



School Sport New Zealand

2024 EVENT HEALTH & SAFETY PLAN TEMPLATE

1. The completion of an Event Health & Safety Plan is a requirement of **ALL** School Sport NZ sanctioned events agreed to by event organisers in their sanctioning application. **Event Health & Safety Plans must be submitted 6 weeks prior to the event date to the School Sport NZ Administrator, office@schoolsportnz.org.nz**. These will be posted on the School Sport NZ website for principals who will then determine if they send students to an event.

Where an Event Health & Safety Plan has still not been received 2 weeks prior to an event, School Sport NZ will withdraw the sanction form the event and advise schools not to attend.

2. The preparation and submission of the Event Health & Safety Plan is the responsibility of the Event Organiser and must include;
 - a. Event Safety Plan – details of risk management associated with the specific event
 - b. Sport Specific Safety Plan – details of risks inherent in the specific sport. The NSO responsible for your sport should be able to supply you with this.
 - c. Venue Safety Plan – including emergency evacuation procedures. The management of the venue you are using should be able to supply you with this.
3. This template may assist you in identifying risks and developing appropriate actions to mitigate these when developing an Event Health & Safety Plan. However if you have a plan in an alternative format you are welcome to submit that providing it covers the required material in 2 above.
4. This document should be completed with reference to;
 - *Health and Safety Guidance for School Sport – Ministry of Education 2016*
 - *School Sport NZ Event Health & Safety System*

SECTION 1: Event Information

Event Name: North Island Secondary Schools Show Jumping Cup 2025		This Plan Dated: 10/8/2025
Event Location	St Peter's School, 1716 Cambridge Road, Cambridge	
Event Date	10 August 2025	
Organisation delivering event	St Peter's School, Cambridge	
Number of Participants	80	
Number of Schools Participating	10	

Event overview. Provide a brief summary of what your event will involve.

Show Jumping competition held at St Peter's School, Cambridge inviting all North Island Schools from Year 7-13. Teams competition is only for Year 9-13 students.

SECTION 2: Event Personnel.

Event Personnel: List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

Vulnerable Children's Act: Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status NA or Police Vetted
Leanne Smith	Event Manager	Overall responsibility	Experience Event Manager for Inter-Schools Events for last 7 years.	0272930500	Police Vetted
Leanne Smith	Volunteer Coordinator	Volunteer recruitment, training & management	Parents of St Peter's Students volunteer for helping with food, writing and other jobs.	0272930500	Police Vetted
Leanne Smith	Officials Coordinator	Recruitment, training & management	Event Management	0272930500	Police Vetted
Dna Wells	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Equestrian Manager for St Peter's School	021629271	Police Vetted
Leanne Smith	Welfare	Toilets and wash facilities	Event Manager and Cambridge Hire	0272930500	Police Vetted
Leanne Smith	Waste Management	Waste clearance and recycling	St Peter's School Staff	0272930500	Police Vetted
Dna Wells	Disputes & Discipline	Convening & Chairing disputes panel	Equestrian Manager for St Peter's School	021629271	Police Vetted

SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

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	
☐	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.	
☐	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.	
☐	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.	
☐	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.	

Control the Risk: Use the template on the following page;

1. List the hazards/risks you have identified.
 2. Rate their risk level (refer to information above to assist with this).
 3. Detail the appropriate control measures you will implement to control the risk.
- Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

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

3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Medical Event or Accident	med	no	no	No	yes	yes	Peak Safety on site from beginning to end of event	Event Manager	Onsite Safety Medic to check all falls from horses before allowing rider to get back on. If injury has medic not allowing rider on Event Manager will be notified and rider scratched from any further rider at the event. Medic to advise if ambulance is required. Medic has medical bed at event for patient to be kept safe and warm until ambulance arrives. Medic to give Equestrian Manager a report at the end of event with all incidents.
Student lost or separated from group	Low	Yes	No	No	Yes	No	Announce over load speaker	Event Manager	Office will announce over load speaker or use mobile phone to contact person responsible for student.
Coaches, parents and St Peter's Equestrian Staff supervision	Low	Yes	No	No	Yes	No	Arena's marked out where horses are competing	Event Manager	Office will announce where arenas are and warm up areas are available. Show Jumping arenas are fenced with Gates.
Horse Trucks and Floats	Low	Yes	No	No	Yes	No	Horse Trucks and Horse Floats will be directed on arrival in suitable safe area. St Peter's staff will direct transport.	Event Manager	Staff will direct vehicles to safe parking areas.
Traffic Management	Low	Yes	No	No	Yes	No	If an ambulance is required Event Manger will direct ambulance onto grounds .	Low	Direct Ambulance to injured patient if required.
Managing Large Groups	Low	Yes	No	No	No	No	Each School has allocated manager	Low	Operate with ESNZ rues and supply school managers with Health and Safety Plan

Overnight Parking on school grounds	Low	Yes	No	No	Yes		Outline area at equestrian that Overnight people that are staying are allowed to access. Identify toilets on arrival. Outline where riders can ride their horse the day before completion. All arenas closed.	Event Manager	Meet people on arrival the day before event at set times.
Food and Coffee Carts	Low	Yes	No	No	Yes		Allocated spots determined by Event Manager. They are to manage their risks according to their safety management plan.	Event Manager	Meet people running Food and Coffee Carts and let them know where to set up.

3B: Sport Specific Risk Assessment & Management Plan – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
Concussion	Med	No	No	No	Yes	Yes	Peak Safety will have medic to assess patient to see if concussion has occurred	Event Manager and Team Manager	Rider to be assessed and if rider has concussion not allow to ride at the event.
Horse – Serious injury	Med	No	No	No	Yes	No	If horse is injured due to a fall or any other incident, Event Manager will contact Vet.	Event Manager and Team Manager	Vet will be called if Event Manager assesses horse and requires vet to assess horse.
Weather Conditions	Med	No	No	No	Yes	No	If weather conditions have heavy rain, thunder or lightning event will be postponed or cancelled	Event Manager and Equestrian Manager	Competitors will be notified via email or facebook of postponement or cancellation.
Safety Helmets	Med	No	No	No	Yes	No	Safety approved safety helmets with ESNZ or NZPCA Yellow tags must be worn when riding.	Event Manager	Will advise rider they cannot compete without yellow tag helmet. We will check helmet for suitability by the number inside the helmet.

Horses In Arenas	Med	No	No	No	Yes	No	One competitor in the arena competing and next competitor at gate ready to go into arena as directed by gate steward.	Gate Steward	Manager Gate entry into competition arena
Horses in Warm Up arenas	Med	No	No	No	Yes	No	Four competitors in Pony Warm up area and Four in Hack Warm up Arena at a time.	Gate Steward	Gate Stewards will Manage competitors in Warm up arenas and moving into competition arenas.

3B: Venue Safety Plan – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

SECTION 4: Core Provisions and Communications.

Core Provisions: Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	Peak Safety	Leanne Smith	0272930500	
Drinking water	Water Cooler	Leanne Smith	0272930500	
Food	St Peter's School	Leanne Smith	0272930500	
Shade	St Peter's School	Leanne Smith	0272930500	
Toilets	Cambridge Hire/St Peter's School	Leanne Smith	0272930500	
Event Security	St Peter's School	Dna Wells	021629271	
Waste Management	St Peter's School	Leanne Smith	0272930500	

Spectator Controls	St Peter's School	Leanne Smith	0272930500	
Parking	St Peter's School	Leanne Smith	0272930500	
Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – eg Content
Pre Event Info – to schools, participants	Leanne Smith	North Island Schools	6 August 2025	
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Leanne Smith	North Island Schools	8 August 2025	Via Email
Event Day Communications – Cancellations, changes, weather	Leanne Smith	North Island Schools	10 August 2025	
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Dna Wells	North Island Schools	10 August 2025	
Media information	Dna Wells	North Island Schools Team Manager	10 August 2025	
Post event reporting	Leanne Smith	School Sports NZ		

Please submit this plan to the School Sport NZ Administrator, office@schoolsportnz.org.nz 6 weeks prior to the event date.