

Risk Register

For details on how to complete this register, and to assess the risks please see the Definitions tab

Risk Category (Pick from drop down list)	Hazard	Risk description (Describe the risk to the event)	Rating with no mitigations (i.e. if we do nothing)			Mitigations (What actions can we take to limit the risk / Impact)	Residual Risk Rating (if we implement the mitigations)			Parties Involved (Who is involved with mitigations or impacted by the risk)	Notes
			Consequence (1-5)	Likelihood (1-5)	Risk Score		Consequence (1-5)	Likelihood (A-E)	Risk Score		
Environmental	Earthquakes, Tsunami,					Refer to Operational Plan Risk Assessment					
Environmental	Inclement Weather					Refer to Operational Plan Risk Assessment					
H&S	Fatigue					Refer to Operational Plan Risk Assessment					
H&S	Medical Emergency					Refer to Operational Plan Risk Assessment					
H&S	Act of Terror / violence / suspicious persons or behaviour					Refer to Operational Plan Risk Assessment					
H&S	Missing Child					Refer to Operational Plan Risk Assessment					
H&S	Competency *Lack of agility *Unskilled athletes	<ul style="list-style-type: none"> *Slip, trip and fall *Strain and sprain *Psychological harm 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Team managers/coaches/participants/officials/spectators to keep with team at all times *Ensure that players receive appropriate training prior to the event *Athletes to be encouraged to disclose any injuries prior to taking part *Venue staff/Physio to provide First Aid/Injury management 	3 - Moderate	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
H&S	Pre-start Inductions and checks	<ul style="list-style-type: none"> *Inexperienced workers *Insufficient workers to complete job safely *Poor communication/ understanding of job / equipment. *Site specific hazards & emergency / procedures not known 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Competent work team to perform tasks (certified & competent). *Daily pre-start meeting to be recorded. *Site induction for all team members as required by site. 	3 - Moderate	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
H&S	Unclear division of responsibilities.	<ul style="list-style-type: none"> *reputational risk *risk of management missing some tasks and doubling up on others if ownership is not clear *Not sharing knowledge - creating risk 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *responsibilities as PCBUs cannot be managed out or passed onto other parties - create a clear management plan prior to the vent starting *share risk knowledge, information and management plans with all PCBUs prior to the event *adapt and keep sharing update plans as event information evolves and develops. 	2 - Minor	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
H&S	Accident or injury	<ul style="list-style-type: none"> *Participant's unwell, medical conditions. *Persons becoming panicked should an accident occur, especially if they become injured in the accident. 	4 - Critical	3 - Possible	High	<ul style="list-style-type: none"> *Encourage Team Managers/Coaches to be aware of their participant's medical conditions *Outline possible dangers and procedure should it occur to all event crew/support *All Team Managers to provide First Aid Kits 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
H&S	Cuts & Lacerations	<ul style="list-style-type: none"> *sprained fingers, *ankle injuries *head clashes *knee injuries *wrist / elbow /shoulder injuries *blood 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Venue staff/Physio to provide First Aid/Injury management 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
H&S	Head Injuries	<ul style="list-style-type: none"> *Knock/clash to the mouth/teeth. *blood 	2 - Minor	3 - Possible	Moderate	<ul style="list-style-type: none"> *Venue staff/Physio to provide First Aid/Injury management *Active management of group safety during event. 	2 - Minor	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
H&S	Insufficient Lighting	<ul style="list-style-type: none"> *slips, trips and falls 	4 - Critical	3 - Possible	High	<ul style="list-style-type: none"> *Do not play / work if lighting is not sufficient. *Provide enough lighting so that tasks can be safely conducted; clearly define and light access ways (may be venue responsibility). 	2 - Minor	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
Reputation	Faulty Equipment	<ul style="list-style-type: none"> *Nets not attached to hoops *hoops at incorrect height *Basketballs not to correct standard 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *All equipment to be checked by Team Managers and Umpires before game commences. *Team Managers to be told of any risk and how players should treat equipment. *Centre crew to have checked that all equipment is safe and secure before commencement of games (Nets and Goals). *Outline dangers to Team Managers and to tell competitors to apply safe practices. *Ejection of player for persistent use of non-compliant safety equipment. * Games Stopped if Netballequipment becomes unsafe 	1 - Insignificant	2 - Unlikely	Low	AIMS Games Sport Coordinator School representative	
H&S	Damaged equipment	<ul style="list-style-type: none"> *cuts and abrasions *crushing and trapping 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Report any damages to staff *Isolate damaged equipment for repair *Eject players continuing to use damaged or unsafe equipment 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
H&S	Player safety	<ul style="list-style-type: none"> *Inappropriate footwear. *slip, trip and fall 	4 - Critical	3 - Possible	High	<ul style="list-style-type: none"> *Indoor sports shoes to be worn on the court at all times. *players to be advised to warm up properly prior to the games and encouraged to stretch afterwards to avoid injury. *All badminton rules to be adhered to at all times *Medical responders to be on site at all times during opening hours. 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
H&S	Biological hazards	<ul style="list-style-type: none"> *illness Inappropriate equipment *biological hazards 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> Players are to use only their own * Drink bottle * Sweat towel * Playing clothes and accessories * Officials to use only their own whistle, along with the above noted accessories. 	1 - Insignificant	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
H&S	Player injuries	<ul style="list-style-type: none"> *sprain, strain *pulled muscles 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Warm ups and warm downs / stretching pre and post game are encouraged 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
H&S	Audience members getting struck by Netballs	<ul style="list-style-type: none"> *reputational risk *collisions with moving objects *strike injury 	2 - Minor	2 - Unlikely	Moderate	<ul style="list-style-type: none"> *Players to be instructed to keep the balls on the court as much as possible *Cleaning team to be on standby to promptly clean spillages, breakages if the balls strike. *Medical responders to be onsite at all times in case of injury for patrons. *audience positions to be analysed prior to activity *audience members likely to be struck to be warned prior to event 	2 - Minor	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
Reputation	Untidy facilities	<ul style="list-style-type: none"> *slips, trips and falls *Inaccessible spaces *unpleasant environment 	2 - Minor	3 - Possible	Moderate	<ul style="list-style-type: none"> *players encouraged to clean up after play including wiping down chairs and any spills 	1 - Insignificant	2 - Unlikely	Low	AIMS Games Sport Coordinator School representative	
Disruption	Event disruption cause by basketballs	<ul style="list-style-type: none"> *damage to venue / equipment 	3 - Moderate	3 - Possible	High	<ul style="list-style-type: none"> *Players to be instructed to keep the balls on the court as much as possible *Cleaning team to be on standby to promptly clean spillages, breakages if the balls strike. 	2 - Minor	2 - Unlikely	Moderate	AIMS Games Sport Coordinator School representative	
Disruption	Attendees arriving at the event	<ul style="list-style-type: none"> * Anxiety * Frustration 	2 - Minor	2 - Unlikely	Moderate	<ul style="list-style-type: none"> * Marketing and publicity for the events to include details of public transport, road closures, car parking, drop off and pick up points, bus services. * Pre-event communication and signage for road traffic regarding closures and traffic management. * Traffic management plans will be in place for all known areas of concern. * Where possible street furniture, barricading and building works in the immediate vicinity of the venue that may cause obstruction to crowds during access and egress should be removed from main pedestrian flows and contingency routes. * Designated pedestrian access ways to and from the venue should be kept clear of infrastructure such as vendors, marquees, attractions, buskers, easily movable objects and parked vehicles. * Treatments to be addressed in Venue Safety & Emergency Plans 	1 - Insignificant	1 - Rare	Low	AIMS Games Sport Coordinator School representative	
Financial	Property and asset loss and damage	<ul style="list-style-type: none"> * Damaged property * Bodily injury * Negative publicity * Unnecessary expense 	3 - Moderate	2 - Unlikely	Moderate	<ul style="list-style-type: none"> * Adequate numbers of Wardens (Security) at all areas of an event supported by asset security where required. * Stakeholders to address security needs as required protecting assets. * Response procedure involving Event Management. * Temporary fencing or barricades around identified high risks to prevent access. * Additional lighting as required in all areas. 	1 - Insignificant	1 - Rare	Low	AIMS Games Sport Coordinator School representative	

- 1 All team managers must attend the safety brief by the organisers, to follow the brief at all times, to listen and follow instructions.
- 2 Safety kit with designated supervisors.
- 3 First aid kits must be provided by School Team Managers and we also suggest including ice packs.
- 4 All incidents to be reported to sessions instructor.
- 5 Procedure for treatment for injuries: Minor will be treated on site with the assistance of Team Managers and/or Event Manager. In the unlikely event of a serious injury, the Event Manager or other suitably qualified person will assess the patient, call an Ambulance
- 6 Required Staff Skills-Group control, risk management awareness, good level of fitness, activity leadership training/experience as required.
- 7 All venues/locations will be inspected prior to an event taking place. Any hazards identified will be removed or isolated. All Team managers will be informed.
- 8 The Zespri AIMS Games recognises that many Zespri AIMS Games participants are in Tauranga unaccompanied by their parent/caregivers. To ensure our various medical providers can cater for the requirements of all Zespri AIMS Games competitors as quickly and e
- 9 Due to the number of students competing in the Zespri AIMS Games, it is strongly recommended that any student who is or becomes unwell during the tournament, removes themselves from all Zespri AIMS Games organised events. As the well-being of all participi
- 10 The Zespri AIMS Games Executive Committee has formulated wet weather procedures to detail what will happen in the eventuality of adverse weather conditions during Tournament week. In the event of light or intermittent rain before and during matches, play w
- 11 During the tournament, the AIMS Games Trust recommend a maximum of 90 minutes play time per day for a student of this age, including warmups. The tournament draws will reinforce this time limit where possible. Coaches and Managers must ensure they brin

<https://www.nzaimsgames.co.nz/safety/covid19-1>

<https://apps.apple.com/us/app/nzaimsgames/id1473659164>

<https://play.google.com/store/apps/details?id=com.app.p2266CG>