

NZSS Championships		Wellington Regional Aquatic Centre			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/ 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 Educate staff to recognise differences Policies in place for production of passes 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 Locking equipment where possible	High	Rare	High	Review overnight security protection plans	NZS Event Manager/ Venue
Event Operations	Venue	Loss of venue due to unforeseen circumstances	Delivery	Catastrophic	Rare	High	Identify alternative training and meet venue Communication protocols developed	Catastrophic	Rare	High		NZS Event Manager/ 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	High	Rare	High		NZS Event Manager/ Venue
Event Operations	Venue	Power failure causing loss of key requirements	Reputation / Delivery	High	Unlikely	High	Contractor documentation received & sighted Confirm venue power supply meets demands Contingency plans confirmed by venue 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 Completion of MDS	High	Rare	High		NZS Event Manager/ 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 Completion of MDS Manual backup option	High	Rare	High		NZS Event Manager/ 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 Ensure NZS have been fully briefed on venue H&S and medical procedures Previous learnings have been implemented	Catastrophic	Rare	High	NZS Event Manager/ Venue
Venue Operations	Venue	Spectator/staff injured.	Health and Safety	Catastrophic	Rare	High	On site medical team NZS/Venue to publicise any known dangers associated with the venue	Catastrophic	Rare	High	NZS Event Manager/ Venue
Venue Operations	Venue	Failure of temporary overlay (seating/fencing, etc)	Health and Safety	High	Rare	High	NZS requirement of evidence showing Worksafe equipment certification Pre Meet and Meet day walk through and check	High	Rare	High	NZS Event Manager/ 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 Don't over sell tickets	Catastrophic	Rare	High	NZS Event Manager/ 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 Pre Meet and Meet day walk through and check Ensure good understanding of contractors capability - previous work record and staffing skillset	High	Rare	High	NZS Event Manager/ Venue
Event Operations	Venue	Event Crew Resourcing	Reputation / Delivery	High	Rare	High	Utilise skillset available through local region/club 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 entingushers are in place & testing has been carried out 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: - NZS 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 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. Establish appropriate numbers of staff 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 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 Creation of MDS	Moderate	Unlikely	Moderate	Consider clause in Venue Hire Agreements 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 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 Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue	Moderate	Rare	Moderate	NZS Event Manager/ 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 Venue WOF undertaken	Negligible	Unlikely	Low	NZS Event Manager/ 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 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 Confirmation of services that are being provided Key messaging to Media of what services are being provided	Negligible	Unlikely	Low	NZS Communications 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 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	<p>Close the pool to swimmers including all pools on the same filtration system until disinfection process is complete.</p> <p>Remove faecal matter as much as possible using a net or bucket and dispose of it in a sanitary manner.</p> <p>Clean and disinfect the tool used to remove the faecal matter.</p> <p>Follow recommended guidelines for disinfection of the poo.</p> <p>Document in the incident register.</p>	High	Rare	High	Venue
Event Operations	Venue	Loss of venue due to unforeseen circumstance (i.e; earthquake)	Delivery	Catastrophic	Rare	High	<p>Identify alternative meet venues</p> <p>Communication protocols developed</p>	Catastrophic	Rare	High	NZS Event Manager/ Venue
Venue Operations	Venue	Chemical Spill/Water contamination	Delivery	High	Rare	High	<p>Correct storage of pool chemicals and regular pool quality checks</p>	High	Rare	High	Venue
Venue Operations	Venue	High or Low temperature of pool and or complex	Delivery	Moderate	Possible	High	<p>Regular monitoring of pool and environs by pool staff</p>	Moderate	Unlikely	Moderate	Venue
Venue Operations	Venue	Noise levels	Health & Safety	Moderate	Possible	High	<p>Ear plugs provided for staff and volunteers</p>	Moderate	Unlikely	Moderate	NZS Event Manager
Event Operations	Swim Area	Swimmer collision during warm ups	Health & Safety	High	Possible	Extreme	<p>Swim with lane ropes</p> <p>Follow sign directions</p>	High	Unlikely	High	The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue NZS Event Manager/ Venue
Event Operations	Swim Area	Swimmer colliding with end of pool	Health & Safety	High	Rare	High	<p>Backstroke flags correctly located</p> <p>T markings correctly located on bottom of pool</p> <p>Swimmer competency level</p>	High	Rare	High	The Pre-Meet Venue Risk and Safety Assessment form will identify whether it is an issue NZS Event Manager/ Venue
Event Operations	Swim Area	Swimmer colliding with end of pool due to T markings moving	Health & Safety	High	Rare	High	<p>Staff to monitor T markings after each race</p>	High	Rare	High	NZS Event Manager
Event Operations	Swim Area	Drowning	Health & Safety	Catastrophic	Rare	High	<p>Swimmer competency level</p> <p>Swimmers monitored by Life Guards</p>	Catastrophic	Rare	High	NZS Event Manager/ Venue
Event Operations	Swim Area	Swimmers make contact with bottom of pool	Health & Safety	High	Rare	High	<p>Diving only permitted at depth of 2.2m or more</p> <p>Swimmers competent at diving</p>	High	Rare	High	Venue WOF undertaken NZS Event Manager/ Venue
Event Operations	Personnel	Age or medical related incident	Health & Safety	Catastrophic	Possible	Extreme	<p>Staff trained in First Aid</p> <p>AED onsite</p> <p>Medical room manned and stocked</p>	Catastrophic	Unlikely	Extreme	NZS Event Manager/ Venue
Event Operations	Personnel	Lifting injury	Health & Safety	High	Possible	Extreme	<p>Correct lifting technique used</p> <p>Two person lift where possible</p>	High	Unlikely	High	NZS Event Manager/ Venue
Event Operations	Personnel	Hypothermia/Hyperthermia	Health & Safety	Catastrophic	Rare	High	<p>Personnel stay hydrated</p> <p>Venue setup to minimise risk of getting wet</p> <p>Change of clothes available</p> <p>Venue environs monitored by staff</p>	Catastrophic	Rare	High	NZS Event Manager

Venue Operations	Venue	Slipping due to wet pool deck	Health & Safety	High	Possible	Extreme	Wet Floor signage No running policy on pool deck	High	Unlikely	High	Raise at pre race meeting	NZS Event Manager/ 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 WOF undertaken	NZS Event Manager/ Venue
Venue Operations	Venue	Cuts due to cracked and broken tiles	Health & Safety	Moderate	Possible	High	Replacement of all broken and cracked tiles. 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/ Venue
Venue Operations	Venue	Public accessing SNZ area compromising event quality	Reputation / Delivery	High	Possible	Extreme	SNZ, SW and Volunteers to control access via accreditation	High	Unlikely	High	Venue agreement to be reviewed	NZS Event Manager/ Venue
Event Operations	Venue	NZSS swimmers using public lanes	Health & Safety	Moderate	Possible	High	Coaches, Managers and Athletes briefed on areas to use and to avoid.	Moderate	Unlikely	Moderate	Venue agreement to be reviewed	NZS Event Manager/ Venue
Venue Operations	Venue	Lack of spectator seating	Reputation / Delivery	Negligible	Likely	Moderate	Advertise limited spectator seating. Ensure door sales don't exceed capacity	Negligible	Possible	Low	Engineer to sign off on temp seating for future events	NZS Event Manager/ Venue