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# Risk Register & Hazard ID

## Mountains to Sea Conservation Trust 2023

### Risk Assessment Form - Part 2

Edits to this document are controlled via Poutokomanawa/Co-director (marine lead)

Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

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## Marine (EMR)

Risk Index: L = Low, M = Moderate, H = High, E = Extreme

<b>Hazard/Risk</b> A situation or thing with the potential to cause death, injury or illness	<b>Potential Harm</b>	<b>Risk Rating</b> How serious is this?	<b>Controls</b> How can it be prevented? First try to eliminate (e), then minimise (m) the risk	<b>Residual risk after controls</b>	<b>Responsibility of EMR</b>	<b>Responsibility of School/group</b>
<b>People</b>						
Existing medical conditions	Incident, injury, death	H	m) school collects medical conditions and informs EMR snorkel leader m) collect supervisor medical conditions via supervisor form m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment such as personal floatation devices.	M	Pre-site assessment and supervisor forms complete Initiate any precautions required	Collect medical conditions – disclose to EMR
Separation (missing person)	Incident, injury, death	H	m) Boundaries, snorkel route and entry and exit points made clear. Snorkel leader to keep control of the group by using a dive flag for participants to follow and whistle to keep groups attention. Snorkel leader may identify a suitable supervisor/assistant to follow at the back of the group. m) Students to stay in immediate proximity of designated adult buddy (one arm's length away). m) Supervisors keep head count of buddy group m) Parents, supervisors and teachers to comply with instructors' directions while in water. Adult observer based on shore, ready to attend to any emergencies, with first aid, emergency plan, medical records, medication and cell phone (or location known of nearest land line). m) Number check before and after	M	Clear boundaries and control of the group  Missing person procedure	Cooperate with any policies or procedures of EMR Check in and out form complete

			snorkel via check in & out form m) Snorkel leader will emphasise that groups must stay with the main group and FOLLOW snorkel leaders			
Inexperience (including non-swimmers)	Incident, injury, death	H	m) Experience, skills and training of snorkel leader. m) General swimming ability of students checked via pre-site assessment and briefings m) Adult and supervisors medical conditions checked via supervisor forms m) Non-swimmers identified to snorkel leader m) Wetsuit worn m)shallow water assessment m) Use of body board for floatation m) Adjustments made to ratio, limiting depth and distance, using snorkel buoyancy vest	L	EMR uses experience and qualified snorkel leaders. Supervisor forms	Must advise/identify non-swimmers Appropriate supervisors provided by school
Inadequate supervision (ratio's)	Missing person Minor incident	M	m) Students recommended above age of five (1:1 ratio recommended for students age five). m) Adequate supervision ensured by adult 'supervisors' provided by school or EMR. Ratio for snorkelling 1:2 (1:4 max) ratio for year 8 and below (or 1:4 (1:6 max) for year 9 and above). Maximum of 24 participants. m) Stay close – remain within 50m and within audio and visual distance of the EMR snorkel leader to communicate any hazards, minor incident requiring first aid or medical or more serious incident	L	Ensure supervision adhered to Control of group in water	Provide suitable supervisors comply with EMR instructors directions while in water
Inappropriate behavior or fitness	Incident or Injury	M	m) Clear discipline guidelines given to students and adults before snorkel and identification of potential hazards, as part of the snorkel briefing m) The role of adult 'supervisors' is to assist and supervise the students in-water and are expected to follow	L	Conduct a clear briefing on expectations Pre-site assessment forms to capture behaviour issues	Identify and discuss management for behaviour issues and provide appropriate support for students with special needs Control behaviour

			<p>instructions, be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.</p> <p>m) Student behaviour issues discussed via pre-site assessment</p> <p>m) Screening participants and supervisors in shallow water</p>			
Panic, exhaustion, lack of confidence	Emotional trauma Incident, injury, death	H	<p>m) No weight belts unless training given or student supervised by their parent</p> <p>m) asking about panic in pre-site assessment</p> <p>m) One up one down rule to ensure supervision</p> <p>m) Snorkelers advised to hold up their hand on ascent to the surface</p> <p>m)rest on board</p> <p>m) Re-assurance from snorkel leader and/or supervisor</p>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Cramp	Injury	L	<p>m) Rapid clenching of fist is the signal. Relieved by stretching or massaging muscle.</p> <p>m) Re-assurance from snorkel leader and/or supervisor</p> <p>m) Supervisor may seek support and notify snorkel leader</p>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Barotrauma	Injury	L	<p>m) One up one down rule to ensure supervision</p> <p>m) Advice about equalisation</p> <p>m) Snorkelling in shallow water</p>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader
Collision with another snorkeler	Injury	L	<p>m) One up one down rule to ensure supervision</p> <p>m) Snorkelers advised to hold up their hand on ascent to the surface</p>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader

Shallow water blackout	Injury, incident, death	E	<ul style="list-style-type: none"> <li>m) No hyperventilating</li> <li>m) One up one down rule to ensure supervision</li> <li>m) Encourage relaxed breathing and time on surface</li> </ul>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader if any issues Stay within audio and visual distance of the EMR snorkel leader. Comply with EMR instructors directions while in water
Unresponsive snorkeller	Incident, injury, death	E	<ul style="list-style-type: none"> <li>m) Achieve positive buoyancy - refer to emergency preparedness and response</li> </ul>	L	Snorkel leaders to keep control of the entire group during snorkel	Supervisors to notify snorkel leader
Drowning	Death	E	<ul style="list-style-type: none"> <li>m) Observer (check in and out) based on shore</li> <li>m) Pre-existing medical conditions known</li> <li>m) Adequate supervisions and ratios</li> <li>m) Clear briefing to participants and supervisors</li> </ul>	M	Snorkel leaders to keep control of the entire group during snorkel	Check in and out observer based on shore. Comply with EMR instructors directions while in water
Seasickness/motion sickness	Illness	M	<ul style="list-style-type: none"> <li>e) Don't go on the boat</li> <li>m) Seasick pills included as part of first aid kit (charter boat trips only) – stay away from fumes, look to horizon.m)avoid safety kayak role</li> </ul>	L	Charter to provide instructions	Advise participants of risk of seasickness
Lack of communication	Incident, injury, death	H	<ul style="list-style-type: none"> <li>m) Communication device on beach at all times</li> <li>m) Non reception areas noted via pre-site assessment</li> <li>m) Language barriers identified</li> <li>m) VHF radio for known non reception areas</li> </ul>	L	Check cell phone reception and understanding of instructions	Advise of non-English speaking participants
Heat exhaustion/hyperthermia/dehydration	Illness	H	<ul style="list-style-type: none"> <li>m) Advised to get out of the wetsuit after snorkelling</li> <li>m) Participants advised to have own drinking water</li> <li>m) Avoid direct sun while in wetsuit</li> <li>m) Advise schools to bring gazebo for sun protection if possible</li> </ul>	L	Adequate briefing. Care of self	Students encouraged to drink water. Minimise sun exposure.
Entrapment	Incident, injury, death	L	<ul style="list-style-type: none"> <li>m) One up one down rule</li> <li>m) Snorkel leaders to wear weight belt to</li> </ul>	L	Wear weight belt	Follow one up one down rule

			allow them to assist with entrapment should it ever occur m) no entering small overhead environments		Knife carried by EMR snorkel leader	
Over weighted snorkeler	Exhaustion, incident	H	m) No weight belts worn for year 8 and below unless specific training given or belt belongs to participant and they supervised by their parent m) Weight belt removed if struggling to reach surface m) Buoyancy checked	L	Check equipment fit for purpose	Comply with EMR instructors directions while in water
Impairment due to drugs and alcohol	Incident, injury	M	m) Refer to our drugs and alcohol policy m) Declaration and monitoring of staff and participants	L	Adhere to policy	Adhere to policy
Cardiac Arrest	Incident, injury, death	E	m) Medical conditions known m) Screening participants in water m) Emergency preparedness and location of nearest defibrillator	M	Snorkel leaders to keep control of the entire group during snorkel	Medical conditions declared/discussed
Disorderly people	Incident	L	m) refer to difficult people policy	L	Snorkel leaders to be aware of other users in area	
Bullying behaviour	Incident	L	m) refer to Child Protection Policy	L	Commitment to ensure we provide an experience free from bullying and harassment.	School to manage behaviour
Duck shooting near a kayak/SUP event	Incident/Death	M	m)Warn duck shooters of event e) avoid duck shooting season	L	Event organiser to be aware of duck shooting season	
Advanced snorkelling	Drowning, death, secondary drowning	H	m)led by EMR snorkel leader m) buddy pairs system m) correct weighting and equipment 3 times longer on surface than the dive m)1 up 1 down rule m)rescue training for all participants	L	Snorkel leaders to keep control of the entire group during snorkel	Comply with EMR instructors directions while in water
Low energy levels	Various	M	m)Team to take adequate breaks for snacks	L	Adequate briefing. Care of self	Teachers to ensure school groups have had snack etc

Loss of motor control	Various	H	m) buddy and ratio system m) EMR snorkel leader adequately trained	L	Initiate rescue scenario Tap, blow, talk	Comply with EMR instructors directions while in water
Swimming around pontoons	Various	M	m) adequate supervision	L	No swimming in EMR equipment	School to manage and supervise any swimming beyond snorkelling activity
Coordinators not having updated versions of SOP and forms.	Inadequate knowledge of best practice	L	m) updates controlled by Poutokomanawa (marine lead) Whenever updates are made the PDF version on the Google Drive and websites to be updated	L	Familiarise self with most recent SOP version number	Comply with any instructions from MTSCCT
<b>Environment</b>						
Weather conditions	Sunburn, exposure, hypothermia	H	m) Up to date weather forecast, pre-site visit and on site assessment (if required). Sensible assessment of environmental conditions. Safe location of entry and exit points, depending on conditions m) Wetsuits worn m) Sunscreen available.	M	Check weather forecast. Care of self	Communication with EMR . School/group to provide sunscreen to participants
Unforeseen hazards (danger at sea)	Incident, injury, death	M	m) During the snorkel the EMR leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers (e.g. marine life or conditions change, EMR leader to sound 3 whistle blasts and calmly organise evacuation to nearest safe landing point or re-group and make way back to assemble on shore (no one returns alone)	M	Continually identify and manage hazards	Comply with EMR instructors directions while in water
Changing or unexpected weather condition – hail or lightning storm	Incident, injury,	M	m) Up to date weather forecast, pre-site assessment Sensible assessment of environmental conditions. m) Halt activity if safety compromised	M	Sensible weather assessment	On land – activity leader to take charge
Current/water/tidal movement (including	Participants swept to sea	H	m) Up to date weather forecast, pre-site visit and on site assessment	M	Check tides and conditions suitable for site	comply with EMR instructors



waves, tides, wind and wake)	Incident Injury		<p>Identification of potential hazards (waves, rocks, current etc.).</p> <p>m) Safe location of entry and exit points and boundaries depending on conditions</p> <p>m) Snorkel site and route defined by land marks and distances from shore</p> <p>m) use of EMR floatation boards</p> <p>m) Marker buoys may also be used at some sites</p> <p>m) Additional procedures such as throw lines and/or support vessels may be suitable for some sites</p> <p>m) Increased briefing and expectations.</p>			
Earthquake	Incident, injury	M	m) Refer to emergency procedures	M	Calmly organise group	On land – activity leader to take charge
Hazardous marine life - sharks	Bleeding, shock, death	M	<p>m) No killing of marine life during EMR snorkels</p> <p>m) Snorkel locations chosen for suitability</p> <p>Any shark larger than 1.8 m (about the size of a human) should be considered potentially dangerous, any observation of any shark that size should prompt an orderly immediate evacuation of the water, as per EMR evacuation protocol.</p>	L	Calmly organise group.	Comply with EMR instructors
Hazardous marine life – orca	Incident	M	m) Calmly organise for group to come together and allow mammal passage, if deemed necessary, organise evacuation to the nearest safe landing point	L	Calmly organise group	Comply with EMR instructors
Hazardous marine life – seals	Incident	M	m) If a seal approaches you in water, avoid looking at it in the eye and move slowly away. if deemed necessary, organise evacuation to the nearest safe landing point. Don't gather together or be aggressive	L	Calmly organise group	Comply with EMR instructors
Hazardous marine life – stingrays	Puncture wounds, injury	H	m) Snorkelers advised to snorkel around stingrays and not over top in less than 2 metres of water	L	Brief on hazard	Comply with EMR instructions in water

			Refer to snorkel guideline in SOP manual for treatment procedure			
Hazardous marine life – other (jellyfish, oysters, barnacles, urchins (kina spikes), scorpion fish, sea lice, moray eels, crabs)	Minor cuts, Stings, scrapes, bites	M	<ul style="list-style-type: none"> <li>m) Most likely hazard for location covered in briefing e.g. oysters</li> <li>m) Specialised first aid for treatment of injuries caused by hazardous marine life.</li> <li>m) Do not touch</li> <li>m) Wear fins for sandy entry in known crab habitat</li> <li>m) Avoid removing fins and walking on a shallow rocky reef known as kina habitat</li> </ul>	L	Site checked and monitored EMR team are all first aiders	School first aid kit and first aiders
Hazardous substances – dog or human poo	Incident	L	e) carry dog poo bags if in an area known to have a lot of dogs	L	Site checked and monitored	Comply with EMR instructors
Unidentified/ unexplained	Skin reaction, swelling, abrasions	M	<ul style="list-style-type: none"> <li>m) collect information surrounding reactions to seawater prior</li> <li>m) wearing wetsuit to cover bare skin</li> <li>m) communication with supervisor regarding possible reaction.</li> </ul>	L	Site checked and monitored EMR team are all first aiders.	School to ensure they have provided medical information
Bee/wasp sting	Allergic reaction or anaphylaxis	E	m) Participants with anaphylaxis identified via pre-site assessment	M	Identified participants with anaphylaxis	School ensures has medication and medical action plans
Boats (propellers)	Injury or death from being hit by boat or propellers	E	<ul style="list-style-type: none"> <li>m) Avoid heavy boat traffic areas</li> <li>m) Use of dive flag and float</li> <li>m) Remain within 50m and within audio and visual distance of the EMR snorkel leader, be alert for whistle blasts</li> <li>m) 1 whistle blast for groups attention. Group to stay close together giving boats easy passage through. Bright body boards will help boats identify snorkelers. Stay clear of glass bottom boat motor (at Leigh Marine Reserve) or any boat motor.</li> </ul>	M	Tows dive flag	Comply with EMR instructions in water
Jet skis	Collision or distraction	M	<ul style="list-style-type: none"> <li>m) Snorkel site location</li> <li>m) Harbour master to be called for inappropriate use</li> </ul>	L	Tows dive flag	Comply with EMR instructions in water
Fishing lines and hooks/entanglement	Cut or entanglement	M	m) Knife to cut fishing line (not usually necessary in marine reserve). Look out for loose fish hooks.	L	Wear knife	Supervisors to notify snorkel leader

Set net in snorkel area (specifically for Wellington where there is a ban)	Entanglement	M	m) call MPI and they will give instruction on what to do next	L	Have phone and MPI number on site	Comply with EMR instructions in water
Sharp rocks and slippery surfaces/pebbles. Hazardous terrain in intertidal area	Injury/fall/slip/drown	M	m) No running on rocks, clear boundaries and supervision when observing from shore or walking to changing rooms/toilets. m) Slippery surfaces identified during briefing. m) Best entry and exit points located m) m)instruct to take care on pebbly beaches	L	Identification of significant hazards	Supervision for land activities, near water. Awareness of hazards on land and around rock pools. Boundaries and supervision for working near rock pools
Problems associated with being stuck in the mud	Injury/suffocation	M	m)appropriate footwear m) appropriate supervision	L	Identification of hazards	Supervision for land activities, near water. Awareness of hazards on land and around muddy shore
Broken glass	Injury	M	m) check site for broken glass/ hazards m) Pre warn groups of site specific hazard m) First aid kit on hand	L	Advise groups of known hazard areas	Supervision for land activities
Cold water/ exposure/ temperature	Hypothermia	E	m) Weather forecasts used to establish weather conditions before activity and pre-site assessment on the day m) Participants advised to bring warm clothing for after snorkel m) Brief participants on the danger of hypothermia and assure that it is OK to get out if shivering or tired (your snorkel buddy and adult buddy must accompany you back to shore). m) Appropriate wetsuits worn and duration in water for location	H	Provides adequate wetsuit protection for conditions. Keep watch of the entire group during snorkel	Supervisors check their buddy group
Tsunami	Incident, injury, death	E	e) Advance warning of a tsunami e) No snorkelling if there is a confirmed warning for the area m) Be alert for 1 blast of whistle for your attention (3 blasts for emergency) in the event of unforeseen dangers calmly	L	Tsunami warning check Have a heightened awareness of water movement and surges following a Tsunami warning/event	Comply with EMR instructions in water

			organise evacuation to nearest safe landing point or re-group and make way back to assemble on shore (no one returns alone)			
Infection risk – microbes in water	Illness	M	e) No snorkelling in places where there is an official notice of faecal contamination or health warning not to swim m) Follow sanitisation policy	L	Water quality check as per policy	Comply with EMR instructions in water
Visibility	Incident	M	m) Poor visibility sites are avoided m) stay in close contact with buddy	L	Weather assessment and pre-site assessment	Comply with EMR instructions in water
Insect bites	Minor injury	L	m) Pre-warn groups of site specific hazards. m) Carry repellent as part of beach box for known affected sites	L	Advise groups if known hazard	Supervision for land activities
Infectious disease/flu/gastro	Illness	H	m) refer to sanitisation policy m) team have BU team members	M	Follow sanitisation procedures Halt activity if safety compromised	Work together to implement plan
Tracks to site	Various	M	m) check after wet weather	L	Advise groups if known hazard	comply with EMR instructors
Hard concrete on side of pool, falling into pool	Injury/slips/fall	M	m) 1 EMR snorkel leader or adult supervisor in water and 1 adult 'spotter' on poolside (with the view of all students) at all times for year 8 and below, the number of adults in the pool should be increased for year 0 – 1. m) no running around pool m) no walking with fins on	L	Advise groups of known hazards associated with concrete	Comply with EMR instructions
<b>Equipment</b>						
Leaky mask and or faulty snorkel or breathing water down snorkel	Panic or choking	M	m) Equipment checked and fitted in shallow water. m) Use of buoyancy aids (body boards). m) Use of personal floatation device. m) maintenance of equipment	L	Equipment checked and fitted in shallow water	Can bring own if fit for purpose
No wetsuits or loss of safety gear	Hypothermia, incident or injury	L	m) keep hold of board during windy conditions	L	Check equipment fit for purpose	comply with EMR instructors

			m) appropriate wetsuits are worn for appropriate temperature and location			
Skin reaction to wetsuit or flippers	Illness	L	m) equipment cleaned using EMR sanitisation policy m) Allergies to neoprene etc. known	L	sanitisation policy adhered to	comply with EMR instructors School to communicate medical conditions
Heavy equipment	Injury	H	m) operate out of equipment trailer to avoid heavy lifting when possible m) maximise help of volunteers and advise of heavy equipment when multiple bins require relocation	M	Advise of heavy equipment	comply with EMR instructors
Hood entrapment or fall with fins	Incident or injury	H	e) don't wear hood m) method for putting on/off hood explained m) advised not to walk on land with fins	M	Cover in briefings	comply with EMR instructors
Gazebo or heavy equipment escape due to wind	Collision	M	m) always pegged/weighted down if supplied by EMR m) tied down on windy conditions and not left unmanned m) careful stop attachment	L	Follow EMR policy on use	Follow school policy on use
Trailer operation and hazard	Injury	H	m) care when opening and closing trailer (refer to trailer policy) m) care on placement of fingers m) care instructions to avoid participants or volunteers injury m) training for trailer use m) trailer maintenance - current WOF	M	Follow EMR policy on use	comply with EMR instructors
Saniwise in eyes	Injury	L	m) freshwater to flush eyes when using Saniwise	L	Follow EMR policy on use	comply with EMR instructors
Full face mask	Entrapment	H	e) EMR does not allow them to be used under our supervision due to possible H & S risk. Mask can be hard to remove when full with water	L	Follow EMR policy on use	comply with EMR instructors
Skin caught in zipper	Injury	L	m) advise for care to be taken	L	Cover in briefings	comply with EMR instructors
Hand sanitiser causing static electricity burns	Injury	L	e) allow hand sanitiser to fully absorb into skin before continuing work	L	Cover when in use	Comply with EMR instructors

<p>Kayak Collision or capsize</p>	<p>Incident, Injury</p>	<p>M</p>	<p>m) Personal Flotation Device must be worn at all times</p> <p>m) Staff appropriately trained</p> <p>m) don't kayak in rivers in times of high flow</p>	<p>L</p>	<p>Ensure staff is competent with kayak use and equipment</p>	<p>Comply with EMR instructors</p>
<p>No torches or torches failing (night activities e.g. spotlighting)</p>	<p>Poor visibility, injury, fall, death</p>	<p>M</p>	<p>m) All participants asked to bring torches – handheld or head-lamps.</p> <p>m) Some spare torches and head-lamps provided.</p> <p>m) Each area leader must have a strong spotlight.</p> <p>m) Walking tracks and river access points to be pre-marked</p> <p>m) All participants to wear glow sticks and leaders to be easily identified</p>	<p>L</p>	<p>Clear instructions given.</p> <p>Some spare torches/headlamps provided.</p> <p>Pre-site assessment/preparation.</p> <p>Glow sticks.</p>	<p>Comply with EMR instructions.</p> <p>Bring own torch and batteries.</p>
<p>No first aid kit or cellphone. No first aid certified personnel onsite.</p>	<p>Incident, worsened injury.</p>	<p>H</p>	<p>m) Pre-site assessment</p> <p>m) Always carry cellphone</p> <p>m) Equipment checklist</p> <p>m) Event leader to have and use whistle to gain group attention (one blast) if necessary or to organise evacuation to assembly point (car parking area) in the case of an emergency (three whistle blasts).</p>	<p>M</p>	<p>First Aid certificate</p> <p>Always carry first aid kit or communication device when in the field</p>	<p>Comply with EMR instructions</p>

## Freshwater

Risk Index: L = Low, M = Moderate, H = High, E = Extreme

Hazard	Potential Harm	Risk Rating	Controls	Residual risk after controls	Responsibility of WBC	Responsibility of school/group
<b>People</b>						
Inappropriate behaviour	Incident or injury	L	<ul style="list-style-type: none"> <li>m) Clear discipline guidelines given to students and adults before activity and identification of potential hazards.</li> <li>m) Parents and teachers to comply with instructor's directions while in/beside water.</li> <li>m) Number check before and after activity.</li> <li>m) Boundaries, entry and exit points made clear.</li> </ul>	L	Provide clear discipline guidelines to students and adults.	<ul style="list-style-type: none"> <li>Comply with instructor's directions while in/beside water.</li> <li>Provide adequate supervision.</li> <li>Disclose any behavioural issues to WBC.</li> </ul>
Inadequate supervision	Missing person	M	<ul style="list-style-type: none"> <li>m) Students recommended above age of five</li> <li>m) Adhere to Ratio Policy at all times</li> </ul>	L	Ensure supervision ratio adhered to	Provide suitable supervisors
Inexperience (of supervisors, teachers and students)	Incident, injury, death	M	<ul style="list-style-type: none"> <li>m) Experience, skills, and training of activity leader</li> <li>m) General physical ability of students checked via pre-site assessment and briefings</li> <li>m) Adjustments made to ratio depending on ability of students</li> <li>m) Students briefed on hazards on site</li> </ul>	L	WBC uses experienced and skilled coordinators.	<ul style="list-style-type: none"> <li>Must advise WBC of any physical incapability.</li> <li>Appropriate supervisors provided by school.</li> </ul>

			<p>m) Kaupapa briefing i.e. no harming aquatic life, put all specimens back after study</p> <p>m) Teacher in charge to read and sign pre-site assessment form and confirm all parent supervisors are fit for the role.</p>			
Existing medical conditions	Incident, injury, death	H	<p>m) School collects medical conditions and informs WBC activity leader</p> <p>m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment such as personal flotation device</p>	M	Pre-site assessment form	Collect medical conditions and disclose to WBC
Unexpected medical emergency	Incident, injury, death	H	<p>m) School collects medical conditions and informs WBC activity leader</p> <p>m) Precautions taken for pre-existing medical conditions such as increased supervision, boundary restrictions and specialised equipment such as personal flotation device</p> <p>m) Identify location of nearest defibrillator, A&amp;E or hospital</p> <p>m) Keep First Aid certificate up to date (recommended: comprehensive first aid incl. Unit standard 6400)</p>	M	<p>Pre-site assessment forms.</p> <p>Identify nearest emergency services.</p> <p>Keep First Aid Certificate up to date.</p>	Collect medical conditions and disclose to WBC
Fall on rocks	Incident, injury, death	E	<p>m) No running on rocks or unstable banks</p> <p>m) Supervision when observing from shore/streamside</p>	H	<p>Pre-site assessment</p> <p>First-aid kit on hand</p>	Provide adequate supervision
Exhaustion	Emotional trauma, incident, injury, death	M	<p>m) Adapt activity to physical capabilities of group</p> <p>m)Pre-site assessment</p>	L	<p>Pre-site assessment</p> <p>Physical ability assessment</p>	Ensure adequate food and water supply.



			<p>m) Take regular breaks</p> <p>m) Participants advised to have their own drinking water.</p>		<p>First-aid kit</p> <p>Adequate briefing</p>	<p>Collect any medical conditions and disclose them to WBC.</p> <p>Minimise sun exposure.</p>
Hypothermia	Incident, injury, death	M	<p>e) Avoid undertaking activities in extremely adverse weather conditions or extreme temperatures</p> <p>m) Pre-site assessment</p> <p>m) Specialised equipment such as wetsuit or waders</p> <p>m) Brief children on the danger of hypothermia and make sure they know to get out if they become too cold and have a change of warm clothes to change into if they are wet</p> <p>m) Nobody to enter water above their knees</p> <p>m) Appropriate clothing is worn for the conditions on the day</p>	L	<p>Pre-site assessment</p> <p>Ensure First Aid certificate is up to date</p> <p>Brief group on dangers of hypothermia</p>	<p>Provide suitable clothing according to weather and activity</p> <p>Collect medical conditions and disclose to WBC</p>
Drowning	Incident, injury, fall into water death	E	<p>m) Personal flotation device at all times during kayaking or boating</p> <p>m) At least one adult stream side observer if close to deep water</p> <p>m) Refer to Deep Water Emergency Procedure (DWEPP) in SOP</p> <p>m) Ratio minimum of 1 adult to 4 children when working near deep water</p>	H	<p>Provide personal flotation device</p> <p>Advise group of DWEPP</p> <p>Ensure First Aid Certificate is up to date</p>	<p>Provide adequate supervision</p>
Abduction	Emotional trauma, incident, injury, death	M	<p>m) Police vetting for all coordinators, volunteers and supervisors who will be providing transport</p>	L	<p>Pre-site assessment</p> <p>Police vetting</p>	<p>Provide adequate supervision</p>

			<ul style="list-style-type: none"> <li>m) Pre-site assessment and communication plan</li> <li>m) Buddy system</li> <li>m) Adequate supervision</li> <li>m) Use of cones to define boundaries</li> </ul>			
Communication	Missing person, Incident, injury, death	H	<ul style="list-style-type: none"> <li>m) Clear communication plan</li> <li>m) Refer to Site Recce Policy and Field Intentions Form (FIF)</li> <li>m) Use cones to mark boundaries</li> <li>m) Any potential language communication barriers, behavioural disorders or disabilities to be identified and a management strategy discussed early in classroom sessions/planning and discussed as part of the site assessment on the day – management steps to be put in place in necessary e.g. translator</li> </ul>	M	<ul style="list-style-type: none"> <li>Adherence to Site Recce Policy</li> <li>Complete FIF</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate communication with activity leader.</li> <li>Advise non-English speaking participants.</li> </ul>
Vehicles/driving	Incident, injury, death	M	<ul style="list-style-type: none"> <li>m) Fully licensed drivers</li> <li>m) Police vetting</li> <li>m) Avoid extremely adverse weather conditions</li> <li>m) trailers/van training</li> </ul>	L	<ul style="list-style-type: none"> <li>Police Vetting</li> <li>Ensure drivers are fully licensed</li> <li>Training</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate transport</li> <li>Ensure drivers are fully licensed</li> </ul>
Fitness/ Disabilities	Incident, injury	M	<ul style="list-style-type: none"> <li>m) Ability of students checked prior to the day and on the day.</li> <li>m) 1:1 ratio with appropriate adult or limiting involvement in any activities deemed outside participant capacity.</li> </ul>	L	<ul style="list-style-type: none"> <li>Clear instructions given</li> <li>Identification of fitness ability and disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate supervision</li> <li>Comply with WBC instructions</li> </ul>
Participant anxiety around water	Emotional trauma, injury	M	<ul style="list-style-type: none"> <li>m) Anxiety issues when asking for any medical conditions during initial planning meeting and pre-site</li> </ul>	L	<ul style="list-style-type: none"> <li>Pre-site assessment form</li> </ul>	<ul style="list-style-type: none"> <li>Disclose anxiety issues to WBC</li> </ul>

			assessment form completion with teacher/ group leader. m) Pre-site assessment		Identification of participants with anxiety	
Coordinators not having updated versions of SOP and forms.	Inadequate knowledge of best practice	L	m) updates controlled by Poutokomanawa (marine lead) Whenever updates are made the PDF version on the Google Drive and websites to be updated	L	Familiarise self with most recent SOP version number	Comply with any instructions from MTSCT
Whitebait Run Collisions	Incident, injury	M	m) Play game according to WBC game instructions m) Pre-identify any behavioural issues or impairments which may cause disruption to game m) Clear brief given to participants m) Use of cones, and adult supervisors where appropriate, to mark boundaries m) Avoid playing game on asphalt or concrete i.e. use school field, classroom, or school hall where appropriate m) Ensure adequate adult supervision m) First aid kit and first aid certified personnel on-hand m) Ensure all coordinators are familiar with Whitebait Run instructions and guidelines	L	Familiarise self with Whitebait Run instructions and guidelines Identify age group/learning abilities and adapt game accordingly Ensure first-aid certification is up to date	Comply with any instructions from WBC Disclose any behavioural or learning impairments at beginning of programme
Kayak Collision or capsized	Incident, Injury	M	m) Personal Flotation Device must be worn at all times m) Staff appropriately trained m) kayak on right side of river if practical	L	Ensure staff is competent with kayak use and equipment	Comply with any instructions from WBC

			m) don't kayak in rivers in times of high flow			
Duck and pest Shooting/guns	Incident, Injury, Death	H	<p>e) Avoid river surveys, in particular kayak surveys, during duck shooting season</p> <p>m) Liaise with relevant agencies and landowners IF work has to be carried out during duck shooting season</p> <p>m) always wear High-vis vests when working off-track and kayaking on river</p>	M	<p>Awareness of duck shooting season</p> <p>Liaison with landowners</p>	Comply with WBC instructions
<b>Equipment</b>						
No safety gear, Inappropriate footwear. Inappropriate use of gear. Being hit by obstacle or equipment e.g. net handle, kayak paddle or fencing wire. No warm change of clothes.	Incident, injury, death	H	<p>m) Brief on how to use equipment.</p> <p>m) Equipment checked and tried on land.</p> <p>m) First Aid Kit on-hand and First aid certified personnel on-hand.</p> <p>m) Use of cones to mark boundaries.</p> <p>m) Rope or PFD available to throw out to assist in water.</p> <p>m) Wear gloves if cleaning out stream and get adults to remove hazardous waste.</p> <p>m) Participants instructed to wear closed-toe shoes, long pants and long sleeves, especially if working in long grass and they get skin irritations from long grass.</p>	M	<p>Provide adequate PPE where appropriate e.g. waders.</p> <p>Brief group on safe use of equipment.</p>	<p>Bring suitable PPE where appropriate.</p> <p>Adhere to safety guideline provided by activity leader.</p>

			<p>m) Provide safe access for participants (turn off electric fences, avoid barb wire)</p> <p>m) coordinators are trained in proper use of equipment</p> <p>m) Lifejackets are fit for purpose and fitted correctly</p> <p>m) Equipment regularly checked and maintained</p>			
Inexperience in waders	Incident, injury, death	H	<p>m) Skills and experience of leader and group</p> <p>m) Refer to Wader Policy in SOP</p> <p>m) Waders checked and tried on land.</p> <p>m) Brief on how to use waders.</p>	M	<p>Brief group on Wader Policy.</p> <p>Provide suitable waders where appropriate.</p>	Adhere to Wader Policy
Unsecured gazebo	Incident, injury, death	H	<p>m) Ensure gazebo is safely secured</p> <p>m) Avoid erecting gazebo in windy conditions</p>	L	<p>Pre-site assessment including weather checks.</p> <p>Safe practice of erecting and disassembling gazebo.</p>	Adhere to safety guidelines provided by activity leader.
Inappropriate use of spades	Incident, injury	M	<p>m) Brief on how to use equipment and method for planting – adults to use spades and high vis vests. Every student gets to plant a plant. Equipment checked prior to planting.</p>	L	<p>Brief on safe practice.</p> <p>Clear instructions given.</p> <p>First aid kit.</p>	<p>Comply with instructions given by WBC.</p> <p>First aid kit.</p>
No torches or torches failing (night activities e.g. spotlighting)	Poor visibility, injury, fall, death	M	<p>m) All participants asked to bring torches – handheld or head-lamps.</p> <p>m) Some spare torches and head-lamps provided.</p> <p>m) Each area leader must have a strong spotlight.</p>	L	<p>Clear instructions given.</p> <p>Some spare torches/headlamps provided.</p> <p>Pre-site assessment/preparation.</p>	<p>Comply with WBC instructions.</p> <p>Bring own torch and batteries.</p>

			<p>m) Walking tracks and river access points to be pre-marked with lawnmower.</p> <p>m) All participants to wear glow sticks and leaders to be identified by green or red glow sticks.</p>		Glow sticks.	
<p>No first aid kit or cellphone.</p> <p>No first aid certified personnel onsite.</p>	Incident, worsened injury.	H	<p>m) Pre-site assessment</p> <p>m) Always carry cellphone</p> <p>m) Equipment checklist</p> <p>m) Communication plan/field intentions form</p> <p>m) Event leader to have and use whistle to gain group attention (one blast) if necessary or to organise evacuation to assembly point (car parking area) in the case of an emergency (three whistle blasts).</p>	M	<p>First Aid certificate</p> <p>Always carry first aid kit or communication device when in the field</p> <p>Complete FIF procedure when on the field alone</p>	Comply with WBC instructions
Magnifying glass	Incident, fire risk	M	m) Do not leave in the sun unattended	L	Clear instructions given.	Comply with WBC instructions.
Peanut butter (used for traps)	Allergic reaction, anaphylaxis	M	<p>m) Participants with anaphylaxis identified via pre-site assessment</p> <p>m) Participants with any other allergies identified prior to activity</p> <p>m) Carry antihistamines as part of WBC kit</p>	L	<p>Identified participants with allergies and anaphylaxis.</p> <p>First Aid Certificate.</p>	<p>School discloses allergies to WBC.</p> <p>School ensures has medication and medical action plans.</p>
Gee Minnow Trap (GMT) rope	Tripping hazard, incident, injury	M	<p>m) Use fluorescent rope or string for GMTs</p> <p>m) Place GMTs and rope out of walkway</p> <p>m) Use boundary cones or flagging tape to mark location of GMT/rope where deemed necessary</p>	L	<p>Site recce</p> <p>Clear instructions given</p>	Comply with WBC instructions.

WBC Vehicles (e.g. WBC van and trailer)	Damage to vehicle, injury	M	<p>m) Refer to van/trailer policies on website</p> <p>m) Ensure driver is fully-licensed</p> <p>m) Ensure driver is familiar with trailer and van policies</p> <p>m) Driver to undertake training session prior to using the van and/or trailer</p>	L	<p>Ensure drivers are fully-licensed</p> <p>Assess driver's ability prior to use of van/trailer</p> <p>Keep trailer and van policies up to date and provide training sessions</p> <p>Familiarise self with, and adhere to, trailer and van policies</p> <p>Report any incidents to National Coordinator</p>	Comply with WBC instructions
Pest traps	Injury	L	m) advised not to touch			Comply with WBC instructions
<b>Environment</b>						
Unexpected or unsuitable weather conditions (including flooding)	Sunburn, exposure, hypothermia, incident, injury	H	<p>m) Up to date weather forecast, pre-site visit and on-site assessment.</p> <p>m) Sensible assessment of environmental conditions. Safe location of entry and exit points, depending on conditions.</p> <p>m) PPE worn e.g. waders, wetsuit.</p> <p>m) Sunscreen available.</p> <p>m) Halt activity if safety compromised.</p>	M	<p>Check weather forecast.</p> <p>Sensible weather assessment.</p> <p>Care of self.</p> <p>First Aid kit.</p> <p>Refer to Deep Water Emergency Procedure</p>	<p>Communication with WBC.</p> <p>School to provide sunscreen to participants.</p>
Unforeseen hazards	Incident, injury, death	M	m) During the activity the WBC leader may continually identify and manage hazards, be alert for 1 blast of whistle for your attention, in the event of unforeseen dangers (e.g. flooding) 3 whistle blasts	L	<p>Site recce</p> <p>Pre-site assessment</p> <p>Carry whistle</p>	Comply with WBC instructions

Current/tidal/ water movement	Participants swept downstream	H	<p>m) Participants do not enter water above their knees</p> <p>m) Pre-site assessment for swift current</p> <p>m) At least one adult observer</p> <p>m) 1:4 ratio</p> <p>m) Refer to Deep Water Emergency Procedure</p>	M	<p>Pre-site assessment</p> <p>Check tides and weather conditions are suitable</p> <p>Brief group on hazard</p>	<p>Comply with WBC instructions</p> <p>Provide adequate supervision</p>
Tsunami	Incident, injury, death	E	<p>e) Advance warning of a tsunami</p> <p>e) No field work or stream investigations if there is a confirmed warning for the area</p> <p>m) Be alert for 1 blast of whistle for your attention (3 blasts for emergency) in the event of unforeseen dangers. Calmly organise evacuation to nearest tsunami evacuation point</p>	M	Tsunami warning check	Comply with WBC instructions
Insect bites and bee/wasp stinging	Allergic reaction, infection, anaphylaxis	E	<p>m) Participants with anaphylaxis identified via pre-site assessment</p> <p>m) Participants with any other allergies identified prior to activity</p> <p>m) Carry repellent as part of WBC kit</p>	H	<p>Identified participants with allergies and anaphylaxis.</p> <p>First Aid Certificate.</p>	<p>School discloses allergies to WBC.</p> <p>School ensures has medication and medical action plans.</p>
Power tools causing injury	Injury	H	m) only trained and/or experienced adults to use power-tools when erecting signage or installing LittaTraps	L	Provide PPE and, where necessary, training to adults who need to use power tools for installing signage and/or Litta Traps. It is at the discretion of the lead coordinator being satisfied with the person's experience and knowledge to use power tools safely.	<p>Comply with WBC instructions</p> <p>Provide adequate supervision</p>



Hazardous material that might get inhaled, in eye, or on skin e.g. spray-paint, concrete dust, potting soil, chemical powder, fungicides	Breathing difficulties, legionnaires disease	H	<p>e) Participants to wear dust masks and safety glasses when working with potting soil, spray paint or near installation of LittaTraps when concrete is being drilled into creating concrete dust.</p> <p>m) Wear gloves when handling chemical powder.</p> <p>m) Read and adhere to instructions from Material Data Safety sheets when handling hazardous substances.</p> <p>m) Keep hazardous material out of reach of children.</p>	L	Provide PPE and instructions	<p>Comply with WBC instructions</p> <p>Provide adequate supervision</p>
Hazardous aquatic life (e.g. leeches)	Minor cuts, bites	M	<p>m) Identify and brief on most likely hazard for location e.g. leeches</p> <p>m) Specialised/first aid for treatment of injuries caused by hazardous aquatic life</p> <p>m) Do not touch</p> <p>m) Locations chosen for suitability</p>	L	<p>Site checked and monitored.</p> <p>WBC team are all first aiders.</p>	School first aid kit and first aiders.
Microbes in water	Illness	L	<p>e) No activity in places where there is an official notice of contamination or health warning not to swim</p> <p>m) Follow best-practise hygiene and sanitisation standards</p> <p>m) Advise students not to drink water and to bring own bottled water.</p>	L	Water quality check as per guidelines	Comply with WBC instructions
Toxic algae in water	Illness, skin irritation	L	<p>e) no activity in places where there is an official notice of toxic algae or a health warning</p> <p>m) Follow best-practise hygiene and sanitisation standards</p>	L	Visual check for toxic algae during site recce and on field trip day, check for alerts on official pages	Comply with WBC instructions

			m) Advise students not to drink water and bring own bottled water.			
Dog poo/Human poo	Illness, Incident, Injury	L	m) Advise students not to touch or step on m) Remove or cone off to avoid contact or posing a slipping hazard	L	Site checked	Comply with WBC instructions.
COVID-19 (and any other new viruses)	Illness	M	m) Follow MTSCT COVID-19 directive which follows government guidelines e.g. good hygiene, not working in public facing roles if sick.	L	Follow most recent MTSCT COVID-19 directive.	Comply with WBC instructions.
Hand Sanitiser	Incident, Injury, Fire	H	m) when using alcohol-based gel hand sanitisers, ensure gel has fully dried/evaporated before touching any surfaces m) Stay away from any potential ignition sources immediately after using hand sanitiser	L	Apply hand sanitiser correctly and brief participants	Comply with WBC instructions.
Rubbish e.g. glass, metal, shellfish etc.	Injury, cuts, scrapes	L	e) No activity in places that are heavily polluted with rubbish m) Appropriate footwear and gloves m) Participants instructed to wear closed-toe shoes during stream investigations unless working at a pristine stream free from rubbish m) Pre-site assessment and monitoring	L	Pre-site assessment. Appropriate PPE worn.	Comply with WBC instructions.
Damage to environment	Damage to environment	L	m) Care of environment instructions given. m) 'No take' kaupapa policy	L	Clear guidelines on care for environment	Comply with WBC instructions
Low branches and spiky sedges/rushes – eye	Injury, blindness	M	m) Eye wash on hand m) Avoid heavily dense vegetation	L	Pre-site assessment Brief on hazards	Comply with WBC instructions Take extra care

poking and tripping hazards			<p>m) Pre-site assessment</p> <p>m) Specialised first aid treatment</p>			
Flower seeds from Pohutukawa landing in eye	Injury, blindness	M	<p>m) In windy conditions, try to avoid areas where there are lots of light airborne materials e.g. seeds, pohutukawa seeds and always have eye wash on hand.</p> <p>m) Specialised first aid treatment</p>	L	<p>Sensible weather assessment</p> <p>Brief on hazards</p> <p>First aid on hand</p>	<p>First aid on hand</p> <p>Comply with WBC instructions</p>
Hazardous Plants (e.g. Woolly nightshade, castor oil plant, gorse, blackberry)	Cuts, injury, allergic reaction	H	<p>m) Take care around any dead gorse and/or blackberry.</p> <p>m) Pre-site assessment - Hazardous plants identified</p> <p>m) Participants instructed to wear closed toe shoes, long pants and long sleeves especially if working in long grass and they get skin irritations from long grass.</p> <p>m) Anyone with existing allergies to bring their own medication e.g. hay fever medication or EpiPenn.</p> <p>m) Any prickly plants (e.g. gorse/blackberry) or eye poking hazards to be pointed out to group before they enter the planting site.</p> <p>m) Any dangerous weeds to be identified at pre-site assessment and contained.</p>	M	<p>Pre-site assessment.</p> <p>Hazardous plants identified.</p> <p>Clear briefing on hazards.</p> <p>First aid kit.</p>	<p>Disclose any allergies to WBC.</p> <p>Bring own medication e.g. antihistamines.</p> <p>Comply with WBC instructions.</p>
Obstruction or submerged object in river	Boat incident, injury, death	H	<p>m) Use of depth sounder and boat to go at slow speed and only on high tides (up to 2.5 hours either side of high tide).</p> <p>m) Pre-site assessment if practical</p> <p>m) always wear personal flotation device when kayaking or boating. Keep an overall look out. Secure equipment</p>	M	<p>Pre-site assessment</p> <p>Use of depth sounder if on boat</p>	<p>Comply with WBC instructions</p>

Introduction of invasive species	Spread of invasive species and fungi including kauri dieback, threat to native biota	H	<ul style="list-style-type: none"> <li>m) Provide CCD solution for any unclean footwear</li> <li>m) Kaupapa briefing</li> <li>m) ensure all equipment that is in contact with soil is cleaned between uses, i.e. footwear and stakes for fish traps</li> <li>m) avoid working in areas where kauri grow</li> </ul>	M	<ul style="list-style-type: none"> <li>Kaupapa briefing</li> <li>Provide CCD equipment</li> <li>Adhere to biosecurity policy</li> </ul>	Comply with WBC instructions
Traffic density	Injury or death caused by vehicle	M	<ul style="list-style-type: none"> <li>m) Pre-site assessment</li> <li>m) Avoid undertaking activities in areas with heavy vehicular traffic or high speed area</li> <li>m) Use of cones to mark boundaries, entry and exit points</li> <li>m) Clear instructions given by WBC</li> <li>m) Adequate supervision</li> <li>m) Use of hi-vis vests when working near roads</li> </ul>	L	<ul style="list-style-type: none"> <li>Pre-site assessment.</li> <li>Cones to mark boundaries.</li> <li>Clear instructions given.</li> <li>Sensible site suitability.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with WBC instructions.</li> <li>Provide adequate supervision.</li> </ul>
Wahi tapu sites	Contravene against iwi and hapu tikanga/ management plans	M	<ul style="list-style-type: none"> <li>m) Liaise with iwi prior to activity, especially if site is known to be culturally sensitive.</li> <li>m) Identification of wahi tapu sites.</li> <li>m) Do not enter wahi tapu sites.</li> </ul>	L	<ul style="list-style-type: none"> <li>Liaise with relevant iwi.</li> <li>Pre-site assessment.</li> <li>Clear kaupapa briefing given to school.</li> </ul>	<ul style="list-style-type: none"> <li>Comply with all WBC instructions.</li> <li>Undertake activity with respect and regard to culturally sensitive sites.</li> </ul>
Dangerous animals (uncontrolled dogs, cattle, wild pigs, swans)	Injury or death caused by wild animal	M	<ul style="list-style-type: none"> <li>m) Pre-site assessment – potential hazardous animals identified</li> <li>m) Always carry cellphone</li> </ul>	L	<ul style="list-style-type: none"> <li>Familiarise self with SOP and other policies listed on WBC website</li> <li>Pre-site assessment</li> </ul>	Comply with WBC instructions

			m) If dangerous animal or uncontrolled dog is encountered, follow Dangerous animal policy as outlined in SOPs		Clear instructions given to group/school Sensible site suitability	
Uneven ground/stream edges/hidden holes	Tripping hazard, incident, injury	M	m) wear appropriate footwear m) Careful assessment of access points m) Use walking pole if practical	L	Refer to Walking Pole Policy Site recce	Comply with WBC instructions
Fences - electric and barbwire	Tripping hazard, incident, injury	M	m)briefing to manage and ID hazard m)comms with farmer/landowner prior to trip	L	Ensure fences have been turned off	Comply with WBC instructions

## General workplaces

Hazard/Risk	Potential Harm (What could go wrong?)	Initial Risk Rank (L/ M/ H)	Control (What can we do to minimise the likelihood of potential harm?)	Residual Risk Rank (L/M/H)	Responsibility of MTSC	Responsibility of school/ group
<b>First Aid Kit</b> <ul style="list-style-type: none"> <li>Not available</li> <li>Inadequately stocked</li> </ul>	<ul style="list-style-type: none"> <li>Injury not attended with appropriately</li> <li>Infection</li> </ul>	H	<ul style="list-style-type: none"> <li>First Aid Kit to be available on worksite</li> <li>First Aid Kit to be stocked in accordance with Health and Safety Policy</li> <li>All staff aware of the location of the First Aid Kit.</li> <li>Proper signage is posted to recognise the location of First Aid Kit</li> <li>Trained first aiders</li> </ul>	L	Annually	
<b>Infection &amp; transmission of COVID-19 (Coronavirus)</b>	<ul style="list-style-type: none"> <li>Workers fall ill/Absence</li> <li>Infected and contagious Workers</li> <li>Worksite closed</li> </ul>	H	<ul style="list-style-type: none"> <li>Follow the COVID-Specific Policy and Protocols issued by the NZ Government, Ministry of Health (MOH) and Worksafe NZ and COVID-specific Policies and Protocols in the Health and Safety Manual and Handbook</li> </ul>	L	Weekly or as required	
<b>Plant &amp; Equipment</b>	<ul style="list-style-type: none"> <li>Personal Injury / sharp objects</li> <li>Musculoskeletal injuries from poor design</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure guarding is always in place</li> <li>Ensure pre-start checks of high-risk equipment is carried out</li> <li>Monitor with regular workplace inspections</li> <li>Ensure regular maintenance and repair</li> <li>Training</li> </ul>	L	Ongoing	
<b>Lifting/Manual handling Incorrect lifting</b>	<ul style="list-style-type: none"> <li>Musculoskeletal injuries</li> <li>Slip, trip and fall injuries</li> </ul>	H	<ul style="list-style-type: none"> <li>Utilize trolleys and mechanical devices</li> <li>Ask for help (2-person lift minimum)</li> <li>Store goods at waist level/minimise storage at height and ground levels</li> <li>Training</li> </ul>	L	Ongoing	
<b>Dangerous Goods &amp; Hazardous Substances (used, stored and handled and carried in Organisation vehicles)</b> Fumes	<ul style="list-style-type: none"> <li>Respiratory problems</li> <li>Skin Diseases</li> <li>Chemical Burns</li> <li>Eye Injuries</li> <li>Burns from Substances</li> <li>Fire</li> </ul>	H	<ul style="list-style-type: none"> <li>Dangerous goods Training</li> <li>Check Safety Data Sheet for safety precautions and inform workers i.e. First Aid measures in the event of accidental release or spillage</li> <li>Use appropriate personal protective equipment is available</li> <li>Determine incompatible materials and remove or segregate (check SDS)</li> <li>Determine if any ignition source and put control measures in place to mitigate</li> <li>All hazardous chemicals must be listed in the hazardous substances register</li> </ul>	L	Annually	

Spillages Incorrect storage. Fire Explosion						
<b>Objects Falling from Height / Struck by object/ tool</b>	<ul style="list-style-type: none"> <li>● Fatality</li> <li>● Serious injury</li> <li>● Damage to property</li> </ul>	H	<ul style="list-style-type: none"> <li>● Training on safe use and storage of equipment.</li> <li>● Enforce wearing of PPE e.g. hard hat, safety footwear</li> <li>● Have all relevant safety signage in place.</li> <li>● Fit toe boards or equivalent protection to scaffolding</li> <li>● Regular worksite/workplace inspections</li> <li>● Ongoing toolbox talks</li> <li>● Regular inspections of Height equipment</li> </ul>	L	Annually and as required	
<b>Ladders</b>	<ul style="list-style-type: none"> <li>● Death or serious injury from falling from height</li> </ul>	H	<ul style="list-style-type: none"> <li>● Remove all unsuitable ladders from site immediately</li> <li>● Do not use ladders as a working platform</li> <li>● Use guarded working platforms instead of ladders (where possible)</li> <li>● Use ladders for short duration work or access to the work area only</li> <li>● Use only commercial grade ladders in good condition/ Ensure load rating is adhered to</li> <li>● Ensure regular maintenance checks by a competent person</li> <li>● Set up correctly 1m out and 4m up, secure base and tie off top</li> <li>● Do not work off top two rungs/steps</li> <li>● 3 points of contact at all times.</li> </ul>	L	Ongoing and annually	
<b>Noise</b>	<ul style="list-style-type: none"> <li>● Hearing Loss</li> <li>● Serious Injury</li> <li>● Cut, scrapes and wounds</li> </ul>	H	<ul style="list-style-type: none"> <li>● Use correct PPE for decibels of noise (i.e. 85dbh and above/class 5 earmuffs)</li> <li>● Monitor noise levels on the work site</li> <li>● Health Monitoring of workers exposed to high noise levels</li> <li>● Ensure those working close by also wear hearing protection i.e. other contractors</li> </ul>	L	Ongoing and annually	
<b>Poor Housekeeping</b>	<ul style="list-style-type: none"> <li>● Slips, trips and falls resulting in breaks, cuts, abrasions etc</li> </ul>	H	<ul style="list-style-type: none"> <li>● Keep materials and equipment clear of access ways</li> <li>● Use bins for waste</li> <li>● Contain building materials in designated storage areas</li> <li>● Ensure good housekeeping measures in place/site is clean and tidy</li> <li>● Monitor with regular site safety inspections and keep records of inspections</li> <li>● Discuss at toolbox meetings</li> </ul>	L	Ongoing	
<b>Electricity and electrical appliances</b>	<ul style="list-style-type: none"> <li>● Electrocutation</li> <li>● Electric shock</li> <li>● Electrical burns</li> </ul>	H	<ul style="list-style-type: none"> <li>● Only registered electrician to repair electrical equipment</li> <li>● Use Lock Out/Tag Out practices (if applicable)</li> <li>● Use approved RCDs and/or provide power box</li> </ul>	L	Ongoing and annually	

			<ul style="list-style-type: none"> <li>• Equipment, leads and RCDs to be checked regularly by a competent person</li> <li>• All RCDs must be tagged and tested</li> <li>• Avoid overloading power outlets</li> <li>• Monitor with regular site safety inspections</li> </ul>			
<b>Hand and power tools</b>	<ul style="list-style-type: none"> <li>• Death</li> <li>• Serious laceration/ loss of limbs, Puncture wounds, Nerve damage,</li> <li>• Cuts and abrasions</li> </ul>	H	<ul style="list-style-type: none"> <li>• Ensure guards in place and keep clear of blades</li> <li>• Use correct tool for the job</li> <li>• Ensure regular equipment Servicing and repair (Lock/Out plant and equipment as required)</li> <li>• Keep register of all tools, machinery and equipment (track loss of these)</li> <li>• Training – ensure workers are trained and competent to use specific equipment/ machinery</li> </ul>	L	Ongoing and annually	
<b>Lone Workers</b>	<ul style="list-style-type: none"> <li>• Unable to obtain first aid care quickly</li> </ul>	H	<ul style="list-style-type: none"> <li>• Ensure communication plans are in place with regular check in times and only trained workers are working alone</li> <li>• Ensure lone workers are first aid trained</li> <li>• Follow policy Working alone or Isolated</li> </ul>	L	Ongoing and annually	
<b>Add additional risks here in consultation with all workers</b>						



## Events

Hazard/Risk	Potential Harm (What could go wrong?)	Initial Risk Rank (L/ M/ H)	Control (What can we do to minimise the likelihood of potential harm?)	Residual Risk Rank (L/M/H)	Responsibility of MTSCT	Responsibility of school/ group
<b>First Aid Kit</b> Not available Inadequately stocked	<ul style="list-style-type: none"> <li>• Injury not attended with appropriately</li> <li>• Infection</li> </ul>	H	First Aid Kit to be available on worksite First Aid Kit fit for purpose First Aid Kit fully stocked and regularly checked All STAFF aware of location of the First Aid Kit. Proper signage is posted to recognise the location of First Aid Kit Trained first aiders	L	Annually	
<b>Infection &amp; transmission of COVID-19 (Coronavirus)</b>	<ul style="list-style-type: none"> <li>• Workers fall ill/Absence</li> <li>• Infected and contagious Workers</li> <li>• Worksite closed</li> </ul>	H	Follow the COVID-Specific Policy and Protocols issued by the NZ Government, Ministry of Health (MOH) and Worksafe NZ and COVID-specific Policies	L	ongoing	
<b>Lifting/Manual handling</b> <b>Incorrect lifting</b>	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Slip, trip and fall injuries</li> </ul>	H	<ul style="list-style-type: none"> <li>• Follow Manual Handling Policy in Health and Safety Manual and Employee Handbook</li> <li>• Utilize trolleys and mechanical devices</li> <li>• Ask for help (2-person lift minimum)</li> <li>• Store goods at waist level/minimise storage at height and ground levels</li> <li>• Monitor with regular workplace inspections</li> <li>• Training</li> </ul>	L	Ongoing	
<b>Contractors and visitors</b>	<ul style="list-style-type: none"> <li>• Exposure to site hazards resulting in injury, illness or death</li> </ul>	H	<ul style="list-style-type: none"> <li>• Escort/Supervise any visitors/contractors/clients</li> <li>• Ensure all contractors working on site are inducted</li> <li>• Ensure traffic management in place if required</li> <li>• Clear hazards signs throughout the workplace</li> </ul>	L	Ongoing	
<b>Electricity and electrical appliances</b>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Electric shock</li> <li>• Electrical burns</li> </ul>	H	<ul style="list-style-type: none"> <li>• Only registered electrician to repair electrical equipment</li> <li>• Use Lock Out/Tag Out practices (if applicable)</li> <li>• Use approved RCDs</li> <li>• Equipment, leads and RCDs to be checked daily by a competent person</li> <li>• All RCDs must be tagged and tested</li> <li>• Avoid overloading power outlets</li> <li>• Monitor with regular site inspections</li> </ul>	L	Ongoing and annually	
<b>Fall Protection</b> • Faulty	<ul style="list-style-type: none"> <li>• Fall</li> <li>• Serious Injury</li> </ul>	H	<ul style="list-style-type: none"> <li>• All staff must be appropriately trained in safe working at height and fall arrest procedures</li> </ul>	M	Pre-use checks,	

<b>Incorrectly secured/used</b>	<ul style="list-style-type: none"> <li>● Fatality</li> </ul>		<ul style="list-style-type: none"> <li>● Ensure fall arrest system is in place i.e. nets or mesh</li> <li>● Pre-use checks of all fall protection equipment</li> <li>● Use all safety equipment and PPE necessary to complete the task in a safe manner.</li> <li>● Perimeter protection in place</li> <li>● Install static lines or anchor points to roof as required</li> </ul>		<p>Monthly inspections Annual review or as required</p>	
<b>Fall from heights</b>	<ul style="list-style-type: none"> <li>● Fall injury</li> <li>● Serious Injury</li> <li>● Fatality</li> </ul>	H	<ul style="list-style-type: none"> <li>● Training of safe working at height</li> <li>● Use all safety equipment and PPE necessary to complete the task in a safe manner.</li> <li>● Safety mesh and fall restraint systems to be used during reroof process.</li> <li>● Install static lines or anchor points to roof as required.</li> </ul>	M	Annually	
<b>Ladders</b>	<ul style="list-style-type: none"> <li>● Death or serious injury from falling from height</li> </ul>	H	<ul style="list-style-type: none"> <li>● Remove all unsuitable ladders from site immediately</li> <li>● Do not use ladders as a working platform</li> <li>● Use guarded working platforms instead of ladders (where possible)</li> <li>● Use ladders for short duration work or access to the work area only</li> <li>● Use only commercial grade ladders in good condition/ Ensure load rating is adhered to</li> <li>● Ensure regular maintenance checks by a competent person</li> <li>● Set up correctly 1m out and 4m up, secure base and tie off top</li> <li>● Do not work off top two rungs/steps</li> <li>● 3 points of contact at all times</li> </ul>	L	Ongoing and annually	
<b>Moving vehicles</b>	<ul style="list-style-type: none"> <li>● Death i.e. crushing</li> <li>● Broken bones</li> <li>● Cuts &amp; abrasions</li> </ul>	H	<ul style="list-style-type: none"> <li>● Designate and mark out drop off and pick up areas</li> <li>● Stay visible to the driver and keep clear of vehicles</li> <li>● Put traffic management plan in place if appropriate/applicable</li> <li>● Use spotters where visibility is restricted</li> <li>● Use signage to warn pedestrians</li> </ul>	L	Ongoing	
<b>Separation of Vehicles &amp; Pedestrians (Failure to separate vehicles and pedestrians on and around the worksite)</b>	<ul style="list-style-type: none"> <li>● Increased risk of accidents resulting in serious injury</li> </ul>	H	<ul style="list-style-type: none"> <li>● Training of workers</li> <li>● Use an approved TMP</li> <li>● Install and maintain and effective traffic management according to plan</li> <li>● Obtain appropriate consent (i.e. from NZTA)</li> <li>● Monitor worksite throughout project</li> <li>● Install correct signs and barriers to separate vehicles and pedestrians</li> </ul>	L	Ongoing	
<b>Maintaining site traffic flow</b>	<ul style="list-style-type: none"> <li>● Increased risk of vehicle collisions due to confusion of STOP areas and Right of Way</li> </ul>	H	<ul style="list-style-type: none"> <li>● Training of workers</li> <li>● Use an approved TMP</li> <li>● Install and maintain and effective traffic management according to plan</li> <li>● Obtain appropriate consent (i.e. from NZTA)</li> <li>● Monitor worksite throughout project</li> </ul>	L	Ongoing	

			<ul style="list-style-type: none"> <li>● Install correct signs and barriers to separate vehicles and pedestrians</li> </ul>			
<b>Public Safety</b>	<ul style="list-style-type: none"> <li>● Unauthorised access to site by public</li> <li>● Increased risk of personal injury due to access to tools, machinery, materials.</li> </ul>	H	<ul style="list-style-type: none"> <li>● Site safety plan in place</li> <li>● Site secured by boundary fencing with hazard boards and signs</li> <li>● Site locked when not occupied and monitored by secured if appropriate</li> <li>● Tools, machinery and equipment locked away when not in use and at the end of day/work.</li> <li>● Regular toolbox/safety meetings</li> </ul>	L	Ongoing	
<b>Aggression from the Public</b>	<ul style="list-style-type: none"> <li>● Fatality</li> <li>● Serious Injury; Broken Bones /Cuts Scrapes</li> <li>● Mental Health</li> </ul>	H	<ul style="list-style-type: none"> <li>● Follow Policy</li> <li>● Training &amp; Awareness</li> <li>● Regular Safety Meetings to inform and discuss scenarios</li> <li>● Compliant TMP</li> <li>● Emergency Procedure in place</li> </ul>	L	Ongoing	
<b>Drugs &amp; Alcohol at Events</b>	<ul style="list-style-type: none"> <li>● Fatality</li> <li>● Serious Injury</li> <li>● Intoxication</li> <li>● Drug Overdose</li> </ul>	H	<ul style="list-style-type: none"> <li>● Ensure a robust policy and procedure in place to manage the use and abuse of drugs and alcohol at events</li> <li>● Follow Drug and Alcohol Policy in the Health and Safety Manual and Handbook.</li> <li>● Regular discussions with workers and contractors</li> <li>● Ensure liquor licence obtained from event manager/event provider</li> <li>● Include in SSSP</li> </ul>	L	Ongoing	
<b>Lone Workers</b>	<ul style="list-style-type: none"> <li>● Unable to obtain first aid care quickly</li> </ul>	H	<ul style="list-style-type: none"> <li>● Ensure communication plans are in place with regular check in times and only trained workers are working alone</li> <li>● Ensure lone workers are first aid trained</li> <li>● Follow policy Working alone or Isolated</li> </ul>	L	Ongoing	
<b>Add additional risks here in consultation with all workers</b>						

