

Risk Priority Scale

L I K E L I H O O D	IMPACT						
		A	B	C	D	E	
Very High	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)	
High	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)	
Medium	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)	
Low	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)	
Very Low	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)	

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that maybe managed by routine procedures
5	Use this to note a risk that does not apply to your organisation

*Once a risk priority has been determined the committee can consider the level of risk treatment and action required for each risk

ILT STADIUM SOUTHLAND RISK AND HAZARD ANALYSIS REGISTER

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Foyer							
Automatic Glass Doors - People running into them	Low	4	Minor			Receptionist	Ongoing
Mats in Foyer- People tripping on them	Medium	3	Medium	Staff to insure mats are flat	Staff monitoring	Receptionist	Ongoing
Running in foyer- collision, trip, fall	High	3	Medium	Staff to insure walking	Staff monitoring	Receptionist	Ongoing
Lift- people being trapped/fingers getting jammed in door	Medium	4	Minor	Ongoing maintenance	Maintenance contract	Operations Manager	Ongoing
Rock Climbing Area- exposed to the public	High	2	Major		Staff monitoring	-Reception -Operations -Clip & Climb Instructor	Ongoing
Squash stands- children climbing and falling off	Medium	3	Medium	Signage on edge of seat	Staff monitoring	Receptionist	Ongoing
Squash glass doors- people running into them	Low	4	Minor		Staff monitoring	Receptionist	Ongoing
Stairs- people tripping, falling	High	3	Medium	Handrails	Staff monitoring	All staff	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Glass barrier above foyer- children falling or squeezing through	Low	3	Medium		Staff monitoring	Receptionist	Ongoing
Fire	Low	1	Major	All safety measures in place and up to standard	Staff monitoring	All staff	Ongoing
Reception /Café/Bar							
Boiling water tap behind reception- anyone can access, risk of being burnt	High	3	Medium	Signage	Staff monitoring	Receptionist	Ongoing
Security around reception at events	Medium	3	Medium	Extra staff at reception, security in foyer	RTs that can be heard above noise	Operations Manager	Ongoing
Oven- risk of being burnt	Medium	3	Minor		Staff monitoring	All staff	Ongoing
Cheese roll machine – risk of being burnt	Medium	3	Minor		Staff monitoring	All staff	Ongoing
Shelving in kitchen area of café- risk of boxes falling down	Low	4	Minor	Insure boxes are stacked nicely	Staff monitoring	All staff	Ongoing
Hot Coffee – spilling from lid not being attached properly	Medium	3	Minor	Signage on coffee machine	Staff monitoring	All staff	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Wet floor from tap or water spillage – risk of slipping over	Low	4	Minor	Clean immediately	Staff monitoring	Receptionist – Housekeeping team	Ongoing
Coffee machine- risk of being burnt	Low	4	Minor		Staff monitoring	All staff	Ongoing
TVs falling down in event of an earthquake	Low	3	Medium	Area immediately evacuated in earthquake situation	TVs securely attached to bracket on wall	All staff	Ongoing
Cleaning chemicals in kitchen	Low	3	Medium	Put away after every use	Cupboards kept closed	All staff	Ongoing
<i>Climbing Area</i>							
Kids climbing when the wall is unattended	High	2	Major	Staff insure no one is there unattended	Staff monitoring	All Staff	Ongoing
When coming down landing on another child	Low	4	Minor	Get kids to check nobody is under them when coming down	Monitoring	Climbing instructor	Ongoing
When falling hands getting jammed in holes	Low	4	Minor		Monitoring	Climbing instructor	Ongoing
Fingers jammed in glass door	Low	4	Minor		Monitoring	Climbing instructor	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Community Courts							
Injury due to fall/slip on sports courts	High	3	Medium	Insure all courts are clean	Staff monitoring	Operations Team	Ongoing
Injury due to collision with an object	Medium	3	Medium		Staff monitoring	Operations Team	Ongoing
Injury due to wet floors	High	3	Medium	Caution wet floor signage	Staff monitoring	Operations/ Housekeeping team	Ongoing
Grandstands beside courts 4,5,6 &7	High	2	Major	Signage – please do not climb on	Staff monitoring	Operations team	Ongoing
Curtain trusses beside court 3	Low	4	Minor	Keep clear tape around	Staff monitoring	Operations team	Ongoing
Truss beside court 7 (steel bars)	High	3	Medium	Signage do not climb	Staff monitoring	Operations team	Ongoing
Ditec doors opening/closing striking/jamming person.	Very high	2	Major	Using two staff, 1 by doors, 1 at panel	Staff Monitoring	Operations team	Ongoing
Risk of falling off working machines -Scrubber -Ride on lux etc.	Very low	4	Minor	Correct training on how to use machines properly	Staff monitoring	Operations team	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Events Courts							
Injury due to fall/slip on sports courts	High	3	Medium	Insure courts are clean	Staff monitoring	Operations team	Ongoing
Injury due to collision with an object	Medium	3	Medium	Insure all objects/ equipment is put away	Staff Monitoring	Operations team	Ongoing
Injury due to wet floor	Medium	4	Minor	Caution wet floor signage, clean up spills	Staff Monitoring	Operations team	Ongoing
Risk of falling down stairs in Tim Shadbolt Stand and ILT Stand	Medium	3	Medium	-Hand rails attached to each row -Adequate lighting	Staff Monitoring	All staff	Ongoing
Injury due to basketball hoops falling from upright position	Low	4	Medium		Maintenance	Operations team	Ongoing
Gym equipment in front of Tim Shadbolt Stand	High	4	Minor	Insure no kids playing in area	Staff Monitoring	Total Body Fitness/ Operations Team	Ongoing
Ditec Doors opening and closing, striking/jamming a person	Very High	4	Minor	Using two staff 1 by door, 1 at panel	Staff Monitoring	Operations Team	Ongoing
Climbing up Tim Shadbolt Stand	Medium	4	Minor	Signage no climbing	Staff Monitoring	Operations Team	Ongoing
Fire hoses/extinguishes	Low	4	Minor	Signage use only in emergency	Staff Monitoring	Operations team	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Corporate Rooms (Stadium & Velodrome)							
Risk of untapped electrical cords	Very low	4	Minor			Operations team	Ongoing
Kitchen facilities- risk of being burnt (ovens, urns, kettle etc.)	Medium	3	Minor			Reception and Operations team	Ongoing
Velodrome -Track							
Risk of interference and injury due to sports equipment from courts landing on the track e.g. netballs, tennis balls etc.	Low	3	Medium	Proper training on how to put nets down when both track and courts are being used simultaneously	Nets surrounding the four courts	Operations team	Ongoing
Bikes left unattended	Medium	3	Medium	Insure staff are checking track	Staff monitoring	Operations team/Cycling Southland	Ongoing
Children sliding down the track – risk of injury	High	3	Major	Staff insure children aren't playing on track	Staff Monitoring	Operations team	Ongoing
Injury due to bike crash	High	3	Major		First Aid course for staff	Cycling Southland	Ongoing
Gym gear beside Velodrome entrance through the Stadium	Medium	4	Minor	Trainers put their gear away		Total Body Fitness/ Operations team	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
<i>Velodrome -Courts</i>							
Injury due to fall/slip on sports courts	High	3	Medium		First aid for staff	Operations team	Ongoing
Injury due to collision with an object	Medium	3	Medium	Insure all objects/ equipment are all away	Staff Monitoring	Operations team	Ongoing
Injury due to wet floor	High	3	Medium	Wet floor signs/clean up spills	Staff Monitoring	Operations team	Ongoing
Wet velodrome tunnel – risk of cyclists slipping/falling over	High	3	Medium	Signage slippery when wet	Staff Monitoring/ signage	Operations team	Ongoing
Tripping on netball/tennis poles left on ground.	Medium	3	Medium	Staff to insure they are put out of way	Staff Monitoring	Operations team	Ongoing
Potential Risk							
Likelihood							
Impact							
Risk Rating							
Treatment							
Resources							
Responsible Person							
Time-frame							
<i>Operations -Day to day (Stadium & Velodrome)</i>							
Injury caused by roller door	Low	4	Minor	Door always closed, insure its clear when putting up/down	Staff Monitoring	Operations team	Ongoing
Injury during court set up – heavy lifting e.g. putting in netball hoops	Low	4	Minor	Proper training, direct and clear instructions for each set up and	Staff Training	Operations team	Ongoing

				change over			
Open access to back storage room	Medium	3	Medium	Door closed when unattended	Staff Monitoring	Operations team	Ongoing
Fire				Proper training for all staff on how to evacuate the building	Staff monitoring	All staff	Ongoing
Natural disaster	Low	1	Extreme				
Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
<i>Operations -Events (Stadium & Velodrome)</i>							
Fire				Correct training for all staff on how to evacuate the building	Staff monitoring -Fire warden bands -Fire extinguishers	All staff	Ongoing
Natural Disaster	Low	1	Extreme	Staff training	Staff training	All staff	Ongoing

Potential Risk	Likelihood	Impact	Risk Rating	Treatment	Resources	Responsible Person	Time-frame
Operations -Gantries							
Tripping over equipment on floor	Medium	3	Medium	Checking all equipment gets put away	Staff monitoring	Operations team	Ongoing
Hitting head	Medium	3	Medium	Signage	Staff Monitoring	Operations team	Ongoing
Changing Rooms (Stadium & Velodrome)							
Wet floors in changing rooms	Very High	3	Medium	Signage on wall slippery when wet, insure excess water gets cleaned up	Staff Monitoring	Housekeeping Operations team	Ongoing
Spa pools too hot risk of getting burnt	Low	3	Medium	Set at certain temperature	Staff monitoring	Operations team	Ongoing
Spa pools treated with incorrect chemicals	Low	3	Medium	Check chemicals before use	Staff monitoring	Operations team	Ongoing
Chemicals storage and labelling	Low	4	Minor	Insure chemicals are put away after use	Staff monitoring	Operations and Housekeeping teams	Ongoing

Car park							
Pedestrian struck by vehicle outside facility in car park	High	2	Major	Pedestrian crossing outside facility	-Signage -Car park Lighting	All staff	Ongoing
Extra power supply at front of the building							
Snow/ice falling off roof	Low	3	Medium				
Slippery concrete	Medium	3	Medium				