

Risk Rating Table

Likelihood	Seriousness			
	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

Type of Controls

- E Eliminate
- SUB Substitute
- ISO Isolate
- PC Prevent Contact
- EC Engineering Controls
- AC Administrative Controls
- PPE Personal Protective Equipment

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Alcohol, Drugs and Medication	Alcohol related incident Lack of concentration Fatigue Collision Rollover Crushing	High	AC	Do not drive any vehicle whilst under the influence of these or in any condition that would impair your ability to drive Ensure you are familiar with your terms of employment and the company's policy in relation to Drugs and Alcohol	High	20/10/21	3/2/23
Bullying/Harassment/Lack of Communication/Conflict	Stress Decreased wellbeing Absence Low morale	High	AC	Consider the consequence of any action you take Be kind and patient with others Be respectful and responsible Participate and empower others Be sociable and a team player Talk to the person directly Ask your manager to help address the issue if required Refer to H&S Manual	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Code Brown		High	E	<p>Close the pool to swimmers including all pools on the same filtration system until disinfection process is complete</p> <p>Remove faecal matter as much as possible using a net or bucket and dispose of it in a sanitary manner</p> <p>Clean and disinfect the tool used to remove the faecal matter</p> <p>Follow recommended guidelines for disinfection of the poo</p> <p>Document in the incident register</p>	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Company vehicles	Collision Crushing	High	EC	<p>Use in accordance with manufacturer's instructions</p> <p>Staff must have current licenses in order to operate company vehicles</p> <p>Ensure you have received the correct training and are fully conversant with the particular vehicle you are required to use</p> <p>Ensure all loads are properly fastened and cannot move in the event of an emergency stop</p> <p>Ensure vehicles are regularly checked, serviced and are roadworthy</p> <p>Regular vehicle checks in place</p>	High	20/10/21	3/2/23
Diving	Swimmers make contact with bottom of pool	High	EC	<p>Diving only permitted at depth of 1.4m or more</p> <p>Swimmers competent at diving</p>	High	20/10/21	3/2/23
Drowning		High	AC	<p>Swimmer competency level</p> <p>Swimmers monitored by lifeguards</p>	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Electrical	Trips Electrocution Fire	High	EC	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 SNZ sighting of all electrical certification Pre Meet and Meet day walk through and check Ensure good understanding of Contractors capability - previous work record and staffing skillset	Moderate	20/10/21	3/2/23
Emergency Management	Bruising Fractures Crushing	High	AC	Emergency exits signage and evacuation plan to be displayed	Moderate	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Engaging Contractors and venues	Unsafe work or environment Injury to self or others	Moderate	AC	Ensure all Contractors and Venues have been prequalified before being engaged and Contractors inducted before commencing work The Pre-Meet Venue Risk and Safety Assessment form to be completed to ensure food vendors show current Food vendor certification and vehicle registration	Low	20/10/21	3/2/23
Entry and Exit doors blocked	Persons inhibited from exiting the premises in an emergency e.g. Fire	High	EC	Nothing must be placed or left in entry and exit doorways All staff are responsible for keeping these areas clear All staff must be aware of exits Ensure all walkways to exits and fire extinguishers are kept clear	Moderate	20/10/21	3/2/23
Failure of temporary overlay (seating/fencing, etc) and poor condition of spectator seating and egress due to adverse conditions	Crushing	High	EC	SNZ requirement of evidence showing WorkSafe equipment certification Pre Meet and Meet day walk through and check SWMS completed if required Ongoing inspection of seating area and egress Appropriate maintenance and/or railings installed if required to minimise risk of slipping	Moderate	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
First Aid (lack of)	Untreated injuries Uncontrolled bleeding	High	AC	<p>Make sure there is a regular process in place to have the first aid kits checked regularly and product replaced</p> <p>Ensure first aid kits are accessible and easy to open</p> <p>Ensure that staff know the location of first aid kits and AED</p> <p>Ensure there is an adequate ratio of first aiders onsite</p> <p>Allergies known</p> <p>Epipen carried if required</p> <p>Please notify management if you have an incident or use any products from the first aid kit</p> <p>Any injuries requiring first aid should be logged in the incident register</p> <p>Swimmer or Spectator critically/severely injured</p> <p>On site medical team</p> <p>Ensure SNZ have been fully briefed on venue H&S and medical procedures</p> <p>Previous learnings have been implemented</p>	Moderate	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Fire	Smoke inhalation Burns	High	AC	<p>Make sure there is a process in place to have fire extinguishers serviced on a regular basis</p> <p>Ensure personnel are trained in their use</p> <p>Ensure fire extinguishers are accessible and easy to release</p> <p>All personnel must be aware of exits</p> <p>The Pre-Meet Venue Risk and Safety Assessment form will ensure fire extinguishers are in place & testing has been carried out</p> <p>Working with Venue owners, can any building fire be isolated to room or floor</p>	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
General Floor Area	Slips, trips, falls Bruising Sprains & strains Abrasions & lacerations Fractures	High	ISO	<p>Good Housekeeping – Keep areas tidy – rubbish swept up & place in bin Ensure aisles are free from rubbish Spills are cleaned up straight away Place safety signs in area if floor is wet No running policy on pool deck Ensure lighting is adequate and working Ensure all unused power cords are wound up Ensure that the pool deck is clean of unneeded equipment The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue Replacement of all broken and cracked tiles. Aqua putty to eliminate sharp edges</p>	Moderate	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Hazardous Substances	Burns Skin Conditions Poison and Respiratory Illness	High	ISO	Ensure all pool chemicals are labelled and securely locked away Do not store other pool equipment with chemicals Ensure Hazardous Substances Inventory and all SDS sheets are stored with the chemicals Only trained personnel to handle chemicals Wear appropriate PPE Ensure First Aid is available	Moderate	20/10/21	3/2/23
Heaters	Trips Burns Electrocution Fire	High	ISO	Use as per manufacturer's instructions Keep heater a certain distance from person Ensure heater is not in the walkways	Moderate	20/10/21	3/2/23
Illness	Transmittable illness	High	AC	Stay at home if sick Good hygiene habits Pre-medical checks and vaccinations Athlete/staff briefing on location	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Inadequate facilities at the venue	Facilities & equipment not up to standard (quality of spaces, anti-doping rooms, fit out of spaces, viewing rooms etc.) Lack of provision of media space and services on both Meet and Pre Meet Days Not enough toilet facilities	Moderate	AC EC	Venue audits undertaken Venue WOF undertaken Set clear expectations Confirmation of services that are being provided Key messaging to Media of what services are being provided Appropriate ratio of toilet facilities to spectators/athletes/officials	Low	20/10/21	3/2/23
Inadequate resourcing at venue - SNZ Event Delivery staff, Technical Officials and Volunteers	Inability to fully operate the facilities with the staff available	Moderate	AC	Strong working relationships with technical, volunteers and venue operators	Low	20/10/21	3/2/23
Kitchen appliances	Burns, Scalds	High	PC	Use oven gloves to avoid burns and scalds	Moderate	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Lack of accreditation control	Passes are produced for fraudulent use / security of system is compromised / counterfeit passes are used (including historical accreditation passes) leading to security breaches Accreditation pass holders breach conditions of the access pass they hold	High	AC	Ensure passes for each meet look as different as possible Educate staff to recognise differences Policies in place for production of passes Work with volunteers to ensure access is securely managed Appropriate signage in place	Moderate	20/10/21	3/2/23
Lack of security	Theft	High	AC	Work with venue team to examine risk areas Locking equipment where possible	Moderate	20/10/21	3/2/23
Late installation of temporary overlay, in particular livestream equipment	Delay in readiness and inability to broadcast fixture	High	AC	Detailed planning Completion of MDS	Moderate	20/10/21	3/2/23
Late installation of timing equipment	Delay in readiness and inability to time fixture	High	AC	Detailed planning Completion of MDS Manual backup option	Moderate	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Loss of venue	Loss of venue due to unforeseen circumstances	High	AC	Identify alternative training and meet venue Communication protocols developed	High	20/10/21	3/2/23
Lost children/vulnerable persons	Unsupervised children Abuse Abduction	High	AC	Designated location designed for lost dependents to be registered and collected Location clearly sign posted Personnel must be police-vetted to be unsupervised with children Details of the lost dependent will be recorded, and announcements made (without using the name of the dependent) ID of the caregiver to be sighted and recorded If the dependents reaction to the caregiver is distressing or fearful, contact will be made with Security/Police Police are to be informed if the dependent is not collected within a reasonable timeframe No food or drink (with the exception of water) to be given to the dependent	High	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Manual Handling	Sprains & strains	High	E	Use trolleys or manual handling aids Reduce or split load sizes to manageable weights Where possible, use two person or team lifting Bend your knees Rotate your knees and not your back	Moderate	20/10/21	3/2/23
Mats	Trips, falls Bruising Sprains & strains Fractures	High	ISO	Replace any frayed mats immediately Replace mats with rolled edges immediately	Moderate	20/10/21	3/2/23
New team members	Incident due to lack of induction and training	High	AC	Full H&S induction Site specific induction Ensure all qualifications/training/supervision are up to date	Low	20/10/21	3/2/23
Noise	Hearing loss	High	E	Noise levels to be monitored Ear plugs provided for staff and volunteers	Low	20/10/21	3/2/23
Office Chairs	Muscle strain	Moderate	E	Use only for the purpose of seating	Low	20/10/21	3/2/23
Office Drawers & Filing Cabinet	Left Open – Bruising, Jamming fingers	Moderate	E	Ensure all drawers are closed after use Close all drawers carefully and slowly	Low	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Office ergonomics	Soft tissue damage Muscle strain Eye strain Repetitive Strain Injury	Moderate	E	Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz Standing desks available Take regular breaks Change work patterns to eliminate muscle strain	Low	20/10/21	3/2/23
Overloading venue	Spectator numbers exceed the venue capacity or tickets & seat allocations not aligned with venue configuration	High	AC	Working closely with Venue to ensure advance visibility where 'loading' could be an issue and proactively relocating spectators to less filled areas as necessary Don't over sell tickets Reconcile ticket sales with seating capacity Scanning of patrons into the venue.	Low	20/10/21	3/2/23
Photocopier, Fax, Printers	Burns from clearing jammed paper Bright light damage to eyes	Moderate	AC	Follow instructions for clearing jams Ensure copier lid is closed when using copier	Low	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Poor quality catering services	Delay in arrival of key catering for staff & officials Poor quality and standard of food for staff & officials Poor catering quality and standard of food impacting on experience of spectators & officials Long wait times	High	AC	Coordination established to ensure the correct food arrives in the correct place Runsheets detailing timings of how and when food is delivered, based on the key meet timings Menus received in advance Manage expectations for different groups Ensure caterers selected to provide service are of a quality that is expected for event Working through detailed planning Establish appropriate numbers of staff Evaluate location of catering outlets	Moderate	20/10/21	3/2/23
Power failure	Loss of key requirements	High	PC	Confirm venue power supply meets demands Contingency plans confirmed by venue Back-up power supply at each venue	High	20/10/21	3/2/23
Printers – Toners	Poisoning from Toner	Moderate	ISO	Ensure follow instructions for changing toners Dispose of old toner correctly, wash hands	Low	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Set Up/Pack Down	Moving vehicles Collision Crushing	High	AC	Ensure traffic management is in place – spotters for moving machinery Follow venue policies and procedures Wear high vis if in high traffic area Ensure all personnel adhere to onsite policies and procedures Check all personnel is authorized before entering the site Clearly state set up and pack down times	Moderate	20/10/21	3/2/23
Shelving & Racks	Falling objects Bruising Abrasions & lacerations Fractures Head injury Crushing	High	EC	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 overload Store heavy items on the lower racks to avoid falls	Moderate	20/10/21	3/2/23
Signage (lack of)	Incident due to lack of direction and communication	Moderate	E	Make sure signage is in place in each area for hazards, entry, exit, slippery surfaces, no smoking, emergency procedures	Low	20/10/21	3/2/23
Smoking and vaping	Breathing difficulties Fire Cancer	Moderate	E	Smoking and vaping is not permitted onsite Refer to the H&S Manual	Low	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Step Ladder	Falls Bruising Sprains & strains Abrasions & lacerations Fractures	High	EC AC	Do not carry anything that impairs your vision Carry only what is comfortable Unsafe ladder should be tagged for repair and not used Never work from top two treads (incl top tread) Always face the ladder All stepladders must have rigid stays in place Never lean to one side or overreach Never use as a support for a working platform Always visually inspect before each use Always place on a firm, flat surface – not on any boxes to gain extra height Always take care when positioning in busy walkway areas – set up barriers around ladder when necessary	High	20/10/21	3/2/23
Stress	Stress Decreased wellbeing Absence Low morale	Extreme	AC	Refer to Company Health and Safety Manual Advise management without delay of your concerns	High	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Swimmer collision with others or end of pool	Fractures Head injury	Extreme	AC	Swim with lane ropes Follow sign directions Backstroke flags correctly located T markings correctly located on bottom of pool Swimmer competency level Open more lanes to SNZ Limit number of swimmers per lane	High	20/10/21	3/2/23
Temperature	High or Low temperature of pool and or complex Hypothermia/ Hyperthermia	High	EC	Regular monitoring of pool and environs by pool staff Personnel stay hydrated Venue setup to minimise risk of getting wet Change of clothes available Venue environs monitored by staff	Moderate	20/10/21	3/2/23
Venue	Trips, Slips, Falls Wet slippery surface	High	AC	At large events ensure housekeeping brief is performed before commencing Ensure safety signage is displayed in venue Ensure workers, including volunteers, are briefed on venue emergency procedures	Moderate	20/10/21	3/2/23

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (c/w controls)	Review Date	Review Date
Water quality	Illness Infection	High	EC	Ensure appropriate goggles, hats/caps are worn Ensure venue pool water quality meets standard NZS5826:2000 Ensure venue pool filter and chemical treatment is in good working order	Moderate	20/10/21	3/2/23
Working after hours Walking to and from your vehicle /transport alone or in the dark	Assault	High	AC	Use well-lit areas to access car/bus Try to walk in pairs/groups When working late, avoid working alone If unavoidable, ensure all outside doors are locked	Moderate	20/10/21	3/2/23
Working Alone	Lack of communication in the event of an emergency	Moderate	AC	Ensure effective communication at all times – keep a cell phone on you Have a secondary means of communication in areas of no cell range Ensure someone knows where you are and you check in at regular times	Low	20/10/21	3/2/23
Photography & Videography	Drone Use	High	AC	Fully qualified and licensed operator Use in good weather Notify Team Managers in the initial meeting	High	20/10/21	3/2/23
Photography & Videography	Underwater Photos	High	AC	Fully qualified operator Notify Team Managers in the initial meeting	High	20/10/21	3/2/23

Hazard/Risk Register – EVENTS

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Internet Stability	Livestream feed being lost due to internet dropping out	High	EC AC	Having LiveU back-up system available Venue understanding internet requirements and providing	Moderate	20/10/21	3/2/23
Poor Weather Conditions	Strong winds Slippery conditions	High	E EC	Contingency plans in place Location to escape the weather elements	Moderate	20/10/21	3/2/23
The above hazards are examples and by no means an exhaustive list. We suggest that you always ensure you are using the latest guidelines and safety instructions by visiting the WorkSafe website. www.worksafe.govt.nz							