


Parks Booking Hazard Assessment

Hazard	Potential Harm	Significant Hazard	Environment Hazard	Eliminate	Isolate	Minimise	Method of Controls	Date Review Completed	Next Review Date
								Nov 2020	Nov 2021
Underground Services - power	Electrocutation 	Yes			Y		No digging permitted - ensure all underground services are located prior to erecting fencing, tents etc. Contact: www.beforeudig.co.nz 0800 248 344 All work MUST be approved by Council before work commences. It is an offence under The Reserves Act 1977 to dig in any park/reserve without Council approval.	✓	
Litter / broken glass	Lacerations / splinters	No	Y			Y	Be aware that broken glass could be present on the grounds because of negligent behaviour – recommend a visual check of area. Encourage attendees to avoid using glass bottles. The Terms and Conditions of hire require the grounds checked and cleared of litter post event.	✓	
Moving vehicles in driveway / car parks / reserves	Run over people or damage to property	No				Y	Speed restriction signs in place, keep driveways and intersections clear of traffic. Marshals required for large events, to act as spotters when vehicles moving. Traffic Management Plan (TMP) in place where required. Authorised access only onto parks.	✓	
Slips / Trips / Falls	Sprains, collision injuries, broken bones	No				Y	Organisers to monitor event for safe housekeeping, awareness of surroundings, appropriate footwear.	✓	

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Alcohol / Drugs / 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.	✓	
Fire	Injury to people, damage to assets, event abandoned	No	Y			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	No			Y		Parks Contractor is aware of all booked events and manage their operations ahead of any event as part of the preparations. Signage is installed ahead of sports field broadleaf 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. Report suspicious behaviour to the Police and Council.	✓	
Frosty / icy / muddy conditions	Trips, slips, falls and chill blains to extremities. Lack of visibility	No	Y			Y	Wear appropriate shoes/clothes for conditions and event. Appropriate clothing for conditions. Organisers to have a First Aid kit on site and communication in place. Postpone event start or date if weather conditions are a concern.	✓	

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Loose animals (e.g. Dogs)	Bites/ serious harm	Yes	Y			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. Offenders can face a \$300 fine for allowing their dog to foul without cleaning up.	✓	
Sun exposure	Sun burn, melanoma, dehydration	Yes	Y			Y	Personal responsibility to wear suitable clothing including hats, sunglasses, sunscreen. Encourage participants to bring adequate drinking water. Minimise exposure to sun through providing shade areas.	✓	
Dangerous trees – windblown damage, hanging branches, low branches	Injury to body and property	No	Y			Y	Notify Council of any damaged trees or limbs particularly after high wind events. Council regularly monitor health of trees and undertake pruning/removals as identified.	✓	
Amusement devices	Injury	Yes				Y	All amusement devices must have a current registration. Competent operators only. Organisers must apply to Council for a permit to operate on a park/sportsground.	✓	