

Taupo Airport Operational Landside Risk Register and Action Plan Overview

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Reference - Issue No.: and/or Issue | 1st April 2017

Future Review date: 1st May 2017

Ref No	Hazards	Identified Risks Risk Description List the EVENT and the EFFECT(s) in the form of Risk Statements(s) below. For example, "There is a risk that <INSERT EVENT> will <INSERT IMPACT> In/to/on	Analysis & Evaluation					Existing controls described & evaluated			Further Actions		Assigned To	Future Risk Level Target (L, M, H or VH - see Sheet 1)	
			Consequences (1, 2, 3, 4, or 5 - see Sheet 1)	Likelihood (A, B, C, D or E - see Sheet 1)	Risk level (L, M, H or VH - see Sheet 1)	Last Review Date	Next Review Date (sooner if required)	Eliminate, Minimise, Isolate (E - M - I)	Action Date	What we do now manage this risk.	to	Accept Risk (Yes or No) Current Effectiveness			What we will do to reduce this risk
Operational Risk Analysis															
LS1	Parachutist landing outside PLZ	Parachutist conflicting with vehicles, persons or property	3	C	High (H)	30-06-16	30-06-17	I / M	30-06-16	MOU procedure. Parachute Co has a spotter to advise traffic of location of parachutist.	E	Y	Parachute Company will retrieve parachutist	KG	L
LS2	Security infringement - Fencing	Unauthorised airside access	3	D	Medium (M)	30-06-16	30-06-17	E.	Daily	Daily Aerodrome inspections	E	Y	Advise airport users to keep gates closed and report any damaged fencing.	KG	L
LS3	Aircraft Noise	Damage to persons hearing and can increase stress levels	2	A	High (H)	30-06-16	30-06-17	I / M	30-06-16	Isolate by building/airport design, minimise by SOP's, training, warning signage.	E	Y	Continue to monitor	KG/MG	L
LS4	Slippery Surfaces	A slip or fall could occur causing injury to the recipient.	3	D	Medium (M)	30-06-16	30-06-17	I / M	30-06-16	Isolate by cordoning around hazardous areas, minimise by SOPs. Signage.	E	Y	Continue to monitor	KG/JAS	L
LS5	Flooding	Surfaces slippery and damage to property	3	D	Medium (M)	30-06-16	30-06-17	I / M	30-06-16	Isolate by cordoning around hazardous areas, minimise by SOPs. Signage.	E	Y	Continue to monitor	KG/MG	L
LS6	Dealing With Difficult People	Uncertainty of how people are going to react.	2	C	Medium (M)	30-06-16	30-06-17	I / M	30-06-16	Isolate by ensuring access to counters and stairs is controlled by barriers, airside security gates, building/airport design. Minimise by training staff on how to deal with difficult / aggressive people.	E	Y	Continue to monitor and review.	KG/MG	L
LS7	Street lights an obstruction	Due to street lights positioned in car parking areas there is a risk of a vehicle hitting a post.	2	C	Medium (M)	30-06-16	20-06-17	M	30-06-16	Have installed high visibility bollards around street lights in car parking areas to identify hazard. Buffers also act as a buffer should a vehicle hit them.	E	Y	Maintain bollards as part of airport maintenance plan.	KG/MG	L
LS8	Unauthorised contractors	Contractors operating landside without a permit and jeopardising their own safety and other persons.	4	C	High (H)	30-06-16	30-06-17	E / M	30-06-16	TAA SOP require all contractors to obtain a work permit and briefing prior to commencing A/D works	E	Y	Advise contractors to report to TAA prior to works commencing.	KG/MG	L
LS9	Drain covers being damaged or removed.	Drains exposed resulting in a hole that a vehicle could hit or person walk into.	3	B	H	11-01-17	30-06-17	E	30-06-16	Paint the drain lids with reflective paint and mark	NE	Y	Investigate replacing lids with grates	KG/MG	L
			KEY		H										
					H										
					M										

Taupo Airport Operational Terminal Risk Register and Action Plan Overview

Reference - Issue No.: and/or Issue Date: 1st April 2017

Future Review date: 1st May 2017

Ref No	Hazard's	Identified Risks Risk Description List the EVENT and the EFFECT(s) in the form of Risk Statements(s) below. For example: "There is a risk that <INSERT EVENT> will <INSERT IMPACT> in/to/on	Analysis & Evaluation				Existing controls described & evaluated				Further Actions		
			Consequence (1, 2, 3, 4, or 5 - see Sheet 1)	Likelihood (A, B, C, D or E - see Sheet 1)	Risk level (L, M, H or VH - see Sheet 1)	Last Review Date	Next Review Date (sooner if required)	Eliminate, Minimise, Isolate E, M, I	Action Date	Action Taken to Manage this Risk.	Accept Risk (Yes or No)	What we will do to reduce this risk	Assigned To
		Operational Risk Analysis											
T1	Terminal internal doors difficult to open due size and weight.	Doors could swing back and injure a person	3	D	Medium (M)	28-06-16	30-06-17	M.	30-06-16	Latch doors open, using locking mechanism and door wedges.	Y	In the future install automatic doors.	MG/KG L
T2	Terminal internal door facing the apron.	Locking mechanism could be a trip hazard if not in use.	3	D	Medium (M)	29-06-16	30-06-17	E / M	30-06-16	Terminal door must be latched when in use.	Y	Door strips installed, prevent door from opening inward into the terminal eliminating trip hazard	MG/KG L
T2	Curbing adjacent to Terminal doors	A slip or fall could occur causing injury to the recipient.	3	D	Medium (M)	30-06-16	30-06-17	M.	30-06-16	A metal plate placed over curbing to omit risk	Y	Future planning includes a pedestrian crossing	MG/KG L
T3	Terminal Car Park Congestion	Vehicles or persons being hit	4	C	High (H)	30-06-16	30-06-17	E / M	30-06-16	Eliminate or minimise by reduced speed, airport signage, lighting etc.	Y	Redesign the carpark / continue to monitor	MG/KG L
T4	Aircraft Noise / Propeller Wash	Can catch persons unaware and may be frightening to some people.	2	A	High (H)	30-06-16	30-06-17	I / M	30-06-16	Isolate by building/airport design, minimise by SOP's, training, warning signage.	Y	Continue to monitor.	MG/KG L
T5	Terminal pavement uneven	A slip or fall could occur causing injury to the recipient.	3	C	High (H)	30-06-16	30-06-17	I/E	30-06-16	Uneven surfaces marked	Y	Remedial works completed.	MG/KG L
T6	Disabled Car Park	Being hit by moving objects	3	E	M	30-06-16	30-06-17	M.	30-06-16	Parking space has been relocated to terminal side of the road, with works on pavement to remove curb.	Y	Continue to monitor.	MG/KG L
T7	Terminal roofing contains Asbestos	Exposure can be detrimental to health	4	C	High (H)	30-06-16	30-06-17	M.	30-06-16	Brief contractors that may come into contact with terminal roof.	Y	Continue to monitor.	MG/KG L
T8	Sharp objects disposed unsafely	Contract staff could come into contact with object causing harm.	4	C	H	30-06-16	30-06-17	E.	30-06-16	Installed safe disposal units in terminal toilets	Y	Signage displayed	MG/KG L
T9	Uneven ground in public viewing area	A slip or fall could occur causing injury to the recipient.	3	C	High (H)	30-06-16	30-06-17	E / M	30-06-16	Consult contractor to fill in and compact uneven surfaces. Works completed 12/10/2016.	Y	Continue to monitor.	KG L
T10	Congested Baggage Area	Congestion is causing equipment and persons to spill onto road way with the potential for persons to come into contact with moving vehicles resulting in injury.	4	C	High (H)	30-06-16	30-06-17	I / M	30-06-16	Area coned. Road markings. Trees to be removed to create more space. Trees removed 28/05/2016. Temporary structure and signage erected. 01/06/2016	Y	Isolate by building/airport design, install barriers and signage.	MG/KG L
T11	Terminal pavement brick loose	A slip or fall could occur causing injury to the recipient.	3	C	H	30-06-16	30-06-17	E	30-06-16	Brick coned. Continue to monitor.	Y	Contacted TR Construction 9/06/2016. Restored 11/06/2016.	KL L
T12	Baggage area floor uneven	A slip or fall could occur causing injury to the recipient.	3	C	H	30-06-16	30-06-17	m	30-06-16	Uneven surfaces marked. Signage to be installed. Signage installed 15/07/2016.	Y	Investigate more permanent solutions. Edging to be constructed by Rob Jennings.	KL L
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					M								