

Hazard/Risk Register							
Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
General							
Club owned plant and equipment	Serious Harm			Ensure Safe Operating Procedures are written up for all plant and machinery Only trained personnel to operate Ensure regular maintenance checks			
Dangerous Play	Serious Harm			Ensure safe play rules are followed Referees and Coaches to enforce rules and code of conduct			
Drugs and Alcohol	Inattention to safety Harm to others			Refer to company Health and Safety Manual			
Electrical leads	Electrocution			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			
Emergency Management	Crushing Bruising Broken bones Abrasions & Lacerations Death			Emergency exits signage and evacuation plan to be displayed throughout the facility Assembly point to have signage Reception sign in register to be in reception A full emergency plan to be documented			

Excessive yelling	Vocal difficulties			Use microphone if present Talk in small groups Use visual signs and whistles			
Field condition	Trips, Falls			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			
Fire	Fire Burns			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			
Gates	Trip Sprains and Strains Fractures			Keep the 2 bollards in the holes when gate is open			
General Floor Area	Trips, Slips, Falls Wet Slippery Surface			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			
Manual Handling	Sprains and Strains			Ensure correct lifting techniques are used			
Medical Emergency	Untreated injuries Uncontrolled bleeding Loss of			Make sure there is a regular 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 aiders onsite			

	consciousness Drowning			Ensure First Aid Kit is provided and staff are aware of its location Please notify management if you have an accident or use any products from the first aid kit Any injuries requiring first aid should be logged in the accident register Refer to Health and Safety manual for full incident procedure			
Personal Injury through participation	Sporting Injury			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			
Personnel / New Workers or Contractors	Injury Accidental death			Full induction Site specific induction Ensure all qualifications/training/supervision are up to date			
Shelving & Racks	Broken Bones Falling Stock			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			
Smoking	Fire Breathing difficulties Cancer			Smoking is not permitted within the vicinity of the games or fields			
Spectators	Trips, Slips, Falls Wet Slippery Surface			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			
Stress	Mental harm			Refer to the Health and Safety Manual Advise management without delay of your concerns			
Sunburn	Sunburn Skin Cancer Dehydration Headaches Sore Eyes			Wear sun glasses Wear SPF30 at all times when in sun Wear Sunhat and cover up arms and legs where possible Drink water regularly			
Venues	Serious Harm			Ensure all venues are sent a venue application to complete and return Ensure all venue information gathered is communicated to workers on that site			
Waste	Cut and abrasions Infection			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			
Weather	Bruising Broken bones Abrasions & Lacerations Slips and falls			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			

Working Alone	Serious Harm			<p>Avoid working in isolation or alone – partner up</p> <p>Access the physical and mental demands of the work and assess the risks involved in working in isolation</p> <p>Staff to have access to a telephone</p> <p>If afterhours any staff working alone must notify another staff member and advise hours they intend to be at work</p> <p>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, length of work, first aid, PPE, equipment, emergency procedures</p> <p>Ensure emergency procedures are communicated prior to commencing work</p> <p>First Aid Kits must travel with anyone working in isolation</p>			
Working at night	Walking to and from your vehicle /transport alone or in the dark			<p>Use well-lit areas to access car/bus</p> <p>Try to walk in pairs/groups</p> <p>When working late, avoid working alone</p>			
Work Stations	<p>Soft tissue damage</p> <p>Muscle strain</p> <p>Eye strain</p> <p>Repetitive Strain Injury</p>			<p>Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz</p> <p>Take regular breaks</p> <p>Change work patterns to eliminate muscle strain</p>			
Turf							
Tin Signage	Abrasions/Coming off the fence			<p>Ensure all four corners are secured, the tine is in good condition with smooth surfaces</p>			
Banners	Trip			<p>Ensure all four corners are secured</p>			

Protective Rope Nets	Struck by hockey balls			Ensure nets are well secured, well maintained and fit for purpose Inspect ropes each month for wear			
No Protective nets	Struck by hockey balls			Four protection nets installed to ensure safety to spectators and less window breakage			
Plastic Piping	Trip			Users to be alerted to the placement pre game			
Concrete lip to turf	Trip/Slip			Remind players regularly, notify team contacts, signage			
Gates swinging in the wind	Gate striking players			Ensure gate is fully latch or open fully against the fence, notify players regularly, inform club contacts			
Water on ConcreteCarpark	Slip			Notify club contacts, regularly remind players, signage			
Water spray on cricket nets	Slip			Notify Cricket contacts of the danger, signage			
Dry Turf - council water restrictions	People - substantial injuries including but not restricted to skin burns, impact injuries, falling. Turf - carpet wear, potential to tear.			Notify Team/Club Contacts, reminders over loud speaker before each warm up/game			
Dug Outs							

Flying Balls	striking players			Notifying Club Contacts, Signage			
Concrete Area – surrounding turf							
Wheels (bikes, scooters etc)	collisions, injuries			notifying club contacts, wheels free signage			
Wheels (vechiles)	collisions, injuries			ensure drivers notify spectators when moving, vechiles to move below 10km p/h			
Grandstands - temporary							
Height of Grandstand	Fall from height			Ensure handrails are installed			
Backs on top of top grandstand seat	Fall from height			Ensure more material is added to the back of the highest seats on the grandstand			
Grandstand - Scaffolding	Fall from height			All the bolts need to be checked for tension on a regular basis			
Change Room and Corridor							
Slippery Surfaces	Slips, trips, falls Sprains Strains			Ensure flooring is non-slip (An acid wash could be applied to take the smooth surface off or paint a textured non slip paint to the surfaces) Ensure mats are in place Use slippery when wet signage			

Concrete Lip	Slips, trips, falls Sprains Strains			Signage			
Water Tanks							
Unauthorised persons in the area (including children)	Fall from height Trip			Restrict with warning signage 'no unauthorised persons' Ensure lids are bolted on to eliminate access Keep valve clear of weeks and gross to avoid trip hazards Keep area clear of debris and netting			
Tallow Waste Drum							
Unemptied Drum	Spill			Ensure drum is emptied and cleaned regularly by a competent contractor			
Pump Shed							
Broken Door	Unauthorised access			Ensure door to this shed is straightened back after being vandalised to secure entry			
Water Cannons							
High Pressure Water	Fractures Eye Injuries			Ensure signage is displayed around turfs advising of HP watering Water Cannons never to be operated unless field is clear off all people Verbal and visual checks of the field to be completed before operating			
Hose Connection – Gate	Facial Injuries			Ensure the gate valve is isolated or covered to avoid			

Valve				injury			
Trees/Foliage							
Fallen/Falling branches	Head injuries Trip			Trees needs to be checked regularly by a qualified arborist for damaged limbs and all dead branches remove from around the turf			
Electrical Boxes							
Lack of maintenance	Electric Shock			Ensure all boxes are well maintained Screws are secure and holes are repaired Electrical WOF			
Pavilion Entrances							
Entrance to Pavilion(carpark side)	Slip, Trip, Fall Fracture			Install a hand rail/handle at entrance. Ensure the handrail is secure			
Raised concrete lip (carpark side)	Slip, Trip, Fall Fracture			Ensure rail is installed as above			
Door lip (field one entrance)	Slip, Trip, Fall Fracture			signage			
Concrete Paths	Slip, Trip, Fall Fracture			Ensure paths are well maintained and kept even without trip hazards			
Uneven paving	Slip, Trip, Fall Fracture			Signage			
Furniture							

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The above hazards are by no mean an exhaustive list and we suggest that you should always ensure you are using the latest guidelines and safety instructions by visiting the Worksafe website at <http://www.business.govt.nz/worksafe>

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

Controls

Sub Substitute

Iso Isolate

- PC Prevent Contact
- EC Engineering Controls
- AC Administrative Controls
- PPE Personal Protective Equipment