



Netball North Harbour Incorporated

EVENT RISK MANAGEMENT PLAN:

NNH COMPETITIONS – THE GAME

- Premier
- Club
- College
- Year 9
- Intermediate
- Primary
- Twilight

Netball North Harbour, 44 Northcote Rd, Takapuna - 2017 Season



RISK MANAGEMENT POLICY STATEMENTS

- Identify and measure the impact and consequences of the risk related to Netball North Harbour Games Competitions
- Ensure all Occupation Safety and Health (OSH) concerns are addressed in the initial planning of the event and strategies are in place to eliminate, mitigate or delegate issues that may arise in the lead up or throughout the respective competitions.
- Effectively manage issues as they arise to lessen the effect on secondary parties.

RESPONSIBILITY

Lynette Brady – CEO

Oversee all aspects of the game/competitions at Netball North Harbour including and not limited to people, schools, clubs, administrators, co-coordinators, facilities, location/venue and environment

Games Administrators – All competitions

Administration for all aspects pertaining to above competitions including but not limited to clubs, school, teams, draw, people, facilities, location/venue and environment

NNH RISK TEAM

Lynette Brady
Michelle Conder
Carole Maddix
Mike Corbett

NNH COMPETITION EMERGENCY PANELS

PREMIER: CJ Dooner, Lynn Bennett, Helen Schulz, Michelle Newton

CLUB / COLLEGE (Saturday): Michelle Newton, Gail Griffiths, Lynette Brady, Helen Schulz

YEAR 9: Katrina Chatfield, Lynette Brady, Helen Schulz,

PRIMARY: Teresa Smeed, Lynette Brady, Helen Schulz

TWILIGHT: Tamara Pereira, Lynette Brady,

RISK RATINGS AND ASSESSMENT

Table 1: Likelihood Rating

Title	Score	Description
Rare	1	Highly unlikely to occur; however, still needs to be monitored as certain circumstances could result in this risk becoming more likely to occur during the project
Unlikely	2	Unlikely to occur, based on current information, as the circumstances likely to trigger the risk are also unlikely to occur
Moderate	3	Likely to occur as it is clear that the risk will probably eventuate
Likely	4	Very likely to occur, based on the circumstances of the project
Almost certain	5	Highly likely to occur as the circumstances which will cause this risk to eventuate are also very likely to be created

Table 2: Risk Consequence Descriptors

Title	Score	Description
Insignificant	1	Insignificant impact on the project. It is not possible to measure the impact on the project as it is minimal
Minor	2	Minor impact on the project, e.g. <5% deviation in scope, scheduled end-date or project budget
Moderate	3	Measurable impact on the project, e.g. 5-10% deviation in scope, scheduled end-date or project budget
Major	4	Significant impact on the project, e.g. 10-25% deviation in scope, scheduled end-date or project budget
Catastrophic	5	Major impact on the project, e.g. >25% deviation in scope, scheduled end-date or project budget

Table 3: Level of Risk Matrix

Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	1	2	3	4	5
Likelihood						

Table 4: Priority of Risk

Priority Score	Priority Rating	Action Required
0-1	Very low	Recognise that risk exists but continue with activity
2-3	Low	Consequences are insignificant. Manage by regular monitoring
4-9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact
10-16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact
17-25	Very High	Consequences are too great. Continue only if there is a Statutory duty or with approval of Executive team.

Note: Impact x Likelihood = Priority

Risk	Likelihood	Impact	Priority	Actions	Responsibility
VENUE – OUTDOORS					
Slippery or icy courts/debris on court	3	3	9	<ul style="list-style-type: none"> Pre-match inspection Sweep courts/remove debris Transfer match to alternative court If icy sprinkle salt across the courts 	Duty Game Convenor Venue/Control Room Staff
Car parking inadequate	3	2	6	<ul style="list-style-type: none"> Minimum venue standards Parking attendants to monitor on-site car parks (Maori Wardens on site during competitions) 	Venue
Climbing on structures	3	2	6	<ul style="list-style-type: none"> PA announcements Briefing re supervision of children 	Venue Duty Game Convenor Venue/Control Room Staff
Emergency vehicle requires entry/exit and parking	2	5	10	<ul style="list-style-type: none"> Specifically marked area to enable emergency vehicle immediate access to/from venue 	Venue
No disabled parking	3	2	6	<ul style="list-style-type: none"> Dedicated areas/signage for disabled parking 	Venue
VENUE - INDOORS					
Slippery Floors	3	4	12	<ul style="list-style-type: none"> Pre-event planning Ensure louvres have been opened as per Arena Management Policy Static mops available Fans turned on 	Duty Game Convenor Venue/Control Room Staff
Overcrowding	2	5	10	<ul style="list-style-type: none"> Pre-event planning Make additional viewing space available on exterior of building Security onsite to stop additional people entering 	Duty Game Convenor Venue/Control Room Staff

CONTRACTORS/REGION/SPONSORS					
Unsafe temporary structures e.g. scaffolding/seating	2	5	10	Engage professional to erect scaffolding/seats <ul style="list-style-type: none"> • Current safety certificates • Hazards reported upon being noticed and rectified immediately • Do not use 	Venue Contractor
Sponsor products inappropriate or unsafe	2	2	4	<ul style="list-style-type: none"> • Clear communication pre-event • Obtain venue signoff • Remove offending products 	Sponsorship/Marketing Manager Sponsor
Sponsor not receiving benefits	1	2	2	<ul style="list-style-type: none"> • Clear communication pre-event • Rectify the issue 	Sponsorship/Marketing Manager Sponsor
Breach of sponsorship contract	1	2	2	<ul style="list-style-type: none"> • Sponsor contracts outlining both parties' responsibilities • Follow protocol 	Sponsorship/Marketing Manager Sponsor

HAZARD/EMERGENCY					
Earthquake	2	5	10	<ul style="list-style-type: none"> • Immediately implement the Earthquake Management plan 	Duty Game Convenor Venue/Control Room Staff
Fire	2	5	10	<ul style="list-style-type: none"> • Pre-event, check fire services and building maintenance certificate • Evacuate the building • Specifically marked area to enable emergency vehicle immediate access to/from venue 	Duty Game Convenor Venue/Control Room Staff Contractor

Water leak	1	2	2	<ul style="list-style-type: none"> • Contact Emergency plumbing contact • Delay game/move to alternative court if court surface affected 	Game Convenor Venue/Control Room Staff Contractor
Gas Leak	1	2	2	<ul style="list-style-type: none"> • Contact emergency plumber • Evacuate Building and surrounding area 	Game Convenor Venue/Control Room Staff Contractor
Breach of Smokefree policy	2	1	2	<ul style="list-style-type: none"> • Communicate policy with signs and announcement over public address • Security, venue and region to uphold the policy 	Game Convenor Venue/Control Room Staff Venue

PERSONNEL					
Injury during game	4	2	8	<ul style="list-style-type: none"> • Medical support at venue • Doctor or medical personnel on site • Reserve umpire • Sufficient reserve players on bench 	Competition Duty Convenor Medical Personnel Umpire Convenor Team
Unavailability – illness, injury, suspension	2	2	4	<ul style="list-style-type: none"> • Reserve umpire • Sufficient reserve players on bench • Reserve Bench Officials/volunteers 	Umpire Convenor Team
Inappropriate conduct/behaviour – breach of contract	2	3	6	<ul style="list-style-type: none"> • NNZ Zero Tolerance Policy • Follow NNH Games Procedures and protocols 	Competition Duty Convenor Team Umpire Convenor
Unwanted spectators	2	3	6	<ul style="list-style-type: none"> • Immediately ask them to leave the grounds • Notify the police 	Competition Duty Convenor CEO, Board Chair
Employees/volunteers threatened	2	3	6	<ul style="list-style-type: none"> • Dedicated security if necessary • Ensure safe exit 	Competition Duty Convenor CEO, Board Chair
EVENT TIMINGS					
Malfunction of timing system	3	3	9	<ul style="list-style-type: none"> • More than one method of recording 	Game Duty Controller/Game Convenor Control room staff

AUDIENCE/SPECTATORS/SUPPORTERS					
Unsupervised children	2	2	4	<ul style="list-style-type: none"> Public address regarding supervision of children at all competitions Venue to ensure safety of child and locate parent 	Game Duty Controller/Game Convenor Control room staff /Venue
Inappropriate conduct/behaviour –	2	3	6	<ul style="list-style-type: none"> NNZ Zero Tolerance Policy Follow NNH Games Procedures and protocols Ensure alternative exit is available 	Competition Duty Convenor Umpire Convenor Club, School Co-ordinators/ Team Personnel
Injury or medical emergency	3	3	9	<ul style="list-style-type: none"> Medical support at venue Call an ambulance Specifically marked area to enable emergency vehicle immediate access to/from venue 	Venue Game Duty Controller/Game Convenor Control room staff /Venue Medical Personnel
Alcohol in venue	2	2	4	<ul style="list-style-type: none"> Very restricted sale/provision of alcohol Venue license or if no alcohol sale only available through pre-match/post-match function Require ID if suspect under age No glass policy Dedicated personnel to immediately deal with spillages Bag checks at entry Security onsite 	Venue

CATERING/HOSPITALITY

Food poisoning, allergies, insufficient/unclean cutlery etc.	2	4	8	<ul style="list-style-type: none"> • Use caterers with good credentials/reputation • Catering contract with key performance standards • Avoid foods known to cause allergies • Make sure catering staff are briefed on ingredients • Public liability insurance-caterers 	Venue/Complex Operations Manager
Venue dirty, no toilet paper, rubbish, insufficient/full bins	3	2	6	<ul style="list-style-type: none"> • Engage professional cleaners • Contract with service standards detailed • Cleaners in to fix issue • Regular monitoring of facilities 	Venue/Complex Operations Manager
GENERAL					
Bad PR	2	3	6	<ul style="list-style-type: none"> • Contracts including confidentiality and bringing the game of netball etc into disrepute or damaging reputation 	Game Duty Controller/Game Convenor CEO/Board Chair
Ambush marketing	2	2	4	<ul style="list-style-type: none"> • Obtain details of and authorize selected merchandisers • Alert security with a list of official merchandisers • Remove unauthorized merchandisers 	Game Duty Controller/Game Convenor