

Hazard/Risk Register							
Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Role	Review Date
General/Club							
Stress	Mental harm	High	AC	Refer to the Health and Safety Manual Advise management without delay of any concerns	Low	SM H&S Rep	April 2020
Working at night	Walking to and from your vehicle /transport alone or in the dark	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	Low	SM H&S Rep	April 2020
Vehicles	Motor vehicle accident Crushing and pinching Entanglement	Extreme	EC & AC	Use in accordance with manufacturer's instructions Divers must have current licenses/endorsements in order to operate appropriate vehicles Ensure vehicle is regularly serviced and roadworthy Ensure all loads are properly fastened and cannot move in the event of an emergency stop	Low	SM H&S Rep	April 2020
OSI injuries	Soft tissue damage Muscle strain Eye strain Repetitive Strain Injury	Low	EC & AC	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	Low	SM H&S Rep	April 2020
Photocopier, Fax, Printers	Burns from clearing jammed paper Bright light damage to eyes	High	AC	Follow instructions for clearing jams Ensure copier lid is closed when using copier	Low	SM H&S Rep	April 2020

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Drugs and Alcohol	Inattention to safety Harm to others	High	AC	Refer to Health and Safety Manual	Low	SM H&S Rep	April 2020
Smoking	Fire Breathing difficulties Cancer	Extreme	AC	Smoking is not permitted in buildings or entranceways. Refer Health and Safety Manual section on smoking	Low	SM H&S Rep	April 2020
Swim Meet - General							
Venues	Unknown Hazards	Extreme	AC	Ensure all venues are sent a venue application to complete and return Ensure all venue information gathered is communicated to personnel utilising that venue.	Low	SM H&S Rep	April 2020
Fire	Burns Heat Smoke Inhalation	Extreme	EC & AC	Fire detection systems & evacuation alarm. Portable firefighting appliances, evacuation procedure & clearly marked exits.	Low	SM H&S Rep	April 2020
Earthquake	Ground Shaking Building Damage Falling Objects Broken Glass	Extreme	AC	Drop, Cover & Hold. Evacuation procedure & clearly marked exits.	Moderate	SM H&S Rep	April 2020
Excessive Noise	Damage to hearing Headache	High	AC & PPE	Ear plugs available. Crowd announcements via PA system	Low	SM H&S Rep	April 2020
High or low temperature of pool & or complex	Hypothermia Hyperthermia Fatigue Dehydration Heat Stress	High	EC & AC	Regular monitoring of pool & environment temperature by pool staff	Low	SM H&S Rep	April 2020

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Manual Handling	Sprains & Strains	High	EC & AC	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	Low	SM H&S Rep	April 2020
Breakages of supplied furniture	Fall Broken bones Bruising Abrasions	High	AC	Furniture checked for damage & monitored for misuse.	Low	SM H&S Rep	April 2020
Electrical Leads	Electrocution	Extreme	EC & AC	Condition of Electrical equipment regularly inspected, no faulty/damaged leads or electrical equipment to be used. RCD power points on pool deck. Battery powered starting system. Ensure leads & electrical equipment tested & tagged in accordance with NZS AS/NZS 3760:2010. All electrical work to be carried out by an authorised electrician	Low	SM H&S Rep	April 2020
Chemical spill/water contamination	Chemical Burn Poisoning Rash Vomiting Illness Infections Respiratory Illness	Extreme	EC & AC	Correct storage of pool chemicals & regular water quality checks by pool staff.	Low	SM H&S Rep	April 2020
Wet Pool Deck	Slips, trips and falls Broken bones Bruising Abrasions	High	EC & AC	Pool signage stating no running. Non-slip starting blocks. Swimmers to dry off before entering seating areas. Non slip footwear if possible.	Low	SM H&S Rep	April 2020

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Health of officials & volunteers	Age or medical related condition Fatigue Dehydration Heat Stress	High	AC	Meet director/referee be informed of possible medical condition. At risk personnel to be regularly monitored. Qualified First Aid providers on site. Water, food & Seat available. Break away from the pool deck.	Low	SM H&S Rep	April 2020
Trip hazards	Slips, trips and falls Broken bones Bruising Abrasions	High	EC & AC	Pool deck clear of excess equipment. All cabling & equipment secured in walk areas. Team managers responsible for ensuring swimmers keep their seating areas unobstructed.	Low	SM H&S Rep	April 2020
Hot Water Urns & Knives	Burns Cuts and abrasions Infection	High	AC	Food preparation area & equipment checked for safety. Only personnel competent using hot water urns & sharp knives to be in food preparation area.	Low	SM H&S Rep	April 2020
Collisions between personnel on pool deck	Slips, trips and falls Broken bones Bruising Abrasions	High	AC	Pool signage stating no running. Marshalling and pool area managed by officials during meet. Club managers responsible for behaviour in team seating areas. Cones & plastic chain isolate pool deck officials from spectators.	Low	SM H&S Rep	April 2020
Officials falling in pool	Concussion Broken bones Bruising Abrasions	High	AC	Officials maintaining a safe margin between themselves & pool edge. Non slip footwear if possible.	Low	SM H&S Rep	April 2020
Swimming							
Collisions between swimmers during warm-up	Concussion Broken bones Bruising Abrasions	High	EC & AC	Swimming within lanes ropes. Following direction placards for each lane.	Low	SM H&S Rep	April 2020

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Injury from diving onto another competitor during relays, over the top starts or warm up	Concussion Broken bones Bruising Abrasions	High	AC	Relay changeover swimmer only diving in once swimmer has reached end of the pool. Official to ensuring all swimmers still in the water are holding on to lane ropes in close proximity to pool end before starting next race. Diving only allowed in specified lanes during warm up & all personnel swimming away from diving blocks.	Low	SM H&S Rep	April 2020
Falls from starting blocks	Concussion Broken bones Bruising Abrasions	High	EC & AC	Starting blocks checked for security. Non Slip surface on starting blocks. Start procedure minimising time on starting blocks.	Low	SM H&S Rep	April 2020
Swimmer colliding with end of pool	Concussion Broken bones Bruising Abrasions	High	EC & AC	Backstroke flags correctly located. T markings on bottom of pool for each lane. Swimmers competent at managing stroke at end of each length.	Low	SM H&S Rep	April 2020
Swimming Pool	Drowning	Extreme	AC	Very competent swimmers. Coaches, team managers pool staff & officials monitoring all swimmers in the water. Swimmers trained to use pool lane rope if in difficulty.	Low	SM H&S Rep	April 2020
Swimmer contacting pool bottom on dive	Concussion Spinal injury Broken bones Bruising Abrasions	Extreme	EC & AC	Awareness of pool depth to swimmers. Swimmers competent at diving. Diving is only permitted at deep end of pool. Start end pool depth is 2.2 metres at Freyberg pool, 1.6 metres at Lido 50m pool and 1.35 metre at the Makino indoor pool.	Low	SM H&S Rep	April 2020
Outdoor Swim meets							

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Extended Exposure to Direct Sunlight	Sunburn Skin Cancer Dehydration Headaches Sore Eyes	High	EC & AC	Stay out of sun as much as possible, utilise Sun Shades & Gazebo's. 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	SM H&S Rep	April 2020
Wind	Slips, trips and falls Broken bones Bruising Abrasions	High	EC & AC	Stop meet if winds is severe Secure any loose items including Gazebo's Dismantle Gazebo's if wind is excessive.	Low	SM H&S Rep	April 2020
Lightning	Cardiac arrest Stoppage of breathing Shock Burns	Extreme	AC	Stop meet if thunder or lightening is present No pool entry until 30 minutes after last Thunder Clap	Low	SM H&S Rep	April 2020
Rain	Slips, trips and falls Broken bones Bruising Abrasions	High	AC	Stop meet if rain is severe	Low	SM H&S Rep	April 2020
Reduced Visibility	Slips, trips and falls Broken bones Bruising Abrasions	High	EC & AC	Sufficient Pool deck lighting. Scheduling of meets during daylight hours.	Low	SM H&S Rep	April 2020

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Gazebo's	Airborne hazard Broken bones Bruising Abrasions	Extreme	EC & AC	Tie down or secure by weights. Dismantle if conditions warrant. Secure when not in use	Low	SM H&S Rep	April 2020
Fixed Fittings	Slips, trips and falls Broken bones Bruising Abrasions	High	AC	Officials advised of any pool deck hazards in briefing.	Low	SM H&S Rep	April 2020
Wind moving Backstroke flags off the 5 metre mark	Concussion Broken bones Bruising Abrasions	High	EC & AC	Backstroke Flags secured & as tight as possible. Team Managers to remind swimmers of this hazard.	Low	SM H&S Rep	April 2020
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							

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