



HAZARD REGISTER

Description of Hazard	Examples of Potential Harm	Area/People Involved	Significant Hazard?	Action Proposed	Completed	Frequency of Monitoring	Responsibility/Actioned By
Ergonomic injuries	OOS (Occupational Overuse Syndrome)	Office staff	Yes	Staff training Micro pauses & rests Early reporting of problems Seek professional help		On going	Centre Manager
Trips Eg; tripping over power cables, uneven pathways, loose flooring	Sprains & bruises	All staff, spectators, volunteers & players	Yes	Secure loose equipment & provide clear access Warning signs		On going	Centre Manager
Burns Eg; from machinery, the Zip, hot oil. Stove, toastie machine	Burns	All staff & volunteers including catering/kitchen staff	Yes	Clearly marked signs First Aid kits/knowledge		On going	Centre Manager All staff & volunteers
Fire Eg; Electrical fire, burn-offs	Burns, smoke inhalation	All staff, spectators, volunteers & players	Yes	Smoke Alarms Safe equipment Relevant Training Awareness of fire hazards First Aid kits/knowledge Clearly marked exits Safety approved fire extinguishers Staff knowledge of exit plans & extinguishers locations		Six monthly On going On going Six monthly On going Yearly On going On going	Centre Manager

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Electric shock Eg; cut power cables	Burns, shock	Staff & volunteers	Yes	Circuit breakers installed Relevant training Heightened awareness Rubber soled boots		On going	Centre Manager
Falls Eg; from ladders, trees, wet floor/courts, umpire & spectator stands, fencing, buildings	Fractures, bruises, lacerations, head injuries	Ground staff, catering staff, spectators, players & volunteers	Yes	Safe equipment Safety equipment Relevant training Heightened awareness First Aid kit/knowledge Engineering safety checks Secure loose equipment & provide clear access Play to be suspended if courts are wet Keep courts clear of leaves & nuts		On going Six monthly On going On going On going On going On going On going	Centre Manager Tournament Directors Staff Volunteers
Crush injuries Eg; unstable equipment, spectators stands Turnstile	Fractures, bruises, lacerations, head injuries	Ground staff, spectators, players & volunteers	Yes	Secure heavy objects/equipments Relevant training Heightened awareness First Aid Knowledge		On going	Centre Manager
Lacerations Eg; sharp knives, broken bottles, mower blades	Lacerations	Ground staff Catering staff Volunteers	Yes	Safe equipment Safety equipment Relevant training Heightened awareness First Aid Knowledge Safely dispose of broken glass		On going	Centre Manager
Sunburn	Sunburn. Heat stroke	Ground staff, players, spectators &	Yes	Training for being Sun Smart Sunscreen Hat			Centre Manager

		volunteers		Covering up Hydration Umbrellas Shade sail		On going	Tournament Director
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Poisoning Eg; Spraying, cleaning chemicals Chemicals	Poisoning, burns	Ground staff & volunteers	Yes	Safe equipment Safety equipment Relevant training Heightened awareness First Aid Knowledge Washing facilities Keep detergent in locked cupboard or out of reach Chemicals kept in locked shed		Six monthly	Centre Manager
Hygiene Eg;		All staff, spectators, players & volunteers	Yes	Relevant training Preparation gloves Washing facilities Clean equipment Refrigeration		On going	Centre Manager
Lifting Eg; stacking boxes, moving stock, crates etc	Back injury, strain	All staff & volunteers	Yes	Awareness of height &/or weight Safe lifting practices		On going	Centre Manager

The Accident Register is kept with the First Aid kit in the Pavilion kitchen