

Health and Safety Risk Register

Refer to the Risk Rating Table at the end of this document when assessing risk rankings.

No.	Identified Hazard	Potential Harm	Likelihood	Control Measures	Responsibility	Risk / Control Review Date
1.	Warm Up Sessions <ul style="list-style-type: none"> - Large numbers of swimmers in the pool. - Swimmers not following correct warm up procedures. - Diving into the pool incorrectly. 	<ul style="list-style-type: none"> • Drowning. • Collisions. • Injuries. 	High	<ul style="list-style-type: none"> • Technical Director in conjunction with coaches and lifeguards supervise swimmers during warm up sessions and throughout the swimming meet. • Warm up procedures explained to coaches and published in entry form and displayed poolside. • Competitors only allowed in the pool during the meet. • When higher numbers of entries to the meet, split warm up sessions utilised to reduce number of swimmers in the pool at one time – to be publicised pre-meet and communicated by Events Team at the Meet. • Allocated time and specified lanes during warm ups where swimmers can practice dives safely (at the end of each warm up session). • Crowd control by Technical Director. • Life Guards on duty at all times. 	Technical Director Coaches Life Guards	August 2022
2.	Depth of the Pool	<ul style="list-style-type: none"> • Drowning. • Panic. 	Moderate	<ul style="list-style-type: none"> • Pool depth published in the entry form and coaches to recommend maximum capability to swimmers during application i.e. depth, distance. • Life Guard on duty at all times. • Coaches to provide guidance and will not recommend swimmers enter meet if they believe they are not ready. 	Coaches Life Guards	August 2022

3.	Back stroke swimmers injuring themselves by hitting wall	<ul style="list-style-type: none"> Hitting head, arms or hands against the wall. Broken limbs. Bruising. 	Moderate	<ul style="list-style-type: none"> Backstroke flags to be put in place at both ends of the pool. Coaches to provide guidance to swimmers, where swimmers are not suitably trained they should not be entering backstroke events. 	Technical Director Coaches Life Guards	August 2022
4.	Damaged/broken lane ropes	<ul style="list-style-type: none"> Cuts to hands, arms or legs 	Low	<ul style="list-style-type: none"> Lane ropes assessed pre-racing to ensure that there are no damaged or broken lane ropes. Swimmers encouraged to communicate to Coach, Life Guards or Technical Director if they notice any damaged or broken lane ropes. 	Technical Director Life Guards Coaches Swimmers	August 2022
5.	Water Quality not up to NZS5826:2020 standard	<ul style="list-style-type: none"> Burns to body. Vomiting. Poisoning. 	Moderate	<ul style="list-style-type: none"> Water quality monitoring by Life Guards before, during and after the meet to ensure that the standards are within specified limits. If any remediation is required – dependent on what is required, pool may be closed (1-3 hours for solid, vomit, diarrhoea, or blood). If identified alert Referee and Technical Director. Technical Director to alert Life Guard. Referee to clear pool until advised. 	Technical Director Life Guards Referee	August 2022
6.	Surface around poolside (slippery surface, loose matting, cables)	<ul style="list-style-type: none"> Cuts. Abrasions. Bruises. Broken limbs. Head Injuries. 	High	<ul style="list-style-type: none"> Swimmers informed to not run around poolside and to be careful at all times. Where pooled water is identified that this is either mopped up, floor mat placed down, or coned off so that no access is possible. Cables covered over with matting where possible. Loose matting where identified either remediated or removed where possible. Coaches and swimmers informed of any known slippery surface, loose matting or cable locations by announcer. 	Technical Director Referee Life Guards Coaches	August 2022
7.	Damaged starter blocks	<ul style="list-style-type: none"> Cuts. Abrasions. Broken limbs. 	Low	<ul style="list-style-type: none"> Technical Director, Referee and Starter to check all starters blocks prior to start of meet. 	Technical Director Referee Starter	August 2022
8.	Electrical Fault related to start/PA system or uncovered cables	<ul style="list-style-type: none"> Electrocution. Burn. Trip. Death. 	High	<ul style="list-style-type: none"> Technical Director and Starter to check all electrical equipment for faults and that all equipment is correctly installed. Technical Director to ensure PA system has been installed correctly. Events Team to ensure that all equipment has been checked pre-meet and that all equipment is working correctly. 	Technical Director Starter Events Team	August 2022
9.	Abusive or disruptive members of the public including swimmers, parents, spectators	<ul style="list-style-type: none"> Verbal and or physical abuse. Injury. Damage to equipment/facility. 	Moderate	<ul style="list-style-type: none"> Technical Director supported by Life Guard to assess situation and if possible to resolve the incident. Officials and members of the public to report incidents to Technical Director. 	Life Guard Technical Director Referee Officials	August 2022

				<ul style="list-style-type: none"> Life Guard to follow trespass procedure. Life Guard or Technical Director to contact NZ police if required. 		
10.	Movement of people around pool deck	<ul style="list-style-type: none"> Trips. Injury. Interruptions to the meet. 	Low	<ul style="list-style-type: none"> Event Manager to assess seating and movement patterns around the poolside. Coaches and Technical Directors to educate swimmers and members of the public. If required barriers to be placed. Signage to be placed. 	Event Manager Technical Director Coaches Officials	August 2022
11.	Venue over crowding	<ul style="list-style-type: none"> Crush injuries. Not able to exit building in time if an emergency. Death. Trips. 	High	<ul style="list-style-type: none"> Projected entry numbers monitored through entry form details. Swimmer and spectator numbers to be monitored at gate entrance. Event Manager, Life Guards and venue staff to monitor and decide appropriate course of action. Exits to be kept clear at all times. Entry numbers restricted if required. If required, spectators advised to not be allowed to attend if not suitable amount of seating available. 	Event Manager Life Guard Venue Staff	August 2022
12.	Unsanitary conditions of toilets or change rooms	<ul style="list-style-type: none"> Infections. Slippery floors. 	Low	<ul style="list-style-type: none"> Event Manager to inform Life Guards or any venue staff of incidents 	Event Manager Life Guard Venue Staff	August 2022
13.	Smoking or vaping within venue or environs	<ul style="list-style-type: none"> Risk to health. Against Acts/Policies. 	Low	<ul style="list-style-type: none"> Alert Event Manager, Technical Director or Life Guard for appropriate reminder and action. Signage to be placed around venue. Reminders to be communicated by announcer. 	Event Manager Technical Director Life Guard Announcer	August 2022
14.	Unknown person taking photos and or videos of swimmers	<ul style="list-style-type: none"> Photos taken without permission. 	Low	<ul style="list-style-type: none"> Event Manager to approach person and establish reason for attendance. If necessary Technical Director to ask to view photos/videos, and if required to delete. If necessary Technical Director to request person to leave the complex. Call NZ Police. 	Event Manager Technical Director	August 2022
15.	Person brandishing weapon, bomb threat, suspect package.	<ul style="list-style-type: none"> Panic. Death. Significant Harm. 	High	<ul style="list-style-type: none"> Life Guards alerted and will manage situation – potential lock down of the venue. Technical Director and Referee to assist Life Guards. Call NZ Police. 	Life Guards Technical Director Referee	August 2022
16.	Barbeque injuries	<ul style="list-style-type: none"> Burns. Slipping on dropped food. Unsafe food handling. 	High	<ul style="list-style-type: none"> Technical Director in conjunction with Life Guards responsible for allocating a safe area to operate from. If necessary BBQ and food table to be cordoned off. Rubbish bins to be provided for unwanted food. 	Technical Director Life Guards SCM	August 2022

				<ul style="list-style-type: none"> • BBQ staff to monitor dropped food within immediate environs. • SCM responsible for promoting safe food handling and storage. 		
17.	Fire	<ul style="list-style-type: none"> • Smoke inhalation. • Asphyxiation. • Burns. 	High	<ul style="list-style-type: none"> • Emergency Exit Procedure to be announced before meet starts. • Activate alarms. • Life Guards and Technical Director to coordinate evacuation to Evacuation Meet location. • Life Guards and Technical Director to account for all Officials, parents and visitors. • Coaches to account for all swimmers. • Call Fire Brigade. 	Technical Director Coaches Life Guards	August 2022
18.	Earthquake and other natural disasters	<ul style="list-style-type: none"> • Falling materials. • Violent movement of water in pool. • Significant Harm. • Crush injuries. • Death. 	High	<ul style="list-style-type: none"> • Emergency Exit Procedure to be announced before meet starts. • Life Guards and Technical Director to instruct everyone to drop, cover and hold. • Life Guards and Technical Director to organise evacuation to Evacuation Meet location. • Life Guards and Technical Director to account for all Officials, parents and visitors. • Coaches to account for all swimmers. 	Technical Director Coaches Life Guards	August 2022
19.	Chemical alert – explosions, leak, spill	<ul style="list-style-type: none"> • Asphyxiation. • Burns. • Significant Harm. • Death. 	High	<ul style="list-style-type: none"> • Follow directions of Life Guards and Technical Director. • Evacuation of pool and venue. Life Guards and Technical Director to organise evacuation to Evacuation Meet Location. • Life Guards will manage through Safety Data Sheet Folder. • Call Fire Brigade and Ambulance. 	Technical Director Life Guards	August 2022

The following members have been consulted. They have also read and understood the requirements of this Hazard Register.

Name / Signature / Date	Name / Signature / Date

Risk Rating Table

	CONSEQUENCE OF INJURY OR HARM			
LIKELIHOOD OF HARM	Insignificant (no injuries)	Moderate (first aid / medical treatment)	Major (extensive injuries)	Catastrophic (fatalities)
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely	Low	Moderate	High	High