

Risk Register Example

Activity or trip: Abseiling at Pryors Bluff

Last review date: January 2024

Changes during the last year: **Noted in red**

Next review date: January 2025

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		Residual risk
Bees and wasps in the bush	Anaphylactic or allergic reaction	Yes	E	<ul style="list-style-type: none"> Check medical summary for sting allergies and use another site if there is a known anaphylactic reaction to stings 	NA
			M	<ul style="list-style-type: none"> Brief participants on signs of nests and moving quickly through wasp areas Carry adrenaline 	Medium
Rock fall	Injury or death from falling objects	Yes	M	<ul style="list-style-type: none"> Check for loose rocks near the edge 	Medium
Dropped equipment		No	M	<ul style="list-style-type: none"> Ensure that participants wear helmets Ensure that participants move away quickly from the drop zone 	Low
Harness not done up properly	Injury or death from equipment failure	Yes	M	<ul style="list-style-type: none"> Check harness before weighting 	Low
Equipment failure		Yes	M	<ul style="list-style-type: none"> Lay the rope protector in place Check equipment before use, including running the ropes through your hand 	Low
Loose hair	Injury from hair caught in the abseil device	No	M	<ul style="list-style-type: none"> Ensure that long hair is tied back 	Low

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		Residual risk
Unstable body position	Injury from losing balance	No	M	<ul style="list-style-type: none"> Instruct participants to keep their feet wide apart 	Medium
Poor belay rope management		No	M	<ul style="list-style-type: none"> Keep the belay rope tight 	Low
The abseil site is too challenging	Emotional harm	No	M	<ul style="list-style-type: none"> Use this site only if the participants have abseiled before 	Medium
Abseiler freezes		No	M	<ul style="list-style-type: none"> Ensure you offer challenge by choice 	Low
Hair, cord, or clothes are caught in the device		No	M	<ul style="list-style-type: none"> Ensure there are no loose hair, cords, or clothes 	Low
fooling around with sticks or stones	Injury when waiting after abseiling	Yes	M	<ul style="list-style-type: none"> Instruct the participants to wait in a safe zone Ask a helper to supervise the participants at the bottom 	Low
Southerlies in winter	Participants get too cold	No	E	<ul style="list-style-type: none"> Avoid this site in winter if there is a southerly forecast 	NA
			M	<ul style="list-style-type: none"> Ensure participants are dressed for the conditions and carry spare clothing 	Low
Participants leaving the safe zone without being belayed	Injury or death from a fall from height	Yes	M	<ul style="list-style-type: none"> Instruct participants to sit in the safe zone Check regularly that they remain seated until you tie each one on 	Low
Abseil not being set up safely			M	<ul style="list-style-type: none"> Follow the activity procedures and double check 	Low
Participants not being			M	<ul style="list-style-type: none"> Tie on to the belay loop with a rethreaded figure 8 knot before the participant leaves the 	Low

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attached to the ropes safely				safe zone as trained <ul style="list-style-type: none"> • Get the abseiler to talk through the checks 	
Equipment failure			M	<ul style="list-style-type: none"> • Check each item before use, including running your hand down the ropes 	Low
Taking the wrong route to access the top of the bluff			M	<ul style="list-style-type: none"> • Plan the route and use a GPS 	Low
Instructor slipping when setting up			M	<ul style="list-style-type: none"> • Use the edge kit as trained 	Low
Participants getting lost when returning to the top			M	<ul style="list-style-type: none"> • Discuss the route with the participants • Mark any possible wrong turnings 	Low
Casual hunters	Injury or death from a hunter misidentifying a target	Yes	E	<ul style="list-style-type: none"> • Don't use the site during the roar 	NA

See notes below

Notes

Managing the risk

The [Safety Management System Requirements 2023](#) 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.

Definitions

Safety Management System Requirements 2023

- **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, because 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