

GENERIC EVENT RISK REGISTER

Method of Control: E=Eliminate, S=Substitute I=Isolate, EC=Engineering Controls, AC=Administration Controls, P=Personal Protective Equipment

This risk register is to be used in conjunction with the Event management Plan

L = Likelihood, C = Consequence

Hazards Identified	Potential Harm	Initial Risk Rating L x C	Initial Risk Rating Total	Hazards Control	Method of Control	Residual Risk Rating L x C	Residual Risk Rating Total
Alcohol and Drugs	Death, Respiratory or heart failure, loss of concentration	3 x 4	12	No consumption of drugs s permitted at the sports park Alcohol can only be consumed if authorised to do so If alcohol consumption becomes out of hand the NZ Police will be called to manage this.	AC	1 x 4	4
Chemical storage and handling	Respiratory problems, dermatitis and chemical sensitivity	3 x 4	12	SDS at point of handling Signage in area. Protective clothing as per SDS. Make sure incompatible chemicals are not stored together. Chemical handling training.	EC AC PPE	2 x 4	8
Dogs	Bitten	3 x 4	12	Dogs on lead at all times Pick up dog poo and put into bag, dispose of in rubbish bin Muzzel dogs if it has violent tendencies	EC AC	2 x 4	8
Entrance/ exit to car park	Multi injuries	4 x 5	20	Take extreme care and look many times before pulling out to assess speed of traffic. Check carefully to ensure no pedestrians are in your path, especially children. Obey the parks traffic management plan including speed restrictions.	AC	2 x 5	10

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Extension leads	Burns, electric shock	3 x 4	12	<p>Only use if absolutely necessary. Always disconnect the lead before maintaining equipment. Must have current electrical tag Visible checks are undertaken to ensure not damaged to leads. Double adaptors are not used in conjunction with extension leads Avoid leads becoming a trip hazard. Leads are protected and signage is in use to avoid vehicles driving over the leads. Earth leakage circuit breakers are always used in damp conditions or for all external work.</p>	EC AC	1 x 4	4
Gas Cylinders	Strains, sprains when incorrect handling. Death if cylinder explodes	3 x 4	12	<p>Always secure cylinders (prevent them falling over). Ensure gas cylinders are stored valve-end up with valve covers in place and secured to prevent them from creating a hazard by tipping, falling or rolling. Ensure that Gas cylinders are checked regularly for corrosion and wear and tear. If over 100kg a location Certificate and handler is required</p>	EC AC	2 x 4	8
Hot sunny weather, hydration	Sun burn. Sun stroke. Dehydration. Melanoma, death	4 x 4	16	<p>Wear sun-block th Take sufficient nutrition. Regular fluid intake at a rate of 0.5 litres per hour and up to 1 litre per hour in hot conditions. Drink before you feel thirsty. Drink plenty of water at night to recharge the body. Look for signs of sunstroke in extreme conditions.</p>	AC PPE	2 x 2	4
Huddel covers	Back sprain Cuts	3 x 3	9	<p>Seek assistance to move huddel covers Iron covers could have sharp edges, inspect for harp edges prior to using</p>	AC	2 x 3	6

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Hypothermia	Reduce body function controls	2 x 3	6	Wear sufficient warm, dry clothing and wet weather clothing. Be aware of the effects of hypothermia i.e delayed reactions, shivering, headaches, tiredness. Take breaks in a warm place. Change out of wet clothing into warm, dry clothes.	AC PPE	1 x 3	3
Ladders	Fall type injuries such as bruising, strains and laceration	3 x 4	12	Use only comercial rated ladders Check ladder for broken or defective parts. Use ladder correctly (1:4 ratio). Do no over-reach, tie ladders down. Refer to WorkSafe NZ guidelines on the safe use of a ladder	AC	2 x 4	8
Mobile Phones	Inattention causes harm	3 x 2	6	Make sure that it is a safe environment to use a mobile phone before making or answering a call.	AC	1 x 2	2
Members of public	Un-predictable	3 x 4	12	If members of the public are getting aggressive call the NZ Police Children need to be supervised Before pulling out of a carpark check for small children Drive with caution, be mindful of small children	AC	2 x 4	8
Noise levels exceed District Plan	Noise induced hearing loss. Headaches. Lapse in concentration	4 x 4	16	If event is likely to exceed the Hastings District Noise Control Plan then formulate a noise management plan that is approved by the Hasting District Council	PPE	2 x 4	8
Obstruction in walkways / stairways	Strains, sprains, broken bones, lacerations, bruises	3 x 3	9	Ensure obstructions removed and walkways kept clear.	AC	1 x 3	3
Plant, Machinery, Appliances & Equipment	Cuts, abrasions, electrocution / shocks	4 x 4	16	Provide training and instruction in the safe use and maintenance of plant and equipment. Provide adequate supervision to your employees. Make sure plant is operated, serviced, maintained and repaired according to the manufacturer's specifications. All plant and equipment brought onto the Park must be inspected prior to use	EC AC	2 x 4	8

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Portable Power Tools	Electrical shock; Cuts; being hit by flying particles	4 x 4	16	All electrical power tools needs to have a current electrical tag. Earth leakage unit used. All guards fitted and in working order. Maintain safe work practices.	AC PPE	2 x 4	8
Railing grandstand	Fall from height	4 x 5	20	No climbing on grandstand rails Need to be monitored by event co-ordinator			
Portable Grandstands	Fall from height	4 x 5	20	No running and playing on portable grandstands Children need to be supervised	AC	2 x 5	10
Slippery Surfaces	Sprain, strain and fracture	3 x 4	12	Place notices around slippery floor area to identify danger. Clean up liquid spills as soon as possible. Appropriate and approved footwear. Do not run power cords or electrical extension leads across the floor.	AC	2 x 4	8
Smoking on site	Fire risk, explosion, flammable gas	3 x 4	12	Smoking only permitted in designated areas.	AC	2 x 4	8
Traffic	Bring down over or hit by vehicle	4 x 5	20	Follow traffic marshalls instructions Speed not to exceed 20kmh Follow road marking and signage Beware of children, they are unpredectable Peditrians have the right of way	AC	2 x 5	10
Uneven terrian	Slip, trip falls	3 x 3	9	Cordon off/barricade any area that is soddy, has significant potholes or where earthwork is being done	AC	2 x 4	8