

Risk Register

Activity:	General Sports, Events and Programmes	Location:	MainPower Stadium & Cafe
Identified By:	Paul Dunn	Dates (Incl pack-in / out):	2/6/23 – 5/6/23

Likelihood	Potential Consequences				
	Minor (First aid)	Important (Medical treatment)	Serious (Time off work)	Major (Serious harm)	Catastrophic (Fatality)
Almost Certain (It will happen often)	5	10	15	20	25
Likely (It will happen sometime)	4	8	12	16	20
Possible (Could occur sometime)	3	6	9	12	15
Unlikely (Foreseeable but unlikely)	2	4	6	8	10
Rare (Very unlikely to occur)	1	2	3	4	5

Unacceptable
Mitigatable
Acceptable

1	Is this a North Canterbury Sport & Recreation Trust (NCSRT) managed event, activity or programme?	YES	Go to Q. 4	NO	Go to Q. 2
2	Is this event/activity/programme managed by another PCBU or Volunteer Association or Group?	YES	Go to Q. 3	NO	Take reasonable care
3	Are you responsible for any part of another PCBU, Group or Volunteer Association's activities?	YES	Go to Q. 6	NO	Go to Q. 7
4	Are you working with partners (other PCBU or Volunteer Association) to make this event happen?	YES	Go to Q. 5	NO	Go to Q. 7
5	Are your partners responsible for any part of your event?	YES	Go to Q. 6	NO	Go to Q. 7
6	Have their responsibilities been determined and their H & S documentation received by you?	YES	Go to Q. 7	NO	Get docs
7	Have you completed NCSRT H & S documentation (and provided to partner if working with one)?	YES	Go to Q. 8	NO	Complete & Provide
8	Has all reasonable care and due diligence been taken to ensure the safety of everyone at this event?	YES	Proceed	NO	Go to Q. 1

EMERGENCIES							
HAZARD	RISK	Pre Risk Score	<u>E</u> liminate <u>M</u> inimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Earthquake, Fire, other major event	Injury, death, significant damage to buildings	8	M	NCSRT staff provide facility H & S briefing Stop, Drop and Hold in an Earthquake and listen to facility staff and event management instructions NCSRT Management have emergency evacuation procedures in place and will brief Event organisers Emergency exits are clear and accessible as located on site plan Follow instructions of staff/management and designated warded	5	NCSRT Staff	
Major medical event (i.e. heart attack, stroke, etc)	Hospitalisation, injury, death	12	M	All NCSRT staff are trained First Aiders Defibrillator available on site – staff trained in use First aid kit available, appropriately stocked and located on site plan Emergency access available, clear, and identified by clear signage	10	NCSRT Staff	

Parking Area (Refers to hazards caused by and to vehicles)							
HAZARD	RISK	Pre Risk Score	<u>E</u> liminate <u>M</u> inimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Vehicles and Pedestrians	Injury, death and/or damage to vehicles	15	M	MainPower Stadium car park is the designated parking area Disabled parking available and clearly marked (closest to stadium entrance) Pedestrians to use raised path network provided through and around the car park and facility	4	NCSRT Staff Visitors	

Facilities (Refers to hazards caused by and to, existing/permanent facilities, surfaces, structures and marquee/gazebo)							
HAZARD	RISK	Pre Risk Score	<u>E</u> liminate <u>M</u> inimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
External and internal structures, steel framing,	Damage / vandalism to facilities and property Trips, slips and falls resulting in injury	8	M & E	Participants, parents and caregivers to take care in and around facilities and to not enter other rooms, except for the toilets. Any undesirable behaviour in, on and around facilities is stopped immediately after being recognised by staff NCSRT staff regularly survey event area and surrounds Police called if necessary, should NCSRT staff be unable to control the situation	6	NCSRT Staff	
Uneven surfaces	Trips, stumbles, falls, resulting in injury	6	M & E	Staff available to support people with mobility issues Uneven surfaces identified by cone/barrier (including but not limited to, mats, uplifting carpet, areas needing or under repair/maintenance) Where possible eliminate the hazard	3	NCSRT Staff	
Slippery surfaces	Slips resulting in injury	9	M & E	Wet areas cleaned and dried as identified Known slippery surfaces, due to surface water, ice or other substance identified with cone/barrier directing people to an alternative route Signage erected where appropriate highlighting slippery surfaces	3	NCSRT Staff	

Equipment (Refers to hazards to, and caused by, temporary equipment)							
HAZARD	RISK	Pre Risk Score	<u>E</u> liminate <u>M</u> inimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Audio and Visual equipment including TV's, speakers, cables and other electrical equipment	Electrocution, fire, burns and other injury or damage to equipment	16	M	Operated by trained personnel only All cables, leads and equipment is tag tested RCDs used with additional electrical equipment required for events, programmes and activities Exposed cables are taped down and/or covered by appropriate matting	9	NCSRT Staff	

				Equipment operated from designated area Fire extinguisher available and located on site plan			
Retractable seating, benches/seating, tables and chairs	Crush, falls and other injuries	8	M	Retractable seating – operated by trained NCSRT staff only. Clear hazard signage on seating. Benches, tables and chairs visually checked pre and post activities Trained NCSRT only to set up/pack down	3	NCSRT Staff	
Personal effects and equipment	Lost personal equipment	8	M	NCSRT Staff and visiting groups to remind participants that personal belongings are their responsibility Lost property storage area – managed by NCSRT Reception staff	4	NCSRT Staff Visitors	

Juice Bar, Food and Catering (Refers to hazards to, and caused by, food and catering services)							
HAZARD	RISK	Pre Risk Score	Eliminate Minimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Hot beverages and food including preparation and equipment used	Scalding, burns and spills. Electrocution	8	M	NCSRT staff checking all equipment including coffee machine and Merry Chef on regular basis ensuring settings etc are correct. Ensuring sufficient, appropriate and ongoing training is given to staff. All electrical equipment to be tested and tagged as required.	4	NCSRT Management	
Wet and slippery floors	Slips and falls	8	M	NCSRT staff to clean up spills immediately. Non slip floor coverings in high traffic areas and appropriate foot wear	2	NCSRT Staff	
Knives	Cuts and dismemberment	9	M	NCSRT Staff trained to handle knives. Knives suitably stored when not in use. First aid box provided and nominated first aider always on site	2	NCSRT Staff	
Repetitive motions	Ongoing injury to wrists and upper body area	8	M	NCSRT to monitor continuous movement using certain equipment. Regular rotation of duties and regular breaks.	2	NCSRT Staff	
Chemicals and cleaning products	Burns, inhalation and allergic reactions	6	E	Training and educating NCSRT staff of appropriate handling and usage. Adequate labelling and warnings. Restrictive use of harsh chemicals to reduce possible risks. Specifically trained staff only to use identified hazardous chemicals.	0	NCSRT Management	

Reheating food and safe food storage/handling	Food poisoning and scalding	4	E	NCSRT staff to label, store and reheat food as per requirements by probing food and recording food storage temperatures as per FCP legislation. Ensuring all relevant equipment used is sterilised. Regular and appropriate handwashing and adequate covering of sores and abrasions. Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands.	0	NCSRT Management	
BYO food and beverage	Spills, choking, allergic reactions resulting in injury or hospitalisation	15	M	Food and drink to only be consumed in the foyer and carpeted zones in stadium (unless previously arranged for special events with NCSRT Management) Spills to be cleaned up immediately using NCSRT cleaning equipment No sharing food with strangers First Aid responder on-site and identified All waste to be taken away with those who brought it and a clean-up post event to take place	3	NCSRT Staff Visitors	

People (Refers to hazards to, and caused by, people)							
HAZARD	RISK	Pre Risk Score	Eliminate Minimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Public Nuisance	Behaviour is displayed that endangers people, facilities and equipment, and disrupts enjoyment of the event	9	M & E	NCSRT staff will ask for behaviour to cease that proves to be a danger or nuisance to others If behaviour persists, NCSRT staff will remove people from the facility who are a danger or nuisance to others and/or contact the local police if required Courtesy to be observed at all times Regular inspections and tidying of areas being used	2	NCSRT Staff	
Participation injury	Sprains, strains, trips, falls, collisions during programmes, tournament, training, social sports	6	M	Participants to follow careful instructions of trained staff/facilitator Warm up before beginning exercise Participants or caregivers to let facility staff/facilitators know of any current or previous injuries that will affect their participation in the organised activities		NCSRT staff Visitors	

Participants, parents and caregivers	Aggravation, fighting, abuse, bumping/crashing into each other and lost children	9	M	NCSRT staff/facilitators to keep the attention of participants and parents/caregivers when giving instructions Children to be supervised by responsible person. Courtesy towards others observed at all times.	2	NCSRT staff	
Medical Conditions	Pre-existing medical conditions eventuate into a serious incident	15	M	Site Plan to show location of first aid and associated equipment available (i.e. defibrillator) Participants with known medical conditions have the appropriate medication and/or support with them at the event. MC to remind participants of this	12	NCSRT staff Visitors	

Environment (Refers to hazards caused by the natural environment)							
HAZARD	RISK	Pre Risk Score	<u>E</u>liminate <u>M</u>inimise	CONTROLS	Post Risk Score	Responsibility (Name)	Check completed (Date/Sign)
Inclement weather conditions	Wind and rain could cause a trip, stumble, fall resulting in injury	9	M	Leaks or wet areas cleaned up immediately or cordoned off Support is available for participants with mobility issues (i.e. personnel support)	4	NCSRT staff	
Cold temperatures	Uncomfortable during the event	4	M	Heating is operational	2	NCSRTR staff	
No drinking water available	Dehydration	2	M	Water is available for participants from the fountains	1	NCSRT staff	