

NZSC Championships

Sir Owen G. Glen Aquatic Centre, Auckland

Risk

Controlled Risk

| Area             | Sub-Area      | Risk description   | Risk category (primary risk drivers) | Consequence  | Likelihood | Risk    | Current mitigations /controls  | Consequence  | Likelihood | Risk | Additional Actions   | Risk Owner                      |
|------------------|---------------|--|--------------------------------------|--------------|------------|---------|--|--------------|------------|------|--|---------------------------------|
| Event Operations | Venue         | Trips, Slips, Falls. Wet slippery surface.   | Health and Safety                    | High         | Possible   | Extreme | At large events ensure housekeeping brief is performed before commencing. Ensure safety signage is displayed in venue. Ensure workers, including volunteers, are briefed on venue emergency procedures.        | High         | Rare       | High |  | NZS Event Manager/<br>Venue     |
| Event Operations | Accreditation | Passes are produced for fraudulent use / security of system is compromised / counterfeit passes are used (including historical accreditation passes) leaving to security breaches. | Reputation / Delivery                | High         | Rare       | High    | Ensure passes for each meet look as different as possible<br>Educate staff to recognise differences<br>Policies in place for production of passes<br>Work with volunteers to ensure access is securely managed | High         | Rare       | High | Review accreditation policy, including production, distribution & management | NZS Event Manager               |
| Event Operations | Security      | A lack of security in place to protect equipment that has been installed prior to the meet   | Delivery                             | High         | Rare       | High    | Work with security/venue team to examine risk areas<br>Locking equipment where possible  | High         | Rare       | High | Review overnight security protection plans                                   | NZS Event Manager<br>Venue      |
| Event Operations | Venue         | Loss of venue due to unforeseen circumstances  | Delivery                             | Catastrophic | Rare       | High    | Identify alternative training and meet venue<br>Communication protocols developed  | Catastrophic | Rare       | High |  | NZS Event Manager/<br>Venue     |
| Event Operations | Venue         | Other significant Health and Safety Incident   | Health and Safety                    | High         | Rare       | High    | Health and Safety planning processes, documentation and certification in place with all stakeholders<br>Contractor documentation received & sighted  | High         | Rare       | High |  | NZS Event Manager/<br>Venue     |
| Event Operations | Venue         | Power failure causing loss of key requirements   | Reputation / Delivery                | High         | Unlikely   | High    | Confirm venue power supply meets demands<br>Contingency plans confirmed by venue<br>Back up power supply at each venue   | High         | Rare       | High |  | Venue                           |
| Venue Operations | Venue         | Late installation of temporary overlay, in particular livestream equipment, resulting in delay in readiness and inability to broadcast fixture.                                    | Delivery                             | High         | Unlikely   | High    | Detailed planning<br>Completion of MDS   | High         | Rare       | High |  | NZS Event Manager/<br>Flametree |

|                  |       |   |                       |              |          |         |   |              |      |      |                             |
|------------------|-------|---|-----------------------|--------------|----------|---------|---|--------------|------|------|-----------------------------|
| Venue Operations | Venue | Late installation of timing equipment, resulting in delay in readiness and inability to time fixture. | Delivery              | High         | Unlikely | High    | Detailed planning<br>Completion of MDS<br>Manual backup option  | High         | Rare | High | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Hazardous Substances - Burns, Injuries, Skin Conditions, Poison and Respiratory Illness               | Health and Safety     | High         | Possible | Extreme | Ensure all pool chemicals are securely locked away. Do not store other pool equipment with chemicals. Ensure all SDS sheets are stored with the chemicals. Only trained personnel to handle chemicals. Wear appropriate PPE. Ensure First Aid is available. | High         | Rare | High | Venue                       |
| Venue Operations | Venue | Swimmer critically/severely injured.  | Health and Safety     | Catastrophic | Rare     | High    | On site medical team<br>Ensure NZS have been fully briefed on venue H&S and medical procedures<br>Previous learnings have been implemented  | Catastrophic | Rare | High | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Spectator/staff injured.  | Health and Safety     | Catastrophic | Rare     | High    | On site medical team<br>NZS/Venue to publicise any known dangers associated with the venue  | Catastrophic | Rare | High | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Failure of temporary overlay (seating/fencing, etc)   | Health and Safety     | High         | Rare     | High    | SNZ requirement of evidence showing Worksafe equipment certification<br>Pre Meet and Meet day walk through and check  | High         | Rare | High | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Crowd Crush causing medical emergency.  | Health and Safety     | Catastrophic | Rare     | High    | Working closely with Venue to ensure advance visibility where 'loading' could be an issue and proactively relocating spectators to less filled areas as necessary<br>Don't over sell tickets  | Catastrophic | Rare | High | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Electrical or other utilities incident causing harm or injury   | Health and Safety     | High         | Rare     | High    | NZS sighting of all electrical certification<br>Pre Meet and Meet day walk through and check<br>Ensure good understanding of contractors capability - previous work record and staffing skillset  | High         | Rare | High | NZS Event Manager/<br>Venue |
| Event Operations | Venue | Event Crew Resourcing   | Reputation / Delivery | High         | Rare     | High    | Utilise skillset available through local region/club<br>Increased focus on local recruitment options  | High         | Rare | High | NZS Event Manager           |

|                  |            |  |                             |          |          |          |  |          |          |          |   |
|------------------|------------|--|-----------------------------|----------|----------|----------|--|----------|----------|----------|---|
| Venue Operations | Venue      | Fire Alarm disruption to fixture   | Reputation / Delivery       | High     | Rare     | High     | The Pre-Meet Venue Risk and Safety Assessment form will ensure fire extinguishers are in place & testing has been carried out<br>Working with Venue owners, can any building fire be isolated to room or floor | High     | Rare     | High     | NZS Event Manager/ Venue                                      |
| Event Operations | Venue      | Failure to show current Food vendor certification and vehicle registration   | Reputation /Health & Safety | Moderate | Likely   | High     | The Pre-Meet Venue Risk and Safety Assessment form will identify the issue   | Moderate | Unlikely | Moderate | NZS Event Manager   |
| Event Operations | Resourcing | Inadequate resourcing at venue including: - SNZ Event Delivery staff, Technical Officials and Volunteers. Inability to fully operate the facilities with the staff available | Delivery                    | Moderate | Rare     | Moderate | Strong working relationships with technicals, volunteers and venue operators   | Moderate | Rare     | Moderate | NZS Event Manager   |
| Event Operations | Catering   | Delay in arrival of key catering for staff & officials   | Delivery                    | Moderate | Unlikely | Moderate | Coordination established to ensure the correct food arrives in the correct place<br>Runsheet detailing timings of how and when food is delivered, based on the key meet timings                                | Moderate | Rare     | Moderate | NZS Event Manager   |
| Event Operations | Catering   | Poor quality and standard of food for staff & officials  | Delivery                    | Moderate | Unlikely | Moderate | Menus received in advance. Manage expectations for different groups  | Moderate | Rare     | Moderate | NZS Event Manager   |
| Event Operations | Catering   | Poor catering quality and standard of food impacting on experience of spectators & officials   | Reputation / Financial      | Moderate | Unlikely | Moderate | Ensure caterers selected to provide service are of a quality that is expected for event  | Moderate | Rare     | Moderate | NZS Event Manager   |
| Event Operations | Catering   | Long wait times for spectator food.  | Reputation                  | Moderate | Possible | High     | Working through detailed planning.<br>Establish appropriate numbers of staff<br>Evaluate location of catering outlets  | Moderate | Unlikely | Moderate | NZS Event Manager/ Venue                                      |
| Event Operations | Ticketing  | Door scanning issues   | Reputation / Delivery       | Moderate | Possible | Moderate | Discuss with volunteers to gain assistance with scanning<br>Protocols in place if scanner/s break  | Moderate | Unlikely | Moderate | NZS Event Manager   |
| Event Operations | Venue      | Damage caused to the venue during bump in and bump out period  | Financial                   | Moderate | Possible | Moderate | Identify key processes<br>Creation of MDS  | Moderate | Unlikely | Moderate | Consider clause in Venue Hire Agreements<br>NZS Event Manager |

|                  |                    |   |                       |            |          |          |  |            |          |          |   |                                   |
|------------------|--------------------|---|-----------------------|------------|----------|----------|--|------------|----------|----------|---|-----------------------------------|
| Venue Operations | Internet           | Significant failure of internet connectivity (wi-fi or wired) resulting in inability for NZS and stakeholders to operate within the venue | Delivery / Reputation | Moderate   | Possible | Moderate | Venue to confirm connectivity, bandwidth etc. and define contingency plans   | Moderate   | Unlikely | Moderate | Consider clause in Venue Hire Agreements  | Venue                             |
| Venue Operations | Ticketing          | Spectator numbers exceed the venue capacity or tickets & seat allocations not aligned with venue configuration                            | Delivery              | Moderate   | Unlikely | Moderate | Reconcile ticket sales with seating capacity<br>Scanning of patrons into the venue.  | Moderate   | Rare     | Moderate |   | NZS Event Manager                 |
| Venue Operations | Venue              | Ensure that the pool deck is clean of unneeded equipment.   | Health & Safety       | Moderate   | Unlikely | Moderate | The <b>Pre-Meet Venue Risk and Safety Assessment form</b> will identify whether it is an issue   | Moderate   | Rare     | Moderate |   | NZS Event Manager/<br>Venue       |
| Venue Operations | Athlete Facilities | Facilities & equipment not up to standard (quality of spaces, anti-doping rooms, fit out of spaces, viewing rooms etc.)                   | Reputation            | Negligible | Possible | Low      | Venue audits undertaken<br>Venue <b>WOF</b> undertaken   | Negligible | Unlikely | Low      |   | NZS Event Manager/<br>Venue       |
| Event Operations | Accreditation      | Accreditation pass holders breach conditions of the access pass they hold.  | Reputation / Delivery | Negligible | Possible | Low      | Appropriate signage in place   | Negligible | Unlikely | Low      | Review accreditation policy, including production, distribution & management<br>Education of accreditation passes | NZS Event Manager                 |
| Event Operations | Media              | Lack of provision of space and services on both Meet and Pre Meet Days  | Reputation            | Negligible | Possible | Low      | Set clear expectations<br>Confirmation of services that are being provided<br>Key messaging to Media of what services are being provided   | Negligible | Unlikely | Low      |   | NZS Communications<br>Coordinator |
| Venue Operations | Venue              | Poor condition of spectator seating and egress due to adverse conditions resulting in spectator or staff injury                           | Delivery              | Moderate   | Possible | High     | Ongoing inspection of seating area and egress<br>Appropriate maintenance and/or railings installed if required to minimise risk of slipping  | Moderate   | Unlikely | Low      |   | Venue                             |
| Venue Operations | Athlete Facilities | Code Brown  | Delivery              | High       | Unlikely | Extreme  | Close the pool to swimmers including all pools on the same filtration system until disinfection process is complete.<br>Remove faecal matter as much as possible using a net or bucket and dispose of it in a sanitary manner.<br>Clean and disinfect the tool used to remove the faecal matter.<br>Follow recommended guidelines for disinfection of the poo.<br>Document in the incident register. | High       | Rare     | High     |   | Venue                             |

|                  |           |  |                 |              |          |         |  |              |          |          |  |
|------------------|-----------|--|-----------------|--------------|----------|---------|--|--------------|----------|----------|--|
| Event Operations | Venue     | Loss of venue due to unforeseen circumstance (i.e; earthquake) | Delivery        | Catastrophic | Rare     | High    | Identify alternative meet venues<br>Communication protocols developed  | Catastrophic | Rare     | High     | NZS Event Manager/<br>Venue  |
| Venue Operations | Venue     | Chemical Spill/Water contamination                             | Delivery        | High         | Rare     | High    | Correct storage of pool chemicals and regular pool quality checks  | High         | Rare     | High     | Venue  |
| Venue Operations | Venue     | High or Low temperature of pool and or complex                 | Delivery        | Moderate     | Possible | High    | Regular monitoring of pool and environs by pool staff  | Moderate     | Unlikely | Moderate | Venue  |
| Venue Operations | Venue     | Noise levels   | Health & Safety | Moderate     | Possible | High    | Ear plugs provided for staff and volunteers  | Moderate     | Unlikely | Moderate | Raise at pre race meeting<br>NZS Event Manager   |
| Event Operations | Swim Area | Swimmer collision during warm ups                              | Health & Safety | High         | Possible | Extreme | Swim with lane ropes<br>Follow sign directions   | High         | Unlikely | High     | The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue<br>NZS Event Manager/<br>Venue |
| Event Operations | Swim Area | Swimmer colliding with end of pool                             | Health & Safety | High         | Rare     | High    | Backstroke flags correctly located<br>T markings correctly located on bottom of pool<br>Swimmer competency level                           | High         | Rare     | High     | The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue<br>NZS Event Manager/<br>Venue |
| Event Operations | Swim Area | Drowning   | Health & Safety | Catastrophic | Rare     | High    | Swimmer competency level<br>Swimmers monitored by Life Guards  | Catastrophic | Rare     | High     | NZS Event Manager/<br>Venue  |
| Event Operations | Swim Area | Swimmers make contact with bottom of pool                      | Health & Safety | High         | Rare     | High    | Diving only permitted at depth of 2.2m or more<br>Swimmers competent at diving   | High         | Rare     | High     | Venue WOF undertaken<br>NZS Event Manager/<br>Venue  |
| Event Operations | Personnel | Age or medical related incident                                | Health & Safety | Catastrophic | Possible | Extreme | Staff trained in First Aid<br>AED onsite<br>Medical room manned and stocked  | Catastrophic | Unlikely | Extreme  | NZS Event Manager/<br>Venue  |
| Event Operations | Personnel | Lifting injury   | Health & Safety | High         | Possible | Extreme | Correct lifting technique used<br>Two person lift where possible   | High         | Unlikely | High     | NZS Event Manager/<br>Venue  |
| Event Operations | Personnel | Hypothermia/Hyperthermia                                       | Health & Safety | Catastrophic | Rare     | High    | Personnel stay hydrated<br>Venue setup to minimise risk of getting wet<br>Change of clothes available<br>Venue environs monitored by staff | Catastrophic | Rare     | High     | NZS Event Manager  |

|                  |       |  |                       |          |          |         |   |          |          |          |                                |                             |
|------------------|-------|--|-----------------------|----------|----------|---------|---|----------|----------|----------|--------------------------------|-----------------------------|
| Venue Operations | Venue | Slipping due to wet pool deck                        | Health & Safety       | High     | Possible | Extreme | Wet Floor signage<br>No running policy on pool deck                                 | High     | Unlikely | High     | Raise at pre race meeting      | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Not enough toilet facilities                         | Health & Safety       | High     | Possible | Extreme | Appropriate ratio of toilet facilities to spectators/athletes/officials             | High     | Unlikely | High     | Venue <b>WOF</b> undertaken    | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Cuts due to cracked and broken tiles                 | Health & Safety       | Moderate | Possible | High    | Replacement of all broken and cracked tiles.<br>Aqua putty to eliminate sharp edges | Moderate | Unlikely | Moderate |                                | Venue                       |
| Event Operations | Venue | Swimmer collision due to over crowded warm up lanes  | Health & Safety       | High     | Possible | Extreme | Open more lanes to SNZ. Limit number of swimmers per lane.                          | High     | Unlikely | High     | Venue agreement to be reviewed | NZS Event Manager/<br>Venue |
| Venue Operations | Venue | Public accessing SNZ area compromising event quality | Reputation / Delivery | High     | Possible | Extreme | SNZ, P4G & Volunteers to control access via accreditation                           | High     | Unlikely | High     | Venue agreement to be reviewed | NZS Event Manager/<br>Venue |