



Event Health & Safety Hazard Plan

Event name	Tauranga City Basketball – Local Competitions	Event type	Local Competitions
City	Tauranga	Venue	Trustpower Arena, Tauranga
Start date	4 May 2020	End date	4 September
Event start time	4.00pm	Event end time	10.00pm
Pack-in date & time	3.30pm	Pack-out date & time	After last game
Total participants	TBC		
TCBA Roles			
Helen Richardson – Support Coordinator Karin McGregor – Competitions Zane Hamilton – Venue Controller			
Medical team and first aid procedure			
Venue staff first aid trained, in case of emergency approach TCBA or venue staff for assistance. All injuries to be documented on TCBA injury report forms.			
Pre event communication procedure			
TCBA communicates all competition details, changes and answers queries from schools. Competition information is sent via email, Facebook and Website and is accessible on the Tauranga City Basketball website www.taurangacitybasketball.co.nz An information session is held the prior to the season starting to outline competition details, rules and regulations and answer any queries.			
During event communication procedure			
TBCA communicates with schools and teams during the competition.			
Post event communication procedure			
TCBA communicates post event information to schools etc. via surveys for feedback on the competitions.			



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Pack-In / Pack Out (eg. moving vehicles, manual handling, shared workspaces, work at heights etc)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place / Action Required	By Whom (add persons role)	Date Completed (add date)
	Playing surface	P	N	M	Check all playing surfaces are clean and clear of any damage	Venue TCBA	Pre During
	Lighting: on playing surface / rooms	P	N	M	Check there is sufficient lighting on all courts. Check there is sufficient lighting in all rooms. Advising the venue to replace any lights if required	Venue	Pre
	Define playing space	E	N	M	Corflute signage placed around the court to ensure spectators are clear of the playing area, each court clearly split into 2 courts and cordoned off. Signs advising spectators to stand clear of the playing court. Ensure the playing court lines are clearly marked.	TCBA, Venue	Pre During Post
	Setup: team benches / scorebench, offices, seating, signage	P	N	M	Use trollies to transport heavy equipment to the court. Position gear in the correct area of the court. Position gear out of harm's way. Ensure areas are equipped for the correct number of personnel. When moving equipment, be aware of people around you.	Venue TCBA	Pre During Post



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Event Hazards (eg. electrical, set or staging structures, noise, lasers, trips, falls)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Damp / slippery / wet / unsafe surface	P	Y	E	<p>Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately.</p> <p>Notify venue staff if their role.</p> <p>Slippery surface signs displayed.</p> <p>Access to cleaning cupboard to access gear if required.</p> <p>If dampness is an issue, create a surface check throughout the day. Clean courts at the end of each night if required.</p> <p>Move the game to different court if required.</p>	TCBA Venue	During
	Hoops: in game	P	Y	M	Players not to hang on hoops	Game Referee TCBA Venue Controller	During
	Hoops: out of game	P	Y	M	Players not to hang on hoops	TCBA Venue Controller	During
	Changing rooms / toilets	P	Y	E	<p>Notify venue staff.</p> <p>Slippery / wet surfaces to be cleaned.</p> <p>Slippery surface signs displayed.</p> <p>If this is an issue, ask for a cleaning check throughout the day.</p>	Venue	During



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Environmental Hazards (eg. exposure to weather e.g. UV, heat, cold, level of light, strobe lighting)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Lighting in venue	P	Y	E	Lights to be turned on during games. If light fails, games could be suspended until appropriate lighting is back on. Move the game to another court if possible. Advise the venue to replace lights.	TCBA Venue	Pre During
	Leak: in game	P	Y	M	Leak to be assessed. If possible to control, game can continue. If the leak becomes a hazard, game to be moved to different court. Advise the venue.	TCBA Venue	During
	Leak: out of game	P	Y	M	Leak to be assessed. If the leak becomes a hazard, use visible signage. Advise the venue.	TCBA Venue	During



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People Hazards (eg. Illness, security, Terror)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	People	P	Y	M	Allocate area for spectators to view games is possible. Move spectators from areas that may cause harm to themselves or participants. Move spectators if blocking exits. Use visible signage which will direct people to spectator areas. Use visible signage to advise people no running or bouncing balls.	TCBA Venue	During
	Harassment	P	Y	E	Abusive people to be removed from the premises. Ring the police if necessary. Security to remove if available. Incident report to be completed.	TCBA Venue	During
	Active Shooter	P	Y	M	Follow the instructions of the Arena, TCBA, security or Police. Guidelines of what to do in this situation can be found in the Arena H & S plan, page 8 Active shooter.	Venue, Police	In the Event
	Terror Threat	P	Y	I	The Event and Venue will be locked down in accordance with the venues processes. Police have been advised of the event, Follow the instructions of the Arena, TCBA, security or Police	Venue, TCBA, Police	In the Event
	Outbreak of Contagious epidemic	E	Y	M	It is important that anyone who is sick seeks medical attention and does not attend the competition night, distribute information prior and during the event (email, flyers etc) using information from MOH. https://www.health.govt.nz/our-work/diseases-and-conditions/novel-coronavirus-2019-ncov Be made aware of the symptoms of measles and the appropriate action to take should a student exhibit the symptoms. Information can be found on the Ministry of Health website at https://www.health.govt.nz/your-	Venue, TCBA, Security	In the Event



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					<p>health/conditions-and-treatments/diseases-and-illnesses/measles</p> <p>Parents should ensure their children are protected and the Ministry of Health have modified their advice to general practitioners asking them to prioritise the standard immunisation schedule at 15 months and 4 years, and if possible, anyone who has had no previous MMR immunisation. More advice is available at https://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses/measles/measles-advice-2019</p> <p>This link is specific to mass gatherings and events https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/covid-19-advice-public-events-and-mass-gatherings .</p>		
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General Hazards (eg. smoking, alcohol, drugs, fatigue, hours of work, manual handling, lone working)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Hours of work	P	Y	M	Ensure volunteers and staff takes sufficient breaks. Food and drink are available for volunteers and staff, if applicable.	TCBA	During
	Alcohol, drug & smoke free event	P	Y	E	TCBA events are alcohol, drug, and smoke free. Personnel not to consume onsite, if found will be asked to leave. Intoxicated personnel; asked to leave or denied access to the venue. Ring the police if necessary. Security to remove if available. Incident report to be completed.	TCBA Venue	Pre During

Vehicle Hazards (eg. speed, road legal, floats, access to site)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Busy carpark	P	Y	M	Abiding by speed limit	Venue & Public	Pre During Post

Site Specific hazards (eg. any hazards identified by venue that may impact on event/activities)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)



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	Equipment and floor failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. If during the event, cordon off the area if necessary. Maintenance personnel on call. Replacement equipment on hand if available. Move game to another court if possible.	TCBA Venue	Pre During
	Moving seating	P	Y	M	Cordon off area. Remove spectators before moving seating. Move seating at the end of the night when the floor is clear of people.	Venue	Pre During
	Power failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. Maintenance personnel on call. Move game to another court if possible. Games will be suspended until power comes back on. Games to be played at another venue.	TCBA Venue	Pre During
	Natural Disaster	P	Y	M	Follow the venue procedures. Follow civil defence procedures.	TCBA Venue	Pre During

Staging/Structures (eg. ground stability, size and weight, temporary structures/stands, scaffolding)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Seating: individual / stands / retractable	P	Y	M	All types of seating to be safe and signed off as per the venues requirements.	Venue	Pre



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Sport Specific Hazards (eg. Injuries)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Actions Required	By Whom (add persons role)	Date Completed (add date)
	Player injuries	E	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	TCBA Venue	During Post
	Blood	P	Y	M	Blood on uniforms – the item of clothing must be removed & a clean item worn. Player won't be allowed back on court until clean item on. Blood on skin - blood must be removed before the player can re-enter the game. Blood kits available, to clean surfaces/ball where blood is detected. Refer to the BBNZ blood kit and process	Referees, TCBA Venue	During
	Head injuries	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	TCBA Venue	During
	Sprain/ broken bone/ awkward landings	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary. If person can be moved, help off the court or out of harms way.	TCBA Venue	During
	Dehydration	P	Y	E	Water readily available to all players via fountains or taps.	Team Management TCBA Venue	During
	Mouth damage	P	Y	E	Mouth guards are now compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced.	Referees TCBA	During



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Stallholders/Vendors Hazards (eg. food/health safety)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Café/ canteen/ food preparation	P	Y	M	Follow the venue's agreement regarding the use of the kitchen and cooking. Wash hands regularly. Keep benches clean and clear. Keep food refrigerated.	Venue	During

Other Hazards (eg. waste management, helicopters, etc)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom (add persons role)	Date Completed (add date)
	Waste Management	P	Y	M	Daily cleaning schedule. Leave office and working areas clean and tidy.	Venue	Pre During Post

Additional Information

If a notifiable event occurs the TCBA and Venues staff must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector. However, this duty does not prevent any of the following actions:

1. To assist an injured person; or
2. To remove a deceased person; or
3. That is essential to make the site safe or to minimise the risk of a further notifiable event; or
4. That is done by, or under the direction of, a constable acting in execution of his or her duties; or
5. For which an inspector or the regulator has given permission