

Wellington Hockey Association Health and Safety Risk Management Plan – Events

Risk Management Plan						
Name of area to be assessed: Events Name of person carry out assessment: Mark Nunn – Facilities and Events Manager (FEM)			Date of assessment: 19th January 2017 Review date scheduled: December 2017			
Activity	Hazard Identification & Associated Risk <small>Type/Cause</small>	Assess Risk level/ Score	Elimination or Control Measures	Further action	Who	When
Normal operating procedures	Lack of staff/ training in H&S		All staff/ volunteers will be briefed prior to WHA events and will be familiar with the following documents: Emergency procedures <ul style="list-style-type: none"> • Amenity facilities • First aid supplies • How to report a hazard or other safety issue • The health and safety procedures and policies required for their tasks, such as manuals, safety data sheets ,personal protective equipment etc. 	<ul style="list-style-type: none"> • All WHA will review and sign H&S policies on a quarterly basis • H& S risks to be discussed at managers meeting prior to each scheduled event 	FEM	Prior to each event



Wellington Hockey Association Health and Safety Risk Management Plan – Events

Emergency Action plans	Emergency procedures are not clear	Med 60	All staff/ volunteers will be familiar with the following documents: <ul style="list-style-type: none"> Emergency action plans in place Briefing of workers prior to events 	<ul style="list-style-type: none"> Emergency action plans are reviewed by WHA staff on a quarterly basis 	FEM All Staff	On-going
Fire	Lack of emergency procedures – fire If trapped, staff/ vols could suffer fatal injuries from smoke inhalation/burns.	Med 60	<ul style="list-style-type: none"> Follow response actions as detailed in the WHA Emergency Action Plan 	<ul style="list-style-type: none"> Designate WHA and BRC fire marshals (onsite) Team Managers are briefed prior to scheduled events on emergency procedures 	FEM All staff Team Mgrs	On-going
Earthquake	Lack of emergency procedures – earthquakes	Med 60	<ul style="list-style-type: none"> Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> Annual earthquake practice to be performed every 6 months (last practice was in December 2015) 	FEM All staff	On-going
Flooding	Lack of emergency procedures – flooding Flooding may be caused by heavy rain, overflowing creeks and rivers and high tides or tsunamis in coastal and low-lying areas.	Low 12	<ul style="list-style-type: none"> Follow response actions as detailed in the EAP Emergency Action Plan 		FEM All staff	On-going



Wellington Hockey Association Health and Safety Risk Management Plan – Events

First Aid	No staff/ vol trained in administering first aid	Med 60	<p>The FEM will ensure all staff are provided with the opportunity to complete First Aid Training</p> <p>A First Aid equipment kit will be provided at all WHA venues</p> <p>All national tournaments will be assigned first aid care</p> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • An adequate number of workers are trained to administer first aid or workers have access to an adequate number of people who have been trained to administer first aid 	FEM All staff	On-going
Chemical spill	<p>Lack of emergency procedure – chemicals</p> <p>All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.</p>	Low 12	<ul style="list-style-type: none"> • Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> • Chemicals to be stored in correctly labelled containers • No mixing of chemicals 	FEM All staff	On-going
Dealing with suspicious package	<p>Lack of emergency procedure – suspicious package</p> <p>When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.</p>	Low 12	<ul style="list-style-type: none"> • Follow response actions as detailed in the EAP Emergency Action Plan 		FEM All Staff	On-going



Wellington Hockey Association Health and Safety Risk Management Plan – Events

Bomb threats	Lack of emergency procedure – bomb threats	Low 12	<ul style="list-style-type: none">Follow response actions as detailed in the EAP Emergency Action Plan	<ul style="list-style-type: none">Copy of bomb threat checklist to be kept near person/s who answer calls	FEM All staff	On-going
---------------------	--	-----------	--	---	---------------	----------



Wellington Hockey Association Health and Safety Risk Management Plan – Events

<p>Trespasser on grounds</p>	<p>Lack of emergency procedure – trespassers</p> <p>Trespassing is where a person enters the site and either:</p> <p>does not have permission to be there, or</p> <p>their behaviour is such that the Wellington Hockey Association would not give permission for them to be there</p>	<p>Low 12</p>	<ul style="list-style-type: none"> Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> Review all incident reports after incident has occurred. Review EAP and risk management plan after incident has occurred 	<p>FEM All staff</p>	<p>On-going</p>
-------------------------------------	--	-------------------	--	---	--------------------------	-----------------



Wellington Hockey Association Health and Safety Risk Management Plan – Events

<p>Violent intruder</p>	<p>Lack of emergency procedure – intruder</p> <p>Shots are heard or a violent intruder is seen on the premises</p>	<p>Low 24</p>	<ul style="list-style-type: none"> • Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> • Review all incident reports after incident has occurred. • Review EAP and risk management plan after incident has occurred 	<p>FEM All staff</p>	<p>On-going</p>
--------------------------------	--	-------------------	--	---	--------------------------	-----------------



Wellington Hockey Association Health and Safety Risk Management Plan – Events

<p>Serious injury or death</p>	<p>Lack of emergency procedure – serious injury or death</p> <p>The event has the potential to cause sudden and/or significant disruption to the effective operation of the Wellington Hockey Association. If the aftermath is poorly or insensitively handled, it can impact on those affected and attract adverse media or public comment.</p>	<p>Low 40</p>	<ul style="list-style-type: none"> Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> Review all incident reports after incident has occurred. Review EAP and risk management plan after incident has occurred CEO to refer any workers that may suffer from PTSD for professional assistance. 	<p>FEM All staff</p>	<p>On-going</p>
<p>Missing child or student</p>	<p>Lack of emergency response – missing child</p> <p>All instances of a child or student going missing from site have to be treated urgently and steps taken to find the missing person or confirm their safe whereabouts</p>	<p>Med 60</p>	<ul style="list-style-type: none"> Follow response actions as detailed in the EAP Emergency Action Plan 	<ul style="list-style-type: none"> Review all incident reports after incident has occurred. Review EAP and risk management plan after incident has occurred 	<p>FEM All staff</p>	<p>On-going</p>
<p>Temporary Structures</p>	<p>Temporary structures are not fixed correctly</p> <p>Marquees</p>	<p>Low 30</p>	<ul style="list-style-type: none"> Mud map produced prior to event and signed off by relevant stakeholders Marquees to be secured at all times 	<ul style="list-style-type: none"> Daily inspections of temp structures during competition 	<p>FEM All staff</p>	<p>On-going</p>



Wellington Hockey Association Health and Safety Risk Management Plan – Events

Power	Power failure:	Med 60	<ul style="list-style-type: none"> • Test all power supply points prior to scheduled events i.e. dug outs, technical benches etc. 	<ul style="list-style-type: none"> • Power supply test needs to be completed every day from 7 days prior to the event. 	FEM All staff	On-going
Spectators	Spectator Control: Too many spectators attend during an event	Med 60	<ul style="list-style-type: none"> • Admission by ticket only for major events 	<ul style="list-style-type: none"> • Car park attendants need to be in place to avoid overload of spectators getting into the venue. 	FEM All staff	On-going
Lone working	Staff could suffer injury or ill health while working alone in the office.	Low 40	<ul style="list-style-type: none"> • More than one person to lock the facility at night • Whereabouts of staff 'out of the office' to be monitored by office-based staff. 	<ul style="list-style-type: none"> • Staff to check all areas, including toilets, before locking up at night. 	FEM All staff	On-going
Electrical	Electrical shocks and burns: Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Low 30	<ul style="list-style-type: none"> • Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. • Defective equipment taken out of use safely and promptly replaced. • Staff told not to bring in their own appliances, toasters, fans etc 	<ul style="list-style-type: none"> • Confirm with council the system for making safe any damage to building installation electrics, eg broken light switches or sockets. 	FEM All staff	On-going
Extreme weather conditions	Injuries sustained from sunburn, sunstroke, cold, wet conditions	Low 40	<ul style="list-style-type: none"> • Follow advise for First aid measures 	<ul style="list-style-type: none"> • Process to be adopted for cancelation of activities due to extreme weather conditions 	FEM All staff	On-going
Precautions with Visitors, and Contractors	Spectator Safety: Take good care to ensure the safety of the general public. They are often not aware of the dangers and do not understand what may happen.	Low 40	<ul style="list-style-type: none"> • Visitors and contractors to the property will be advised that there are hazards • Visitors and contractors will be notified of any serious hazards to be avoided. • All visitors must report to office on arrival. 		FEM All staff	



