Risk Register

Athletics Canterbury Unit:

Subject: Track and Field

Area

Nga Puna Wai

Review Date

1 September 2024

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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 Level

Low

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

Medium

Severity

Rating Extreme Description Single or multiple deaths Single or multiple deaths

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
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
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
Injury requiring First Aid treatment Major Moderate Insignificant | Injury requiring First Aid treatment

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

Re	f 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 General											
1a	Weather	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	
11:	Natural Disasters	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
10	Lighting Conditions	Injuries from not seeing other athletes, obstacles or dangers		Unlikely		Ensure adequate flood lighting for meetings in hours of twilight or darkness		Unlikely		Competiion Director Meeting Manager Technical Manager	Before and during each meeting	
10	Missing Children	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
16	Hummer Operating Practices	Injury from not operating in a safe manner Unauthorized personnel operating the Hummer		Possible		Operated by a competenent/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	Embankments	Steepness of embankments with risk of injury		Possible		Signs on embankments warning of danger		Possible		General Manager Technical Manager	Before each meeting)
10	Communication and Power Pits	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	

11	h S	helters	Danger from items blowing over in high winds eg pop ups and/or marquees		Possible		All shelters/pop ups to be securely fastened either with weights or tie downs depending on location on all four legs To be removed after event when no longer required Marquees to be securely pegged down when erected and checked throughout the event.		Unlikely		Technical Manager Officials	Before and during each meeting	
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2	Track							
	Track and other synthetic surface	Injury from slipping/ tripping due to incorrect positioning of the removed kerb	Possible	Place sections of kerbing moved to facilitate steeplchase, high jump and javelin in a safe place Ensure cones or flags are put out to mark where the removed kerb was At the completition of the event replace the kerb as soon as possible	Unlikely	Technical Manager Officials	Before and During each meeting	
2b		Injury from slipping/tripping due to wear and /or poorly maintained or incorrect use	Possible	Inspect the blocks regularly and ensure they are adequately maintained Inspect blocks prior to an event Ensure the blocks are placed on the track in the correct manner	Unlikely	Technical Manager Officials Athletes	Before and During each meeting	
2c	Starting Equipment	Injury from noise of gun	Likely	Officials to wear appropiate hearing protection when starting	Unlikely	Starts Officials	Every time starting	
2d	Hurdles	Injury from collision with defective or improperly set up hurdles	Possible	Inspect the hurdles regulary and ensure they are adequately maintained Inspect the mechanisms for - a) fixing the hurdles at the correct height - b) positioning the counter balance weight Set weight adjustable hurdles correctly Ensure hurdles are correctly placed in lanes	Unlikely	Technical Manager Officials	Before and During each meeting	
2e	Steeplechase Hurdles	Injury due to heavy weight of hurdles shifting them on and off the track Incorrect position and height for the event	Possible	Correct lifting techniques to be used when shifting hurdles and adequate personnel Ensure the hurdles are in the correct position on the track and that they have been adjusted to the correct height for the event	Unlikely	Technical Manager Officials	Before and During each meeting	
2f		Injury due to inadequate water in pit for event Injury to uncovered pit when empty	Possible	Ensure Water level is correct and that adequate cones have been placed to alert people that the pit is in use At the completion of event empty the pit and cover with cover	Unlikely	Technical Manager Officials	During Meeting	
3	Field							
3a	High Jump	Injury due to slipping/tripping due to track kerbing being in the runup line	Possible	Place sections of kerbing moved to facilitate high jump or other events in a safe place and enure cones mark the removed area Replace kerbing immediately after the event is complete	Unlikely	Technical Manager Officials	Before and During each meeting	
3b	IHION JIIIMN AND POIE	Injury due to equipment being defective and/or incorectly set up	Possible	Inspect equipment regulary and ensure they are in good repair Ensure the competition area is set up correctly prior to competition	Unlikely	Technical Manager Officials	Before and During each meeting	
3c	Pole Vault Poles	Injury from Pole breaking and/or falling onto an Official/Athlete	Possible	Inspect poles regulary for damage Be alert and aware of falling poles Officials should avoid trying to catch falling poles	Possible	Athletes Coaches Officials	Before and During each meeting	
3d	Long and Triple Jump	Injury from ill prepared landing area	Possible	Inspect equipment regularly and ensure they are in good repair Ensure the competiion area is set up corectly prior to competition Ensure the board lifting implement is avaliable for lifting out the boards correctly Ensure the sand is dug over prior to competition Check that the landing area is free from dangerous extraneous material Ensure the landing area is covered when not in use	Unlikely	Technical Manager Officials	Before and During each meeting	
4	Throws	Hammer, Discus, Shot Put and Javelin						

4 a	Cages	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 postition for the athlete Ensure that all athletes and Officials maintain a safe distance	Possible	Technical Manager Officials Athletes	Before and During each Meeting	
4b	Circles/Runways	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	Throwing Implements	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	Additional Points for Throws	Injury from implements	Likely	All Officials and athletes in and around the competiion 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	Media							
5a	Media Personnel	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 Officier 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	COVID					 		
6a	People at risk of catching covid	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	