

# HIRERS HEALTH AND SAFETY RISKS REGISTER

 LAST FULL REVIEW  
 NEXT REVIEW DUE

3/09/24

NO:	TASK/HAZARD	CONSEQUENCES	PRE-CONTROLS LIKELIHOOD	PRE-CONTROLS CONSEQUENCES	RAW (PRE-CONTROLS) RISK RATING	CURRENT RISK CONTROL & TREATMENTS	RESIDUAL RISK (POST-CONTROL LIKELIHOODS)	RESIDUAL (POST-CONTROL CONSEQUENCES) RISK RATING	RESIDUAL (POST-CONTROL) RISK RATING	CONTROL EFFECTIVENESS	DATE LAST REVIEWED
1	Driving	Serious injury / fatality. Damage to property	Likely (4)	Catastrophic (5)	Critical (20)	Hirer responsible for their workers/volunteers using vehicles with a current WoF/CoF. Check vehicle/trailers/load before leaving site. Licenced Driver. Comply with NZ Road Code. Drive to the conditions. Monitor speed when using cruise control on descents . Use defensive driving techniques. Be attentive, check blind spots and check front/rear of vehicle is clear before moving. Hall hirers and attendees who have consumed alcohol encouraged to use a taxi or public transport to leave the venue.	Possible (3)	Catastrophic (5)	High (15)	L	3/09/24
2	Fatigue	Serious injury	Likely (4)	Catastrophic (5)	Critical (20)	Don't operate equipment or drive vehicles if fatigued. Report fatigue issues to CTHCT staff. Take breaks. Report unsafe behaviour to CTHCT staff. Exercise, eat healthy and allow for sufficient sleep at night.	Possible (3)	Catastrophic (5)	High (15)	L	3/09/24
4	Poor housekeeping	Serious injury	Likely (4)	Major (4)	High (16)	Use designated walkways, keep walkways clear, place rubbish into bins, store supplies away from event areas, complete workplace/worksites inspections, secure electrical cords. Broken glass from cups, or other items is immediately cleared away. Spillage of liquids immediately reported to CTHCT staff, so clearing can occur	Rare (1)	Major (4)	Low (4)	H	3/09/24
5	Aggressive/disorderly public	Serious injury	Possible (3)	Major (4)	High (12)	De-escalate where safe to do so, remove yourself to safety, call Police and alert CTHCT staff immediately.	Rare (1)	Major (4)	Low (4)	H	3/09/24
6	Drugs and/or alcohol	Serious injury / fatality. Damage to property.	Possible (3)	Catastrophic (5)	High (15)	Drug free venue, report unsafe behaviour or concerns, report near hits. Hall hirers monitor for excessive drinking - with taxi numbers advertised at venue and their use encouraged by CTHCT staff and hirer responsible for the event.	Possible (3)	Catastrophic (5)	High (15)	L	3/09/24
7	Uneven/ slippery surfaces	Serious injury	Possible (3)	Moderate (3)	Moderate (9)	Be aware of surroundings, wear appropriate footwear, clean up any spills and alert the CTHCT staff of the incident. No frayed/curled edges on mats, rugs or carpets with any set up. Use handrails on stairs outside.	Unlikely (2)	Moderate (3)	Moderate (6)	M	3/09/24
8	Poor ergonomics	Moderate injury	Possible (3)	Moderate (3)	Moderate (9)	Correct ergonomic positioning of tasks and equipment, take micropauses and carry out stretches	Unlikely (2)	Minor (2)	Low (4)	H	3/09/24
9	Working alone	Serious injury/fatality	Possible (3)	Moderate (3)	Moderate (9)	Carry mobile phone at all times with the CTHCT staff contact. Carry out tasks which are safe to do so alone, and request assistance from CTHCT staff onsite for any complex or risky task - i.e.; being up a ladder, carry a heavy object etc. (Note - Any lifting and assistance with loading in is notified to CTH well in advance of the booking date, so appropriate staff can be sourced).	Unlikely (2)	Moderate (3)	Moderate (6)	M	3/09/24
10	Manual handling	Moderate injury	Possible (3)	Moderate (3)	Moderate (9)	Use correct lifting techniques, use mechanical lifting devices where able, reduce the weight of the item/s, seek assistance, warm-up	Unlikely (2)	Minor (2)	Low (4)	H	3/09/24

11	Unsafe work practices	Serious injury/fatality	Possible (3)	Moderate (3)	Moderate (9)	Use safe work practices at all times, take 5 to consider risks and additional controls, ask for help	Unlikely (2)	Moderate (3)	Moderate (6)	M	3/09/24
13	Hand tools	Moderate injury	Possible (3)	Moderate (3)	Moderate (9)	Wear appropriate PPE, use safe work practices, competent	Rare (1)	Minor (2)	Low (2)	VH	3/09/24
14	Pandemic	Serious illness/ fatality	Possible (3)	Moderate (3)	Moderate (9)	Follow MoH guidelines, implement physical distancing, provide support, increase cleaning regime, implement working from home where appropriate, maintain Business Continuity Plan , provide personal hygiene supplies, maintain a 3-month PPE stock for essential services, encourage testing where appropriate, follow procedures, implement emergency response plan where necessary	Unlikely (2)	Moderate (3)	Moderate (6)	M	3/09/24
15	Electrical leads/appliances	Serious injury	Likely (4)	Major (4)	High (16)	Do not use any appliances with faulty or frayed leads, do not use appliances in wet or damp conditions without RCD, ensure leads are tested and tagged, all electrical work to be carried out by a registered electrician. Electric cables, or other, to be taped down to avoid being a trip hazard.	Rare (1)	Major (4)	Low (4)	H	3/09/24
16	Unsustained workload/work pressures	Serious illness	Possible (3)	Major (4)	High (12)	Hirers to monitor their workload with their organisation, workers and volunteers, to prevent tired/fatigued working which may result in injury or hazard. Hirers to supply enough event support to maintain a safe environment for their event team.	Rare (1)	Major (4)	Low (4)	H	3/09/24
17	Bullying or harassment	Serious illness	Possible (3)	Major (4)	High (12)	Refer to NZ WorkSafe Guidelines (preventing and responding to bullying at work). Talk to management/CTHCTstaff for any support. Talk to colleagues, friends and/or family, use self help tools.	Unlikely (2)	Major (4)	Moderate (8)	M	3/09/24
18	Security breach	Serious injury/damage	Likely (4)	Major (4)	High (16)	Ensure windows, doors, gates and/or vehicles are locked or monitored before, during and after your event (including set up and pack down. Report any unusual observations or suspicious behaviour to CTHCT staff and/or Police.	Rare (1)	Major (4)	Low (4)	H	3/09/24
23	Crowd Management	Serious injury/fatality	Possible (3)	Catastrophic (5)	High (15)	Provide signage to ensure public is aware of their use, review frequency of flashes, mount strobes at a high level ensuring the beams are deflected off matt surfaces to reduce glare. Do not mount on escape routes, corridors or stairs or any other changes in level.	Rare (1)	Catastrophic (5)	Moderate (5)	M	3/09/24
24	Strobe lights	Serious injury	Possible (3)	Moderate (3)	Moderate (9)	Provide signage to ensure public is aware of their use, review frequency of flashes, mount strobes at a high level ensuring the beams are deflected off matt surfaces to reduce glare. Do not mount on escape routes, corridors or stairs or any other changes in level.	Unlikely (2)	Minor (2)	Low (4)	H	3/09/24
19	Dry Ice	Serious injury/fatality	Likely (4)	Major (4)	High (16)	Alert CTHCT Management that dry ice is going to be used, at the point of booking. Wear appropriate PPE including eye protection, thermally insulated gloves etc, use in ventilated area, store in appropriate container to avoid explosion from pressure build up in container (Styrofoam is recommended)	Rare (1)	Major (4)	Low (3)	H	3/09/24

26	Contractors/Sub Contractors/Volunteers	injury/illness/damage	Likely (4)	Major (4)	High (16)	All contractors/sub-contractors must be inducted to site by CTHCT staff, preferably prior to the event day. Be trained/competent in the field required to deliver their service. Comply with legislative requirements. Comply with Cambridge Town Hall Community Trust policies/procedures as a minimum. Work practices to be monitored by site representative/supervisor – stop any unsafe practices.	Possible (3)	Major (4)	High (12)	L	3/09/24
28	Medical emergencies/serious injuries	serious injury or death	Almost Certain (5)	Catastrophic (5)	Critical (25)	AED on site. First aid kit available in the kitchen. Incidents or near misses to be reported to CTHCT staff immediately to be included in our incident register. Dial 111 in an emergency.	Unlikely (2)	Catastrophic (5)	Moderate (10)	M	3/09/24
29	Fire	illness, injury, death, or damage	Possible (3)	Catastrophic (5)	High (15)	No naked flames in the building. Candles for cakes or under chafing buffet dishes are to be made aware to CTHCT when booking. When candles on cakes are lit, the CTHCT staff are to be present until they are blown out. Call 111 if appropriate.	Unlikely (2)	Catastrophic (5)	Moderate (10)	M	3/09/24
30	Members of public	injury or damage	Almost Certain (5)	Major (4)	Critical (20)	Install barriers to restrict unauthorised access as required. Use signage as needed to direct public. Security can be booked and hired for your event if required. CTHCT may also require you to have security guards for certain events.	Possible (3)	Moderate (3)	Moderate (9)	M	3/09/24
31	Hire equipment	serious injury or death	Likely (4)	Major (4)	High (16)	Ensure supplied hire equipment is fit for purpose, Carry out plant pre-start checks before leaving hire yard, Obtain safe operating instructions where needed, Check appropriate certifications, Check weight ratings, Familiarise self with plant before commencing operations.	Unlikely (2)	Moderate (3)	Moderate (6)	M	3/09/24
25	Event installations	Serious injury or death	Almost Certain (5)	Major (4)	Critical (20)	Approved event layouts shared with Cambridge Town Hall management no less than 1 week prior to event. Failure to do so prior may mean an item/activity/installation will not be allowed during load in. Significant items/activities which require legislated control and/or monitoring, will be adhered to by the hirer, including approved/trained operators of such activity.	Possible (3)	Moderate (3)	Moderate (9)	M	3/09/24
26	Cooking	Serious injury/damage	Likely (4)	Major (4)	High (16)	Care be taken when using kitchen facilities, including knives and other at risk objects. Handles on pots are turned in. Power cables avoid crossing pathways (walkways). Immediately clear spills. No gas cookers or open flames are used/allowed. No person under the age of 16 to be in the kitchen/servery, when cooking is occurring. Fridge shelves are not to be overloaded, especially with alcohol causing breakage. Appliance not in use have their power turned off. Dishwasher to be used as per instructions, drained and turned off at the end of each day.	Possible (3)	Moderate (3)	Moderate (9)	M	3/09/24
27	Stage	Serious injury	Likely (4)	Major (4)	High (16)	The stage is sloped, so care is required to not slip/fall. No social dancing is permitting on the stage - only approved dance performances. Stage has a large drop at the front, so guests are required to act cautiously, and appropriately. Aside from approved performances, no person is to be on or behind the stage.	Possible (3)	Moderate (3)	Moderate (9)	M	3/09/24

28	Children/vulnerable persons	Serious injury	Possible (3)	Catastrophic (5)	High (15)	Children to be monitored at all times by a carer/parent. Not permitted on the stage at social events. Monitored on stage for performances and alerted to out of bounds areas by the staff and event organiser. Children wandering off to unmonitored areas (including the bathrooms) or outside - to be supervised by parents/caregivers.	Rare (1)	Catastrophic (5)	Moderate (5)	M	3/09/24
29	Parking/loading/unloading	Serious injury	Possible (3)	Catastrophic (5)	High (15)	The outside of the building is not monitored, so patrons are encouraged to leave the venue in pairs or small groups. Unloading/parking is available to the rear of the hall, and on Lake Street. Risk of being hit by a car on Lake Street is to be avoided by parking parallel to the footpath and unloading to the pavement side, not out to the road. Unloading on the piazza is by approval only, and to be monitored by the hirer with signage and safety cones in place. Steps are slippery when wet, so the hirer is to ensure they use sturdy footwear and alert their team of the risk.	Rare (1)	Catastrophic (5)	Moderate (5)	M	3/09/24
30	Tables, chairs etc	Injury or damage	Possible (3)	Moderate (3)	Moderate (9)	Tables to be wheeled to the location on their trolleys and unloaded. Lighter tables have been supplied to reduce the risk of injury from lifting heavy equipment. Tables have a 300kg weight loading. Chairs are not to be stacked higher than 8 in any given pile, both for storage and for moving about the hall. Standing on chairs and tables is not permitted at anytime.	Unlikely (2)	Minor (2)	Low (4)	H	3/09/24