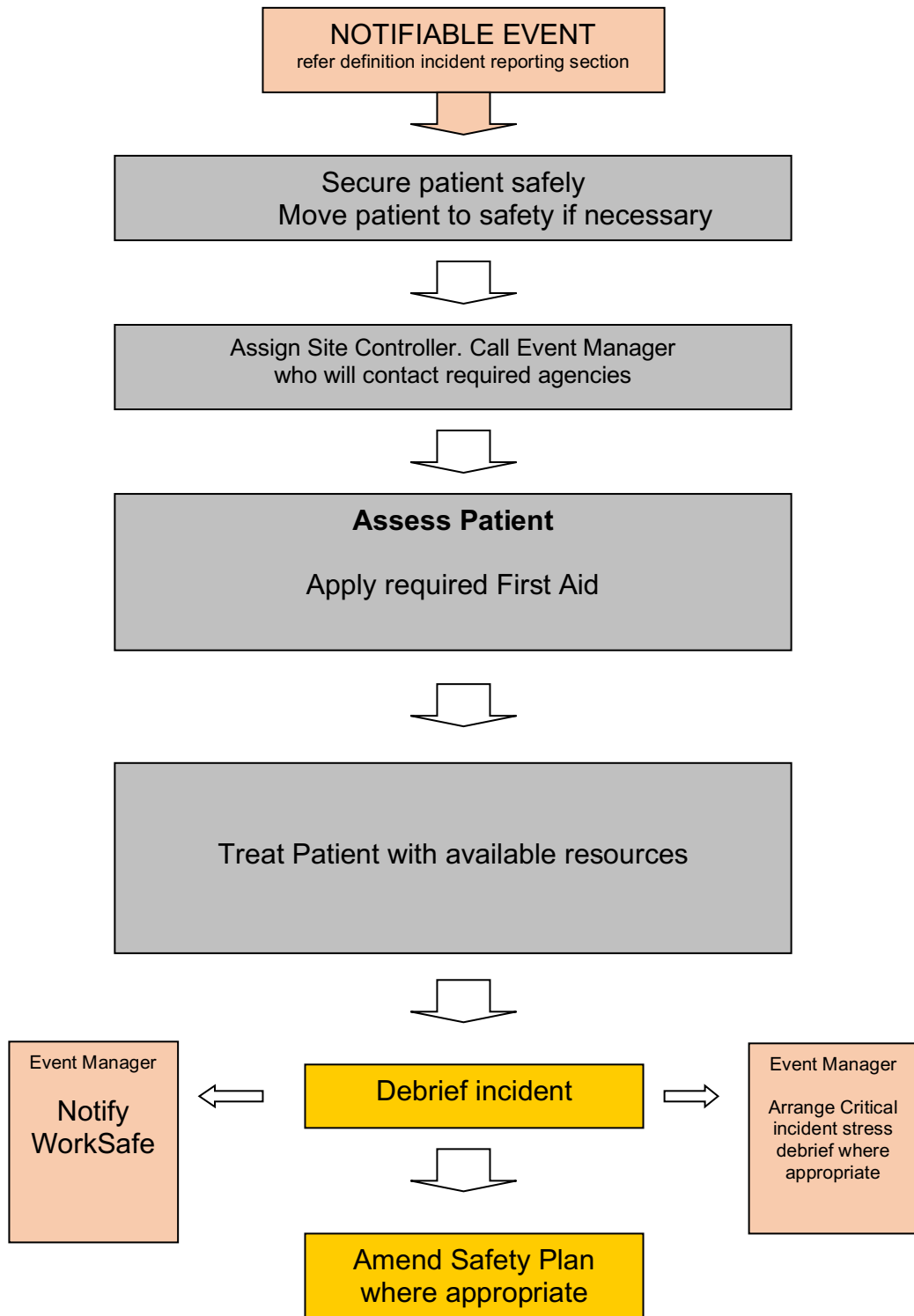
Senior event staff are to be quietly informed of the fatality by the Event Manager

No staff member, volunteer or contractor is authorised to speak to, or release photographic or film media in any format whatsoever to any person or agency without the express permission of the Event Manager.

10.2 Incident during event



10.3 Notifiable Event



11. Medical Plan Overview

At all times there will be two to four First Aid trained lifeguards on site.

The Swimming NZ Events Manager is First Aid trained.

AED and First Aid equipment is located in the lifeguard control room.

11.1 Notification of injury to competitors support crew or family

All competitor information is held on the SNZ Swim Central database. This information includes:

- Name
- Age
- Contact address
- Mobile
- Emergency contact and mobile

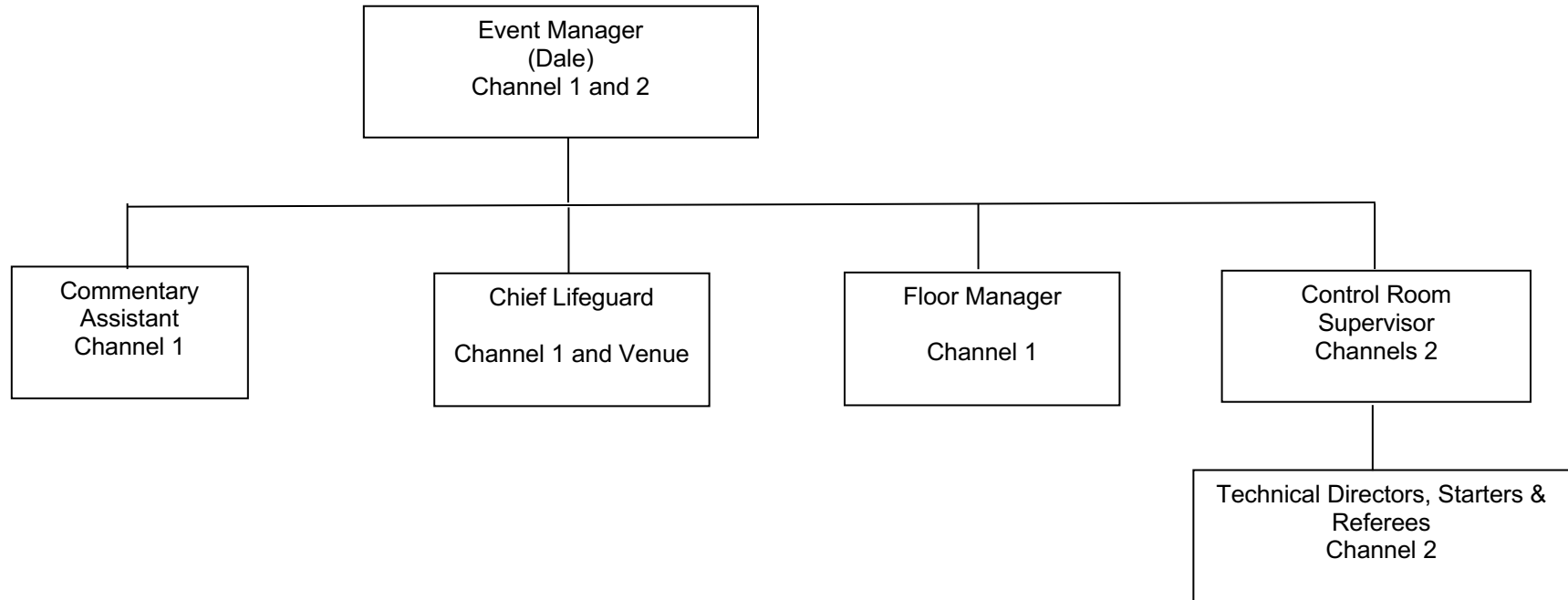
This information will further facilitate the safe management of competitors needing assistance during the event.

Competitor information is relayed to the event office and enquiries can be made there regarding competitor status and location.

12. Appendix

- Event and communications structure
- Accreditation policy
- Incident record
- Health and safety register

Event & Communications Structure



Swimming New Zealand Accreditation Process, Terms & Conditions of Event Entry

This is available on our Swimming NZ website under the Resource dropdown and clicking on the Policies & Documents webpage.

Incident Record

Particulars of Incident:		
Date:	Time:	Location
Type of Incident		
<input type="checkbox"/> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Environmental <input type="checkbox"/> Notifiable Event		
Reported By:		Phone
<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		Email
The Injured Person:		
Name:		Address:
Occupation:		
Age:	Phone:	
Was a Drug and/or Alcohol Test performed Y/N		Result:
Length of Employment:		<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
Witness/s		
Name:		Phone:
The Incident: Describe what happened (space overleaf for diagram)		
Nature of Injury: What part of the body is affected and how:		
Property Damage: What damage was caused and how:		
Analysis: What do you think caused or contributed to the incident?		
Prevention: What action has been taken to prevent a reoccurrence?		
Have all preventative actions been reviewed by management and completed <input type="checkbox"/> Yes <input type="checkbox"/> No		
Manager Sign:		Date completed:
Treatment:		
A&E/Hospital:		Doctor:
Type of treatment provided:		
Notification and Investigation (WORKSAFE PHONE: 0800 030 040 (24 hours))		
WorkSafe advised by:		Date/Time:
Investigation conducted by:		Date/Time:
Hazard/Risk Register updated by:		Date/Time:

Risk Rating Table

Likelihood	Seriousness			
	Negligible (no injuries)	Minor/Moderate (first aid/medical)	High (extensive injuries)	Catastrophic (fatalities)
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Possible	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Very Unlikely (rare)	Low	Moderate	High	High

Type of Controls

- E Eliminate
- SUB Substitute
- ISO Isolate
- PC Prevent Contact
- EC Engineering Controls
- AC Administrative Controls
- PPE Personal Protective Equipment

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Alcohol, Drugs and Medication	Alcohol related incident Lack of concentration Fatigue Collision Rollover Crushing	High	AC	Do not drive any vehicle whilst under the influence of these or in any condition that would impair your ability to drive Ensure you are familiar with your terms of employment and the company's policy in relation to Drugs and Alcohol	High	20/10/21	3/2/23	2/2/24
Bullying/Harassment/Lack of Communication/Conflict	Stress Decreased wellbeing Absence Low morale	High	AC	Consider the consequence of any action you take Be kind and patient with others Be respectful and responsible Participate and empower others Be sociable and a team player Talk to the person directly Ask your manager to help address the issue if required Refer to H&S Manual	High	20/10/21	3/2/23	2/2/24
Code Brown		High	E	Close the pool to swimmers including all pools on the same filtration system until disinfection process is complete	High	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Remove faecal matter as much as possible using a net or bucket and dispose of it in a sanitary manner Clean and disinfect the tool used to remove the faecal matter Follow recommended guidelines for disinfection of the poo Document in the incident register				2/2/24
Company vehicles	Collision Crushing	High	EC	Use in accordance with manufacturer's instructions Staff must have current licenses in order to operate company vehicles Ensure you have received the correct training and are fully conversant with the particular vehicle you are required to use Ensure all loads are properly fastened and cannot move in the event of an emergency stop	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Ensure vehicles are regularly checked, serviced and are roadworthy Regular vehicle checks in place				
Diving	Swimmers make contact with bottom of pool	High	EC	Diving only permitted at depth of 1.4m or more Swimmers competent at diving	High	20/10/21	3/2/23	2/2/24
Drowning		High	AC	Swimmer competency level Swimmers monitored by lifeguards	High	20/10/21	3/2/23	2/2/24
Electrical	Trips Electrocution Fire	High	EC	Do not use any appliances with faulty or frayed leads Do not use appliances in wet or damp conditions without RCD or transformers Establish good housekeeping procedures Cords should not exceed 50m in length Ensure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010 All electrical work to be carried out by an authorised electrician	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				SNZ sighting of all electrical certification Pre Meet and Meet day walk through and check Ensure good understanding of Contractors capability - previous work record and staffing skillset				
Emergency Management	Bruising Fractures Crushing	High	AC	Emergency exits signage and evacuation plan to be displayed	Moderate	20/10/21	3/2/23	2/2/24
Engaging Contractors and venues	Unsafe work or environment Injury to self or others	Moderate	AC	Ensure all Contractors and Venues have been prequalified before being engaged and Contractors inducted before commencing work The Pre-Meet Venue Risk and Safety Assessment form to be	Low	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				completed to ensure food vendors show current Food vendor certification and vehicle registration				
Entry and Exit doors blocked	Persons inhibited from exiting the premises in an emergency e.g. Fire	High	EC	Nothing must be placed or left in entry and exit doorways All staff are responsible for keeping these areas clear All staff must be aware of exits Ensure all walkways to exits and fire extinguishers are kept clear	Moderate	20/10/21	3/2/23	2/2/24
Failure of temporary overlay (seating/fencing, etc) and poor condition of spectator	Crushing	High	EC	SNZ requirement of evidence showing WorkSafe equipment certification Pre Meet and Meet day walk through and check SWMS completed if required Ongoing inspection of seating area and egress	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
seating and egress due to adverse conditions				Appropriate maintenance and/or railings installed if required to minimise risk of slipping				
First Aid (lack of)	Untreated injuries Uncontrolled bleeding	High	AC	<p>Make sure there is a regular process in place to have the first aid kits checked regularly and product replaced</p> <p>Ensure first aid kits are accessible and easy to open</p> <p>Ensure that staff know the location of first aid kits and AED</p> <p>Ensure there is an adequate ratio of first aiders onsite</p> <p>Allergies known</p> <p>Epipen carried if required</p> <p>Please notify management if you have an incident or use any products from the first aid kit</p>	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Any injuries requiring first aid should be logged in the incident register Swimmer or Spectator critically/severely injured On site medical team Ensure SNZ have been fully briefed on venue H&S and medical procedures Previous learnings have been implemented				
Fire	Smoke inhalation Burns	High	AC	Make sure there is a process in place to have fire extinguishers serviced on a regular basis Ensure personnel are trained in their use Ensure fire extinguishers are accessible and easy to release	High	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				<p>All personnel must be aware of exits</p> <p>The Pre-Meet Venue Risk and Safety Assessment form will ensure fire extinguishers are in place & testing has been carried out</p> <p>Working with Venue owners, can any building fire be isolated to room or floor</p>				2/2/24
General Floor Area	<p>Slips, trips, falls</p> <p>Bruising</p> <p>Sprains & strains</p> <p>Abrasions & lacerations</p>	High	ISO	<p>Good Housekeeping – Keep areas tidy – rubbish swept up & place in bin</p> <p>Ensure aisles are free from rubbish</p> <p>Spills are cleaned up straight away</p> <p>Place safety signs in area if floor is wet</p>	Moderate	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
	Fractures			No running policy on pool deck Ensure lighting is adequate and working Ensure all unused power cords are wound up Ensure that the pool deck is clean of unneeded equipment The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue Replacement of all broken and cracked tiles. Aqua putty to eliminate sharp edges				2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Hazardous Substances	Burns Skin Conditions Poison and Respiratory Illness	High	ISO	Ensure all pool chemicals are labelled and securely locked away Do not store other pool equipment with chemicals Ensure Hazardous Substances Inventory and all SDS sheets are stored with the chemicals Only trained personnel to handle chemicals Wear appropriate PPE Ensure First Aid is available	Moderate	20/10/21	3/2/23	2/2/24
Heaters	Trips Burns Electrocution Fire	High	ISO	Use as per manufacturer's instructions Keep heater a certain distance from person Ensure heater is not in the walkways	Moderate	20/10/21	3/2/23	2/2/24
Illness	Transmittable illness	High	AC	Stay at home if sick Good hygiene habits Pre-medical checks and vaccinations Athlete/staff briefing on location	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Inadequate facilities at the venue	Facilities & equipment not up to standard (quality of spaces, anti-doping rooms, fit out of spaces, viewing rooms etc.) Lack of provision of media space and services on both Meet and Pre Meet Days Not enough toilet facilities	Moderate	AC EC	Venue audits undertaken Venue WOF undertaken Set clear expectations Confirmation of services that are being provided Key messaging to Media of what services are being provided Appropriate ratio of toilet facilities to spectators/athletes/officials	Low	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Inadequate resourcing at venue - SNZ Event Delivery staff, Technical Officials and Volunteers	Inability to fully operate the facilities with the staff available	Moderate	AC	Strong working relationships with technical, volunteers and venue operators	Low	20/10/21	3/2/23	2/2/24
Kitchen appliances	Burns, Scalds	High	PC	Use oven gloves to avoid burns and scalds	Moderate	20/10/21	3/2/23	2/2/24
Lack of accreditation control	Passes are produced for fraudulent use / security of system is compromised / counterfeit passes are used (including historical accreditation passes) leading to security breaches Accreditation pass holders breach	High	AC	Ensure passes for each meet look as different as possible Educate staff to recognise differences Policies in place for production of passes Work with volunteers to ensure access is securely managed Appropriate signage in place	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
	conditions of the access pass they hold							
Lack of security	Theft	High	AC	Work with venue team to examine risk areas Locking equipment where possible	Moderate	20/10/21	3/2/23	2/2/24
Late installation of temporary overlay, in particular livestream equipment	Delay in readiness and inability to broadcast fixture	High	AC	Detailed planning Completion of MDS	Moderate	20/10/21	3/2/23	2/2/24
Late installation of timing equipment	Delay in readiness and inability to time fixture	High	AC	Detailed planning Completion of MDS Manual backup option	Moderate	20/10/21	3/2/23	2/2/24
Loss of venue	Loss of venue due to unforeseen circumstances	High	AC	Identify alternative training and meet venue Communication protocols developed	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Lost children/vulnerable persons	Unsupervised children Abuse Abduction	High	AC	Designated location designed for lost dependents to be registered and collected Location clearly sign posted Personnel must be police-vetted to be unsupervised with children Details of the lost dependent will be recorded, and announcements made (without using the name of the dependent) ID of the caregiver to be sighted and recorded If the dependents reaction to the caregiver is distressing or	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				<p>fearful, contact will be made with Security/Police</p> <p>Police are to be informed if the dependent is not collected within a reasonable timeframe</p> <p>No food or drink (with the exception of water) to be given to the dependent</p>				
Manual Handling	Sprains & strains	High	E	<p>Use trollies or manual handling aids</p> <p>Reduce or split load sizes to manageable weights</p> <p>Where possible, use two person or team lifting</p> <p>Bend your knees</p> <p>Rotate your knees and not your back</p>	Moderate	20/10/21	3/2/23	2/2/24
Mats	<p>Trips, falls</p> <p>Bruising</p> <p>Sprains & strains</p>	High	ISO	<p>Replace any frayed mats immediately</p> <p>Replace mats with rolled edges immediately</p>	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
	Fractures							
New team members	Incident due to lack of induction and training	High	AC	Full H&S induction Site specific induction Ensure all qualifications/training/supervision are up to date	Low	20/10/21	3/2/23	2/2/24
Noise	Hearing loss	High	E	Noise levels to be monitored Ear plugs provided for staff and volunteers	Low	20/10/21	3/2/23	2/2/24
Office Chairs	Muscle strain	Moderate	E	Use only for the purpose of seating Sit with correct posture	Low	20/10/21	3/2/23	2/2/24
Office Drawers & Filing Cabinet	Left Open – Bruising, Jamming fingers	Moderate	E	Ensure all drawers are closed after use Close all drawers carefully and slowly	Low	20/10/21	3/2/23	2/2/24
Office ergonomics	Soft tissue damage Muscle strain Eye strain Repetitive Strain Injury	Moderate	E	Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz Standing desks available Take regular breaks Change work patterns to eliminate muscle strain	Low	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Overloading venue	Spectator numbers exceed the venue capacity or tickets & seat allocations not aligned with venue configuration	High	AC	Working closely with Venue to ensure advance visibility where 'loading' could be an issue and proactively relocating spectators to less filled areas as necessary Don't over sell tickets Reconcile ticket sales with seating capacity Scanning of patrons into the venue.	Low	20/10/21	3/2/23	2/2/24
Photocopier, Fax, Printers	Burns from clearing jammed paper Bright light damage to eyes	Moderate	AC	Follow instructions for clearing jams Ensure copier lid is closed when using copier	Low	20/10/21	3/2/23	2/2/24
Poor quality catering services	Delay in arrival of key catering for staff & officials	High	AC	Coordination established to ensure the correct food arrives in the correct place	Moderate	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
	<p>Poor quality and standard of food for staff & officials</p> <p>Poor catering quality and standard of food impacting on experience of spectators & officials</p> <p>Long wait times</p>			<p>Runsheet detailing timings of how and when food is delivered, based on the key meet timings</p> <p>Menus received in advance</p> <p>Manage expectations for different groups</p> <p>Ensure caterers selected to provide service are of a quality that is expected for event</p> <p>Working through detailed planning</p> <p>Establish appropriate numbers of staff</p> <p>Evaluate location of catering outlets</p>				2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
Power failure	Loss of key requirements	High	PC	Confirm venue power supply meets demands Contingency plans confirmed by venue Back-up power supply at each venue	High	20/10/21	3/2/23	2/2/24
Printers – Toners	Poisoning from Toner	Moderate	ISO	Ensure follow instructions for changing toners Dispose of old toner correctly, wash hands	Low	20/10/21	3/2/23	2/2/24
Set Up/Pack Down	Moving vehicles Collision Crushing	High	AC	Ensure traffic management is in place – spotters for moving machinery Follow venue policies and procedures Wear high vis if in high traffic area Ensure all personnel adhere to onsite policies and procedures Check all personnel is authorized before entering the site Clearly state set up and pack down times	Moderate	20/10/21	3/2/23	2/2/24
Shelving & Racks	Falling objects Bruising	High	EC	All shelving to be correctly designed, be capable of retaining materials to be placed on them, stable and properly secure	Moderate	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
	Abrasions & lacerations Fractures Head injury Crushing			Racks & shelves are not to be overload Store heavy items on the lower racks to avoid falls				2/2/24
Signage (lack of)	Incident due to lack of direction and communication	Moderate	E	Make sure signage is in place in each area for hazards, entry, exit, slippery surfaces, no smoking, emergency procedures	Low	20/10/21	3/2/23	2/2/24
Smoking and vaping	Breathing difficulties Fire Cancer	Moderate	E	Smoking and vaping is not permitted onsite Refer to the H&S Manual	Low	20/10/21	3/2/23	2/2/24
Step Ladder	Falls Bruising Sprains & strains Abrasions & lacerations Fractures	High	EC AC	Do not carry anything that impairs your vision Carry only what is comfortable Unsafe ladder should be tagged for repair and not used Never work from top two treads (incl top tread)	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Always face the ladder All stepladders must have rigid stays in place Never lean to one side or overreach Never use as a support for a working platform Always visually inspect before each use Always place on a firm, flat surface – not on any boxes to gain extra height Always take care when positioning in busy walkway areas – set up barriers around ladder when necessary				
Stress	Stress Decreased wellbeing Absence Low morale	Extreme	AC	Refer to Company Health and Safety Manual Advise management without delay of your concerns	High	20/10/21	3/2/23	2/2/24
Swimmer collision with others or end of pool	Fractures Head injury	Extreme	AC	Swim with lane ropes Follow sign directions	High	20/10/21	3/2/23	

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Backstroke flags correctly located T markings correctly located on bottom of pool Swimmer competency level Open more lanes to SNZ Limit number of swimmers per lane				2/2/24
Temperature	High or Low temperature of pool and or complex Hypothermia/ Hyperthermia	High	EC	Regular monitoring of pool and environs by pool staff Personnel stay hydrated Venue setup to minimise risk of getting wet Change of clothes available	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Venue environs monitored by staff				
Venue	Trips, Slips, Falls Wet slippery surface	High	AC	At large events ensure housekeeping brief is performed before commencing Ensure safety signage is displayed in venue Ensure workers, including volunteers, are briefed on venue emergency procedures Develop a checklist for venue staff to ensure the venue meets housekeeping standards	Moderate	20/10/21	3/2/23	2/2/24
Water quality	Illness Infection	High	EC	Ensure appropriate goggles, hats/caps are worn Ensure venue pool water quality meets standard NZS5826:2000 Ensure venue pool filter and chemical treatment is in good working order	Moderate	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Send water quality checklist to venues prior to and during the meet				
Working after hours Walking to and from your vehicle /transport alone or in the dark	Assault	High	AC	Use well-lit areas to access car/bus Try to walk in pairs/groups When working late, avoid working alone If unavoidable, ensure all outside doors are locked	Moderate	20/10/21	3/2/23	2/2/24
Working Alone	Lack of communication in the event of an emergency	Moderate	AC	Ensure effective communication at all times – keep a cell phone on you Have a secondary means of communication in areas of no cell range Ensure someone knows where you are and you check in at regular times	Low	20/10/21	3/2/23	2/2/24
Photography & Videography	Drone Use	High	AC	Fully qualified and licensed operator Use in good weather	High	20/10/21	3/2/23	2/2/24

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date	Review Date
				Notify Team Managers in the initial meeting				
Photography & Videography	Underwater Photos	High	AC	Fully qualified operator Notify Team Managers in the initial meeting	High	20/10/21	3/2/23	2/2/24
Internet Stability	Livestream feed being lost due to internet dropping out	High	EC AC	Having LiveU back-up system available Venue understanding internet requirements and providing	Moderate	20/10/21	3/2/23	2/2/24
Poor Weather Conditions	Strong winds Slippery conditions	High	E EC	Contingency plans in place Location to escape the weather elements	Moderate	20/10/21	3/2/23	2/2/24
<p>The above hazards are examples and by no means an exhaustive list. We suggest that you always ensure you are using the latest guidelines and safety instructions by visiting the WorkSafe website. www.worksafe.govt.nz</p>								