

Hazard/Risk Register

Further in our Risk Register we have a specific Covid section where we outline the Risk's we have identified.
We ask all people coming on site to scan in using the QR Code – located in various areas around the turf.
Our media platforms are Instagram, Facebook and our Website which are updated on a daily basis during Level changes.
Update on any mask requirements will be added as soon as HBH have clarity around this.

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Reviewed; Date	Reviewed; Date
General							
Club owned plant and equipment	Serious Harm Mechanical	Extreme	Eliminate	Ensure Safe Operating Procedures are written up for all plant and machinery Only trained personnel to operate Ensure regular maintenance checks	Low	06/09/21	2/7/2021
Dangerous Play	Serious Harm Humanistic	High	Minimise	Ensure safe play rules are followed Referees and Coaches to enforce rules and code of conduct	Moderate	06/09/21	2/7/2021
Drugs and Alcohol	Inattention to safety Harm to others Humanistic	High	Eliminate	Refer to company Health and Safety Manual	Low	06/09/21	2/7/2021
Electrical leads	Electrocution Electrical	High	Sub EC Iso	Do not use any appliances with faulty or frayed leads Do not use appliances in wet or damp conditions without RCD or transformers Establish good housekeeping procedures Cords should not exceed 50m in length Ensure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010 All electrical work to be carried out by an authorised electrician	Low	06/09/21	2/7/2021
Emergency Management	Crushing Bruising Broken bones Abrasions & Lacerations Death	High	Eliminate	Emergency exits signage and evacuation plan to be displayed throughout the facility Assembly point to have signage Sign in register for visitors at bar A full emergency plan to be documented	Low	06/09/21	2/7/2021

	All risks						
Excessive yelling	Vocal difficulties Sound	Moderate	Eliminate	Use microphone if present Talk in small groups Use visual signs and whistles	Low	06/09/21	2/7/2021
Field condition	Trips, Falls Gravitational/Humanistic	High	Eliminate	Inspect the field to ensure no holes or other obstacles including debris and broken glass are present. Store extra sticks, balls and other equipment well off to the sides of the field. Check goal posts and goal structures for stability and protruding handles prior to each game.	Low	06/09/21	2/7/2021
Fire	Fire Burns Electrical Humanistic Mechanical	High	Eliminate	Make sure there is a process in place to have fire extinguishers serviced on a regular basis Ensure staff are trained in their use Ensure fire extinguishers are accessible and easy to release All staff must be aware of exits	Low	06/09/21	2/7/2021
Gates	Trip Sprains and Strains Fractures Gravitational Environmental	High	Eliminate	Keep the 2 bollards in the holes when the main gate is open	Low	06/09/21	2/7/2021
General Floor Area	Trips, Slips, Falls Wet Slippery Surface Gravitational Environmental	High	Eliminate PPE	Good Housekeeping – Keep areas tidy – rubbish swept up & place in bin Ensure aisles are free from trip hazards Spills are cleaned up straight away Place safety signs in area if floor is slippery Ensure lighting is adequate and working Wear appropriate footwear Ensure all unused power cords are wound up Tidy up office each Friday	Low	06/09/21	2/7/2021
Manual Handling	Sprains and Strains Humanistic	Low	Minimise	Ensure correct lifting techniques are used	Low	06/09/21	2/7/2021
Medical Emergency	Untreated injuries Uncontrolled bleeding Loss of consciousness Drowning All Risks	High	Minimise	Make sure there is a process in place to have the first aid kits checked regularly and product replaced Ensure first aid kits are accessible and easy to open Ensure First Aid Kit is provided and staff/community know of the location Public to notify management if there have been an	Low	06/09/21	2/7/2021

				accident or use any products from the first aid kit. Any injuries requiring first aid should be logged in the accident register – located under Defib in pavilion. Refer to Health and Safety manual for full incident procedure			
Personal Injury through participation	Sporting Injury Dislocation Cuts/abrasions Head Injury Humanistic Motion	High	Eliminate	Ensure participants are properly warmed up/warmed down and aware of all safety procedures. Ensure correct personal protective equipment is worn (incl compulsory mouth guard and shin pads. Helmet with faceguard, chest protector, groin protector, protective pads, kickers and gauntlet gloves for goalkeepers). Ensure adequate explanation and modelling of correct hockey techniques. Correct footwear must be worn at all times – moulded synthetic-soled boots or sport shoes Ensure equipment is fit for purpose and well maintained – wooden sticks with splits must not be used. Minimize spectators in hot spot areas – Hockey 5s. Spectators/minors to be aware of surroundings like flying hockey balls and stay away from dugouts. Each player must ensure they have PPE No dangerous or reckless play Avoid any ground play or intentional play on from the ground. Don't go in on the wrong side of a player's.	Low	06/09/21	2/7/2021
Personnel / New Workers or Contractors	Injury Accidental death All risks	High	Eliminate	Full induction Site specific induction Ensure all qualifications/training/supervision are up to date	Low	06/09/21	2/7/2021
Shelving & Racks	Broken Bones Falling Stock Humanistic Gravitational	High	Eliminate	All shelving to be correctly designed, be capable of retaining materials to be placed on them, stable and properly secure Racks & shelves are not to be overloaded Store heavy items on the lower racks to avoid falls	Low	06/09/21	2/7/2021
Smoking/Vaping	Fire Breathing difficulties Cancer Humanistic	High	Eliminate	Smoking or vaping is not permitted inside the property and within the vicinity of the games or entry ways.	Low	06/09/21	2/7/2021

Spectators	Trips, Slips, Falls Wet Slippery Surface Gravitational Environmental	Extreme	Eliminate	At large events, ensure housekeeping brief is performed before commencing Ensure safety signage is displayed on entry to turf Ensure workers including volunteers are briefed on venue emergency procedures	Low	06/09/21	2/7/2021
Stress	Mental harm Humanistic	Moderate	Eliminate	Refer to the Health and Safety Manual Advise management without delay of your concerns	Low	06/09/21	2/7/2021
Sunburn	Sunburn Skin Cancer Dehydration Headaches Sore Eyes Environmental	High	Eliminate	Wear sun glasses Wear SPF30 at all times when in sun Wear Sunhat and cover up arms and legs where possible Drink water regularly	Low	06/09/21	2/7/2021
Venues	Serious Harm All risks	High	Eliminate	Ensure all venues are sent a venue application to complete and return Ensure all venue information gathered is communicated to workers on that site	Low	06/09/21	2/7/2021
Waste	Cut and abrasions Infection Biological Chemical	High	Eliminate	Clean work areas regularly and dispose of waste in the correct manner Wear gloves and other appropriate PPE to ensure no injuries are incurred Use the correct bins for disposal	Low	06/09/21	2/7/2021
Weather	Bruising Broken bones Abrasions & Lacerations Slips and falls Environmental	High	Eliminate	Ensure signage is in place for wet areas, slippery areas / icy areas Adequate lighting on when minimal light Be aware of weather conditions. Stop if severe rain, winds, thunder or lightening is present	Low	06/09/21	2/7/2021
Working Alone	Serious Harm Humanistic	Extreme	Eliminate	Avoid working in isolation or alone – partner up Access the physical and mental demands of the work and assess the risks involved in working in isolation Staff to have access to a telephone If afterhours any staff working alone must notify another staff member and advise hours they intend to be at work Never work in isolation without notifying Management and ensuring appropriate and regular communication procedures are in place – permits to work include check in arrangements, tests of communication equipment,	Low	06/09/21	2/7/2021

				length of work, first aid, PPE, equipment, emergency procedures Ensure emergency procedures are communicated prior to commencing work First Aid Kits must travel with anyone working in isolation			
Working at night	Walking to and from your vehicle /transport alone or in the dark Humanistic	Extreme	Eliminate	Use well-lit areas to access car/bus Try to walk in pairs/groups When working late, avoid working alone	Low	16 May 19	2/7/2021
Work Stations	Soft tissue damage Muscle strain Eye strain Repetitive Strain Injury Environmental Humanistic	High	Eliminate	Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz Take regular breaks Change work patterns to eliminate muscle strain	Moderate	06/09/21	2/7/2021
Site Specific Hazards and Risk - Turfs							
Turf 2 padlock	Fencing jumping Humanistic	Extreme	Eliminate	Ensure the padlock is unlocked game days	Low	06/09/21	2/7/2021
Banners	Trip Environment	High	Eliminate	Ensure all four corners are secured	Low	06/09/21	2/7/2021
Protective Rope Nets	Struck by hockey balls Motion	Extreme	Isolate EC	Ensure nets are well secured, well maintained and fit for purpose Inspect ropes each month for wear	Low	06/09/21	2/7/2021
No Protective nets	Struck by hockey balls Motion	Extreme	Isolate	Place the shorter grandstands around trouble areas and ensure signage making spectators aware of keeping an eye out for. Ideally 4 protection nets installed to ensure safety to spectators and less window breakage would sort this	Low	06/09/21	2/7/2021
Plastic Piping	Trip Gravitational	High	Eliminate	Place to the side of the turf and as straight as possible when not in use.	Low	06/09/21	2/7/2021

	Humanistic						
Large water pipes around Turf 1	Slip High pressure water Pressure Gravitational	Moderate	Eliminate	Check thread tape and joins on a regular maintenance check	Low	06/09/21	2/7/2021
Dug Outs							
Concrete Steps	Trip Gravitational	Extreme	Eliminate	Ensure white paint is touched up over the year to stand out on the front of steps.	Low	06/09/21	2/7/2021
Lighting – Dug Out Big Save	Trip Electric Shock Electrical Gravitational	Extreme	EC	Lights to be attached to cords that are Ensure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010. During tournament, cable tie and ensure leads are not a trip hazard Always ensure leads are connected to an RCD	Low	06/09/21	Michelle to contact Bruce Moroney
Concrete Area – Big Save side of building							
Drain hole at bottom of stairs	Trip Sprains and Strains Fractures Environmental	Extreme	Isolate	Ensure drain is covered at all times	Low	06/09/21	2/7/2021
Grandstands							
Height of Grandstand	Fall from height Humanistic	Extreme	EC	Ensure handrails bolts are secure. Nuts have Loctite applied.	Low	06/09/21	2/7/2021
Backs on top of top grandstand seat	Fall from height Humanistic Gravitational	Extreme	EC Minimise	Ensure the bolts to the back of the highest seats on the grandstand are tight. Nuts have Loctite applied.	Low	06/09/21	2/7/2021
Beehives	Stings/Allergies Humanistic Environment	Extreme	Isolate	Have the hives destroyed as soon as they are discovered and maintain a regular check over the months.	Low	06/09/21	2/7/2021

Netting around Grandstand (Physio)	Trip Humanistic Gravitational	High	EC Minimise	Ensure mesh is maintained to a good level of cover the underneath of the grandstand. Update 06/09/21 Mesh will be installed and new gate put on under the grandstand to stop children from getting in under the area.	Low	06/09/21	2/7/2021
Grandstand 1 – Scaffolding	Fall from height Humanistic Gravitational	Extreme	EC Minimise	All the bolts need to be checked for tension on a regular basis. Loctite has been applied. Unbolt and turn over any planks that are bowed (identified 06/09/21)	Low	06/09/21	2/7/2021
Trees/Foliage							
Bee Nests in hedge along Clyde Jeffrey	Stings Biological	Low	Eliminate	Check the hedge 6 monthly for bees nests	Low	06/09/21	2/7/2021
Green Electrical Boxes							
Removal of Screws	Electric Shock Electrical	High	Eliminate	Ensure all boxes are well maintained Screws are secure and holes are repaired Ensure lids are secured Bruce Moroney rebuilt the boxes and installed universal screws in to the boxes	Low	06/09/21	Caretaker to install universal screws to all
Front Door Area							
Entrance to Pavilion	Slip, Trip, Fall Fracture Environmental	Extreme	EC	Ensure the handrail is secure and the ramp is clear any mould/lichen Sensor light at front door installed	Moderate	06/09/21	2/7/2021
Raised concrete lip along ramp	Slip, Trip, Fall	High	Eliminate	Paint white lines over the top of the blocks to highlight the ramp and ensure	Low	06/09/21	2/7/2021

	Fracture Environmental Gravitational						
Steps	Slip, Trip, Fall Fracture Environmental Gravitational	High	Eliminate	Ensure steps are painted white and to aid visibility.	Low	06/09/21	2/7/2021
Concrete Paths	Slip, Trip, Fall Fracture Environmental	High	Isolate	Ensure paths are well maintained and kept clean without trip hazards	Low	06/09/21	2/7/2021
Furniture							
Broken Furniture	Sprains Strains Lacerations Mechanical	Extreme	Eliminate	Remove plastic chairs that are brittle or cracked Check all furniture on a regular basis to ensure screws are secure	Low	06/09/21	2/7/2021
Stacking Furniture	Crushing Motion	High	Isolate	Ensure each stack of grey chairs are not stored higher than 1.5m	Low	06/09/21	2/7/2021
Unsupervised children	Fall Trip Unaccounted for Motion Humanistic	Extreme	Isolate	Staff, Bar, Café and club members to reprimand children found to be vandalising any property of HBHA. Any children unsupervised on mez floor or outside on decks are to be asked to go down stairs. Funsticks program – all children are to have their parent/caregiver on the premises during the program. A roll count or identification must be carried out prior to the program. Children need to be away from close proximity to the field of play. Watch from a grandstand to minimise being hit.	Moderate	06/09/21	2/7/2021

				The gate to the mez floor will be locked over Summer Hockey and Saturday morning to stop unsupervised children access to this area.			
Mezzanine Floor							
Unauthorised access	Crushing Falling from 1 st floor Humanistic Motion	Extreme	Isolate	Unsupervised children at risk on stairs and mezzanine. Locking gate installed at base of stairs.	Moderate		2/7/2021
Outside viewing area	Slips Fractures Environmental Humanistic Gravitational	Extreme	Isolate	Black surface is slippery when wet. Ensure warning signage is displayed. No unsupervised children allowed in the area	Moderate	06/09/21	2/7/2021
Cape Physio							
Cape Physio	Humanistic Slips Fractures	Extreme	Isolate	Ground is uneven when you step off or into the dug out. Concrete was applied to even out. Just a step down remains	Low	Area levelled Jan '17	2/7/2021
Cape Physio	Humanistic Slips Fractures	Extreme	Isolate	Lighting is poor around the entrance/exit in Winter. Sensor lights will need to be placed in this area.	Low	On going	2/7/2021
Delta Covid 19 Alert Levels- working document below							
Tracing of people	Infect Humanistic Pandemic	Extreme	Minimise AC	NZ Covid 19 QR scan codes have been created site specific and are in each dug out, pavilion, and front entrance to the pavilion.	Low	06/09/21	2/7/2021

				<p>Also Bluetooth activation - personal option for tracing.</p> <p>Team Attendance register to be completed by one team delegate.</p>			
<p>Contamination Inside Pavilion Cleaning</p>	<p>Serious Harm Infect Humanistic Pandemic</p>	Extreme	<p>Minimise PPE AC</p>	<p>Work alongside the Cleaning Contractor to notate a cleaning plan outlying the areas to be cleaned and the regularity of this.</p> <p>265 Century Q has been applied to the inside of the building in all areas – September 21.</p> <p>Ensure the Cleaning Contractor have PPE worn as per their Companies guidelines and Covid 19 effective cleaning products.</p> <p>Ensure Safe daily thorough cleaning procedures are implemented to all change rooms, toilets and all door handles.</p> <p>Cleaning Contractors entry and exit from the building will be noted on the Security system to enable tracing.</p>	Low	06/09/21	2/7/2021
<p>Contamination Inside of Pavilion</p>	<p>Serious Harm Infect Humanistic Pandemic</p>	Extreme	<p>Minimise PPE AC EC</p>	<p>If a person/cleaner or staff are sick they must not enter the facility/staff not to come to work.</p> <p>Scheduled cleans planned to ensure facility is kept clean daily.</p> <p>School's have strict regime policies regards sick children.</p> <p>Club member who presents unwell team mates/staff to advise person to go home and look after themselves.</p>	Low	06/09/21	2/7/2021
<p>Toilets for Public access</p>	<p>Serious harm</p>	Extreme	<p>Minimise PPE AC</p>	<p>No drink bottles nor food nor used mouth guards are to be left around the facility.</p>	Low	06/09/21	2/7/2021

	<p>Inattention to safety Infect others</p> <p>Humanistic</p> <p>Pandemic</p>			<p>Public will have access to the soap and hand driers situated in the toilets.</p> <p>Cleaning Contractors to monitor the supplies of this and top up when required.</p> <p>Cleaners to take caution when disposing of the rubbish bags. Ensure all rubbish bags are sealed prior to leaving the change rooms to dispose of these in the wheelie bins provided outside.</p>			
Personnel exposed to refuse/surfaces	<p>Serious Harm</p> <p>Inattention to safety Infection</p> <p>Humanistic</p> <p>Pandemic</p>	Extreme	<p>Minimise</p> <p>PPE AC</p>	<p>In the situation where staff are required to clean surfaces disposable gloves must be worn at all times and an approved cleaning agent and disposable cleaning cloths are to be used.</p> <p>The rubbish claw and a bucket are to be used in the case of having to uplift any rubbish found on site and the claw and bucket disinfected after use.</p> <p>Wash hands for 20 seconds with soap and dry.</p>	Low	06/09/21	2/7/2021
				<p>Cleaning company will oversee the spraying of all handrails, corridor and surfaces when required. Completed September 21</p>	Low	06/09/21	2/7/2021
HBHA Personnel							
Office staff exposed to infection	<p>Social Distance</p> <p>Inattention to safety Infection Disease</p> <p>Humanistic</p> <p>Pandemic</p>	Extreme	<p>Minimise</p> <p>PPE AC</p>	<p>If a staff member is unwell at all then they are to remain at home.</p> <p>Ensure washing of hands is a regular regime.</p> <p>Spray work surfaces at the end of each day with disinfectant.</p> <p>Ensure staff wear gloves when handling any equipment and dispose of these in the wheelie bins outside when finished.</p>	Low	06/09/21	2/7/2021

				<p>If staff are required to disinfect dug outs, bins and taps ensure disposable gloves are worn.</p> <p>Workplace Plan created and implemented with weekly revising. Team to hold meetings frequently as needed.</p> <p>Staff to keep 1 metre distance.</p>			
Competitions/ Training crowding	<p>Infection</p> <p>Injury</p> <p>Humanistic Pandemic</p>	Extreme		<p>Keep a 2m distance from players outside of your bubble.</p> <p>Hand sanitizer units are on site as well as soap in all toilets.</p> <p>Signage is up around the facility to remind people of key points in Level 2.</p> <p>Maximum of 100 players at one venue which means 100 people on Cape side and 100 people on Big Save side and 50 people only inside the Pavilion.</p>	Low	06/09/21	2/7/2021
Facility							
Spread of Covid 19	<p>Infection</p> <p>Humanistic Panademic</p>	Extreme		<p>Clubs/Schools have clear operating procedures.</p> <p>Posters will be displayed around the turf promoting hand hygiene & other points at Level 2.</p>	Low	06/09/21	2/7/2021
Players and Equipment							
Tracing of infection	<p>Infection</p> <p>Humanistic Pandemic</p>	Extreme	Isolate	<p>Ensure all players have given contact details to the Delegate of their team for tracing purposes.</p> <p>School to have one point of contact and this person is to have a record of their players and to check in those who attend trainings/games.</p>	Low	06/09/21	2/7/2021

				<p>All staff, players, contractors are to be aware of their expanding bubbles within home, work and training. Bubbles will be expanding so awareness of hygiene and ability to trace your movements is imperative.</p> <p>Scanning in to the Covid QR App is mandatory. These are located around the facility.</p>			
Injury and risk to players	<p>Crushing Bruising Broken bones Abrasions & Lacerations Death</p> <p>All risks</p>	High	Eliminate	<p>Teams are to ensure they carry a team first aid kit at all times while at the turf and ensure all PPE they require is with them.</p>	Low	06/09/21	2/7/2021
Infection between players	Sharing of equipment	Extreme	<p>Eliminate PPE</p>	<p>All players are to bring their own equipment, sticks, mouthguards, drink bottle, hand sanitizer, whistle etc.</p> <p>If any player is unwell then they must stay home.</p> <p>Do not share any face masks with another player.</p> <p>Do not spit nor Bushman nose blow.</p>	Low	06/09/21	2/7/2021
Rubbish/hazards	<p>Contamination</p> <p>Humanistic Pandemic</p>	Extreme	<p>Eliminate PPE</p>	<p>The Club contact must site check the dug outs and turf prior to leaving and take any rubbish/equipment with them.</p>	Low	06/09/21	2/7/2021
Medical Emergency	<p>Untreated injuries Uncontrolled bleeding</p> <p>Loss of consciousness</p> <p>Drowning</p>	High	Minimise	<p>All teams are to have first aid kits with them. Public to notify management if there has been an accident or use any products from the first aid kit</p> <p>Any injuries requiring first aid should be logged</p>	Low	06/09/21	2/7/2021

	All Risks			<p>using the incident form available online on our website under the H & S section.</p> <p>Refer to Health and Safety manual for full incident procedure</p>			
<p>Mitre 10 Sports Park have supplied their H & S separately and this will be communicated to all teams and staff.</p> <p>Our response to Covid Levels are strictly followed by the information and levels provided by NZ Health Department, Sport New Zealand and Hockey New Zealand.</p> <p>Scanning into the Facility is mandatory using the HBH site specific QR Codes.</p> <p>We have Safety Operating Procedures for each level and will operate with these if Levels change.</p>							

Risk Rating Table

	Seriousness			
Likelihood	Negligible (no injuries)	Minor/Moderate (first aid/medical)	High (extensive injuries)	Catastrophic (fatalities)
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Possible	Low	High	Extreme	Extreme

Unlikely	Low	Moderate	High	Extreme
Very Unlikely (rare)	Low	Moderate	High	High

Controls

Sub Substitute

Iso Isolate

PC Prevent Contact

EC Engineering Controls

AC Administrative Controls

PPE Personal Protective Equipment