



**YOUTH FOOTBALL
DEVELOPMENT TRUST**

**2018 U17 Youth
Football
Tournament
Health and Safety
Plan**

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INTRODUCTION

This document is an event specific safety plan. Its purpose is to provide an outline of the health and safety systems and procedures that will be used to ensure that any staff, suppliers/vendors and the public in the area of work (relating to U17 Youth Football Tournament 2018) are safe from harm during the operation of the event.

The primary responsibility for ensuring workplace health and safety is implemented and managed effectively within U17 Youth Football Tournament 2018 rests with the organizers. However, all personnel associated with the event have a role to play in supporting the organizers to meet those responsibilities.

This Event Safety Plan is a living document and it will be continually reviewed and updated during the event as required.

REQUIRED ACTIONS/RESPONSIBILITIES

Item	Action Required	Check
Pre-event Approvals	Develop and review Safety Plan for approval by relevant regulatory authorities.	
	Review and approve (if it is acceptable), the Supplier/vendor's Safety Plan.	
	Update the Supplier/vendor Activity Matrix.	
Inductions	Review the Event Safety Plan with all relevant personnel involved in the event.	
	Update the Supplier/vendor Activity Matrix.	
Site Safety Inspection Checklist	Checklist to be completed by the Event Manager or Health and Safety Officer at least once during set-up and pack down, and at least twice during the event.	
	Discuss with team and carry-out corrective actions.	
Hazard Management	Review any new or changed hazards during the regular meetings.	
	Update the hazard register as required; or	
	Before and after significant events, Near Misses or Injuries, and keep it up to date.	
Near Miss and Incident Reporting	Fill out Register for all incidents as they occur	
	Fill out Incident Report for serious injuries (e.g. visit to Dr)	
	Send Serious Harm Form to the Ministry of Business, Innovation and Employment(MBIE) for Serious Harm Injuries.	
Safety Meetings	During key parts of the event, meetings will be held daily with relevant event personnel and safety will be included in the agenda	
	Record all minutes here including names of attendees.	
Review	Carryout a review after completion of the event.	

GLOSSARY OF TERMS

Accident	<p>An event that:</p> <ul style="list-style-type: none"> • Causes any person to be harmed; or • In different circumstances, might have caused any person to be harmed.
Hazard	<p>An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and</p> <p>Includes:</p> <p>(i) A situation where a person's behavior may be an actual or potential cause or source of harm to the person or another person; and</p> <p>(ii) Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behavior. Hazardous has a corresponding meaning [HSE Act].</p>
Injury	<p>Tissue damage resulting from either the acute transfer to individuals of one of the five forms of physical energy (kinetic or mechanical, thermal, chemical, electrical or radiant) or the sudden interruption of normal energy patterns to maintain life processes</p>
Near Miss	<p>A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.</p>
Risk	<p>The probability and magnitude of harmful consequences arising from a hazard. The likelihood of a specified undesired event occurring within a specified period or in specified circumstances. The probability of harmful consequences arising from a hazard. In quantitative terms, risk can be expressed in values from zero (no possible harm) to one (certainty that harm will occur). In relation to human health effects, risk is usually expressed as the probability (or likelihood) of dying or developing a disease or injury as a result of exposure to a hazard. For example, an acceptable health risk may be regarded as a one in a million lifetime risk of developing cancer.</p>

GLOSSARY OF TERMS – CONTINUED....

Serious Harm	<p>The HSE Act defines serious harm as follows:</p> <ul style="list-style-type: none">• Death.• Any conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function• Amputation of body part.• Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.• Loss of consciousness from lack of oxygen.• Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.• Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more commencing within 7 days of the harm's occurrence.
Significant Hazard	<p>A hazard that is an actual or potential cause of:</p> <ul style="list-style-type: none">• Serious harm; or• Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or• Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

SECTION 1: HEALTH AND SAFETY POLICY

The Youth Football Development Trustees and the Co Event Directors of U17 Youth Football Tournament 2018 are committed to providing and maintaining a safe and healthy working environment for its personnel, volunteers, participants, visitors, and all other persons at the venue.

The Youth Football Development Trust and the U17 Youth Football Tournament team will develop and maintain a Health and Safety plan to ensure a safe and healthy experience. Specifically, management will:

- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action
- Provide a treatment that ensures a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimize the exposure to any hazards deemed to be significant
- Ensure that all volunteers are made aware of the hazards in their work area and are competent to enable them to perform their duties in a safe manner
- Encourage consultation and participation in all matters relating to health and safety for the event
- Meet our obligations under the Health and Safety in Employment Act 1992 (as amended by the Amendment Act 2002) the Health and Safety in Employment Regulations 1995, Codes of Practice, and any relevant Standards or Guidelines.

Every volunteer and contractor is expected to share in the commitment to health and safety.

- Every volunteer and contractor has a responsibility for the health and safety of those people working under their direction
- Each volunteer and contractor is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - Observing all safe work procedures, rules and instruction
 - The early reporting of any pain or discomfort
 - Ensuring that all incidents, injuries and hazards are reported to the appropriate person.

The **Safety Officer** is responsible for the implementation, monitoring and review of the health and safety plans.

SECTION 3: CONTACT INFORMATION

2018 U17 Youth
Football Tournament
– Health and Safety Officer
Contact Details:
Mark Greene
+64279428582

Contracted Event Delivery
Company:
Maritime Events Consulting
Contact Details:
Kerry Greene
+6421353594

Regulatory Authority
Contact Details:
Ministry of Business, Innovation
and Employment (MBIE)
Toll Free: 0800 20 90 20

SECTION 4: PERSONNEL INDUCTION CHECKLIST

Name:

Start Date: ____/____/____

Location(s) Working In:

Person Responsible for Induction:

Check off each item as person is inducted. Check for understanding of each item briefed on.
If not applicable for induction, mark as N/A.

Key Contact Names:Completed
✓

Personnel are aware of who the Safety Officer is?

Personnel are aware of designated First Aider location and contact details?

Health and Safety Policies and Rules:Completed
✓

Emergency response procedures (e.g. fire and evacuation, earthquake, chemical/substance spill, bomb, robbery etc as appropriate).

No alcohol or non-prescription drugs allowed on site or purchased while in Youth Football Development Trust or 2018 U17 Youth Football Tournament uniform or representing Youth Football Development Trust or 2018 U17 Youth Football Tournament.

Near Miss and Injury Reporting – Report and take immediate action on those hazards that caused the injury. Reporting process and documentation discussed and understood.

Hazards in the Workplace:Completed
✓

Review and ensure personnel understand the relevant hazards and safe behaviors / actions required for the event.

Unsafe Act and Hazard Reporting – take immediate corrective action on identified hazards.

Ensure personnel understand what Personal Protective Equipment is required to be worn for the tasks they will be carrying out (e.g. hearing protection).

Discuss the Lost Child Procedure (LOCATION - Tournament Control Room FOR ALL LOST CHILDREN)

Safety locations:Completed
✓

Location Assembly Points and Emergency Equipment.

Location of First Aiders and First Aid Kits.

Location of meal and break out areas

SECTION 5: EMERGENCY PROCEDURES**Emergency Numbers**

FIRE, AMBULANCE AND POLICE	111
MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT (MBIE)	0800 20 90 20
POWER CONTRACTOR	Vector 0508 832 867
POISONS CENTRE	0800 764 766
2018 U17 Youth Football Tournament EMERGENCY CONTACT	Kerry Greene +6421353594
AUCKLAND COUNCIL	+649 301 0101
FIRST AID	Transitcare – TBC
SAFETY OFFICER	Mark Greene +64279428582

EVACUATION PROCEDURE

EVACUATION SIGNAL	Hand held loud haler
IF YOU HEAR THE EVACUATION SIGNAL...	All Personnel must assist the public and suppliers evacuate the site in a calm orderly manner and go immediately to the Assembly Point.
ASSEMBLY POINT	As directed on the attached Evacuation Plan
IF YOU ARE OPERATING PLANT AND MACHINERY...	Shut down all plant and machinery, if this can be done safely while evacuating the site.

Do not re-enter the site until the all clear has been given by the Safety Officer or by the Emergency Services attending the incident

EMERGENCY RESPONSE**If you discover an emergency**

1. Notify affected personnel and the onsite safety officer Mark Greene immediately in person or via phone. Mark is normally based in the HQ tent but if not he will be available by phone/ text message.
2. Alternatively notify the nearest person with a phone to reach the Safety Officer.
3. DIAL 111
4. Tell the operator the service you require - FIRE or AMBULANCE or POLICE
5. Supply details on:
 - Type of emergency and location
 - Tell them someone will meet them at the site entrance
6. Appoint someone to wait for the service to arrive and have them direct the service to scene.
7. Shut down machinery/equipment where relevant
8. Render assistance ONLY if safe to do so - DO NOT endanger yourself or others

Notify the following:

	2018 U17 Youth Football Tournament Safety Officer	Mark Greene	M. +64279428582
	Co Event Director	Kerry Greene	M. +6421353594

9. Fill in Accident Register
10. If an announcement is made to evacuate the site or a particular area:
 - All personnel must evacuate the area as directed immediately and go to the Assembly Point as per evacuation plan.
 - Do not return to work until instructed to by the Emergency Services.

	First Aid Officer	First Aid Provider – TBC
	First Aid Kits	First Aid Points – Please see MAP
	Fire Extinguishers	Throughout the location in buildings and HQ tent.

EMERGENCY RESPONSE**If you hit an electricity cable or overhead line**

1. Treat the cable or overhead line as live – get back at least 10 meters.
2. Evacuate the immediate area.
3. If you are in a vehicle, stay there.
4. If you have to leave the vehicle, jump well clear.
5. Do not touch the vehicle and ground at the same time.
6. Never cover up a broken cable or try to fix it yourself.

In the case of electric shock

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating dry gloves, or something made of rubber, dry cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Attach an “Equipment Unsafe” tag to the power source isolating switch.
- Notify your Supervisor immediately.

In the event of structural collapse or crushing

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

In the case of chemical exposure (refer to MSD)

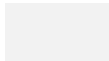
- For splashes with acids or alkaline, wash off immediately with copious amount of cold water.
- For swallowed fluids - do not induce vomiting but seek medical attention immediately.

In the event of vehicle collision

- If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the Safety Officer.
- For a major incident involving injury or death, it must be reported to NZ Police and MBIE(DOL) within 24 hours and be recorded in the Accident Register.
- Call emergency services.
- Do not move victims unless fire is a possibility.
- Keep victims calm, warm and comfortable.
- If fuel is spilt or toxic, inflammable or explosive substances are present:
 - Report to emergency services immediately
 - Isolate the area
 - Extinguish cigarettes and open flames
 - Disconnect batteries (if possible) on damaged vehicles
 - Do not take unnecessary risks
 - Clear the area of the incident.

1. PARTICIPANTS – AGE/EXPERIENCE/SUITABILITY, ACCESSIBILITY NEEDS, REFRESHMENTS, LOST CHILDREN FACILITIES, ANIMALS

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Injuries to workers	Incompetent workers, unsafe work habits	Appropriate induction and training. Matching correct person with job.	I	3	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event
Injuries to the public	Trip hazards, Members of the public exposed to unnecessary hazards.	Trip hazards where possible eliminated during setup. Venue to be checked daily prior to opening and trip hazards isolated, removed. Fencing and barriers erected around hazardous areas, appropriate signage.	E I	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	During setup, daily
Overcrowding / queues	Limited access points and open areas. Too many people, small thoroughfares	Ensure a number of different access points to the venue and large thoroughfares, control people entering if numbers are too great.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event



Personnel low on energy, uninterested	Lack of food and drink	Personnel to be provided with food and drink	E	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Ongoing
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Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Lost children, dependant or spectator	Walking off from parents, large crowds	<p>Crowd management important. Signage will be displayed at the HQ tent and a note placed on the website as part of the Health and Safety information. All Trustees, Contractors and Volunteers will be briefed and the site map will display the location of the "Lost Children" reporting area.</p> <p>A member of 2018 U17 Youth Football Tournament management will assist any lost children who will be taken by the member of police checked Management to the Tournament Control area in the WSAFC Clubrooms.</p> <p>If any other volunteers or support personnel identify a lost child they will be handed over to a member of 2018 U17 Youth Football Tournament management or taken to the Tournament Control area in the WSAFC Clubrooms.</p> <p>The Office will keep a record of the child's details.</p> <p>An announcement (non-identifying) will be made over the loud speaker.</p> <p>Photographic ID will be taken of the caregiver and two adults must be with the minor at all times.</p> <p>If there is any doubt with the caregiver then the police must be called or informed.</p> <p>The personnel in the Tournament Control area will ensure the person collecting the child is legally able to do so.</p>	M	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Ongoing

3. ELECTRICAL, SOUND, TV AND LIGHTING – REGISTERED TRADESMAN, ISOLATION REQUIRED, TRIPPING HAZARDS

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Electrical fittings, cabling exposed to public – Trip Hazards	Insufficient guarding around risk area	<p>Ensure all electrical areas are well identified and following fencing lines to reduce risk for the public</p> <p>Ensure cables are run overhead where possible to avoid trip hazards.</p> <p>Use cable covers or tape if all other options are not able to be used.</p>	E	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to event

4. ACCIDENT & HEALTH EMERGENCIES – FIRST AID, FIRE EXTINGUISHERS, EMERGENCY CONTACTS, REPORT/RECORDING OF ACCIDENTS

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Accident or health emergency	Bad preparation, No medical facilities, no trained first aiders	First Aid Provider. Appropriate emergency procedures along with contact phone numbers posted in relevant locations. Security spread across site with cellphone contact. First Aiders present. All accidents / incidents reported and investigated to identify causes. Actions to be taken.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing
Fire	Bad preparation, Lack of fire extinguishers,	Fire Service familiar with site. Extinguishers located in appropriate locations. Food vendors and contractors inducted into safety system and to have a suitable fire extinguisher and fire blanket (as required) in current test date.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing
Evacuation	Panic, people tripping in the dark.	Ensure pre-determined stadium announcements over the PA are used. Security and marshals to manage flow of people to Emergency Assembly Points. Ensure adequate lighting during darkness.	M	3	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	During event

Theft during the transfer of cash from HQ and any sales of minor items or car park takings	Harm to person transferring the cash to Tournament Control	A float should be distributed safely in the Tournament Control Office, WSAFC Clubrooms. A money box should be used in HQ for the storing of cash and a money belt should be used for any car park takings. Money should be transferred to Tournament Control over \$200 or at the end of each shift.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	On going
5. WASTE MANAGEMENT – TOILET FACILITIES, RUBBISH COLLECTION/REMOVAL, RECYCLING.						
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Toilet systems blocked, overflowing	Toilets not checked frequently enough, faulty systems	Quick callout response of contractors if there is a problem. Personnel to monitor also.	I	1	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing
Overflowing rubbish bins,	Bins not emptied frequently enough,	Ensure volunteers regularly check and empty the bins. Quick callout if required.	M	3	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing
Rubbish throughout venue	Lack of bins and messy people.	Bins to be located extensively throughout the venue. Volunteer to pick up rubbish as required. Appropriate signage.	M	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing

Broken Glass etc	Cuts and similar injuries	Ensure area is cleaned up thoroughly and disposed of correctly. Checks to be made after clean up.	I	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer	Prior to event and ongoing
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6. SET-UP/PACK-DOWN – WHAT SAFETY IS IN PLACE WHILE EVENT SITE IS A WORKING SITE I.E. MOVING VEHICLES, FIRST AID

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Movement of vehicles around people	Person(s) hit by vehicles	Vehicles to move at no more than 5km/hr at all times, beacons and/or hazard lights to be flashing, person walking in front of vehicle through crowds. Limit movements of vehicles during the event.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Pack in During event and Pack Down
Falling from heights.	Using unsafe equipment or processes. Untrained people carrying out work.	Any personnel working at heights will need to notify the Safety Officer for the event and gain approval prior to starting work. These personnel must be been trained and equipped for this process.	1, M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to and after event

7. TRAFFIC MANAGEMENT & PARKING – SIGNAGE, ROUTE, PEDESTRIAN MANAGEMENT.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Traffic congestion	Injuries to pedestrians or vehicle accidents	Early notification through the event webpage of the local available parking opportunities to avoid congestion Entry points to be located well off road areas	M	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to event and ongoing
Insufficient parking	More vehicles than predicted. Lack of alternatives – public transport	Parking full signs to be placed at key entry points if carparks become full to discourage entry into stadium parking areas and to encourage parking on surrounding roads	M	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to event and ongoing
Pedestrians tripping when leaving venue in dark and heading to car park	Lack of lighting on access / egress route for pedestrians going back to their vehicles.	Ensure all external lighting (including stadium lights) remains on to support vehicle access	M	4	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to event During hours of darkness

Emergency services cannot get onto site	No thoroughfare for emergency services, poor planning, lack of barriers and fencing	Ensure entry into the venue remains accessible through both road entrances Ensure assembly points are away from venue access points	E	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	Prior to event and ongoing
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8. SECURITY – PROTECTION OF PEDESTRIANS AND SPECTATORS, SECURITY/POLICE

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-4 Risk	Who is responsible	When
Vandalism, theft and unruly behaviour	Injuries, property damage, intimidation.	Ensure there is a good security presence and volunteers during the event and after hours. Clear rules set on alcohol consumption and intoxicated people.	M	2	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	During event
Excessive alcohol consumption	Poor crowd behaviour, fights, injuries etc.	Ensure there is a good security presence during the event and after hours. Clear rules set on alcohol consumption and intoxicated people in alcohol areas and on event webpage	M	3	Youth Football Development Trust and the 2018 U17 Youth Football Tournament Safety Officer and co Event Director	During event

9. PERSONNEL/SUPPLIER - BRIEFINGS, RESPONSIBILITIES, REFRESHMENTS, TRAINING

Injuries, damaged equipment, tasks not completed to spec,	Suppliers incompetent, poor work habits, dangerous.	All suppliers to be assessed before the event commences. Induction into Site Safety Plan. On-going assessments will be carried out of suppliers on site.	M	4	U17 Youth Football Tournament Safety Officer	Prior to sign up, ongoing
Jobs not been done / poorly done	Personnel and volunteers poorly trained, unclear job descriptions, poor instructions	Responsibilities and lines of communication clearly defined. Training and specific job descriptions. Regular team meetings	M	4	U17 Youth Football Tournament Safety Officer and Co Event Director	Pre event and ongoing

Add new hazards as they are discovered / identified.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	Risk 1-4	Who is responsible	When

SECTION 7: NOTIFICATION OF PARTICULAR HAZARDOUS WORK

SECTION 8: SUPPLIER AND VENDOR MANAGEMENT

U17 Youth Football Tournaments Responsibility

U17 Youth Football Tournament will ensure that:

- Suppliers and other stakeholders (such as Food Vendors) have been pre-approved by U17 Youth Football Tournament organisers. This includes but is not limited to the Supplier/vendor :
 - Health and Safety Agreement
 - Completing a Site Induction.
 - Supplier/vendor health and safety performance is monitored and any non-conformances are rectified in a timely manner.

All Suppliers/vendors monitor health and safety performance and any non-conformances are rectified in a timely manner.

Evidence of all health and safety inductions will be recorded in the Site Safety Induction Checklist.

SUPPLIER/VENDOR HEALTH AND SAFETY AGREEMENT

AGREEMENT BETWEEN 2018 U17 Youth Football Tournament
AND

Supplier/vendor

Address

Please complete this form by answering (ticking) **Yes** or **No** to each of the following

	YES	NO
1. PERFORMANCE	✓	X
Will the Supplier/Vendor and their Personnel, sub-contractors and agents agree to comply in all respects with the Health and Safety in Employment Act 1992 and Amendments, and any regulations or codes or practice pursuant to that Act whilst working for 2018 U17 Youth Football Tournament?		
Have you been involved in any serious harm injuries in the last 3 years? (if yes, please attach details)		
2. ACCIDENT INVESTIGATION:	✓	X
Does the Supplier/Vendor have a procedure for investigation, reporting and follow-up of all accidents?		
Are the results of any investigation communicated to Personnel?		
Does the Supplier/Vendor agree to immediately report all accidents and near misses to 2018 U17 Youth Football Tournament?		
3. SAFETY TRAINING:	✓	X
Is health and safety training carried out on a regular basis?		
Will all Personnel undertaking work on site be given the proper training for the work required, or will they be under adequate supervision by someone who is trained and/or experienced to do the job safely?		
4. HAZARD MANAGEMENT:	✓	X
Does the Supplier/Vendor and their Personnel, sub-contractors, and agents agree to identify any hazards and the controls for those hazards that they are bringing onto any worksites? This includes reviewing Hazard Registers and Work Method Statements before commencing work.		
Does the Supplier/Vendor agree to conduct safety inspections to ensure Personnel comply with all relevant safety procedures during the event?		
Does the Supplier/Vendor agree to advise 2018 U17 Youth Football Tournament immediately if any hazards change or are reported?		

	YES	NO
5. SUB-CONTRACTORS:	✓	X
Does the Supplier/Vendor have procedures in place for the control of the safety performance of sub-contractors engaged by them?		
Will the Supplier/Vendor induct all their sub-contractors into the safety requirements on site or in areas under their (the Supplier/vendor's) control?		
6. EMERGENCY PROCEDURES:	✓	X
Will the Supplier/Vendor Personnel be familiar with and trained in any emergency plans required for the work activities/project?		
Will the emergency plan identify all responsibilities and procedures to be followed?		
Will all personnel receive training in emergency procedures for the event?		
7. HEALTH AND SAFETY DOCUMENTATION	✓	X
Select applicable statement:		
The Supplier/Vendor Health and Safety Plan and / or Safe Work Method Statements for the work they have been engaged to provide are completed and attached.		
The Supplier/Vendor will comply with 2018 U17 Youth Football Tournament Safety Requirements.		
8. SUB-CONTRACTOR DECLARATION		
On behalf of the Supplier/Vendor, on signing this form, I confirm that:		
<ul style="list-style-type: none"> • I am authorised to provide this information and sign this form; • The information provided in this form is true and correct; • I understand that if the information I have provided is not true and correct, 2018 U17 Youth Football Tournament may withdraw the Supplier/Vendor health and safety approval, and take any other action available to it • I understand that the Supplier/Vendor will be liable for anything 2018 U17 Youth Football Tournament has done or omitted because it has reasonably relied on the accuracy of information provided in this questionnaire; and 		
As Supplier/Vendor to 2018 U17 Youth Football Tournament we agree to abide by the requirements of the Health and Safety in Employment Act 1992 and Amendments, including those specifically outlined above. We understand that the contract may be terminated if there is non-compliance with this document and/or any provisions of the Health and Safety in Employment Act 1992.		
Supplier/Vendor Representative	Name:	Signature:
Position:		Date:
Approved by:		
U17 Youth Football Tournament	Name	Signature:
Position:		Date:

SECTION 9: SITE SAFETY INSPECTION CHECKLIST

The venue will be checked on a regular basis by the Safety Officer. If item checked is not applicable, write N/A.

Site Safety Inspection Checklist

Completed by:		Date:	
PERSONNEL/SUPPLIERS/VENDORS		ISOLATION PROCEDURES	
All personnel inducted		Equipment locked out	
Safety plan viewed on site during event		Fencing/Barriers in place	
Safety Equipment in good order		Other personnel notified	
All Certificates up-to-date eg: WOF, Food Safety		Signage Erected	
TRAFFIC/PUBLIC		HOUSEKEEPING	
All key personnel wearing Hi-viz		Work areas are clean and tidy	
Cones and traffic and pedestrian warning signs		Slip/trip hazards identified and managed	
Alternative pedestrian, disabled access		Emergency access/egress clear	
Barriers		Light and noise levels acceptable	
PLANT AND ELECTRICAL EQUIPMENT		OTHER	
Operators trained/licensed		Crowd control	
Safety guards in place		Toilets	
		Rubbish	
		Slips, trips and falls – area kept tidy	
VEHICLE MOVEMENT		Scaffolding Tags signed and within approval dates.	
Restricted during event		Site Safety Meetings held	
Guided through pedestrian areas if required			
Marshalls used where available			

Comments

SECTION 10: NEAR MISS AND INJURY INVESTIGATION REPORT

Step 1: To be completed by the Injured/Affected Person

Department:		<input type="checkbox"/> Near Miss	<input type="checkbox"/> First Aid Injury	<input type="checkbox"/> Medical Injury	<input type="checkbox"/> Illness
Name:		Date of Incident		Time of Incident	
Position:		<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Vendor	<input type="checkbox"/> Public
Contact Phone:		Did the incident happen: <input type="checkbox"/> On site? <input type="checkbox"/> Externally?			

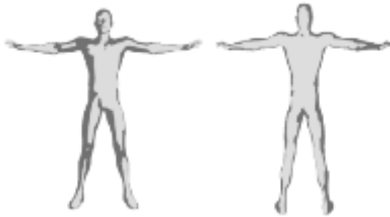
Treatment Details: None First Aid Dr Physio Hospital Other

Injury Details – Body Part

Shade/circle the part of the body that is injured.

Front

Back



Injury Type (☑) More than one item can be selected.

<input type="checkbox"/> Early report of discomfort (DPI)	<input type="checkbox"/> Dental Injury
<input type="checkbox"/> Aches/Pain (gradual)	<input type="checkbox"/> Dermatitis
<input type="checkbox"/> Aches/Pain (sudden)	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Amputation	<input type="checkbox"/> Fatal
<input type="checkbox"/> Broken Bone	<input type="checkbox"/> Foreign Body (<input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear)
<input type="checkbox"/> Bruising (incl. crushing)	<input type="checkbox"/> Inhalation Disease (Asbestos/Lead)
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Hearing loss (Noise Induced)
<input type="checkbox"/> Chemical reaction	<input type="checkbox"/> Poisoning
<input type="checkbox"/> Choking/Suffocation	<input type="checkbox"/> Strain/Sprain
<input type="checkbox"/> Concussion/Head Injury	<input type="checkbox"/> Multiple Injuries
<input type="checkbox"/> Cut (infected)	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Cut (not infected)	<input type="checkbox"/> Other

What happened?

What do you think caused or contributed to the incident? (Ask why 5 times)

Injured/Affected Person's Signature:

Date:

Step 2: Safety Officer to complete

Information Collection

Write down what you have found out about the injury/incident.

Analysis

List the factors and hazards that contributed to the incident/injury.

Action

What action needs to be taken to prevent a similar incident/injury happening again?

Is this injury a Serious Harm? Yes No

(if yes, **the Safety Officer** will report to the Ministry of Business, Innovation and Employment and Auckland Council by phone immediately and in writing on the prescribed form within 7 days.)

Signed:

Date:

Step 3: Event Director to complete

Comments:

Signed:

Date:

Step 4: Safety Officer to complete

<input type="checkbox"/>	All Completed?	Actions	<input type="checkbox"/>	Relevant Notified?	Personnel	<input type="checkbox"/>	Incident Register Updated
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Comments:

Signed:

Date:

Form of Register or Notification of Circumstances of Accident or Serious Harm

Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name	
Residential address	

Date of birth Sex (M/F)

5 Occupation or job title of injured person:
(employees and self-employed persons only)

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6 The injured person is:

- an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:
(employees only)

- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm
Date Shift Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

- fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

- head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease: fatal

(specify all)

- fracture of spine puncture wound
 other fracture poisoning or toxic effects
 dislocation multiple injuries
 sprain or strain damage to artificial aid
 head injury disease, nervous system
 internal injury of trunk disease, musculoskeletal system
 amputation, including eye disease, skin
 open wound disease, digestive system
 superficial injury disease, infectious or parasitic
 bruising or crushing disease, respiratory system
 foreign body disease, circulatory system
 burns tumour (malignant or benign)
 nerves or spinal chord mental disorder

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

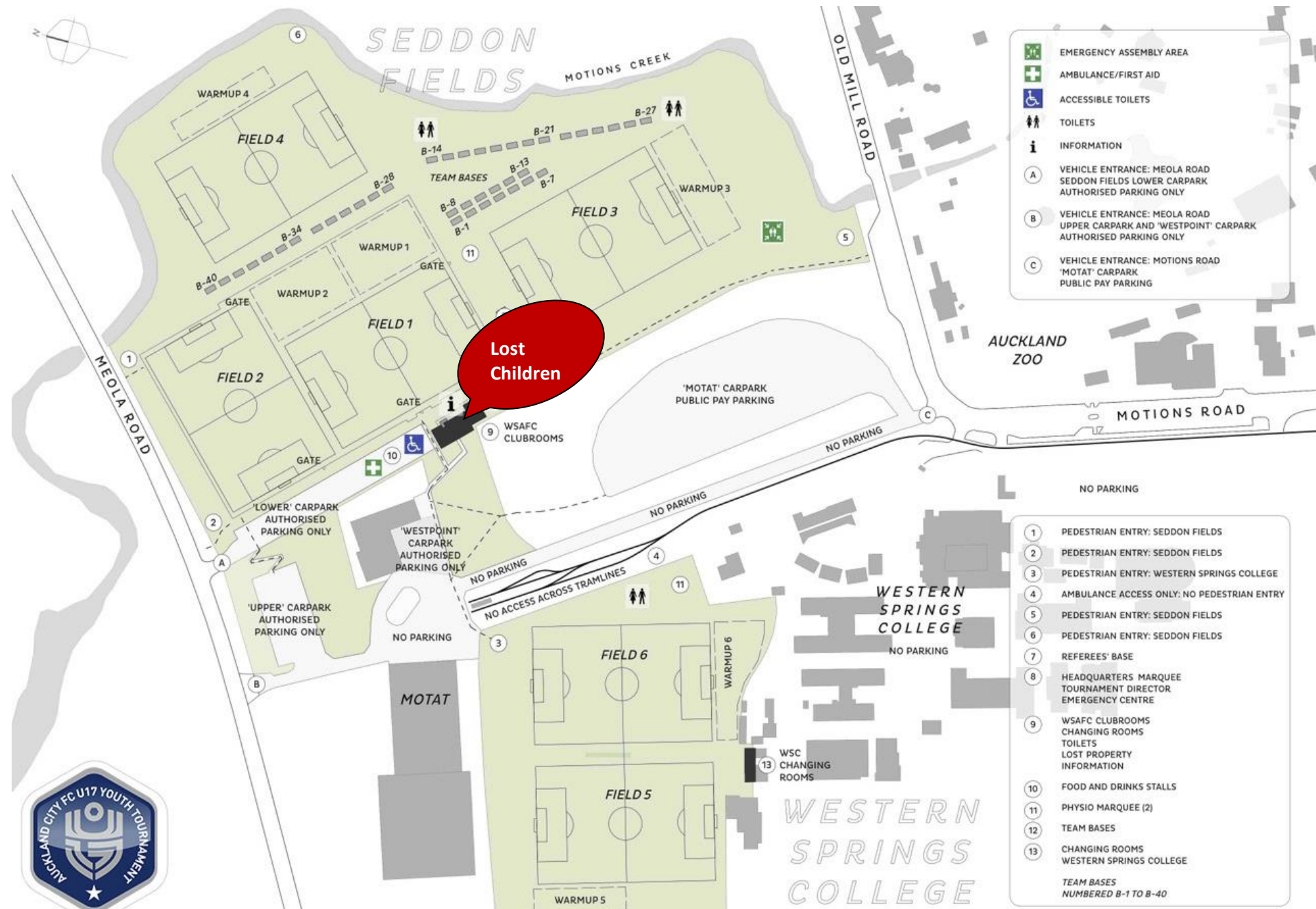
- (a) Has an investigation been carried out? yes no
(b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____

Name and position
(capital/s)

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SECTION 11: SITE PLAN



- EMERGENCY ASSEMBLY AREA
- AMBULANCE/FIRST AID
- ACCESSIBLE TOILETS
- TOILETS
- INFORMATION
- VEHICLE ENTRANCE: MEOLA ROAD SEDDON FIELDS LOWER CARPARK AUTHORISED PARKING ONLY
- VEHICLE ENTRANCE: MEOLA ROAD UPPER CARPARK AND 'WESTPOINT' CARPARK AUTHORISED PARKING ONLY
- VEHICLE ENTRANCE: MOTIONS ROAD 'MOTAT' CARPARK PUBLIC PAY PARKING

- PEDESTRIAN ENTRY: SEDDON FIELDS
- PEDESTRIAN ENTRY: SEDDON FIELDS
- PEDESTRIAN ENTRY: WESTERN SPRINGS COLLEGE
- AMBULANCE ACCESS ONLY: NO PEDESTRIAN ENTRY
- PEDESTRIAN ENTRY: SEDDON FIELDS
- PEDESTRIAN ENTRY: SEDDON FIELDS
- REFEREES' BASE
- HEADQUARTERS MARQUEE
TOURNAMENT DIRECTOR
EMERGENCY CENTRE
- WSAFC CLUBROOMS
CHANGING ROOMS
TOILETS
LOST PROPERTY
INFORMATION
- FOOD AND DRINKS STALLS
- PHYSIO MARQUEE (2)
- TEAM BASES
- CHANGING ROOMS
WESTERN SPRINGS COLLEGE

TEAM BASES
NUMBERED B-1 TO B-40



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Evacuation Plan for WSAFC