



# **2025 NZ Secondary Schools Championships**

**24-27 July 2025**

**Waterworld**

## **Event Management Plan**

### **Swimming New Zealand Competitions Manager Sign Off**

As the Competitions Manager, I approve the systems outlined in this document.

**Name**

Kate Griffiths

**Date**

10/06/2025

**Signature**

*Kate Griffiths*

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## **Appendices**

- Communications structure
- Staff instructions
- Event rules
- General information
- Swimmer Briefing
- Participation Agreement form
- Incident reporting form

<b>1. Event Description</b>
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The New Zealand Secondary School Championships will run across 6 sessions and sees the best secondary school swimmers go head-to-head for the national title and the secondary schools seeking the top school title. This competition has a particular focus on enjoyment and pride in representing your school, with lots of relays on offer to promote team swimming as well as some fast swimming.

## **2. Event Schedule**

[Click here to view](#)

### **3. Management Overview**

#### **3.1 Company Information & Event Safety Committee**

These championships are organised and delivered by Swimming New Zealand.

This manual is designed as a general overview of the Swimming New Zealand operations and safety policies.

This event will be controlled and delivered by a team consisting of Swimming NZ Staff as well as key Volunteers. This working group is referred to as the *Event Safety Committee*. This group will maintain absolute authority over the entire event. The *Event Safety Committee* reserves the right to alter or amend any aspects of the event due to safety concerns.

#### **Event Safety Committee**

<b>TITLE</b>	<b>PHONE</b>	<b>NAME</b>
<i>Competitions Manager</i>	021 246 7440	Kate Griffiths
<i>Customer Booking Coordinator</i>		Meadow Winifred

#### **3.2 Traffic Management Planning**

N/A

#### **3.3 Community Impact**

The pool will be closed to the public during warm-up and competition times.

#### **3.4 Environmental Impact:**

N/A

#### **3.5 Management Contractors:**

Some professional bodies may be contracted to deliver services to assist with the safe operation of this event.

*These include but not limited to:*  
Videographer and photographer

All Contractors engaged will complete a Contractor Application and submit their Health and Safety documentation for approval before the event. Contractors will also have a written contract or letter of engagement between Swimming New Zealand and the contracted business.

### **3.6 Event Rules**

Event rules can be found on the Swimming NZ website, [www.swimming.org.nz](http://www.swimming.org.nz)

### **3.7 Contingency Planning**

Contingency plans are created for the event where deemed appropriate. There are specific guidelines about who makes decisions and strict timelines created around this.

### **CANCELLATION/COURSE OPTIONS**

With this event being held indoors, there isn't much of a requirement to have a contingency plan. Should the venue be unable to host the event, another location would be contacted so long as considerable notice has been provided by Auckland regarding the cancellation.

### **3.8 Health and Safety Policy**

Swimming New Zealand is committed to providing a safe and healthy environment for our staff, volunteers, contractors and, most importantly, our competitors. A proactive approach is taken to identify hazards and manage them appropriately.

Swimming New Zealand will:

- Provide a safe and healthy workplace and systems of work for staff, volunteers, contractors and competitors
- Assess the skillset of key staff and volunteers to determine whether they have the appropriate skills and experience for the task they are assigned
- Provide information, instruction, training and supervision to staff, volunteers, contractors and competitors to ensure their safety
- Communicate expectations to staff, volunteers, contractors and team managers clearly, establishing and insisting upon safe methods and safe practices at all times
- Enable effective worker engagement practices
- Take all reasonably practicable steps to ensure the safety of staff, volunteers, contractors and competitors
- Strive to eliminate or minimise all actual and potential risks and hazards
- Provide safety equipment, property and materials
- Ensure that all personnel have all the necessary safety equipment
- Ensure prompt and accurate reporting and investigation of all incidents, injuries and illnesses, striving to implement appropriate remedies to prevent recurrence
- Meet or exceed the requirements of the Health and Safety at Work Act 2015, its Regulations, Codes of Practice and any other relevant legislation
- Continually improve the health and safety of our operations

Swimming New Zealand requires its staff (including volunteers) to:

- Take all reasonably practicable steps to ensure their safety and the safety of other staff
- Ensure their acts or omissions don't harm others
- Comply with instructions and cooperate with the policies and procedures in place
- Work in a responsible manner, and use all safety equipment
- Clearly communicate to the Competitions Manager if they feel they do not have the skills for any task
- Proactively identify hazards and work to manage them
- Report incidents, injuries and illnesses as soon as practical

All operations of these championships shall be in compliance with the Health and Safety at Work Act 2015. This Act promotes the health and safety of everyone at work, and of other people in or around places of work. It requires employers to take all reasonably practicable steps to identify, communicate, and control hazards in the workplace which may cause harm or injury. It recognises that employees and contractors have a valuable role to play in this process, and that they should be included in health and safety processes. Swimming New Zealand supports these aims unreservedly, and will make every effort to include both employees and contractors in the health & safety decision-making process.

Safety is the responsibility of the event management and any employees, volunteers or contractors. **The Event Safety Committee is responsible for the safety management of the event.** This includes the contents of the Event Management Plan, and any reviews of it.

This Health and Safety policy, and the entire Event Management Plan, is held at the Swimming New Zealand office in paper and electronic form. It is available to staff, contractors and competitors to view.



## **4. Operating Procedures**

### **4.1 Communications Plan**

The communications between event staff, contractors and technical officials will be via radios, organised by Swimming NZ.

The use of mobile phones will be the secondary mode of communication if required.

A public address system will be used during competition to deliver messages and provide commentary for the event.

### **4.2 Media Policy – Post Incident**

Nobody connected with the event is authorised to speak to the media without the express permission of the Competitions Manager and/or Swimming NZ CEO.

All staff and volunteers will be notified of this policy during their respective briefing. Any unauthorised release of photographs or statements is absolutely forbidden.

Following a major incident, the Competitions Manager and/or Swimming NZ CEO will prepare a press release and speak to media as appropriate. This will only take place after they have all of the information about the incident and have had time to digest it and develop a well-balanced response on behalf of Swimming New Zealand.

Any media enquiries shall be directed to the Competitions Manager and Swimming NZ CEO.

## **5. Hazard/Risk Management**

The hazard/risk management process is outlined in this section as they relate to the activities described.

There also is a system described whereby any new hazard identified is managed.

The purpose of this section is to outline Swimming New Zealand's approach to hazard management. It outlines the means of identifying and controlling hazards associated with the event.

### **5.1 Hazard/Risk Identification and Control Policy**

It is Swimming New Zealand's policy to identify hazards in their events and workplace. Identified hazards are then managed appropriately.

#### **Identification of Hazards and/or Risks through:**

- Regular physical inspection of the workplace, equipment and work practices
- Analysis of injuries, illnesses, incidents and events to determine the cause, and prevent a recurrence of this nature in future
- Analysis of tasks and how they are carried out in the workplace

#### **Hazard/Risk Control**

Once a hazard has been identified it is evaluated and recorded in the Hazard/Risk Register.

A control plan is formulated as follows and documented in the Hazard/Risk Register – (ensure appropriate advice is sought where applicable):

- First consider options in the control plan to **eliminate** the risk. Hazards can be eliminated by replacing with less hazardous material or equipment, repairs and maintenance or changing the way a task or activity is carried out.
- If the hazard cannot be eliminated, then consider options to **minimise** the risk. Hazards can be minimised by substituting the hazard for a lower risk option, isolating the hazard or preventing contact with people, and implementing engineering controls such as guarding equipment.
- If after taking those steps the risk still remains, administrative controls must be put in place in the form of policies, safe operating procedures, and job safety analysis.
- The last step is to ensure the appropriate personal protective equipment is identified and implemented. Personal protective equipment alone is not an appropriate control.

## **5.2 New Hazards/Risks**

Any new hazard/risk identified will be reported to the Competitions Manager who will make a note of it in the Hazard Identification Form and address it immediately if deemed necessary. New hazards/risks will be reviewed as part of the post event tasks.

Marshalls and event staff may need to make quick decisions regarding hazards and take quick actions to manage new hazards/risks. Where possible the Competitions Manager and/or the Event Safety Committee is notified to authorise these changes. In some cases, marshals may have to use common sense to deal with a given situation.

This is included in the staff and the team manager briefings.

## 6. Staff Management

### 6.1 Staff Qualifications, Training & Briefing

All team members are briefed before event start. In some cases this briefing is only in the form of a briefing sheet. Marshalls in key safety locations are briefed in person where possible. They are to be familiarised with safety systems outlined in this document that are relevant to the section of the event that they are involved with. Particular attention is given to the emergency planning and communication network systems.

Records of qualifications are kept on file at the company office.

### 6.2 Volunteer Management

Volunteers that work for us regularly, on an ongoing basis and who are integral to our operations are deemed to be volunteer workers. We have the same duties to those volunteers as we do our employees.

The act does not cover volunteers that work on a casual basis (casual volunteers) who engage in the following activities:

- Participation in a fundraising activity
- Assistance with sports or recreation for an educational institute, sports or recreation club
- Assistance with activities for an educational institution outside the premises of the educational institution.
- Providing care for another person in the volunteer's home.

We have the same duties to those casual volunteers as we do our competitors or spectators.

We take the safety of our volunteers seriously and Swimming New Zealand will provide sufficient information and training for volunteers to perform the duties required of them. In some cases this may be in the form of a **verbal briefing** and in some cases it is by way of **written instructions**. Due to the nature of the activity it is not always possible to verbally brief all volunteers.

### **6.3 Staff and Volunteer Post Event De-Brief**

In the month after the event an event review will be taken by all event staff and volunteers asking for feedback and suggestions to improve systems and event safety for future events. Once the survey has closed the results will be tabled and cross checked with current process to see where improvements can be made for future events.

We strive to create an environment in our team where employees feel they can at any point provide feedback on a process, rather than waiting just for the formalized feedback opportunity.

## **7. Contractor Management**

As a PCBU, we often work alongside other PCBU's; or contract to or contract together with other PCBU's. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU's involved.

Individual staff & organisations contracted to 2025 New Zealand Secondary Schools Swimming Championships for specified tasks or periods of time must be kept safe by Swimming New Zealand. A contract for services is signed between the parties that details expectations to help facilitate this. All contractors engaged will also complete a Contractor Application and submit their Health and Safety documentation for approval before the event.

Contract staff must abide by the policies and procedures contained in this plan.

Event Management will induct contract staff and cover:

- Swimming NZ policies and procedures
- Objectives of operation/activity
- Swimming NZ expectations of contract staff
- Contract staff expectations of Swimming NZ management and employees
- Planning procedures and assistance required
- Any hazards/risks they may be exposed to and controls in place

Swimming New Zealand reserves the right to halt any operation/activity conducted by a contract staff member for safety or other reasons.

## **8. Competitor Management**

### **8.1 Competitor Information**

The flow of information between the event organisation and the Competitors is a key aspect of the event safety management.

Key documents and briefings for competitors and team managers are called:

#### **Event Information Book**

The event website will have the most up to date event information. Any changes and important safety information is documented on the website.

#### **Team Manager Briefing**

The final information exchange is the in-person briefing. By this stage competitors have already received the information via a welcome EDM, the event information book and this final briefing. It is also an opportunity to answer any questions.

## **9. Incident/Injury/Illness Reporting, Recording and Investigation**

All incidents, injuries and illnesses are to be reported to the Competitions Manager who will record and review as required.

In the event of an incident occurring to a competitor, marshal or event staff, all details need to be recorded on the Incident Record form and passed on to the Competitions Manager immediately for investigation.

Incidents (which include near misses) will be recorded if reported by competitors. The benefit of this is that new hazards/risks can be identified and lessons learnt without anyone actually being harmed. This is part of the on-going quality management system of the event management plan.

All incidents, injuries and illnesses are investigated in order to discover the causes and causal factors involved, and identify corrective actions that should be taken to prevent the accident happening in future events managed by Swimming New Zealand.

**In the case of a notifiable event, details of the incident shall be reported to Worksafe as soon as possible with notification in writing following within 48hrs of the incident.**

### **9.1 Definition of Notifiable Event**

#### **Meaning of Notifiable Event**

In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

#### **Meaning of Notifiable Injury or Illness**

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)



- a spinal injury
- the loss of a bodily function
- serious lacerations
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- Any serious infection (including occupational zoonosis) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:
  - a. with micro-organisms; or
  - b. that involves providing treatment or care to a person; or
  - c. that involves contact with human blood or bodily substances; or
  - d. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
  - e. that involves handling or contact with fish or marine mammals
- Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

### **Meaning of Notifiable Incident**

In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health and safety arising from an immediate or imminent exposure to:

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or

- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

## **10. Emergency Planning.**

This document aims to provide the basis for key members of the event staff to have the knowledge and tools available to be able to react and respond accordingly to all emergencies that may occur during the operating of the 2025 New Zealand Secondary Schools Swimming Championships.

Simple, easy to follow flow charts have been created to best facilitate the management of the identified emergencies. These are located in the following pages.

### **10.1 Competitor Fatality**

If a death occurs, Police and WorkSafe are to be informed

Competitions Manager to be informed

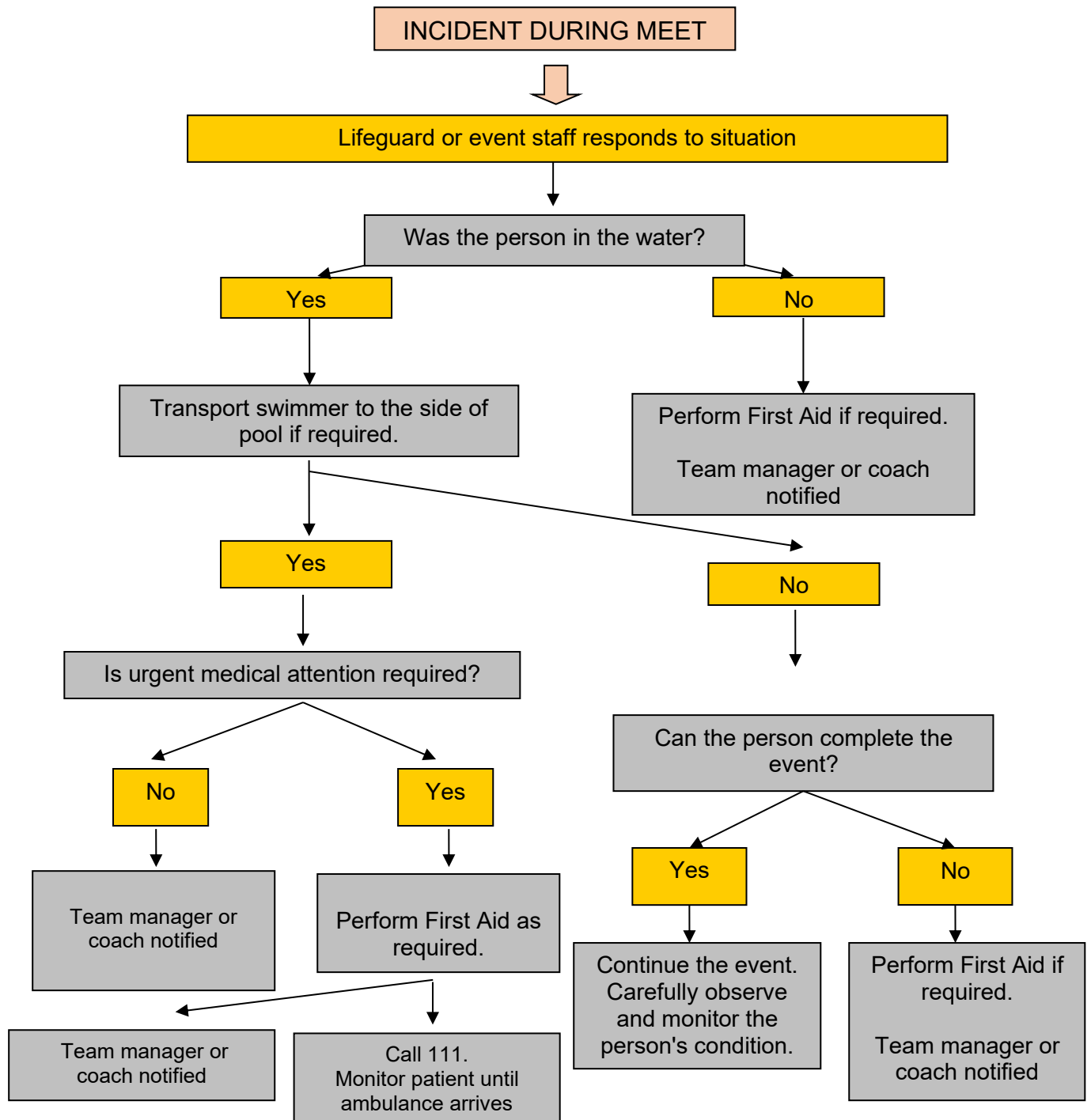
Competitions Manager to advise the relevant staff

The Police will contact the family. The Competitions Manager should **not** make the first contact with the family.

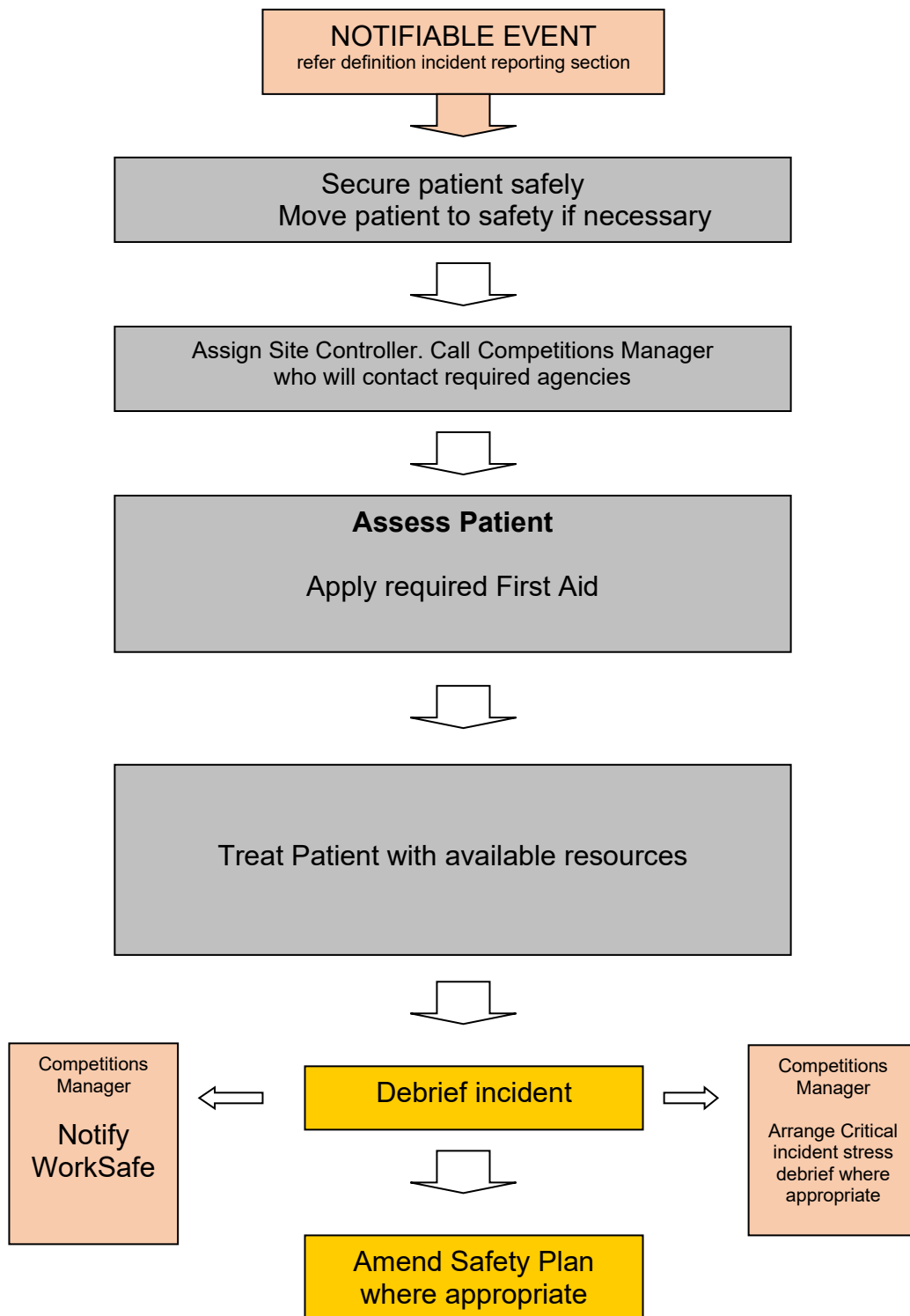
Senior event staff are to be quietly informed of the fatality by the Competitions Manager

No staff member, volunteer or contractor is authorised to speak to, or release photographic or film media in any format whatsoever to any person or agency without the express permission of the Competitions Manager.

## 10.2 Incident during event



### 10.3 Notifiable Event



## **11. Medical Plan Overview**

At all times there will be two to four First Aid trained lifeguards on site.

The Swimming NZ Competitions Manager and Head of Participation, Competitions & Engagement are First Aid trained.

AED and First Aid equipment is located in the lifeguard control room.

### **11.1 Notification of injury to competitors support crew or family**

All competitor information is held on the SNZ Swim Central database. This information includes:

- Name
- Age
- Contact address
- Mobile
- Emergency contact and mobile

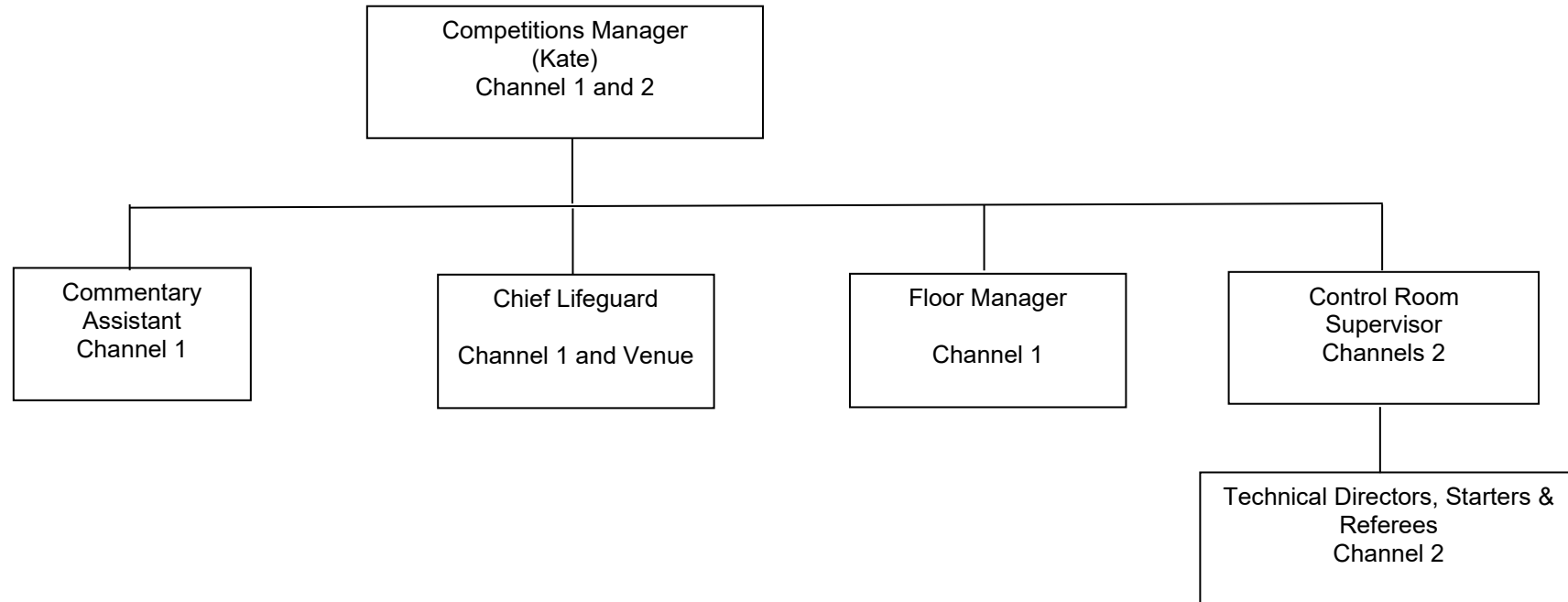
This information will further facilitate the safe management of competitors needing assistance during the event.

Competitor information is relayed to the event office and enquiries can be made there regarding competitor status and location.

## **12. Appendix**

- Event and communications structure
- Accreditation policy
- Incident record
- Health and safety register

# Event & Communications Structure



## **Swimming New Zealand Accreditation Process, Terms & Conditions of Event Entry**

This is available on our Swimming NZ website under the Resource dropdown and clicking on the Policies & Documents webpage.



## Incident Record

<b>Particulars of Incident:</b>		
Date:	Time:	Location
<b>Type of Incident</b>		
<input type="checkbox"/> Incident <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Environmental <input type="checkbox"/> Notifiable Event		
Reported By:		Phone
<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		Email
<b>The Injured Person:</b>		
Name:		Address:
Occupation:		
Age:	Phone:	
Was a Drug and/or Alcohol Test performed <b>Y/N</b>		Result:
Length of Employment:		<input type="checkbox"/> Officer <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor
<b>Witness/s</b>		
Name:		Phone:
<b>The Incident:</b> Describe what happened (space overleaf for diagram )		
<b>Nature of Injury:</b> What part of the body is affected and how:		
<b>Property Damage:</b> What damage was caused and how:		
<b>Analysis:</b> What do you think caused or contributed to the incident?		

<b>Prevention:</b> What action has been taken to prevent a reoccurrence?	
Have all preventative actions been reviewed by management and completed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager Sign:	Date completed:
<b>Treatment:</b>	
A&E/Hospital:	Doctor:
Type of treatment provided:	
<b>Notification and Investigation (WORKSAFE PHONE: 0800 030 040 (24 hours))</b>	
WorkSafe advised by:	Date/Time:
Investigation conducted by:	Date/Time:
Hazard/Risk Register updated by:	Date/Time: