RISK MANAGEMENT PLAN

Tennis South Canterbury

Workplace Assessment Area: TSC Facilities, Offices & Workplace
Assessment Conducted By: Peter Burt
Position: Health & Safety Officer
Date of Assessment: 1 June 2025
Next Review Date: [June 2025]

EXECUTIVE SUMMARY

This Risk Management Plan has been prepared in accordance with the Health and Safety at Work Act 2015 (HSWA) and associated regulations. Tennis South Canterbury, as a Person Conducting a Business or Undertaking (PCBU), has primary duties under sections 36-43 of the HSWA to ensure, so far as is reasonably practicable, the health and safety of workers and others who may be affected by the work.

RISK ASSESSMENT METHODOLOGY

Risk Matrix Scoring System:

- **Likelihood:** 1 (Rare) to 5 (Almost Certain)
- **Consequence:** 1 (Insignificant) to 5 (Catastrophic)
- **Risk Rating:** Likelihood × Consequence = Risk Score
- **Risk Levels:**
    - 1-4: Low Risk (Green)
    - 5-9: Medium Risk (Yellow)
    - 10-15: High Risk (Orange)
    - 16-25: Extreme Risk (Red)

DETAILED RISK ASSESSMENT

1. SLIPS, TRIPS AND FALLS

Hazard Description: Staff and visitors may be injured from slipping on wet surfaces, tripping over objects, or falling due to inadequate lighting or uneven surfaces.

Risk Assessment:

- Likelihood: 3 (Possible)
- Consequence: 3 (Moderate - minor injuries, bruising, sprains)
- **Risk Score: 9 (Medium Risk)**

Current Controls:

- General housekeeping procedures
- Clear walkways policy
- Adequate lighting maintained

Additional Control Measures Required:

- Implement daily workplace inspection checklist
- Install non-slip mats in high-risk areas (entrances, wet areas)
- Weather monitoring for outdoor areas where there is excess to the facilities
- Install handrails where appropriate

Responsibility: All Staff / Facilities General Manager
Timeline: Immediate implementation, ongoing monitoring
Review Frequency: Monthly

2. MANUAL HANDLING

Hazard Description: Musculoskeletal injuries from lifting, carrying, pushing or pulling equipment, supplies, furniture, and documents.

Context: Set ups for hires and moving furniture and shifting bulk alcohol to and from the chiller.

Risk Assessment:

- Likelihood: 3 (Possible)
- Consequence: 3 (Moderate - back strain, muscle injury)
- **Risk Score: 9 (Medium Risk)**

Current Controls:

- Sack barrows – the lift – appropriate lifting and handling
- Basic lifting technique awareness

Additional Control Measures Required:

- Weight limits policy (no individual lift >23kg, team lift >23kg)
- Mechanical aids inventory and maintenance schedule
- Task rotation to reduce repetitive strain
- Ergonomic assessment of work place and storage areas

Responsibility: Health & Safety Officer / All Staff
Timeline: Training within 12 months, equipment audit within 6 month
Review Frequency: Annually

4. FIRE EMERGENCY

Hazard Description: Risk of injury or death from fire, smoke inhalation, or emergency evacuation incidents.

Risk Assessment:

- Likelihood: 1 (Rare)
- Consequence: 5 (Catastrophic - potential fatalities)
- **Risk Score: 5 (Medium Risk)**

Current Controls:

- Emergency evacuation plan
- Fire risk awareness

Additional Control Measures Required:

- Annual fire evacuation drills
- Fire warden training for designated staff
- 6-monthly fire equipment inspection and testing
- Emergency lighting and exit signage audit
- Hot work permit system
- Electrical equipment testing schedule
- Fire safety induction for all new staff
- Assembly point clearly marked and communicated

Responsibility: Fire Wardens / Facilities General Manager
Timeline: Immediate compliance check, quarterly drills
Review Frequency: Annually

5. PSYCHOSOCIAL HAZARDS (STRESS, BULLYING, HARASSMENT)

Hazard Description: Work-related stress, workplace bullying, harassment, or violence affecting mental health and wellbeing.

Risk Assessment:

- Likelihood: 2 (Unlikely)
- Consequence: 4 (Major - significant mental health impact)
- **Risk Score: 8 (Medium Risk)**

Current Controls:

- TSC Board of Directors escalation pathway
- Basic induction process

Additional Control Measures Required:

- Comprehensive workplace bullying and harassment policy
- Mental health and wellbeing program
- Confidential employee assistance program (EAP)
- Regular workplace culture surveys
- Conflict resolution training for managers
- Clear reporting and investigation procedures
- Workload management procedures
- Regular one-on-one meetings between staff and supervisors

Responsibility: Management / HR Representative
Timeline: Policy development within 8 weeks
Review Frequency: Annually, or following any incident

6. ELECTRICAL SAFETY

Hazard Description: Electric shock, burns, or fire from faulty electrical equipment, improper use, or inadequate maintenance.

Risk Assessment:

- Likelihood: 2 (Unlikely)
- Consequence: 4 (Major - serious injury or death)
- **Risk Score: 8 (Medium Risk)**

Current Controls:

- 3-monthly electrical testing
- Staff awareness of fault reporting

Additional Control Measures Required:

- Formal electrical safety policy
- Tag and test schedule for all portable electrical equipment
- RCD (safety switch) testing schedule
- Electrical safety training for all staff
- Equipment pre-use inspection checklist
- Lockout/Tagout procedures for maintenance
- Only qualified electricians to perform electrical work

Responsibility: Facilities General Manager / Qualified Electrician
Timeline: Equipment audit annually
Review Frequency: annual policy review

7. INDOOR ENVIRONMENTAL QUALITY

Hazard Description: Poor air quality, temperature extremes, inadequate ventilation, or lighting causing discomfort, reduced productivity, or health issues.

Risk Assessment:

- Likelihood: 3 (Possible)
- Consequence: 2 (Minor - discomfort, reduced productivity)
- **Risk Score: 6 (Medium Risk)**

Current Controls:

- Air conditioning in all offices
- Natural lighting with blinds

Additional Control Measures Required:

- Indoor air quality monitoring program
- HVAC system maintenance schedule
- Temperature and humidity monitoring
- Lighting level assessments
- Ventilation adequacy review
- Plants or air purification systems where appropriate
- Regular cleaning and maintenance of air conditioning systems

Responsibility: Facilities Manager
Timeline: Assessment within 6 weeks
Review Frequency: Seasonally

8. DISPLAY SCREEN EQUIPMENT (DSE) / ERGONOMICS

Hazard Description: Musculoskeletal disorders, eye strain, headaches from prolonged computer use and poor workstation setup.

Risk Assessment:

- Likelihood: 4 (Likely)
- Consequence: 2 (Minor - discomfort, potential chronic issues)
- **Risk Score: 8 (Medium Risk)**

Current Controls:

- Ergonomic workstation design
- Window blinds for screen glare
- Break awareness

Additional Control Measures Required:

- Individual workstation assessments for all regular computer users
- Adjustable furniture and equipment provision
- DSE training program covering posture, breaks, and eye care
- Regular eye tests for intensive computer users
- Mandatory break policy (5-10 minutes every hour)
- Document holders and monitor risers where needed
- Ergonomic accessories (mouse pads, keyboard supports)

Responsibility: Health & Safety Officer / Individual Workers
Timeline: Assessments within 6 months
Review Frequency: Annually or when equipment changes

9. VISITOR AND CONTRACTOR SAFETY

Refer to the Approved Contractors Policy

Hazard Description: Injuries to visitors or contractors due to unfamiliarity with site hazards, lack of safety briefing, or inadequate supervision.

Risk Assessment:

- Likelihood: 2 (Unlikely)
- Consequence: 3 (Moderate - injury to third party)
- **Risk Score: 6 (Medium Risk)**

Current Controls:

- Visitor sign-in procedures
- Basic hazard communication

Additional Control Measures Required:

- Comprehensive visitor and contractor induction program
- Site-specific hazard briefing materials
- Contractor prequalification system
- Visitor escort procedures for high-risk areas
- Emergency evacuation procedures for non-staff
- Personal protective equipment provision where required
- Insurance and qualification verification for contractors

Responsibility: Reception Staff / Health & Safety Officer
Timeline: Procedures development within 6 months
Review Frequency: annually

10. FIRST AID AND EMERGENCY RESPONSE

Hazard Description: Inadequate first aid response capability leading to worsening injuries or medical emergencies.

Risk Assessment:

- Likelihood: 2 (Unlikely)
- Consequence: 4 (Major - serious injury without proper treatment)
- **Risk Score: 8 (Medium Risk)**

Current Controls:

- First aid kits available
- Staff access to kits

Additional Control Measures Required:

- Trained first aiders based on workforce size
- First aid kit contents audit and restocking schedule
- Automated External Defibrillator (AED) consideration
- Emergency response plan including medical emergencies
- Emergency contact lists prominently displayed
- Incident reporting and investigation procedures

Responsibility: First Aid Officers / Health & Safety Officer
Timeline: Training within 12 weeks
Review Frequency: Quarterly kit checks, annual plan review

COMMUNICATION AND CONSULTATION

Tennis South Canterbury will ensure effective communication and consultation regarding health and safety through:

- Regular staff meetings with health and safety as standing agenda item
- Worker participation in risk assessment and control measure development
- Anonymous reporting system for hazards and near misses
- Regular workplace inspections with worker participation
- Feedback mechanisms for control measure effectiveness

TRAINING AND COMPETENCY

All staff will receive:

- General workplace health and safety induction within first week
- Role-specific safety training within first month
- Annual refresher training
- Specific training for identified hazards
- Emergency response training
- Leadership team to complete health and safety management training

Training Records: Maintained for all staff with renewal dates tracked

MONITORING AND REVIEW

Monthly:

- Workplace inspections
- Incident and near-miss review
- First aid kit checks

Quarterly:

- Risk assessment effectiveness review
- Electrical equipment testing

Annually:

- Complete risk assessment review
- Training needs analysis
- Emergency drill evaluation
- Policy and procedure updates

Continuous:

- Incident investigation and learning
- Worker feedback incorporation
- Legislative compliance monitoring

INCIDENT MANAGEMENT

All incidents, near misses, and hazards must be:

1. Reported immediately to the supervisor
2. Recorded within 24 hours
3. Investigated by trained personnel
4. Actions implemented to prevent recurrence
5. WorkSafe notified if required (serious injury/illness)
6. Lessons learned communicated to all staff

LEGISLATIVE COMPLIANCE

This plan ensures compliance with:

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Other relevant WorkSafe guidance and codes of practice

DOCUMENT CONTROL

Plan Prepared By: Peter Burt
Position: Health & Safety Officer
Date: 1 June 2025
Approved By: Board
Next Review Date: June 2026

Distribution:

- All Staff (via staff meeting and email)
- TSC Board
- Available as required for visitors

This document is a living document and will be updated as new hazards are identified, control measures are implemented, or legislative requirements change.