

## Hazard Register

## Parks Booking Hazard Assessment

Hazard	Potential Harm	Significant Hazard	Environment Hazard	Eliminate	Isolate	Minimise	Method of Controls	Date Review Completed	Next Review Date
								May 2018	May 2019
Litter / broken glass	Lacerations / splinters /	No				Y	Be aware that broken glass could be present on site as a result of negligent behaviour. Encourage attendees to avoid using glass bottles. Encourage attendees to pack up litter and take home for disposal	✓	
Moving vehicles in driveway / car parks / reserves	Run over people or damage to property	Yes				Y	Speed restriction signs in place, keep driveways and intersections clear of traffic. Car park marshals required for large events, required to act as spotters when event traffic is moving through crowds, traffic management plan (TMP) where required. Authorised access only onto parks.	✓	
Slips, trips and falls (e.g. post and cable fencing, rabbit holes, uneven ground, kerbs, pot-holes)	Sprains, collision injuries, broken bones	No				Y	Organisers to monitor event for tidy housekeeping, awareness of surroundings, appropriate footwear for event.	✓	
Alcohol, drugs and medication	Health issues, sleep difficulties, concentration lapses, mood changes, injury to others	No				Y	Zero tolerance for drugs or excessive alcohol in Council parks and reserves, organisers to monitor event, regular reinforcement. Contact Police when concerns are witnessed. Appropriate licence in place for alcohol sales at events.	✓	

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Fire	Injury to people, damage to assets, event abandoned	Yes	Yes			Y	Have a confirmed evacuation assembly point. Call fire service on 111 and provide clear instructions of location and access point if possible. Do not attempt to put out any fire - call fire service.	✓	
Contractor Operations, (e.g. turf mowing/spraying operations)	Personal Injury, damage to property, injury to pets	Yes				Y	Contractors will manage their operations to avoid organised events where possible. Signage is installed during spraying operations.	✓	
Other users of the park	Personal injury, damage to property	No				Y	Be aware of other park users. Children to be supervised by parent or caregiver at all times. Report suspicious behaviour to the Police and Council.	✓	
Frosty / icy / muddy conditions	Trips, slips, falls and chill blains to extremities. Lack of visibility	No	Yes			Y	Wear appropriate shoes for conditions and event. Appropriate clothing for conditions. Be aware of potential issues from ice/frost. Postpone event start or date if weather conditions are a real concern.	✓	
Loose animals (e.g. Dogs)	Bites/ serious harm	Yes				Y	Dogs are not permitted on any sports field areas – report any issues to Council (03)4400056. Dogs must be kept under control – on a lead or remain in vehicle with window open.	✓	

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Sun exposure	Sun burn, melanoma, dehydration	Yes	Yes			Y	Personal responsibility to wear suitable clothing including hats, sun glasses, sun screen. Plan event to incorporate shady areas in hottest part of day. Park users to bring their own drinking water.	✓	
Underground / overhead services	Electrocution. Damage to services including irrigation.	Yes				Y	Ensure all underground services are located prior to erecting fencing, tents etc,	✓	
Event equipment including balls, signage, tents etc.	Impact to body, strains and sprains, lacerations, damage to property	No				Y	Make park booking through CODC park steam for all organised events to avoid clashes with other events. Ensure only competent people are using equipment. Irrigation assets to be protected from tent/marquee pegs – contact Council for assistance.	✓	
Dangerous trees – windblown damage, hanging branches, low branches	Injury to body and property	Yes	Yes			Y	Notify Council of any damaged trees or limbs particularly after high wind events. Council regularly monitor health of trees	✓	