

Hazard/Risk Register – Event

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Alcohol	Drunk and disorderly spectators	High	A En	All licensed trade sites have agreed to abide by the alcohol regulations and take responsibility of the patrons on their site. Takapoto estate showjumping will request the removal of nuisance or intoxicated persons. Security personnel in place	Low	20/04/24	20/12/24
Contractors	Lack of safety plans Lack of communication Unidentified risks brought to site	High	A	All Contractors will complete a Contractor Application prequalification for approval and will be inducted to site before commencing work	Low	20/04/24	20/12/24

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Electrical leads	Trips Fire Electrocution	Extreme	En A E	<p>Do not use any appliances with faulty or frayed leads</p> <p>Do not use appliances in wet or damp conditions without RCD or transformers</p> <p>Ensure leads are checked and tagged in accordance with NZS AS/NZS 3760:2010</p> <p>All Contractors and Vendors need to ensure their electrical leads are compliant with current tags before bringing to site</p> <p>Leads are not to be left lying around or creating a trip hazard – Contractors to ensure the risk is minimised</p>	Low	20/04/24	20/12/24
Emergencies	Lack of communication Stampede Crushing	Extreme	A	<p>Emergency evacuation plan for event to be created</p> <p>All personnel onsite to be briefed on emergency plan during induction</p>	Low	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Entry and Exit blocked	Slips, trips and falls Personnel inhibited from exiting the site in an emergency e.g. Fire	Extreme	A En	Nothing must be placed or left in entry and exit All personnel are responsible for keeping these areas clear Site inspection conducted	Low	20/04/24	20/12/24
Entry Control	Overloading Personal Safety	Moderate	A En	Entry into large events will be based on ticket sales and all entry points into the venue are to be manned with no ticket, no entry Security in place to assist Main Horse Float gate to remain closed, all entries will be instructed, upon entry the gates will be closed behind them. Signage on gate also states, Please Close The Gate.	Low	20/04/24	20/12/24
Fire	Fire Smoke inhalation Burns	Extreme	En A I	Make sure there is a process in place to have fire extinguishers serviced on a regular basis Ensure fire extinguishers are accessible and easy to release All personnel must be aware of emergency evacuation plan Fire bans must be adhered to	Low	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
General horse movement	Injury to person or horse	Extreme	I	<p>Clearly identify “no horse” areas.</p> <p>Horses will be excluded from these areas at all times, before during and after the event.</p> <p>Horses should not be left unattended before, during or after the event</p>	Moderate	20/04/24	20/12/24
Hazardous Substances	<p>Environmental spill</p> <p>Skin irritation</p> <p>Inhalation of fumes</p> <p>Eye injury</p> <p>Poisoning</p>	Low	A En	<p>Identify the chemicals or substance to be used per event</p> <p>Contractors and vendors to supply HSNO registers, have substances stored and labelled correctly, Safety Data Sheets to be available Chemicals in approved containers</p> <p>Trained first aiders to attend each event</p> <p>Fire extinguishers must be available</p> <p>Spill kits as required</p>	Low	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Horse bolting	Impact injuries to horse and personnel	Extreme	IAE	<p>Horses are not left unattended.</p> <p>Horse owners and trained attendants only are permitted to tie up and attend to horses.</p> <p>Regular spot checks are carried out by those authorised.</p> <p>Organisers have fully briefed marshals, volunteers etc on the procedure to follow in the event of a horse bolting.</p> <p>Deer fencing in place to limit areas a loose horse can access.</p> <p>Designated route which horse and rider travels between stables and arenas, keeping general public separate.</p>	Moderate	20/04/24	20/12/24
Horse injury/death	Rider injury/ death, horse injury/death, Spectator distress	Extreme	E PPE	<p>Medical support (first aiders and Vet) are stationed onsite.</p> <p>All riders to wear protective- riding hat and appropriate foot ware at a minimum.</p> <p>Screens erected around injured animal.</p>	Moderate	20/04/24	20/12/24
Incident reporting	Aggravated injury to animal & personnel	High	AE	<p>Alert first aiders & organisers immediately.</p> <p>Incident report must be completed.</p> <p>Notifiable injuries are reported to WorkSafe</p>	Moderate	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Lost children/vulnerable persons	Unsupervised children Abuse Abduction	Extreme	A E	Designated location designed for lost dependents to be registered and collected Location clearly sign posted Details of the lost dependent will be recorded, and announcements made (without using the name of the dependent) ID of the caregiver to be sighted and recorded If the dependents reaction to the caregiver is distressing or fearful, contact will be made with Security/Police Police are to be informed if the dependent is not collected within a reasonable timeframe No food or drink (with the exception of water) to be given to the dependent	Low	20/04/24	20/12/24
Manual Handling	Sprains Strains	High	E	Use trollies or manual handling aids Reduce or split load sizes to manageable weights Where possible, use two person or team lifting Bend your knees Rotate your knees and not your back	Low	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Marquee Installation	Slips, trips and falls Falls from heights Broken limbs Crushing and pinching Amputation, abrasions and lacerations	Extreme	E A PPE	<p>Ensure all workers inducted and trained</p> <p>Complete a task analysis and onsite hazard identification (including erecting signage) before commencing work – refer to SSSP</p> <p>Ensure the public are safe by placing barriers and tape in place to isolate the site – never leave the site unsupervised</p> <p>Installs must be supervised by marquee riggers – only trained workers may install a marquee</p> <p>Wear appropriate PPE</p> <p>Ensure equipment is checked before and after use</p> <p>Refer to working from height – ensure safety harness, elevated work platforms, certified scaffolding is in place</p> <p>Only work in well-lit areas</p> <p>Ensure safety features are in place – exit signs, emergency lighting etc.</p>	Moderate	20/04/24	20/12/24

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Marquee construction by Contractors Trade site/stall holders setup	Falling objects Collision Crushing	Extreme	PPE A E	Pre-construction toolbox with event organisers to determine all potential hazards in the area of construction and the access and egress of the site. Contractors to submit their contractor application form to the event organisers prior to setup including JSA for set up, monitoring and pack down. All workers must be inducted, trained and experienced in safe work Wear appropriate PPE	Moderate	20/04/24	20/12/24
Medical Emergency	Untreated injuries Uncontrolled bleeding	Extreme	A E	Appropriate first aid and first aiders to be available onsite All incidents to be recorded in the incident register Notifiable events to be reported to WorkSafe immediately (see H&S Manual)	Moderate	20/04/24	20/12/24
Noise	Lack of communication Hearing loss	Low	A E	Required permits will be approved if applicable Noise levels to be monitored	Low	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Overloading Venue	Lack of crowd control Stampede Crushing	Low	A En	Maximum numbers approved by the venue Entry to large events will be based on ticket sales. No ticket, no entry	Low	20/04/24	20/12/24
Port-a-loos and showers	Disease/illness	High	A En	Toilets checked regularly for cleanliness Cleaners onsite daily to keep facilities clean at all times	Low	20/04/24	20/12/24
Riding equipment	Fall from horse resulting in possible injury	Extreme	A En	All riders are seasoned and responsible for their own pre ride tack checks Certified safety helmets worn at all times	Moderate	20/04/24	20/12/24
Security (lack of)	Lack of crowd control Assault Bomb threats Restricted items	High	A En	Emergency evacuation plan for event to be created and provided to the venue for approval All personnel onsite to be briefed on emergency plan during induction	Moderate	20/04/24	20/12/24

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Review Date	Review Date
Set Up/Pack Down	Moving vehicles Collision Crushing	Extreme	A En	Ensure traffic management is in place – spotters for moving machinery Follow venue policies and procedures Wear high vis if in high traffic area Ensure all personnel adhere to onsite policies and procedures Check all personnel is authorized before entering the site Clearly state set up and pack down times	Low	20/04/24	20/12/24
Site Specific Hazards	Unidentified risks Slips, trips and falls	Extreme	A En	Site inspection conducted Hazard/Risk Register updated if required All newly identified hazards to be communicated to all personnel	Low	20/04/24	20/12/24
Smoking	Breathing difficulties Fire	High	A E	Smoking is restricted to two smoking areas only: 1 x behind the riders bar 1 x area just outside the Bellevue Marquee Ensure signage is displayed Bins with sand in the provided and changed regularly.	Low	20/04/24	20/12/24

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Spectators hurt by horses	Concussion, contusions etc	Extreme	A En I	Marshals in strategic positions, course marking and vigilance by both spectators and riders. Spectators reminded to be mindful of horses at all times Horses only route between stables and arenas	Low	20/04/24	20/12/24
Staging and Structures	Falling objects Collapse Crushing	Extreme	A En	All Contractors will complete a Contractor Application prequalification for approval and will be inducted to site before commencing work These Contractors must adhere to all relative legislation and hold appropriate consents (if required)	Moderate	20/04/24	20/12/24
Staging and Structures – ground penetration	Disrupted services Flooding Gas leak Electrocution Explosion	High	A	Consent from the venue must be obtained and all underground services identified prior to any ground penetration	Low	20/04/24	20/12/24
Stress	Mental harm	Extreme	A En	Refer to Company Health and Safety Manual Advise management without delay of your concerns	Low	20/04/24	20/12/24

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Sunburn	Sunburn Skin Cancer	Extreme	A En	Wear SPF 30+ at all times Wear sunglasses Wear sunhat and coverup arms and legs where possible	Low	20/04/24	20/12/24
Arena Grooming (Tractors)	Moving vehicles Collision Crushing	Extreme	A En	Arenas are to be emptied before any work commences, the gates to the arena will be shut and (Arena closed) signs will be placed on gates to ensure no access by pedestrians or horses is possible.	Low	20/04/24	20/12/24
Traffic	Moving vehicles Collision Crushing	Extreme	A En	Traffic management plan in place and approved – including (but not limited to) carparking, access and egress to site, emergency services access, speed limits, spotters for larger vehicles, and pedestrian walkways	Low	20/04/24	20/12/24
Vendors	Lack of safety plans Lack of communication Unidentified risks brought to site	Moderate	A	All Vendors will complete a Vendor Application prequalification for approval and will be inducted to site before commencing work	Low	20/04/24	20/12/24

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Waste	Cut and abrasions Infection	High	A En PPE	Clean work areas regularly and dispose of waste in the correct manner Wear gloves and other appropriate PPE to ensure no injuries are incurred Use the correct bins for disposal All Contractors and Vendors to dispose of waste in adherence with site rules	Low	20/04/24	20/12/24
Weather	Dehydration Heat stroke Sunburn High winds Lightning strike	Extreme	A En	Wear sunscreen, hats, sunglasses or appropriate wet weather gear Keep hydrated in the heat Take into consideration extreme weather conditions and plan accordingly – delay or cancel event if required	Low	20/04/24	20/12/24
Swimming in lake	Accident or death in the water	Extreme	A	Signage in place to warn people that swimming is at their own risk.	Moderate	20/04/24	20/12/24

Risk Rating Table

Likelihood	Seriousness			
	Negligible <i>no injuries</i>	Minor/Moderate <i>first aid and/or medical treatment</i>	High <i>extensive injuries</i>	Catastrophic <i>fatalities</i>
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Possible	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Very unlikely (rare)	Low	Moderate	High	High

Extreme = immediate action