# Risk Register Example

## Activity or trip: Abseiling at Pryors Bluff

**Last review date:** January 2017 **Changes during the year:** Noted in red **Next review date:** January 2018

| **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 |
| --- | --- | --- | --- |
| Bees and wasps in the bush  | Anaphylactic or allergic reaction | Yes | EM | * Check medical summary for sting allergies and use another site if there is a known anaphylactic reaction to stings
* Brief participants on signs of nests and moving quickly through wasp areas
* Carry adrenaline
 |
| Rock fall | Injury or death from falling objects | Yes | M | * Check for loose rocks near the edge
* Ensure that participants wear helmets
* Ensure that participants move away quickly from the drop zone
 |
| Dropped equipment | No | M |
| Harness not done up properly | Injury or death from equipment failure | Yes | M | * Check harness before weighting
 |
| Equipment failure | Yes | M | * Lay the rope protector in place
* Check equipment before use, including running the ropes through your hand
 |
| Loose hair | Injury from hair caught in the abseil device | No | M | * Ensure that long hair is tied back
 |
| Unstable body position | Injury from losing balance | No | M | * Instruct participants to keep their feet wide apart
 |
| Poor belay rope management | No | M | * Keep the belay rope tight
 |
| The abseil site is too challenging | Emotional harm | No | M | * Use this site only if the participants have abseiled before
* Ensure you offer challenge by choice
 |
| Abseiler freezes | No | M |
| Hair, cord, or clothes are caught in the device | No | M | * Ensure there are no loose hair, cords, or clothes
 |
| Fooling around with sticks or stones | Injury when waiting after abseiling | Yes | M | * Instruct the participants to wait in a safe zone
* Ask a helper to supervise the participants at the bottom
 |
| Southerlies in winter | Participants get too cold | No | EM | * Avoid this site in winter if there is a southerly forecast
* Ensure participants are dressed for the conditions and carry spare clothing
 |
| Participants leaving the safe zone without being belayed | Injury or death from a fall from height | Yes | M | * Instruct participants to sit in the safe zone
* Check regularly that they remain seated until you tie each one on
 |
| Abseil not being set up safely | M | * Follow the activity procedures and double check
 |
| Participants not being attached to the ropes safely | M | * Tie on to the **belay loop** with a rethreaded figure 8 knot before the participant leaves the safe zone as trained
* Get the abseiler to talk through the checks
 |
| Equipment failure | M | * Check each item before use, including running your hand down the ropes
 |
| Taking the wrong route to access the top of the bluff | M | * Plan the route and use a GPS
 |
| Instructor slipping when setting up | M | * Use the edge kit as trained
 |
| Participants getting lost when returning to the top | M | * Discuss the route with the participants
* Mark any possible wrong turnings
 |
| Casual hunters | Injury or death from a hunter misidentifying a target | Yes | E | * Don’t use the site during the roar
 |

*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