



ASB Arena Risk Register

Ref. No.	Hazard	Potential Harm	Risk Assessment (Raw)			Controls	Risk Assessment (Residual)			Risk Change	Monitoring of controls
			Likelihood	Consequence.	Risk Rating		Likelihood	Consequence.	Risk Rating		
G1	Vulnerable Customers (Elderly, very young, sick, impaired).	1. Fatality 2. Medical event. (Age related).	Possible	Disastrous	22	1. Monitoring the elderly. 2. Speak to customers, develop relationship with regular users about medication, health issues. 3. Remind customers to keep hydrated.	Unlikely	Disastrous	19	13.6%	1. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G2	Vehicles moving on site (personal/company vehicles, scissor lifts etc.)	1. Fatality 2. Impact injuries.	Likely	Disastrous	24	1. Walkways. 2. Curbing. 3. Horns. 4. Lights. 5. Speed bumps. 6. Speed limit signs. 7. Directional traffic flows. 8. Drivers licences. 9. Cones to isolate a site when using scissor lift.	Unlikely	Disastrous	19	20.8%	1. Monthly inspections form. 2. Trained/Inducted staff on duty.
G3	Lone Workers	1. Fatality 2. Personal injuries.	Possible	Disastrous	22	1. Communication. 2. Operator monitoring. 3. Lighting. 4. SOP. 4. Contract agreement.	Unlikely	Disastrous	19	13.6%	PCBU Management.
G4	Unattended children	1. Fatality. 2. Personal injuries.	Likely	Disastrous	24	1. SOP. 2. Emergency Management Plan.	Unlikely	Disastrous	19	20.8%	1. Incident/Near Miss reviewed. 2. EMP training & competency test.
G5	Exercising	1. Fatality. 2. Medical complications. 3. Physical exhaustion 4. Personal injuries.	Possible	Disastrous	22	1. Maintenance checks. 2. Equipment specifications. 3. Signage asking customers to disclose an health or medical problems. 4. Communication between customers and staff especially with regular customers. 5. Water available for sale or from water fountains or taps.	Unlikely	Disastrous	19	13.6%	1. Staff & First Aid training recorded in 'Time & Attendance' & alerted when up for renewal.

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G6	Fatigue	1. Fatality. 2. Personal injuries.	Possible	Disastrous	22	1. Roster Management. 2. Supervision of staff. 3. Scheduled breaks. 4. Staff culture. 5. OCP. 6. "Got ya back" H&S slogan and company values..	Unlikely	Disastrous	19	13.6%	1. Counselling. 2. Fatigue Management Plan. 3. Payroll reports to monitor hours worked.
G7	Environmental Disaster/Natural Disaster	1. Fatality. 2. Personal injuries.	Unlikely	Disastrous	19	1. Emergency Management Procedure. 2. Staff training. 3. Civil Defence updates.	Unlikely	Disastrous	19	0.0%	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Emergency Management Procedure Competency Tests
G8	Lost/Abducted Child	1. Fatality. 2. Personal injuries.	Possible	Disastrous	22	1. Emergency Management Procedure. 2. Training for staff. 3. Police vetting for staff. 4. Police Trespass Notice. 5. Parents to advise if protection orders in effect. 6. Staff and parental supervision.	Unlikely	Disastrous	19	13.6%	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Emergency Management Procedure Competency Tests
G9	Aggressive/anti social people	1. Fatality. 2. Personal injuries. 3. Mental injuries E.g. stress, anxiety.	Possible	Disastrous	22	1. Trained Staff/Inducted Staff in dealing with difficult people. 2. Intoxicated people refused entry. 3. Police/security on call. 4. First Aid Trained Staff/Inducted Staff. 5. Power to trespass.	Unlikely	Disastrous	19	13.6%	1. Incident/Near Miss reviewed. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
	Overhead work	1. Fatality 2. Personal injuries.	Possible	Disastrous	22	1. Most overhead work will be completed by the time pack in is underway. 2. Avoid the area. 3. Abide by any signage/stay out of cordons where they have been erected. 4. Suitably Trained/Qualified Staff. 5. All safety equipment checked regularly. 6. Doors need swipe access to enter.	Unlikely	Disastrous	19	13.6%	1. Near Miss/Incident reviewed. 2. Trained Staff/Qualified Staff on duty.

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G10	Robbery/Theft of Money/Valuables on site.	1. Serious injuries.	Likely	Major	21	1. Money kept in a safe, out of sight. (SOP). 2. Minimal cash kept in cash drawers. (SOP). 3. Security contractor conduct daily cash collections. 4. EMP. 5. Staff training (aggressive customers &EMP). 6. Visible security cameras. 7. Staff to be vigilant of customers' actions. 8. Staff don't work alone.	Possible	Major	18	14.3%	1. Emergency management plan & aggressive customer training inducted. 2. Incident/Near Miss reviewed.
G11	Slippery floor due to spilled water.	1. Slip, trips, falls. 2. Personal injuries.	Almost Certain	Moderate	20	1. Non slip mats. 2. Signage. 3. Lighting. 4. Drainage. 5. Keeping things tidy 5. Hand rails. 6. Clear walkways. 7. Routine cleaning and maintenance.	Likely	Moderate	17	15.0%	1. Incident/Near Miss reviewed. 2. Changing room cleaning check list sign off every 2-3 hours. 3. Customer feedback.
G12	All Sporting Activities	1. Personal injuries. 2. Physical exhaustion.	Likely	Moderate	17	1. Conducted under supervision by coach or person responsible for team/s. 2. Staff supervision. 3. Other team mates.	Likely	Moderate	17	0.0%	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained lifeguards on duty as per Pool Safe regulations.
G13	Bomb Threat/Explosion	1. Fatality. 2. Personal Injuries	Extremely Unlikely	Disastrous	15	1. Staff training. 2. Evacuation procedures.	Extremely unlikely	Disastrous	15	0.0%	1. Emergency management plans in place.
G14	Electrical Equipment	1. Fatality. 2. Personal Injuries	Possible	Disastrous	22	1. Lock Out Tag Out System. 2. PAT. 3. Qualified contractors. 4. SOP. 5. Report any issues to venue staff immediately for remedial action. 6. RCDs are to be used in all circumstances. 7. Do not overload plug points. 8. All electrical equipment to have current 'test and tag'.	Extremely unlikely	Disastrous	15	31.8%	1. Monthly inspections form. 2. Pre-qualified & authorized contractors. 3. PAT schedule.

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G15	Storage of hazardous materials. E.g.. Chemicals, paints, liquids, gas.	1. Fatality. 2. Explosion/fire. (Burns, hearing loss etc.) 3. Chemical exposure (ingesting, breathing in, getting in to eyes or on skin).	Possible	Disastrous	22	1. Trained Staff/Inducted Staff. 2. Enclosed/labelled containers. 3. PPE. 4. Stored correctly. 8. Maximum limit on amount stored. 9. SOP.	Extremely unlikely	Disastrous	15	31.8%	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained Staff/Inducted Staff. 4. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G16	Fire	1. Fatality. 2. Personal injuries (burns). 6. Stored chemicals catching fire.	Possible	Disastrous	22	1. Heat/smoke detectors. 2. Emergency Lighting. 3. Emergency Evacuation Plan. 4. Trial evacuations. 5. Maintenance of equipment. 6. Limit amount of chemicals stored & ensured stored correctly. 7. Emergency exits clearly visible.	Extremely unlikely	Disastrous	15	31.8%	1. Emergency management plans in place. 2. Incident/Near Miss reviewed. 3. Trial evacuation records & debriefs. 4. Monthly inspections form.
G17	Confined Spaces	1. Fatality. 2. Personal Injuries	Possible	Disastrous	22	1. Confined space qualification required. 2. Signage. ("Confined Space, No entry without permit"). 3. Permit to work. 4. PPE. 5. SOP.	Extremely unlikely	Disastrous	15	31.8%	1. Monthly inspections form. 2. Confined Space Training recorded in 'Time & Attendance' & alerted when up for renewal.
G18	Heights	1. Fatality. 2. Impact injuries.	Possible	Disastrous	22	1. Railing. 2. Non slip. 3. Lighting. 4. Trained Staff/Inducted Staff only. 5. Permit to work at height. 6. PPE (as applicable). 7. Signage (restricted access). 8. SOP.	Extremely unlikely	Disastrous	15	31.8%	1. Monthly inspections form. 2. Working at height training recorded in 'Time & Attendance' & alerted when up for renewal.
G19	Hot Work	1. Fatality. 2. Personal injuries due to explosion/fire. (Burns, hearing loss, eye injuries etc.)	Possible	Disastrous	22	1. Suitable tools. 2. Welding in controlled environment. 3. PPE. 4. SOP. 4. Trained Staff/Inducted Staff only.	Extremely unlikely	Disastrous	15	31.8%	1. Incident/Near Miss reviewed. 2. Job specific contractor safety work. E.g.. JSAs, hazard register & assets management info & training competencies. 3. Contractor safety observation forms.

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G20	Poor contract management.	1. Fatality. 2. Personal injuries.	Possible	Disastrous	22	1. Signage. 2. Area cordoned off. 3. All workers to be trained in use of tools, signed in and safety checked. 4. Unacceptable noisy work to be done when facility closed/appropriate controls in place. 5. Ear plugs offered to customers and staff if acceptable noisy work is to progress. 6. Hazard board displayed. 7. All contractors will be pre-qualified. 8. PCBU & Event Management Procedures. 9. SOP.	Extremely unlikely	Disastrous	15	31.8%	1. Job specific contractor safe work. E.g. JSAs, hazard register. Assets management & training competencies. 2. Incident/Near Miss reviewed. 3. Customer feedback. 4. Contractor safety observation form.
G21	Access to plant room/safety sensitive areas left unsecured.	1. Fatality. 2. Personal injuries.	Possible	Disastrous	22	1. Ensure plant room door is secure when not in use. 2. Signage. (Restricted Access). 3. Pin to door is not written next to lock.	Extremely unlikely	Disastrous	15	31.8%	1. Staff on duty. 2. Monthly inspections form. 3. Daily walk around.
G22	Pandemic	1. Fatality. 2. Illness.	Extremely Unlikely	Disastrous	15	1. Emergency Management Procedure. 2. Stay at home if you are sick. 3. BOPDHB advise what to do/take control.	Extremely unlikely	Disastrous	15	0.0%	Monitor DHB/MOH Alerts
G23	Active Shooter	1. Fatality. 2. Personal injuries.	Extremely Unlikely	Disastrous	15	1. Emergency Management Procedure. 2. Training for staff.	Extremely Unlikely	Disastrous	15	0.0%	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Emergency Management Procedure
	Retractable seating	1. Fatality 2. Personal injuries.	Unlikely	Disastrous	19	1. Suitably Trained Staff/Inducted Staff. 2. SOP. 3. Pre start checks. 4. Check all fixings before public use. 5. Check underneath before retracting.	Extremely unlikely	Disastrous	15	21.1%	1. Trained Staff/Inducted Staff on duty. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal. 3. Near Miss/Incident reviewed.

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G24	Storage/use of heavy/cumbersome equipment.	1. Manual handling injury. 2. Slip, trips, falls. 3. Impact injuries. 4. Repetitive strain.	Likely	Major	21	1. Use of lifting devices. E.g.. Trolleys, pallet jack, gantry, spinal board with person on it. 2. Two person lift. 3. Layout/work space ergonomically designed. 4. Keeping things tidy.	Unlikely	Major	14	33.3%	1. Monthly inspections form. 2. Manual training recorded in 'Time & Attendance' & alerted when up for renewal.
G25	Manual Handling	1. Sprains & strains. 2. Slip, trips, falls. 3. Impact injuries. 4. Repetitive strain.	Likely	Major	21	1. Use of lifting devices. E.g.. Trolleys, pallet jack, gantry, spinal board with person on it. 2. Two person lift. 3. Layout/work space ergonomically designed. 4. Keeping things tidy.	Unlikely	Major	14	33.3%	1. Monthly inspections form. 2. Manual training recorded in 'Time & Attendance' & alerted when up for renewal.
G26	Contamination from bio hazards.	1. Infection. 2. Contracting disease.	Possible	Major	18	1. Ensuring staff are current in First Aid training. 2. PPE. 3. Staff telling parents/caregivers. 4. Regular checks and monitoring. 5. Cleaning of changing rooms. 6. Customers often advise staff. 7. Appropriate cleaning equipment, chlorine, disinfectant, hose etc. 8. SOPs.	Extremely unlikely	Major	10	44.4%	1. Trained Staff/Inducted Staff on duty. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G27	Chemical Handling	1. Chemical exposure (ingesting, breathing in, getting in to eyes or on skin).	Likely	Major	21	1. Trained Staff/Inducted Staff. 2. Enclosed/labelled containers. 3. PPE. 4. Stored correctly. 5. Adequate handling equipment. 6. SOP.	Extremely unlikely	Major	10	52.4%	1. Monthly inspections form. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
G28	Working with ladders	1. Slips, trips, falls. 2. Impact injury.	Possible	Major	18	1. Use of cherry picker and harness instead of ladder. 2. Trained Staff/Inducted Staff only. 3. Compliance checks. 4. PPE. 5. SOP. 6. Routine maintenance.	Extremely unlikely	Major	10	44.4%	1. Monthly inspections form. 2. Incident/Near Miss reviewed.
G29	Poor ergonomics	1. Personal injuries.	Possible	Moderate	13	1. Equipment suitable and fit for task. 2. Layout of work area/task is smart & efficient. 3. SOP. 4. Early report of discomfort form.	Unlikely	Moderate	9	30.8%	1. ACC 'Habit at Work" website self assessment. 2. Incident/Near Miss reviewed.

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G30	Slips Trips and Falls	1. Impact injuries.	Possible	Moderate	13	1. Ensure raised surfaces are clearly marked with Hi Viz tape. 2. Non-slip mats. 3. Signage. 4. Site rules. 5. Keeping things tidy. 6. Lighting. 7. Non slip paint. 8. Mats that are no longer fit for purpose (frayed) to be repaired or replaced with new ones.	Unlikely	Moderate	9	30.8%	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained Staff/Inducted Staff on duty.
G31	Poor Building Management	1. Personal injuries.	Likely	Moderate	17	1. Monthly Hazard Inspections. 2. BWOFF and inspections. 3. Staff to report hazards or anything broken. E.g.. Door closer missing screws. 4. Customer feedback. 5. Daily walk arounds.	Unlikely	Moderate	9	47.1%	1. Incident/Near Miss reviewed. 2. Trained Staff/Inducted Staff on duty.
G32	Bullying & Harassment	1. Fatality. 2. Stress. 3. Absenteeism. 4. Personal injuries. 5. Self Harm. 6. Depression	Likely	Disastrous	19	1. Company safety culture. 2. Reporting bullying/harassment. 3. OCP - Counselling. 4. Leadership training. 5. HR Team. 6. Policy/procedures. 7. Managers monitoring staff/teams.	Unlikely	Moderate	9	52.6%	1. Reported incidents. 2. Training recorded in 'Time & Attendance' & alerted when up for renewal.
	Portable signage	1. Personal injuries.	Possible	Moderate	13	1. Store in appropriate places. 2. Use trollies or appropriate equipment for moving.	Unlikely	Moderate	9	30.8%	1. Near Miss/Incident reviewed. 2. Trained Staff/Inducted Staff on duty.
G33	Steps (slip, trip, fall).	1. Personal injuries.	Likely	Minor	12	1. Non slip paint, carpet. 2. Edges painted a different colour.	Possible	Minor	8	33.3%	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained Staff/Inducted Staff on duty.
G34	Unauthorized access	1. Unauthorised access to hazardous area.	Possible	Moderate	13	1. Signage. 2. Keep locked. 3. SOP.	Extremely unlikely	Moderate	6	53.8%	1. Monthly inspections form. 2. Incident/Near Miss reviewed. 3. Trained Staff/Inducted Staff on duty.

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G35	Under the influence of drugs and alcohol	1. Personal injury. 2. Stress.	Unlikely	Moderate	9	1. Company policy on alcohol and drug use at work. 2. Staff and manager to look out for one another. 3. Site rules. 4. Dealing with aggressive people course.	Extremely unlikely	Moderate	6	33.3%	1. Random alcohol & drug testing. 2. Counselling. 3. Disciplinary actions.
G36	Inadequately trained/qualified or not yet competent staff	1. Fatality. 2. Personal Injuries.	Possible	Disastrous	22	1. Training and experience required clearly communicated and managed. 2. Performance reviews. 3. Staff training held monthly. 4. Shadow shifts (induction). 5. Staff ratios. 6. SOP.	Extremely unlikely	Moderate	6	72.7%	1. Training recorded in 'Time & Attendance' & alerted when up for renewal. 2. Incident/Near Miss reviewed.
G37	Pest Management Rodents, insects.	1. Personal injuries/illness.	Unlikely	Moderate	9	1. Pest Control called for swarms/infestations. 2. Routine pest management 3. Personal medication held by people allergic. 4. Cordon off area.	Extremely unlikely	Moderate	6	33.3%	1. Incident/Near Miss reviewed.
	Bay 4 steps	1. Personal injuries	Possible	Moderate	13	Safety barriers must be used for low light events.	Extremely unlikely	Moderate	6	53.8%	1. Near Miss/Incident reviewed. 2. Trained Staff/Inducted Staff on duty.
	Equipment Set up and pack down	Personal injuries.	Unlikely	Moderate	9	1. Equipment to be set up and packed down by Trained Staff/Inducted Staff members only 2. All staff are to follow SOP procedures for setting up and packing down of equipment 3. All venue equipment must have an SOP to operate safely - any new equipment must have an SOP written before being put to use 4. Weekly checks undertaken by to ensure gear is safe for user groups 5. All gear not fit for use should be isolated and signposted while awaiting repair or disposal	Extremely unlikely	Moderate	6	33.3%	1. Near Miss/Incident reviewed. 2. Inducted/Qualified Staff on duty.

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G38	Overcrowding	1. Overcrowding. 2. Inadequate supervision. 3. Not being able to evacuate on time.	Almost Certain	Major	23	1. Set maximum attendance. 3. Supervision by Trained Staff/Inducted Staff. 4. First aid training and equipment. 5. Security/Police on call. 6. SOP. 7. Event Emergency Evacuation Plan	Unlikely	Minor	5	78.3%	1. Emergency Management Plan with competency test. 2. Incident/Near Miss reviewed. 3. Trained Staff/Inducted Staff on duty.
	Glassed areas	Personal injuries.	Possible	Moderate	13	All glassed areas are frosted to warn that glass is there.	Unlikely	Minor	5	61.5%	1. Near Miss/Incident reviewed.
G39	Cooking/Food preparation in staff lunchroom	1. Personal injuries.	Possible	Moderate	13	1. Signage for zips or continuous hot water. 2. Maintenance of equipment. 3. Staff to report all faulty equipment. 4. Fire extinguisher/fire blanket. 5. Clean and tidy. 6. Soap and water. 7. Hygiene signage.	Unlikely	Insignificant	2	84.6%	1. Monthly inspections form. 2. Incident/Near Miss reviewed.
	Water Blasting	1. Personal injuries	Unlikely	Minor	5	1. Limit power of blaster used. 2. PPE.	Extremely unlikely	Insignificant	1	80.0%	1. Near Miss/Incident reviewed. 2. Trained Staff/Inducted Staff on duty.