# Risk Register

## Activity or trip:

**Last review date:** **Changes during the year:** Noted in red **Next review date:**

| **Hazard**  What could cause harm? | **Risk**  What harm could be caused? | **Serious risk?** | **How we will manage the risk**  E = eliminate the risk; M = minimise the risk | |
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*See notes below*

## Notes

### Managing the risk

The [Safety Audit Standard for Adventure Activities](http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/safety-audit-standard-for-adventure-activities-requirements-for-a-safety-audit-of-operators/safety-audit-standard-adventure-activities-operators-requirements.pdf) requires you to identify, assess, and manage the hazards and risks by eliminating or minimising the risk. A risk register is one way of meeting this requirement.

* If you have just one activity at one site, you might choose to note how you will manage the risk in a risk register, as in the example.
* If you have multiple activities or activity sites, your risk management methods will likely be detailed in your various activity plans, eg SOPs, RAMs, or AMPs. To keep the SMS succinct, and to enable updates to be made efficiently, it’s better to detail them once. This could make a separate risk register unnecessary, or you could create a risk register and reference your activity plans for the management methods.

### Generic hazards

As well as those hazards specific to an activity or activity site, there will be some generic hazards that you must identify, assess, and manage. See the examples in the [Safety Audit Standard for Adventure Activities, section 5.1](http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/safety-audit-standard-for-adventure-activities-requirements-for-a-safety-audit-of-operators/safety-audit-standard-adventure-activities-operators-requirements.pdf)

### Definitions

*Safety Audit Standard for Adventure Activities, March 2017 v1.1*

* **Harm** is illness, injury, or both, and includes physical and mental harm caused by work-related stress
* A **hazard** is anything that does or could cause harm, and includes a situation where a person’s behaviour may be an actual or potential cause or source of harm to themselves or to another person (for example, due to the effects of fatigue or drugs and alcohol)
* A **serious hazard** is a hazard that does or could cause a notifiable event
* **Risk** means a chance of harm
* A **serious risk** means a chance of a notifiable event