

School Sport New Zealand

2026 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 before the event date to the School Sport NZ, events@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 Dressage Carnival		This Plan Dated: 01/03/2026
Event Location	St Peter's School, 1716 Cambridge Road, Cambridge	
Event Date	1 March 2026	
Organisation delivering event	St Peter's School, Cambridge	
Number of Participants	80	
Number of Schools Participating	10	

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

Dressage 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.

The event has 3 to 4 dressage arenas running at the same time with judges and writers seated in cars at the C end of the arena. The warm up area has a line of pipes showing the difference between when you may enter the arena area and the warm up.

Schools enter teams of 4 riders though the evo events on line system. The system then coordinates the riding time of each rider and this is emailed to the schools.

Schools are roster on the duties during the day to help with the smooth running of the event.

We provide first aid trained staff and have a medical room if needed.

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
Dna Wells	Event Manager	Overall responsibility	Head of Equestrian, event management and qualified coach	021269271	Police vetted
Leanne Smith	Event coordinator	Full event responsibility in consultation with the event manager	Experience in Event Management for Inter-Schools Events for last 8 years	027 2930500	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	027 2930500	Police Vetted
Leanne Smith	Officials Coordinator	Recruitment, training & management	Event Management	027 2930500	Police Vetted

Dna Wells	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	Equestrian Manager for St Peter's School	021 629271	Police Vetted
Leanne Smith	Welfare	Toilets and wash facilities	Event Co-ordinator and Cambridge Hire	027 2930500	Police Vetted
Leanne Smith	Waste Management	Waste clearance and recycling	St Peter's School Staff	027 2930500	Police Vetted
Dna Wells	Disputes & Discipline	Convening & Chairing disputes panel	Equestrian Manager for St Peter's School	021629271	Police Vetted
Dna Wells	Animal Welfare	Risks, welfare,	Equestrian Manager for St Peters 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 will we do if it happens?
Medical Event or emergency	Low	no	no	No	yes	yes	Trained staff on site, to follow school and event procedures.	Event Manager	Event manger to lead the required procedures related to the emergency or serious medical event.
Rider falls or horse related injury	high	no	no	no	yes	yes	First aid trained person on site at all times All staff brief at the beginning of the competition to ensure they are all aware of the procedures	Health and Safety Officer	All riders that have fallen off or injured by a horse must be checked by a first aid person and clear to remount, mount the horse to continue in the competition Rider maybe to referred to A&E Ambulance to be called if serious All injuries are recorded and reported at the end of the event
Rider concussion	high						First aid trained staff on site at all times	Health and Safety Officer	Follow the event rules and guidelines – ESNZ procedures
Student Lost or separated from group	Low	Yes	No	No	Yes	No	Announce over load speaker	Event Coordinator	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 Coordinator	Office will announce where arenas are and warm up areas are available. Dressage arenas are fenced with gates.
Team managers / coaches	low	yes	no	no	yes	no	Team managers and coaches will be briefed via written correspondence to warm up etiquette, yarding and tying horses up. Each team manager is responsible for the welfare of each horse and to ensure the riders all	Event Coordinator	

							understand and abide by the event rules		
Horse Trucks and Floats	Low	Yes	No	No	Yes	No	Horse Trucks and Horse Floats will be directed on arrival to suitable safe area, signage and a map showing this will be sent out. On the day drivers can follow signage or St Peter's staff will direct transport if required	Event Coordinator	Staff will direct vehicles to safe parking areas.
Traffic Management	Low	Yes	No	No	Yes	No	If an ambulance is required Event Co-ordinator will direct ambulance onto grounds	Event Co-Ordinator	Direct Ambulance to injured person if required.
Manage Large Groups	Low	Yes	No	No	No	No	Each school has allocated Manager	Event Coordinator	Operate with ESNZ rules and supply school managers with Health and Safety Plan.
Overnight Parking on school grounds	Low	Yes	No	No	Yes	No	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 competition. All arenas closed.	Event Coordinator	Meet people on arrival the day before event at set times.
Food and Coffee Carts	Low	Yes	No	No	Yes	No	Allocated spots determined by Event Co-ordinator. They are to manage their risks according to their safety management plan.	Event Coordinator	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 will we do if it happens?
Concussion	Low	No	No	No	Yes	Yes	St Peter's First Aid Staff will assess patient to see if concussion has occurred	Health and Safety	Rider to be Assessed and if rider has concussion not allowed to ride at the event.

								Officer Manager	
Horse -Serious Injury	Low	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	Low	No	No	No	Yes	No	If weather conditions have heavy rain, thunder or lightning event will be postponed or cancelled	Health and Safety Officer	Competitors will be notified via email or facebook of postponement or cancellation.
Safety Helmets	Low	No	No	No	Yes	No	Safety approved safety helmets with ESNZ or NZPCA. Safety tags on helmets must be worn when riding.	Health and Safety Officer	Will advise riders they cannot compete without correct colour tag on helmet. We will check helmet for suitability by the number inside the helmet.
Horses in Arenas	Low	No	No	No	Yes	No	One competitor in the arena competing and next competitor at gate ready to go into arena as per timetable	Event Coordinator	Manager gate entry into competition arena.
Horse in Warm up arenas	Low	No	No	No	Yes	No	Regulate number of riders in warm up area	Event Coordinator	Manage competitions 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.

Item.	Provider	Person Responsible	Contact	Management Notes
First Aid and Medical services	First Aid Staff	Dna Wells	021629271	Check all staff are briefed and understand the procedures for each situation
Drinking water	Water Cooler	Leanne Smith	027 2930500	Check access to cooler is unlocked

Food	St Peter's School, Equestrian	Leanne Smith	027 2930500	Pre arranged with lead parent and all required food is refrigerated and hygiene is upheld
Shade	St Peter's School	Leanne Smith	027 2930500	Trees for horses to stand under, tents are up for people
Toilets	Cambridge Hire/St Peter's School	Leanne Smith	027 2930500	Clean and located in assessable location
Event Security	St Peter's School	Dna Wells	021 629271	School are informed of the event happening
Waste Management	St Peter's School	Leanne Smith	027 2930500	Updated
Spectator Controls	St Peter's School	Leanne Smith	027 2930500	Checked and clearly marked out
Parking	St Peter's School	Leanne Smith	027 2930500	Email correspondence sent out in advanced, staff of site to control if needed.
Vehicles onsite	St Peter's School	Leanne Smith	027 2930500	Safe speed limits in place, extra signage
Event Insurance	St Peter's School	Dna Wells	021 629 271	Checked
Media	St Peter's School	Dna Wells	021 629 271	All communication through Event Manager

Event Communications Plan. Please give details of the following as they apply to your event.				
Communication Item	Person Responsible	Audience	When?	Notes – e.g., Content
Pre-Event Info – to schools, participants	Leanne Smith	North Island Schools	14/1/2026	Emails sent via evo events to outline the event rules and requirements and responsible of team manager.
Event Briefing – Safety Briefing, Event info for students, coaches, managers	Leanne Smith / Dna Wells	North Island Schools	20/2/2026	Staff and official briefing to be held 45 mins before the start of the event. School team managers will be briefed via email notes
Event Day Communications – Cancellations, changes, weather	Leanne Smith	North Island Schools	1/3/2026	Via facebook and email as soon as possible
Emergency Communications - evacuation, lost person, emergency services, notification to schools/parents/media	Dna Wells	North Island Schools	1/3/2026	
Media information	Dna Wells	North Island Schools Team Manager	1/3/2026	
Post event reporting	Leanne Smith	School Sports NZ	30/3/2026	

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