

HS5.2 – HAZARD / RISK REGISTER

Haz. No	Hazard Identified for Aisle ways and Pedestrian Passageways.	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
1	Water fountain and spills	Injury due to slipping.	3 x 2 = 6	1. Immediately dry all wet areas. 2. Slippery surface sign displayed. 3. Water fountain water contained.		
2	Obstructed passageways.	Hindrance to evacuation.	4 x 1 = 4	Regular inspection system in place to check all passageways are kept clear (minimum width available is 750 mm).		
3	Slippery tiles in entranceway.	Potential for people to slip	4 x 1 = 4	Entrance mats for wet weather.		
4	Broken tiles in foyer	Injury due to tripping	4 x 1 = 4	Repairs undertaken to tiles.		



Haz. No	Hazard Identified for Exits/Egress	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
5	Doors not easily opened or obstructed.	Hindrance to evacuation	4 x 1 = 4	Daily check of all doors to ensure they can be easily opened and are not obstructed.		
6	Damaged or missing emergency exit signs or view of signs obstructed	Hindrance to evacuation	4 x 1 = 4	All signs checked monthly to ensure they are in good condition and easily seen		



Haz. No	Hazard Identified for Storage Bays	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
5	Unstable storage systems.	Material or storage system may fall	3 x 2 = 6	1. Storage systems secured to wall and stable. 2. Material safely stored on shelving. 3. Unwanted items removed.		
6	Manual handling of items	Injury from lifting heavy equipment	3 x 2 = 6	1. Heavy equipment stored on lowest shelves. 2. Team lifting used when required.		
7	Wheeling of items in and out over rough areas in doorways. Wheels catching.	Injury to personnel		Self-levelling compound in doorways		



Haz. No	Hazard Identified for Main Gymnasium	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
8	Dirt or moisture or oil on floor	Slipping on floor	3 x 2 = 6	<ol style="list-style-type: none"> 1. Immediately dry all wet areas. 2. Slippery surface sign displayed. 3. Use spray n wipe to break down oil 		
9	Glass windows at floor height	Cuts from crashing into and breaking windows	4 x 1 = 4	<ol style="list-style-type: none"> 1. Approved safety glass fitted to ground floor window 2. Entrance door to area kept locked at all times to ensure no unauthorised entry 		
10	TV cameras and commentators platform near the ceiling	<ol style="list-style-type: none"> 1. Risk of cameras or equipment falling from platform. 2. Risk of hand/finger injury when lowering barrier 	4 x 1 = 4	<ol style="list-style-type: none"> 1. Risk of people falling from platform 2. 1 metre high safety rail fitted around platform perimeter including kick board at floor level 3. Carpet on floor to stop objects falling through. 4. Trained/competent staff to lower and raise barrier 5. All cameras etc. properly secured in place 		
11	Portable basketball back boards. Heavy steel hydraulically operated mechanism mounted on floor.	<p>Risk of players crashing into hard metal surfaces.</p> <p>Risk of mechanism failing and collapsing</p>	4 x 2 = 8	<ol style="list-style-type: none"> 1. All protruding surfaces covered with soft impact absorbing material. 2. Mechanism is checked by a competent person as required. 3. Trained staff to erect equipment only. 4. Screw bolts operational 		



Haz. No	Hazard Identified for Main Gymnasium	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
12	Cables in walkways.	Risk of tripping	3 x 2 = 6	1. Put hatch covers on in bright colours 2. Heavy duty matting over cables		
13	Gap between sports floor and concrete pad outside Green room	Risk of tripping	3 x 2 = 6	1. Research products 2. Install product as budget allows		



Haz. No	Hazard Identified for Mezzanine Floor	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
14	Dirt or moisture on floor	Slipping on floor	3 x 2 = 6	<ol style="list-style-type: none"> 1. Immediately dry all wet areas. 2. Slippery surface sign displayed 		
15	Edge of mezzanine several metres above gymnasium floor below	Risk of people or items falling below	4 x 2 = 8	<ol style="list-style-type: none"> 1. Safety railing to 1. Metre high fitted to perimeter and maintained in good condition. 2. Organisation using facility maintains adequate supervision of children to ensure they do not play or climb on safety railing. 3. Area kept locked when not in use. 		
16	Doors to TV Towers	Risk of falling	4 x 2 = 8	<ol style="list-style-type: none"> 1. Doors to have self-closing devices fitted 2. Staff to check after events to ensure that they are locked 		



Haz. No	Hazard Identified for Seating	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
17	Closed seating bank	People climbing and falling	3 x 2 = 6	Signs and staff monitoring		
18	Fixed seating bank	People falling	3 x 2 = 6	<ol style="list-style-type: none"> 1. Rails secured when units retracted. 2. Seats down behind stairs – signs. 3. Staff monitoring 4. Remove barriers from top and install from bottom 		
19	Seating Banks. (In closed position) Seating system has an automatic closing and opening function. Landing exists in front of seating bank above main gym floor.	Risk of injury through falling from landing to gym floor.	3 x 2 = 6	<ol style="list-style-type: none"> 1. Ensure that any access either on or under is restricted to the public – swing doors need adjusting to allow tower bolts to be used. 2. Safety rails in place and maintained in good condition. 3. Regularly check for children climbing the structure. 4. Only trained staff to operate seating banks 5. Additional lighting installed behind 		
20	Sharp metal surfaces and wires	Risk of injury from sharp metal surfaces	2 x 2 = 4	<ol style="list-style-type: none"> 1. Ensure all metals surfaces are checked for sharp edges 2. Hard hats and work gloves available 		
21	Structural failure of seating system	Risk of injury from structure failing	4 x 2 = 8	<ol style="list-style-type: none"> 1. Seating system is checked annually for structural safety and electrical safety. 2. Lights are installed on the wall behind block 4 		



Haz. No	Hazard Identified for Seating	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
22	Seating Banks (In open position) Seating system is extended out to several metres high.	Risk of falling down off seats	3 x 2 = 6	1. Ensure steps have anti skid edges on each tread. 2. Ensure side doors are kept closed. 3. Ensure curtains are erected prior to public use. 4. Ensure operating equipment is stored away. 5. Regularly check for dangerous behaviour. 6. End rails in place. 7. Need to replace side curtains.		



Haz. No	Hazard Identified for Plant Room	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
23	Storage of cleaners chemicals	Risk of injury from handling various cleaners chemicals	2 x 2 = 4	<ol style="list-style-type: none"> 1. All products labelled with information. 2. Ensure Safety Data Sheet available (SDS). 3. Dangerous products locked away. 		
24	Various hot water pipes and 2 Hot Water Cylinders	Risk of burns from hot surfaces, leaking valves etc.	2 x 2 = 4	<ol style="list-style-type: none"> 1. All pipes lagged, valves etc maintained in good condition. 2. No exposed moving parts. 		
25	Small water pump	Risk of injury from moving parts	2 x 1 = 2	<ol style="list-style-type: none"> 1. Only approved contractors to repair or service pump. 		
26	Various cleaning machines	<ol style="list-style-type: none"> 1. Risk of injury from moving parts 	2 x 1 = 2	<ol style="list-style-type: none"> 1. Only cleaning contractor's staff to use equipment. 		



Haz. No	Hazard Identified for during set-up	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
27	Manual handling. Vinyl matting / Carpet / Box Platforms	Risk of strain / sprain injury	3 x 3 = 9	<ol style="list-style-type: none"> Two people to lift each matt Staff trained in the correct lifting technique. Trolley to be used. Replace platforms with stage units on wheels. Vinyl and carpet rolls replaced by carpet tiles 		
28	Abrasive surfaces	Risk of abrasion	2 x 2 = 4	<ol style="list-style-type: none"> Staff trained in the correct technique to avoid injury to hands and knees Pocket gloves available. 		
29	Manual handling of chairs and tables	Back injury from lifting chairs	3 x 2 = 6	<ol style="list-style-type: none"> Trolleys to be used to transport chairs and tables. Chairs to be stacked no more than 15 high and face to face. 		
30	Cigarette smoking	Passive smoking	2 x 2 = 4	<ol style="list-style-type: none"> Ventilation fans and signs. No smoking policy enforced 		



Haz. No	Hazard Identified in the Kitchen	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
31	Various kitchen equipment including: <ul style="list-style-type: none"> ▪ Gas oven ▪ fat fryer ▪ Warner oven ▪ Dishwasher ▪ Walk in chiller ▪ Hot water boiler. 	<ol style="list-style-type: none"> 1. Burns from hot surfaces, fat, or boiling water. 2. Risk of being trapped in chiller. 	2 x 2 = 4	<ol style="list-style-type: none"> 1. Only competent people to use equipment. 2. Warning sign fitted to hot water boiler. 3. Internal door release checked annually to ensure door can be opened from inside. 		



Haz. No	Hazard Identified with Contractors working at heights	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
32	Contractors working at heights of up to 14 metres fixing sound and lighting equipment	Risk of contractor's staff falling when erecting lighting and sound equipment.		<ol style="list-style-type: none"> 1. Only approved contractors to be permitted to erect equipment. To be approved the company must have completed the appropriate documentation required by N.S.E.C. 2. All such contractors to be competent and experienced in such work. 3. Contracting company shall ensure appropriate methods are used by their staff to work at height. This to include the use of an approved safety harness which shall be clipped on to the safety lines provided in the ceiling. 4. Contractor shall ensure that all staff have been trained to use safety harnesses and other associated fall arrest equipment. 5. Contractors shall ensure all such fall arrest equipment complies with the New Zealand standard 1891 parts 1, 2, & 3. 		
33	Equipment fixed to ceiling approximately 14 metres above the floor.	Risk of contractors staff falling when erecting lighting and sound equipment.	4 x 3=12	<ol style="list-style-type: none"> 1. Contractor shall ensure all equipment is secured in place using a safe and secure system. 2. Signs to be erected to warn members of the public. Authorised only personnel shall be permitted to enter venue. 		



Haz. No	Hazard Identified with working with Concerts	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
34	High noise levels from the testing of sound equipment.	Risk of noise induced hearing loss form the high noise levels	3 x 3 = 6	1. Staff to stay out of venue during sound tests or wear earplugs if they must enter the venue.		



Haz. No	Hazard Identified with working with Erection of temporary equipment, display stands etc. for home shows and other events	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
35	Use of portable electrical tools and equipment.	<ol style="list-style-type: none"> 1. Electric shock. 2. Physical injury from moving parts. 3. Tripping over leads and other equipment 	4 x 2 = 8	<ol style="list-style-type: none"> 1. Contractors shall ensure that all portable electrical equipment be tested in compliance with AS/NZS 3760:2010 In service safety inspection and testing of electrical equipment. 2. Signs to be erected to warn members of the public. Authorised only personnel shall be permitted to enter venue. 		
36	Working at heights to erect displays stands etc.	Risk of falls of personnel working at heights	4 x 3 = 12	<ol style="list-style-type: none"> 1. Only approved contractors to be permitted to erect equipment. 2. Appropriate equipment shall be used by the contractor to ensure the contractors staff are working safely at height. 		



Haz. No	Hazard Identified with working in the Office	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
37	Assault/ theft armed hold-up.	Risk of injury from assault or armed holdup	4 x 1 = 4	1. Keep office locked when away from room. 2. Money kept in safe. 3. Keep doors and windows shut when counting money. 4.		
38	Use of computer	Risk of Discomfort, Pain and Injury (DPI).	3 x 1 = 3	1. Computer is set up to meet the requirements of the code of practice. Refer to www.habitatwork.co.nz 2. When using the computer for extended lengths of time take a break approximately every 20 minutes.		



Haz. No	Hazard Identified - General	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
39	Gas fired hot water boiler. Outside at back of building. Hot water under pressure and gas fired system	Risk of fire, gas explosion	4 x 2 = 8	<ol style="list-style-type: none"> 1. Boiler and gas firing system regularly checked by competent serviceperson. 2. If there is any suspected gas leak, turn off gas to boiler and contact serviceman. 		
40	Change Room toilets. <ol style="list-style-type: none"> 1. Wet floor. 2. Wet floor in shower cubicles 	Slipping on floor	3 x 3 = 9	<ol style="list-style-type: none"> 1. Immediately dry all wet areas. 2. Slippery surface sign displayed. 3. Shower floors regularly cleaned. 		
41	Car Park. Speeding vehicles.	Risk of injury from speeding vehicles	4 x 1 = 4	<ol style="list-style-type: none"> 1. Speed humps installed to slow down vehicles. 2. Speed limit signs in carpark 3. Carpark staff wear day glo vests. 4. Additional bollards placed in carpark 		
42	Roof. Skylights Slippery surface	Risk of injury from falling	4 x 2 = 8	<ol style="list-style-type: none"> 1. All maintenance staff to be made aware of avoiding skylights in the roof over the Gym Centre. Skylights to be clearly identified before work starts. Harnesses to be worn at all times. 2. Roof access only in dry weather conditions. 3. Manager or representative to approve all roof access. 4. Permanent Safety wires and anchor points installed in high risk areas. 5. Internal access to roof area constructed. 		



Haz. No	Hazard Identified - General	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
43	Gymnastic Pit Understructure	1. Breathing contaminants in the air 2. Insufficient lighting – trip and knock hazards	3 x 1 = 3	1. Sign on door ‘Authorised Entry Only’ 2. Particle mask must be worn at all times 3. Headlamps or torches must be used 4. Appropriate footwear to be worn 5. Hardhats to be worn at all times 6. Buddy system used to monitor worker from above the pit at all times 7. The venue manager to approve of each entry to the understructure area 8. Separate hazard assessment prepared for each entry other than standard monitoring. 9. Entry points kept locked to prevent unauthorised entry.		

Haz. No	Hazard Identified - General	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
44	<p>Kitchen Customers get sick from contaminated Food</p>	<ul style="list-style-type: none"> • Perishable foods • Hand hygiene • Personal hygiene • Cleaning and sanitizing • Poultry cooking times • Defrosting/reheating food • Pest control • Allergens 	3 x 1 = 3	<ol style="list-style-type: none"> 1. At least 50% of food preparation staff on duty are appropriately trained. 2. Perishable Food kept in temperature controlled cabinets. 3. Anyone with a communicable disease including vomiting/diarrhea is not permitted into the kitchen. 4. Soap and paper towels always available, hand sanitizer available. 5. Gloves available to cover cuts/sores. 6. Aprons to be worn by food preparation staff. 7. Designated cloths used for cleaning set areas. 8. Cleaning occurs between tasks. 9. Hot water and detergent used for cleaning surfaces and left to air dry. 10. Kitchen to be left clean after each separate event/use. 11. Food safe sanitiser cleaner in use??? 12. All allergy enquires to be referred to the food manager. 13. Appropriate pest control contracts maintained by NSEC 		



Haz. No	Hazard Identified - General	Risk	Risk Rating Before Controls	Control of Hazard	Risk Rating After Controls	Resp.
44	Kitchen Staff injury	<ul style="list-style-type: none"> ▪ Burns or other injuries from hot fat or equipment ▪ Cuts – knives , skewers ▪ Trip - boxes. Leads ▪ Unstable equipment 	2 x 2 = 4	<ol style="list-style-type: none"> 1. Leads will be taped down if potential trip hazard. 2. Equipment to be checked regularly to ensure stability. 		
45	Kitchen Slippery floor surface	From dripping fat Spillages	2 x 2 = 4	<ul style="list-style-type: none"> ▪ Spillages immediately wiped up 		