

# Risk Register

Unit: Athletics Canterbury

Area Nga Puna Wai

Subject: Track and Field

Review Date 1 September 2024

01/10/23  
Prepared By:  
Ruth Liong and Ian Thomas

**DEFINITIONS**  
**Potential Risk level - risk without existing controls**  
**Residual Risk Level - risk with existing & potential controls**  
**Current Risk Level - actual risk with existing controls & considering assessment of effectiveness based on observed & recorded exposure.**

**Hierarchy of Risk Control**  
 1. (ELI) **Eliminate** - remove hazard.  
 2. (SUB) **Substitute** - change hazard for one with less risk.  
 3. (ISO) **Isolate** - use barriers or safety zones to separate people from the hazard.  
 4. (ENG) **Engineer** - design including isolations, interlocks etc. to limit risk.  
 5. (ADM) **Administrate** - procedures, rules to control activity around hazard.  
 6. (PPE) **Use PPE** - last line of defence.

Risk Matrix

	Severity				
	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	5	10	15	20	25
Likely	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Very Unlikely	1	2	3	4	5

  

Risk Level	Low	Medium	High	Extreme
------------	-----	--------	------	---------

Rating	Description
<b>Extreme</b>	Single or multiple deaths
<b>Major</b>	Permanent disability with acute onset (e.g. Amputation) Injury or illness requiring hospitalisation greater than 48 hours Lost Time Injury with lost days Greater than 2 calendar weeks
<b>Moderate</b>	Injury (Medical Treatment) or illness requiring hospitalisation < 48 hours Restricted Work Case greater than > 28 days Lost Time Injury with lost days Less than 2 calendar weeks
<b>Minor</b>	Medical Treatment not requiring hospitalisation Early intervention treatment for chronic condition prescribed by certified medical practitioner or occupational therapist Restricted Work Case less than 28 days
<b>Insignificant</b>	Injury requiring First Aid treatment

Rating	Probability	Description
<b>Almost Certain</b>	> 90%	Virtually guaranteed to occur. Occurs as a matter of course in this type of assignment or situation.
<b>Likely</b>	> 70%	Will probably occur in most circumstances. Happens Commonly in this type of assignment or situation
<b>Possible</b>	> 40%	Could occur at some stage Has happened in this type of assignment or situation
<b>Unlikely</b>	> 10%	Chance of occurring but little history Not known to have happened in this type of assignment or situation
<b>Very Unlikely</b>	< 10%	May occur in exceptional circumstances, remote chance of occurring Not Known to happen in this type of assignment or situation

Ref No.	Hazard	Risk (What could go wrong?)	Current Severity	Current Likelihood	Current Risk Level	Controls (What can we do about it?)	Residual Severity	Residual Likelihood	Residual Risk Level	Position Responsible	Control Monitoring Frequency	Emergency Resopnse/ Opportunities/ General Notes
1	<b>General</b>											
1a	<b>Weather</b>	Injury from storms		Possible		Assess the Weather Conditions before and during the event		Possible		General Manager Meeting Manager Competition Director Technical Manager	Before and during each meeting	
1b	<b>Natural Disasters</b>	Injuries from unforeseen incidents		Possible		Have Emergency procedures and protocols in place		Possible		General Manager Meeting Manager Authorized Personnel	At all Times	Emergency folder in TIC
1c	<b>Lighting Conditions</b>	Injuries from not seeing other athletes, obstacles or dangers		Unlikely		Ensure adequate flood lighting for meetings in hours of twilight or darkness		Unlikely		Competition Director Meeting Manager Technical Manager	Before and during each meeting	
1d	<b>Missing Children</b>	Lost Child/ren go missing at track		Possible		Remind Parents to supervise their child/ren at all times Parents not to drop of their Child/ren without any supervision in place		Unlikely		Authorised Personnel	During the meetings	Missing Chld Policy Notification to Emergency Services Notification to Athletics Canterbury Authorised Personnel
1e	<b>Hummer Operating Practices</b>	Injury from not operating in a safe manner Unauthorized personnel operating the Hummer		Possible		Operated by a competent/authorized personnel in a safe manner. Maximum load of one driver and one passenger. Trolleys must be correctly attached No one is allowed to ride on trolleys while being towed by Hummer During an event when not in use the key must be held by Authorised Personel		Unlikely		Technical Manager Meeting Manager Authorized Personnel	Before, during and after each meeting	
1f	<b>Embankments</b>	Steepness of embankments with risk of injury		Possible		Signs on embankments warning of danger		Possible		General Manager Technical Manager	Before each meeting	
1g	<b>Communication and Power Pits</b>	Danger of open pits left uncovered Unauthorized personnel connecting power and communication within pits Danger of tripping over uncovered loose cords		Possible		Pits when open not to be left unattended and closed properly when finished using Only authorized personnel to acess and operate All power cords to be covered in public spaces All excess cable to be coiled correctly and ideally placed in the pits.		Unlikely		Technical Manager Photo Finish IT personnel	At all times	



4a	<b>Cages</b>	Injury from Hammer/Discus escaping from cages		Likely		Ensure cages are inspected regularly for damage and are properly maintained Ensure nets are correctly installed and pulled up to the top of the cage when an event is on Ensure that there are no gaps at the bottom of the nets to the ground Check that both gates can move freely, are able to be locked in position and are in the correct position for the athlete Ensure that all athletes and Officials maintain a safe distance		Possible		Technical Manager Officials Athletes	Before and During each Meeting	
4b	<b>Circles/Runways</b>	Injury from slipping or debris in the circle /runway Injury from loose holding rings for seated throwers		Possible		Inspect circles regularly and maintain them Ensure the circles are free from debris throughout the competition Ensure the holding rings are secure		Unlikely		Technical Manager Officials	Before and During each Meeting	
4c	<b>Throwing Implements</b>	Injury from defective equipment Injury from being hit by Implements		Likely		Check implements regularly to ensure they conform to the specifications Ensure implements are not taken out to the Field of Play until the event is due to start and only under supervision Implements are only to be carried back when retrieved never thrown or rolled Supervise all warm up throws and they are carried out in competition order		Possible		Technical Manager Officials	Before and During each Meeting	
4d	<b>Additional Points for Throws</b>	Injury from implements		Likely		All Officials and athletes in and around the competition area to be focused and concentrate on the event at all times Practice throws are Not allowed outside the circles or runway depending on the event Officials forward of the circle/runway must be facing the circle/runway All implements must be carried back not thrown or rolled		Unlikely		Officials Athletes	During Meeting	
5	<b>Media</b>											
5a	<b>Media Personnel</b>	Injury from not being aware of surrounding events when in Field of Play (FOP)		Possible		All Media to attend a Safety Briefing from authorised Media Officer All Media to follow direction of the Officials when on the FOP All Media personnel to wear a Hi Vis vest on the FOP		Unlikely		General Manager Media	During Meeting	
6	<b>COVID</b>											
6a	<b>People at risk of catching covid</b>	Older officials/volunteers, under 12's and people with health conditions potentially most at risk		Possible		Following advice from relevant authorities		Possible		General Manager	As and when required	