



# RISK REGISTER

Blue Light Ventures Ltd

HAZARD	RISK	INITIAL RISK RATING	POTENTIAL HARM	RISK CONTROLS	RESIDUAL RISK RATING	DATE REVIEWED / COMMENTS
Location: Hazard Risk Register / Blue Light Youth Camp - Awahu						
<b>Equipment Failure</b>	- Broken / damaged Equipment - Equipment faulty	2	- Physical Injuries - Fatality - Equipment not set up properly	<ul style="list-style-type: none"> <li>Equipment Inspections completed prior to / after use</li> <li>Damaged / Faulty equipment removed from use - Report completed</li> <li>Ensure all staff / participants are trained on how to use the equipment properly</li> <li>Ensure spare equipment is available</li> <li>Regular Inspections &amp; Maintenance completed on equipment</li> </ul>		
<b>Fire &amp; Other Emergencies</b>	- Fire in the buildings - Medical Emergency - Gas Leak	8	- Serious Burns - Fatalities - Smoke Inhalation - Physical Injuries	<ul style="list-style-type: none"> <li>Emergency Procedures understood and practiced -</li> <li>Fire Emergency Equipment available and working / regular checked by External technician</li> <li>Fire Security system installed</li> <li>First Aid Equipment held onsite - Medical kit in kitchen / Trauma kit held at Managers house</li> <li>Work areas kept clean and tidy</li> <li>Chemicals stored in allocated / appropriate areas aw</li> </ul>		
<b>Chemicals and Hazardous Substances</b>	- Spills - Skin Irritations - Incorrect storage - Gas Leak - LPG Bottles	4	-- Physical Injuries - Burns - Acute Health Effects	<ul style="list-style-type: none"> <li>- Store chemicals away when not in use and keep secure</li> <li>- Apply Safe Handling Procedures from Safety Data Sheet (SDS) and follow Emergency response procedures from SDS - folder located front office</li> <li>- Apply Safe Handling Procedures from Safety Data Sheet (SDS) and follow Emergency response procedures from SDS - folder located front office</li> <li>- Segregate substances by classification</li> <li>- Ensure appropriate signage is in place</li> <li>- Ensure appropriate signage is in place</li> <li>- Evacuation drills are practiced for both LPG Gas leak &amp; Fire Evacuation - As outlined in EMP</li> </ul>	8	2/07/2024 - Reviewed / Updated 2/7/24
<b>Vehicle Pedestrian Interaction</b>	-Hitting Objects -workers when maneuvering or reversing causing injury to pedestrians or property	2	-Physical injuries -Fatality	<ul style="list-style-type: none"> <li>- Use other workers in the area to guide if necessary</li> <li>- Comply with speed limits for the premises</li> <li>- Restricted entry across each entry/exit point</li> <li>- Vehicles are parked in allocated areas</li> <li>Ensure Basketball / court area is coned off when in use to prevent cars parking / driving in area</li> </ul>	8	2/07/2024 - Reviewed / Updated 2/7/24
<b>Electrical Equipment, Electricity</b>	Electric Shock / Electrocution	4	-Physical Injuries -Fatality	<ul style="list-style-type: none"> <li>- Test and tag portable electrical equipment for safety as described by legislation</li> <li>- Ensure electrical leads are in safe positions</li> <li>- Regular checks - remove from service if damaged / exposed wires etc</li> <li>- Repairs to be conducted by licensed electrical worker</li> </ul>	8	2/07/2024 - Reviewed / Updated 2/7/24
<b>Fire / Explosion</b>	- Explosion / Fire from LPG Leak	4	- Physical Injuries - Fatality	<ul style="list-style-type: none"> <li>Refer to Company Emergency Management Plan for Fire Evacuations / Gas leak Evacuations ,</li> </ul>	8	2/07/2024 - Reviewed / Updated 2/7/24



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	- Poor Housekeeping - Fire / Explosion from Generator			<ul style="list-style-type: none"> <li>Keep work area clean and tidy Equipment / chemicals stored in allocated areas</li> <li>DO NOT smoke around flammables or combustibles. Smoke in designated areas.</li> <li>Generator is serviced annually Checks conducted regularly</li> </ul>		
<b>Drowning</b>	- Lack of appropriate supervision - Ignoring rules & boundaries - Participants wandering off accessing water areas with no adult supervisor - Poor Communication - Unable to swim / limited ability - Faulty Equipment - Inappropriate clothing	2	- Physical Injury - Fatality	<ul style="list-style-type: none"> <li>Ensure correct ratio of staff / adult helpers- appropriate supervision</li> <li>Set clear rules / boundaries around water activities / access to water - students are aware any access to beaches must be with a supervisor - No wandering off</li> <li>Students are fully briefed on activities</li> <li>Staff to ensure they have a base line understanding of students level of ability in the water prior to camp - Enrolment form</li> <li>All water equipment is checked prior to / after each activity</li> <li>Life Jackets to be worn for water activities such as kayaking / fishing</li> <li>Students are briefed on clothing / equipment required for each activity</li> <li>students are supervised at all times near &amp; around water</li> <li>When swimming students to stay in area where they feel confident</li> </ul>	8	
<b>Contractors/ Visitors / Public</b>	- Unaware of hazards onsite - Unfamiliar surroundings that could cause physical injuries - Unaware of Emergency Procedures	6	- Physical Injuries - Fatality	<ul style="list-style-type: none"> <li>- Ensure all visitors/ Contractors/ Public sign in onsite and are accompanied</li> <li>- Isolate high risk areas to ensure no access - eg - Rock &amp; Ropes area - Fully fenced / locked</li> <li>- Ensure Contractors/ Visitors/ Public have been inducted onsite</li> <li>- Ensure all workers have been inducted are part of the Contractor Management Program for the work site you are at</li> <li>- Display warning signs where necessary</li> </ul>	10	2/07/2024 - Reviewed / Updated 2/7/24
<b>Spills / Wet floor</b>	- slips - Trips & Falls	6	- Sprains & strains - Physical Injury	<ul style="list-style-type: none"> <li>- Clean up any spills / wet areas as soon as possible</li> <li>- Spill kit - Kitchen area</li> <li>- Wet floor sign displayed where applicable</li> </ul>	10	2/07/2024 - Reviewed / Updated 2/7/24
<b>Manual Handling</b>	- Lifting heavy items - Bending & repetitive motions - Overstretching	6	-Sprains / Strains -Discomfort Back Injury -Work-related musculoskeletal disorders such as disorders of the neck, shoulders, knees, arms and hands.	<ul style="list-style-type: none"> <li>- Use manual handling aids or two persons</li> <li>- Avoid lifting heavy items by yourself</li> <li>- Reduce or split loads to manageable weight and/or size</li> </ul>	10	2/07/2024 - Reviewed / Updated 2/7/24
<b>Entrance/Exit Way Blockages</b>	- Slips/ Trips/ Falls	2	-Sprains & Strains -Physical Injuries -Fatality	<ul style="list-style-type: none"> <li>- Ensure all entrances/exits are clear and maintain good housekeeping practices</li> <li>- Be aware of the access restrictions</li> <li>- Regular site inspections</li> </ul>	10	2/07/2024 - Reviewed / Updated 2/7/24
<b>Unauthorised people accessing facility</b>	- Unauthorised entry from members of the public - Vandalism - Using equipment - Injuries	6	- Fatality- -Serious Injury - Damage to property	<ul style="list-style-type: none"> <li>Accessibility to facility hindered by locking all gates</li> <li>All buildings locked when not in use and equipment stored &amp; locked away</li> <li>Regular inspections of facility / equipment</li> <li>Signage no unauthorised access</li> </ul>	10	



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	- Fire			<ul style="list-style-type: none"> <li>Onsite Camp Manager</li> </ul>		
<b>Objects / participants falling from height</b>	<ul style="list-style-type: none"> <li>Unsupervised participants falling from height</li> <li>Faulty / broken equipment/ structures</li> <li>Safety Equipment failing -</li> <li>Physical harm from objects falling from above</li> </ul>	4	<ul style="list-style-type: none"> <li>Physical Injuries</li> <li>Fatality</li> <li>Head / Neck spinal injury</li> </ul>	<ul style="list-style-type: none"> <li>Only trained instructors to run activities</li> <li>Correct safety equipment used</li> <li>All equipment checked prior to / after activities</li> <li>Regular checks / maintenance completed on buildings / structures</li> <li>Items stored appropriated to avoid them falling from above.</li> <li>Items stored appropriated to avoid them falling from above.</li> <li>Defective equipment removed from use</li> </ul>	10	
<b>Physical Injury during activities</b>	<ul style="list-style-type: none"> <li>Entrapment - Crushed hands / fingers / body in equipment</li> <li>Slips, Trips &amp; falls</li> <li>Burns from cooking</li> </ul>	5	<ul style="list-style-type: none"> <li>Bruises / Grazes / cuts</li> <li>Physical Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Participants are fully briefed on activity / risks</li> <li>Only trained instructors to run activities</li> <li>Participants are always supervised during activities</li> <li>First aid kits/ Emergency equipment available</li> <li>Ensure participants are aware of how to use equipment properly</li> <li>Clear rules / boundaries are set at the beginning of each activity / Camp</li> <li>EMP held onsite</li> <li>Staff aware of participants ability</li> </ul>	10	
<b>Lost / loss of route</b>	Student(s) become lost / separated from group	6	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Psychological impact</li> </ul>	<ul style="list-style-type: none"> <li>Students are briefed on strategy in event they become separated</li> <li>Regular head counts / check ins / visual contact with group from staff / supervisor</li> <li>Appropriate adult to student ration for activities</li> <li>Students briefed prior on expectations around staying with the group no wandering off</li> </ul>	10	
<b>Cold Weather</b>	Cold weather - rain, wind and other climate conditions leading to exposure / injuries / Hyperthermia	2	<ul style="list-style-type: none"> <li>Hyperthermia</li> <li>Physical Injuries</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Review weather conditions prior to activities - cancel / postpone if safety compromised</li> <li>Alternative activities planned for adverse weather conditions</li> <li>staff /supervisors to maintain vigilance in extreme conditions and halt/ cease activity if safety compromised</li> <li>Ensure appropriate clothing worn by participants for activity - Brief to cover what is required</li> </ul>	10	
<b>Lack of overall preparedness for activities</b>	<ul style="list-style-type: none"> <li>Students have insufficient / incorrect clothing for activity</li> <li>Incorrect / insufficient equipment</li> </ul>	4	<ul style="list-style-type: none"> <li>Fatality</li> <li>Physical Injuries</li> <li>Hyperthermia/ Hypothermia</li> </ul>	<ul style="list-style-type: none"> <li>All students briefed on clothing / equipment required for each activity</li> <li>Staff to ensure students have access to appropriate clothing / equipment prior to attending / participating</li> <li>All activities are pre-planned prior to student participation - All staff / supervisors briefed on activity and what's required</li> <li>Equipment is checked prior to activity to ensure adequate quantity and quality</li> </ul>	10	
<b>Surface Conditions</b>	<ul style="list-style-type: none"> <li>Slips/Trips/Falls -from uneven surfaces / Slippery &amp; wet surfaces</li> </ul>	5	<ul style="list-style-type: none"> <li>Physical Injury</li> <li>Sprains/ strains / Bruising / Cuts</li> </ul>	<ul style="list-style-type: none"> <li>Ensure good housekeeping. Have equipment. neatly arranged or put away.</li> <li>Ensure and wet areas are dried</li> <li>Trip / slip hazards are identified - Signage etc</li> </ul>	11	2/07/2024 - Reviewed / Updated 2/7/24



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<b>Slips/ Trips / Falls</b>	Slips / Trips / Falls uneven terrain / poor access/ egress	5	- Sprains / Strains / Bruising / Cuts - Physical Injury	<ul style="list-style-type: none"> <li>- Ensure any substances spilt are cleaned up immediately to avoid slips</li> <li>• Ensure good house keeping - Equipment neatly arranged or stored away</li> <li>• Ensure all wet areas are dried where possible</li> <li>• Slip / trip hazards are identified - signage / debrief</li> </ul>	11	
<b>Lack of supervision</b>	Lack of appropriate supervision allowing students to misbehave / abscond	5	- Physical Injuries	<ul style="list-style-type: none"> <li>• Ensure students controlled and supervised at all times</li> <li>• Students are briefed prior / during camp on behaviour expectations</li> <li>• Continuous head counts</li> </ul>	11	
<b>Fatigue</b>	-Falling asleep on the job -Easily distracted -making wrong decisions -taking short cuts	4	-Physical Injuries -Fatality	<ul style="list-style-type: none"> <li>• Make sure staff take regular rest breaks during shifts</li> <li>• MANAGE shift work and overtime so employees get enough time to recover with high-quality sleep</li> <li>• Advise staff to notify their supervisor if feeling fatigued</li> <li>• Have a contingency plan to cover for staff when they are ill</li> </ul>	12	2/07/2024 - Reviewed / Updated 2/7/24
<b>Inappropriate / Aggressive behaviour</b>	- Unacceptable behaviour from camp participants whilst at camp risking safety for themselves and others	11	- Physical Injury - Emotional / Psychological risk	<ul style="list-style-type: none"> <li>• Prior to camps all participants are screened - Enrolments form</li> <li>• Participants demonstrating Inappropriate or aggressive behaviour will be sent home</li> <li>• Expectations / rules are shared with participants prior to and on arrival at camp</li> <li>• Appropriate levels of staff at all times</li> </ul>	14	
<b>Heat / Hot Weather</b>	- Sun exposure / Sunburn - Dehydration - Hyperthermia - Fatigue	5	-Sunburn - Physical Injury - Fatality	<ul style="list-style-type: none"> <li>• - Staff / Lead to ensure availability of water / sunblock and shade where possible</li> <li>• - Encourage students to have regular water intake throughout the day</li> <li>• Staff to maintain vigilance and stop activities if concerned</li> <li>• Appropriate clothing to be worn - Students briefed daily on clothing / equipment required</li> </ul>	14	