

**2023 Graeme Sheppard Challenge
Event Risk Management Plan
Updated: 31st April 2023**

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Section 1: Event Context

Event introduction and overview

The Graeme Sheppard Challenge is a competition held for higher graded skaters registered with the New Zealand Federation of Roller Sports (SkateNZ) to compete in their grades and the event allows for Espoir skaters to challenge up a grade to compete in the Cadet grade. In 2023 this is to be held in Wellington. The event is being held at the Te Rauparaha Stadium, Porirua; 19th- 21st June 2023. This is to be attended by Skaters, with additional Officials, Coaches and Supporters.

Aims and Objectives for the event

The event aims to enable high level competition for all grades within New Zealand with a fun and friendly atmosphere. We will know the event has been successful if it runs smoothly, there are few to no injuries and feedback from the post-event survey shows our members enjoyed the competition and intend to attend future competitions.

Event Governance and Decision Making

The event will be governed by the Artistic Committee and the appointed Championship Managers. Key decisions will be made by the Championship Managers in consultation with either of the following: Artistic Sports Chairperson and/or Stadium Staff.

The Championship Managers for the event are Yvonne Lambert-Smith and Michelle O'Doherty
The Health & Safety officers for the event are Yvonne Lambert-Smith and Michelle O'Doherty.
The Artistic Sports Chairperson is Yvonne Lambert-Smith. Technical decisions will be the responsibility of the Artistic Sports Committee or the Officials Convenor Leigh Duske.

Event Rules

Officials, Team Management and Skaters are expected to abide by the following rules of the event as listed in the event programme provided. Events will be run in accordance with the Artistic Sports Committee Rules & Regulations and the Artistic Schedule Requirements. Skaters are to follow any instructions from Event Officials, the Championship Managers, or Stadium staff.

Industry guidelines and compliance requirements

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Allocation of Officials and Volunteers

Main Officials

Yvonne Lambert-Smith	Artistic Sports Committee Chairperson/Championship Manager	021 0268 8193
Michelle O’Doherty	Championship Manager	027 2725 1488
Leigh Duske	Chief Referee/Officials Convenor	027 231 5466
Roger Boulcott	Chief Announcer	0275 478 235
Judith Lowes	Chief Calculator	021 0274 1259
Hollie Patete	Chief Marshall	027 354 1716

Onsite medical, first aid, security and safety resources

First Aid is available in the Main Office.

SkateNZ members with employment as doctors & nurses that are able to attend to any injuries that occur during the week are:

Dr Judith Lowes, Sarah Barlow, Tanya Birkett

Stadium Staff and Michelle O’Doherty will provide medical supplies as required. Assessments should be made by someone from the above list of qualified people and further medical treatment will be recommended if required.

Medical facilities and accessing emergency services

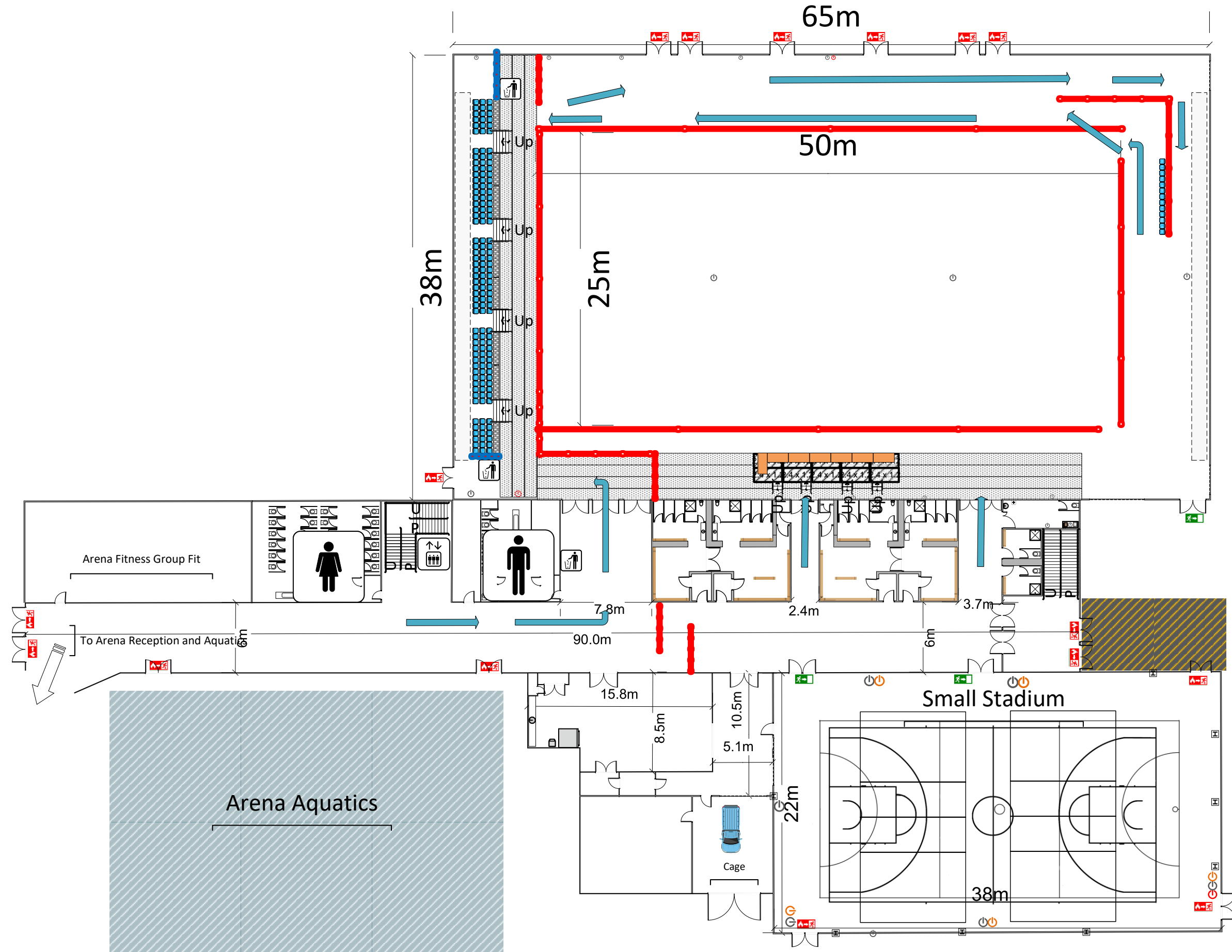
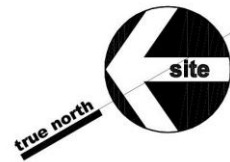
The closest medical facilities are

Ora Toa Mungavin Medical Center – 04 237 6387

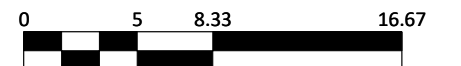
Response times for emergency services are from approx

Initiating emergency response plans

The Championship Managers, in consultation with Stadium staff, and the Artistic Sports Chairperson have the authority to enact key decisions or making amendments to the event plans.



Ground Floor - Te Rauparaha Arena



Schedule of key stakeholders, role designation and contact information

Stadium Operations Manager:	Keith Tahere 021 891 280
Stadium Operations person on site:	042373853
Championship Manager	Michelle O'Doherty - 0272751488
Artistic Sports Committee Chairperson	Yvonne Lambert-Smith - 02102688193
Health & Safety Officer	Michelle O'Doherty

Event communication overview

Throughout the event communications will be made by Michelle O'Doherty to Stadium staff.

Important information will be communicated by the sound system at the venue to Skaters, Officials & Spectators or by txt to key club officials available if no longer at the stadium.

Section 2: Event Risk Assessment

Graeme Sheppard - Risk Register

Last updated:

31st April 2023

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	<i>Cables Around Sound Desk</i>	<i>Someone could trip on power cable and hit desk/floor causing injury.</i>	<i>Unlikely</i>	<i>Insignificant</i>	<i>L</i>	<i>Access to the area is restricted. Protection to be used over cables</i>	<i>L</i>	<i>N/A</i>	<i>Roger Boulcott</i>	<i>During event</i>
2	<i>Falling on skates</i>	<i>Equipment failure</i>	<i>Unlikely</i>	<i>Minor</i>	<i>L</i>	<i>Skate checks to be done prior to training</i>	<i>L</i>		<i>Michelle O'Doherty</i>	<i>During event</i>
3	<i>Podium</i>	<i>Skaters falling from podium</i>	<i>Rare</i>	<i>Medium</i>	<i>L</i>	<i>Skaters helped to get down</i>	<i>L</i>	<i>If podium is too small skaters advised to wear shoes, not skates</i>	<i>Roger Boulcott</i>	<i>During event</i>
4	<i>Stage</i>	<i>Officials Falling while accessing the stage</i>	<i>Rare</i>	<i>Medium</i>	<i>L</i>	<i>Ensure handrail is available if necessary</i>	<i>L</i>	<i>Remind officials to take care.</i>	<i>Yvonne Lambert-Smith</i>	<i>Monday/ Tuesday</i>
5	<i>Falling down foyer stairs</i>	<i>Spectators falling down foyer stairs or seating</i>	<i>Possible</i>	<i>Minor</i>	<i>M</i>	<i>Remind all to take care. Ensure no skates on stairs.</i>	<i>L</i>	<i>Reprimand anyone caught playing on the stairs</i>	<i>All attendees</i>	<i>During event</i>
6	<i>Debris on Floor</i>	<i>Slips, trips, falls</i>	<i>Possible</i>	<i>Medium</i>	<i>H</i>	<i>Floor swept at start of each day and between programme breaks.</i>	<i>M</i>	<i>Skaters, spectators & officials to collect any items when seen</i>	<i>Chief Referee</i>	<i>During event</i>
7	<i>Obstruction/interference of skaters</i>	<i>Spectators leaning on rails or floor barriers moving</i>	<i>Unlikely</i>	<i>Minor</i>	<i>L</i>	<i>Reminders via PA if required</i>	<i>L</i>	<i>Regular reminders if problematic</i>	<i>Chief Announcer</i>	<i>During event</i>
8	<i>Poor Behaviour</i>	<i>Verbal or physical abuse</i>	<i>Rare</i>	<i>Medium</i>	<i>L</i>	<i>Officials, Coaches, Skaters, Spectators being aware.</i>	<i>L</i>	<i>Code of Conduct on display</i>	<i>Key stakeholders</i>	<i>During event</i>
9	<i>Fire</i>	<i>Alarm activation</i>	<i>Possible</i>	<i>Medium</i>	<i>H</i>	<i>Follow evacuation plan, appoint fire wardens (x2)</i>	<i>H</i>	<i>Move away from hazard. Does anyone need additional assistance i.e., disabled</i>	<i>Michelle O'Doherty</i>	<i>During event</i>

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
10	Weather extremes	Storms – Hail, Snow, Heavy Rain	Possible	Medium	H	Additional floor checks for leaks, possible suspend of events	M	Various SkateNZ policies will manage	Chief Referee	During event
11	Covid-19	Transmission due to close proximity	Possible	Medium	H	Contact tracing, use of Covid App for individuals' movements.	H	Reminders over PA if below level 2. Refer to contingency planning if an outbreak occurs.	Announcers & Artistic Committee	Before & During event

Quick reference guide for completing the Event Risk Assessment

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

Risk Matrix

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Possible – 3	30-49% chance of occurrence	Medium – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	High – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
EXTREME	<p>Intolerable</p> <ul style="list-style-type: none"> Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced. Highest event decision making authority to be informed (i.e. Event Management Committee). Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.
HIGH	<p>Tolerable level of risk if all practicable measures in place</p> <ul style="list-style-type: none"> Review control measures to ensure risk level is as Low as Reasonably Practicable (ALARP). Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk? Ensure verification is undertaken that all prescribed control measures are in place, and in practice. Ensure all person(s) exposed to this risk are aware of the risk level. If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.
MODERATE	<p>Tolerable level of risk</p> <ul style="list-style-type: none"> Review control measures to ensure risk level is As Low as Reasonably Practicable (ALARP). If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.
LOW	<p>Tolerable level of risk</p> <ul style="list-style-type: none"> No change required. Ensure existing control measures remain in place and is effective.

Section 3: Emergency Response Plan

General Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<ul style="list-style-type: none"> DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure Incident Forms are submitted to the Championship Manager for any follow up required, and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

Specific Emergency Response Plan A

FIRE	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; likely source of fuel; level of threat to people and/or property.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for people or property? Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc? Evacuation area is the top of the main carpark
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	
Actions:	<ul style="list-style-type: none"> All involved are reminded that self-preservation is a priority in any response. People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. Volunteers are to calmly assist participants to remove their skates, where it's safe to do so, and exit to the evacuation area. Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc). For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care. Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.
At completion	
Debrief:	<ul style="list-style-type: none"> The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

Section 4: Contingency Planning

Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain
3. Water quality issues
4. Heavy Hail
5. Covid-19 Pandemic

The chain of command and decision making

The Artistic Committee will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the Artistic Committee.

The decision to enact this Contingency Plan is the responsibility of the Artistic Committee. Stadium staff, officials and volunteers are responsible for implementing any contingency options associated with the event and should report to the Championship Managers and the Artistic Committee Chairperson if required. The Championship Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted prior to the event if required:

- a) Risk Assessment of the current conditions; and
- b) Injury management statistics;
- c) Current weather predictions; and
- d) Other relevant event statistics (such as withdrawals, and complaints received etc).

Contingency options

We have assessed that there are TWO feasible contingency options available. These are:

Option One – Suspend or Postpone the event

Contact will be made with skaters and the Officials Convenor to advise of any later start time if required. Stadium staff would be informed for any phone enquiries received. Artistic Committee Members will proceed to the venue and assess the situation to see if the event can proceed, or if option two needed to be enacted.

Option Two – Cancellation of the event

This scenario will only be enacted in extreme cases. All Key Stakeholders (Skaters, Officials, Volunteers and venue staff etc) will be informed as above.

Assessment of conditions

The assessment of the situation and decision will be made by the Artistic Committee members.

Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The Artistic Committee is responsible for the early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to suspend, postpone or cancel the event:

- Event participants & spectators
- All event volunteers & officials
- Social Media Broadcasters
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including face-to-face briefings, websites and social media.

Section 5: Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by a loud siren. The following people are authorised to initiate an evacuation:

Stadium Operations Manager:	Keith Tahere
Championship Manager	Michelle O'Doherty
Artistic Committee Chairperson	Yvonne Lambert-Smith

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

Michelle O'Doherty – Stadium floor & audience seating
Hollie Patete / Marshal at the time - Marshalling area
Di Gunson – Ladies Toilets
Roger Boulcott – Mens Toilets
Yvonne Lambert-Smith - Stadium Foyer

Evacuation plans

In an evacuation when safe to do so, skaters must remove their skates & proceed to the meeting point in the carpark.