

## Wellington Hockey Association Health and Safety Risk Management Plan – Facilities

Risk Management Plan						
<b>Name of area to be assessed:</b> Facilities <b>Name of person carry out assessment:</b> Mark Nunn - Facilities and Events Manager (FEM)			<b>Date of assessment:</b> 17 January 2017 <b>Review date scheduled:</b> 17 September 2017			
Activity	Hazard Identification & Associated Risk <small>Type/Cause</small>	Assess Risk/Score	Elimination or Control Measures	Further action	Who	When
<b>Entrance and Viewing Areas</b>	Slippery surfaces when wet	Low 40	<ul style="list-style-type: none"> <li>Slippery surface signs out when raining</li> </ul>		FEM WHA Staff	On-going
<b>Function Room</b>	Slips, trips and falls Trailing leads Hot surfaces	Low 40	<ul style="list-style-type: none"> <li>General good housekeeping.</li> <li>All areas well lit</li> <li>Staff keep areas clear, eg no boxes left in walkways, deliveries stored immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Better housekeeping in staff kitchen needed, eg on spills.</li> <li>No trailing leads or cables.</li> </ul>	FEM	On-going
<b>Kitchen</b>	Burns, cuts Food cross contamination	Low 30	<ul style="list-style-type: none"> <li>First aid kit in the kitchen area.</li> <li>Staff should hold a first aid certificate</li> <li>Designated cross contamination areas to avoid cooked and uncooked food prepped in the same area</li> <li>Disposable gloves</li> <li>Wash hands regularly</li> </ul>	<ul style="list-style-type: none"> <li>First aid certificates to be displayed</li> <li>Spills should be cleared ASAP</li> <li>Hygiene signs in place</li> <li>Cleaning procedures need to be in place</li> </ul>	FEM	On-going



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<b>Bar</b>	Alcohol being served to minors.  Not complying to NZ liquor guidelines	High 90	<ul style="list-style-type: none"> <li>• Duty Manager on duty if alcohol being sold</li> <li>• Nominated license holder</li> <li>• All catering staff to complete RSA certificate. (Responsible serving of alcohol)</li> <li>• ID asked for anyone looking under the age of 25</li> <li>• Alcohol not served to anyone under the age of 18.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage needs to be improved</li> <li>• Cleaning procedures need to be in place</li> </ul>	FEM	On-going
<b>Umpires Room</b>	Slips, trips and falls  Area not cleaned and tidy	Low 12	<ul style="list-style-type: none"> <li>• Umpires responsible for keeping area clean and tidy</li> <li>• WHA staff to clean area once per month</li> </ul>	<ul style="list-style-type: none"> <li>• Signs to be in place stating WHA are not responsible for any items lost or stolen</li> </ul>	FEM All users	On-going
<b>Store rooms</b>	Storage items falling on staff	Low 18	<ul style="list-style-type: none"> <li>• This room is locked when not in use</li> <li>• No stacking boxes more than three boxes high</li> <li>• Visual checks completed monthly</li> <li>• No flammable liquids to be stored dangerously.</li> </ul>	<ul style="list-style-type: none"> <li>• Six-month stock checklist to be implemented</li> </ul>	WHA Staff	On-going
<b>Changing rooms</b>	Slips with wet surfaces Damage to toilets/ showers	Med 60	<ul style="list-style-type: none"> <li>• Signs in place as required</li> <li>• Weekly checklists in place to check toilets and shower facilities</li> <li>• Damages are reported and a schedule of repair is arranged with WCC</li> <li>• All areas cleaned twice weekly</li> </ul>		FEM	On-going



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<b>Turf 1&amp;Turf 2</b>	Slips, trips and falls – Turf damage	Med 60	<ul style="list-style-type: none"> <li>• Procedures in place to report damage to turfs</li> <li>• No studded footwear on turfs</li> <li>• Players/ coaches and match officials allowed on turfs.</li> <li>• Turfs intended for hockey use only</li> </ul>	<ul style="list-style-type: none"> <li>• Visual checks completed daily</li> <li>• Weekly checklist in place to assess any damage</li> <li>• Check for weeds / moss monthly</li> </ul>	FEM	On-going
<b>Pump shed</b>	Misuse of the watering system	Low 20	<ul style="list-style-type: none"> <li>• Trained staff to only operate water pumps</li> <li>• Maintenance contract in place</li> <li>• WCC responsible for all repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Locked when not in use</li> </ul>	FEM	On-going
<b>Car Parks</b>	Moving vehicles in the WHA carpark	Med 60	<ul style="list-style-type: none"> <li>• Designated car parking spaces for cars and larger vehicles.</li> <li>• Patrons to be vigilant while crossing over car parks</li> </ul>	<ul style="list-style-type: none"> <li>• Patrons to stop parking in designated emergency bays.</li> </ul>	All staff	On-going
<b>Grass Banks behind Turfs</b>	Falls on grassy areas	Low 30	<ul style="list-style-type: none"> <li>• Spectators are encouraged not to climb the grass banks in wet weather</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	All staff	On-going
<b>External Parameter Fencing</b>	Holes in fences lead to player/ spectator injury  Accidents from climbing fences	Med 60	<ul style="list-style-type: none"> <li>• Staff to discourage anyone from climbing over the external parameter fence and use designated entry points</li> </ul>	<ul style="list-style-type: none"> <li>• Report any damaged fencing to WCC</li> </ul>	All staff	On-going



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<b>Practice Turfs</b>	Slips, trips and falls – Turf damage	Med 60	<ul style="list-style-type: none"> <li>• Procedures in place to report damage to turfs</li> <li>• No studded footwear on turfs</li> <li>• Players/ coaches and match officials allowed on turfs.</li> <li>• Turfs intended for hockey use only</li> </ul>	<ul style="list-style-type: none"> <li>• Visual checks completed weekly</li> <li>• Monthly checklist in place to assess any damage</li> </ul>	FEM	On-going
<b>Ramps/ Steps from Car Park to Turfs</b>	Falls on WHA ramps and steps	Med 60	<ul style="list-style-type: none"> <li>• If ramps or steps become dangerous when wet top car park is closed and entrance to turfs is via ticket booth entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Steps and ramp areas are water blasted annually to prevent moss build up</li> </ul>	All staff	On-going
<b>Water Cannons</b>	<p>Injuries sustained from handling the cannons while in operation</p> <p>Tampering with cannons when not in operation, possibly resulting in broken glass in pavilion</p>	Med 60	<ul style="list-style-type: none"> <li>• Staff to ensure cannons are facing the turfs prior to starting water operations.</li> <li>• Children discouraged from playing with cannons</li> </ul>	<ul style="list-style-type: none"> <li>• Signs to warn patrons to not play or adjust water cannons</li> </ul>	All staff	On-going
<b>Lighting</b>	Poor lighting leads to player injury	Low 40	<ul style="list-style-type: none"> <li>• Bulbs replaced as required</li> <li>• No more than four blubs out on one turf at a time.</li> <li>• EAP in place to deal with evacuation if lights fail</li> </ul>	<ul style="list-style-type: none"> <li>• Contract needs to be place to avoid reactive problems with lights</li> <li>• Long term light replacement plan needs to be established</li> </ul>	FEM	On-going



