

WAIPUNA PARK PAVILION - RISK REGISTER

25 Kaitemako Road, Welcome Bay Tauranga

Risk	Risk Description	Control Description	After Rating	Procedure if controls fail:
All Sporting Activities	Injuries	1. Conducted under supervision by coach or person responsible for team/s. 2. Other team mates. 3. Staff monitoring.	High	Administer first aid, dial 111 in the event of an emergency
Anti-Social Behaviour (BVL)	Threat of injury from another person (aggressive and/or sexual nature)	Staff trained in dealing with difficult people. Intoxicated people refused entry. Power to trespass. Caregiver supervision of vulnerable children. Minimised lone worker situations.	High	Police/security on call. Panic buttons in high risk venues. First Aid Trained Staff. Power to trespass. CCTV footage to Police.
Armed Offender (BVL)	Risk to life as the result of a threatening person (including active shooter).	Security processes for cash handling. Risk assessments for events. Training for staff to identify behaviours and de-escalate if possible.	Moderate	Refer to Emergency Management/Action Plan (flipchart)
Bomb Threat/Explosion (BVL)	Personal injury and/or death due to bomb proximity or offender.	Suspicious mail/package procedure. Facility audits. Staff training.	High	Refer to Emergency Management/Action Plan (flipchart). Follow Police instruction.
Contamination From Biological Hazards	1. Infection. 2. Contracting disease.	1. Ensuring staff are current in First Aid training. 2. PPE. 3. Staff telling parents/caregivers. 4. Regular checks and monitoring. 5. Cleaning of changing rooms. 6. Customers often advise staff. 7. Appropriate cleaning equipment, chlorine, disinfectant, etc. 8. SOPs.	Moderate	Administer First aid. Seek medical advice.
Customers with Health Risks	Elderly, sick, impaired having a Medical event. (Age related)	1. Monitoring the elderly. 2. Speak to customers, develop relationship with regular users about medication, health issues. 3. Remind customers to keep hydrated.	High	Administer first aid and dial 111 in the event of an emergency
Disease Outbreak (BVL)	Personal illness and/or death from widespread disease at community, national (epidemic) or international (pandemic) level.	Maintain hygiene practices and cleaning schedules. Business Continuity Team is enacted and provides realtime instructions to business units.	Moderate	Monitor media and follow advice from Toi Te Ora Public Health and Ministry of Health.
Drugs and Alcohol	1. Personal injury. 2. Stress. Aggressive behaviour.	1. Company policy on alcohol and drug use at work. 2. Staff and manager to look out for one another. 3. Site rules. 4. Dealing with aggressive people course.	Moderate	Administer first aid. Dial 111 in the event of emergency.
Earthquake, Tsunami, Volcanic Eruption (BVL)	Personal injury and/or death from Earthquake, Tsunami or Volcanic Eruption.	Monitor media for Civil Defence Emergency Management updates. Subscribed to Met Service Weather updates. Staff trained in emergency management procedures. Venue checks conducted prior to inclement weather.	High	Refer to Emergency Management/Action Plan (flipchart) and Civil Defence Emergency Management
Electrical Equipment	Personal injuries	1. Lock Out Tag Out System. 2. PAT. 3. Qualified contractors. 4. Residual Current Devices (RCDs). 5. SOP.	Moderate	Dial 111 for emergency assistance
Heavy Equipment Storage	Personal injury	1. Store heavy items low 2. Layout/work space ergonomically designed 3. Keep area tidy 4. SOP	High	Administer first aid. Dial 111 in the event of emergency.

Exercising	1. Medical complications. 2. Physical exhaustion 3. Personal injuries.	1. Equipment specifications. 2. Customers to disclose on health or medical problems to user groups. 3. Communication between customers and staff especially with regular customers. Customers to bring on their own water bottle.	High	Administer first aid, dial 111 for emergency assistance
Extreme Weather (BVL)	Personal injury and/or death from Lightning, Storm, Tornado and/or Flooding.	Subscribed to Met Service Weather Warning emails. Notification provided to check for wind hazards (i.e. tie down equipment). Building maintenance schedule for gutters and exterior drains to minimise localised flooding. Electrical equipment cannot be used in the rain. Wet weather clothing for staff working outside. Events may be postponed/cancelled due to adverse weather conditions	High	Refer to Emergency Management/Action Plan (flipchart).
Fire	Personal injuries	1. Heat/smoke detectors. 2. Emergency Lighting. 3. Emergency Evacuation Plan. 4. Maintenance of equipment. 5. Limit amount of chemicals stored & ensured stored correctly. 6. Emergency exits clearly visible.	Moderate	Evacuate building immediately and dial 111 in the event of an emergency
Food Preparation in Kitchen	Personal injuries	1. Signage for zips or continuous hot water. 2. Maintenance of equipment. 3. Staff & users to report all faulty equipment. 4. Fire blanket. 5. Clean and tidy. 6. Soap and water. 7. Hygiene signage. 8. Adults only. 9. Induction for users.	Moderate	Administer first aid
Hazardous Substances	1. Chemical exposure ingesting, breathing in, getting in to eyes or on skin). 2. Explosion/fire. (Burns, hearing loss etc.)	1. Trained Staff. 2. Labelled containers. 3. PPE. 4. Stored correctly. 5. SOP/SDS. 6. Restricted Access	Moderate	Administer first aid, dial 111 in the event of an emergency
Heavy Equipment Storage	Personal Injuries	1. Store heavy items low. 2. Layout/work space ergonomically designed. 3. Keep area tidy. 4. SOP	Moderate	1. Administer first aid 2. Dial 111 in event of emergency
Incorrect Use Of Equipment	Personal injuries	1. Maintenance checks. 2. Equipment specifications. 3. User inductions. 4. SOPs.	High	Administer first aid, dial 111 for emergency assistance
Inexperienced staff	Personal injuries	1. Training and experience required clearly communicated and managed. 2. Performance reviews. 3. SOP.	Moderate	Administer first aid, dial 111 in the event of an emergency
Lost/Abducted Child	Personal injuries	1. Emergency Management Procedure. 2. Training for staff. 3. Police vetting for staff. 4. Police Trespass Notice. 5. Parents to advise if protection orders in effect. 6. Parental supervision.	High	Dial 111 immediately
Overcrowding	1. Overcrowding. 2. Inadequate supervision. 3. Not being able to evacuate on time.	1. Set maximum attendance. 2. Site rules. 3. First aid training and equipment. 4. Emergency Evacuation Plan	High	Dial 111 for emergency assistance
Pest Management	Rodents, insects Causing Personal injuries/illness	1. Pest Control called for swarms/infestations. 2. Routine pest management, monthly inspection and re bait 3. Personal medication held by people allergic.	Moderate	Administer first aid, dial 111 in the event of an emergency.
Poor Building Management	Personal injuries	1. Monthly Hazard Inspections. 2. BWO and inspections. 3. Staff to report hazards or anything broken. E.g. Door	Moderate	Administer first aid. Dial 111 for emergency assistance.

		closer missing screws. 4. Customer feedback. 5. Weekly walk arounds.		
Slips Trips and Falls	Impact injuries from steps, liquid on floor, equipment, mats. Rear fire exit door lip and steps. Stage steps and front entrance steps.	1. Raised surfaces/edges are clearly marked. 2. Non-slip mats/carpet/paint. 3. Signage. 4. Site rules. 5. Keep tidy. 6. Lighting. 7. Drainage. 8. Handrails. 9. Routine cleaning and maintenance. 10. Contractors/Customers Inducted	High	Seek medical attention and notify Venue Supervisor.
Theft	1. Stress 2. Injuries	1. Customers to keep their belongings in locked secured space. Customers leave their items in the venues at their own risk. Venue check to ensure building is secured upon conclusion of booking.	High	Dial 111 for emergency assistance, administer first aid if injured
Unattended Children	Personal injuries	Parental supervision at all times.	High	1. Administer first aid. 2. Dial 111 in event of emergency.
Unprotected Electrical Sockets	Electrocution of children putting things in electric plug sockets	1. Cover all sockets with plastic socket covers in rooms where children have access. 2. Supervision in rooms by parents, caregivers and staff to monitor children's actions.	Moderate	Administer first aid, dial 111 for medical emergency
Vehicles Moving	Injury from moving vehicle in carpark/on road	1. Traffic rules. 2. Pedestrian barriers/footpaths. 3. Traffic Management Plan for events	High	In the event of an emergency dial 111. Give first aid.