


Hazard and Risk Register

This form sets out how significant, known hazards and risks will be managed during an event/activity (including during pack-in and pack-out).

Title:	Parks Risk Assessment		
Completed by:	Simon Hantsche	Role:	Parks Officer - Projects
Date review completed:	31 March 2025	Next review date:	31 March 2026
Area of Risk:	Central Otago District Council - Parks and Grounds		

Hazard category and hazard	Who might be harmed and how What could go wrong?	Controls What will you do to prevent this happening? Use the Hierarchy of Controls .	Risk Level Use the Risk Matrix to evaluate the level of risk	Response What will you do if it happens?	Person responsible job title Who will make sure it happens?
Electricity Exposure to underground power services. 	All contractors, staff and members of the public. Electrocution injuries, resulting from electric shock, can range from minor burns to severe, life-threatening conditions like cardiac arrest and organ damage.	No digging permit - ensure all underground services are located prior to installing fencing, tents etc. Organisers must engage a company that can undertake cable locating. All work MUST be approved by Council before work commences. It is an offence under the Reserves Act 1977 to dig in any park/reserve without Council approval.	Medium	Phone 111 immediately. First aid provided. Contact power company and CODC.	Event organiser
Health, Welfare and Environment Litter or broken glass not correctly disposed	All contractors, staff and members of the public. Illegal dumping or not disposing of litter or broken	Carry out visual check of the grounds as broken glass could be present on the ground because of negligent behaviour. Encourage attendees to avoid using	Low	Remove rubbish/broken glass First aid provided.	Event organiser

of.	glass correctly could cause serious lacerations or damage to all people or animals in the area.	glass bottles. Ensure adequate rubbish/recycling bins are provided at the event. The Terms and Conditions of Hire require the grounds checked and cleared of litter post event.			
Vehicles Moving vehicles in or around reserves, car parks and driveways.	All contractors, staff and members of the public. Anyone could be hit by a moving vehicle, run over or incur damage to property.	Traffic Management Plan (TMP) in place when required. When a traffic Management Plan (TMP) is required, it must be submitted to Council and approved by Council before the event takes place. Authorised access only onto parks. Speed restriction signs in place, keep driveways and intersections clear of traffic. Marshals required for large events, to act as spotters when vehicles moving.	Medium	Event organiser/Volunteers to advise driver of vehicle/speed restrictions.	Event organiser
Slips and Trips Slips and trips on surfaces, or over cables, anchor points and equipment.	All contractors, staff and members of the public. Anyone could incur injuries such as bruises sprains, broken bones, concussion or lacerations if slipping on uneven or wet surfaces or tripping over cables, anchor points or equipment.	Organisers to monitor event for safe housekeeping. Check areas for anything that could cause slips and trips. Awareness of surroundings. Ensure appropriate footwear is worn.	Low	First aid provided.	Event organiser

Substance Abuse Being under the influence of alcohol or drugs.	All contractors, staff and members of the public. Anyone could be harmed by people being under the influence of alcohol or drugs as this could cause impairment such as drowsiness, slow reactions, poor concentration, mood changes or injury/abuse to others.	Zero tolerance for drugs or excessive alcohol in Council parks and reserves, organisers to monitor event, regular reinforcement. Appropriate licence in place for alcohol sales at events.	Low	Move impaired person to a safe area away from event goers. Removal of person from event. Contact Police 111	Event organiser
Fire Fire caused by exhausts, BBQ, lighters, gas bottles or smoking or faulty electrical equipment.	All contractors, staff and members of the public. Anyone could suffer smoke inhalation, burn injuries or worse, if they become trapped in the fire which can damage buildings and equipment. Events could be abandoned.	Have a confirmed evacuation and emergency plan in place. Event organiser to let event goers know about evacuation procedures and where closest exits points and assembly areas are. Do not attempt to put out any fire - call fire service.	Medium	Call 111 Fire Evacuate the event to safe assembly area.	Event organiser
Equipment and Machinery Contractor Operations, (e.g. turf mowing/spraying operations)	All contractors, staff and members of the public. Could incur injuries to people, animals or damage property.	Parks Contractor is aware of all booked events and manage their operations ahead of any event as part of the preparations. Signage is installed ahead of sports field broadleaf spraying operations.	Low	First aid provided. Call 111 if required.	Parks Contractor

Health, Welfare and Environment Other users of the park	All contractors, staff and members of the public. Potential to incur personal injury or damage to property from other users of the park.	Be aware of other park users. Children to be supervised by parent or caregiver. Signage in place to notify other users of event. Report suspicious behaviour to the Police.	Low	First aid provided. Event organiser/Volunteers to advise other users if required Call 111 if required.	Event organiser
Health, Welfare and Environment Encounter frosty/icy or muddy conditions	All contractors, staff and members of the public. Frosty weather can decrease visibility. Ice or muddy conditions can increase slips and falls and lead to injuries such as bruises, strains or broken bones.	Wear appropriate shoes and clothes for the conditions and event. Organisers to have a first aid kit on site. Organisers to have communication plan in place and will postpone event start or date if weather conditions are of concern.	Medium	Communication plan. First aid provided.	Event organiser
Health, Welfare and Environment Loose animals such as roaming dogs	All contractors, staff and members of the public. Anyone could be subject to dog bites or serious harm if loose animals are roaming.	Dogs are not permitted on any sports field areas. Dogs must be kept under control - on a lead or remain in vehicle with window open. Offenders can face a fine for allowing their dog to foul without cleaning up. Adequate signage in place.	Low	Locate owner if possible and advise animals must be under control. Report any issues to Council Animal control 03 440 0056	Event organiser

Radiation Exposure to ultraviolet (UV) from the sun.	All contractors, staff and members of the public. Anyone can be exposed to ultraviolet (UV) which can lead to sunburn, eye damage, dehydration and skin cancer.	Personal responsibility to wear suitable clothing including hats, sunglasses, sunscreen. Encourage participants to bring adequate drinking water. Minimise exposure to sun through providing sunshade. Sun safe signage and provide drinking water.	Low	Provide water and shaded area. First aid provided.	Event organiser
Health, Welfare and Environment Dangerous trees that could come down due to wind or low/overhanging branches	All contractors, staff and members of the public. Excessive winds could cause damage to trees which can lead to injury or damage to property. Low or overhanging branches can also cause injury or potential damage to property.	Carry out perimeter check of area before the event. Notify Council of any damaged trees or branches particularly after high wind events. Council regular monitor health of trees and undertake pruning/removals as identified.	Medium	Notify Council 03 440 0056.	Event organiser
Equipment and Machinery Amusement devices	All contractors, staff and members of the public. Ensure safety controls are in place to control access and injury to riders and spectators.	All amusement devices must have a current registration. Competent operators only. Provide Event Plan and Risk register showing adequate controls are in place. Organisers must apply to Council for a permit to operate on a	Medium	Organiser to check registration. Shut down device if required.	Event organiser

		<p>park/sportsground.</p> <p>Ensure all electrical cables, generators and anchor points are located out of the way of spectators and event goers.</p>			
<p>Health, Welfare and Environment</p> <p>Damage to structures / equipment (e.g., play equipment, benches, picnic tables, BBQ's).</p>	<p>All contractors, staff and members of the public.</p> <p>Check to ensure no damage or vandalism to structures or equipment as this can cause injury to both people and property.</p>	<p>Organisers to carry out pre-check of grounds and equipment to ensure no noticeable damage or vandalism to equipment.</p> <p>Provide first aid kit.</p>	Medium	<p>Keep clear of damaged equipment.</p> <p>Report any damage, vandalism or dangerous equipment to the Council by calling 03 400 056 or submitting a service request via email.</p>	Event organiser

Likelihood rating		Consequence rating				
		Negligible	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost certain	5	Medium	Medium	High	Critical	Critical
Likely	4	Low	Medium	High	High	Critical
Moderate	3	Low	Medium	Medium	High	Critical
Unlikely	2	Low	Low	Medium	High	High
Rare	1	Low	Low	Low	Medium	High