



RISK ASSESSMENT & METHOD STATEMENT

Mini Golf Course

Location: Nelson Fun Park, Nelson NZ

Document Number: NF-RAMS-MG-001

Version: 1

Date Issued: 25/02/2026

Review Date: 25/02/2027

Prepared By: Nick Fowler

Approved By: _____



1. PURPOSE

This Risk Assessment and Method Statement outlines the hazards, risk controls, and safe operating procedures for the Mini Golf Course at Nelson Fun Park. The objective is to ensure the safety of customers, staff, contractors, and visitors while maintaining compliance with New Zealand health and safety obligations.

2. SCOPE

This RAMS applies to:

- All customers using the Mini Golf Course
- Staff supervising or maintaining the course
- Contractors working within the Mini Golf area
- School groups and large youth bookings

3. DESCRIPTION OF ACTIVITY

The Mini Golf Course is an outdoor recreational attraction consisting of artificial turf playing surfaces, brick-bordered holes, decorative obstacles, defined walkways, and controlled entry points. Customers are issued putters and golf balls to complete the course.

4. RESPONSIBILITIES

Operations Manager

- Overall safety compliance
- Ensures daily safety checks are completed
- Reviews incident reports and corrective actions

Duty Manager / Supervisor

- Confirms safety check completion prior to opening
- Monitors behaviour during operation
- Removes hazards immediately



Staff

- Enforce safety rules
- Report hazards immediately
- Monitor behaviour, especially youth groups

5. DAILY SAFETY CHECKS

A formal Pre-Open Safety Check Form is completed every day prior to opening. This includes inspection of playing surfaces, brick edging, obstacles, lighting, and equipment condition.

A formal closing check is also completed at the end of each operating day.

6. HAZARD IDENTIFICATION & CONTROL MEASURES

6.1 Slips, Trips & Falls

Hazards Identified:

- Wet artificial turf
- Uneven surfaces
- Loose or displaced bricks
- Debris accumulation
- Poor lighting during low-light conditions

Control Measures:

- Daily inspection prior to opening
- Immediate removal of debris
- Brick edging reset if displaced
- Lighting checked and maintained
- Course closed if unsafe



6.2 Equipment Misuse (Primary Incident Cause)

Hazards Identified:

- Excessive club swinging
- Horseplay and clowning around
- Striking balls without awareness

Control Measures:

- Safety signage displayed
- Verbal instruction when issuing equipment
- Staff supervision during peak periods
- Immediate removal for unsafe behaviour

Additional Control for School & Youth Groups

For school groups and large youth bookings, one ball and one club is issued per group. This reduces stray balls, limits simultaneous swinging of clubs, and significantly lowers behavioural risk.

6.3 Environmental Conditions

Hazards Identified:

- Rain creating slippery surfaces
- Heat exposure
- Strong winds

Control Measures:

- Temporary closure during unsafe weather
- Shade and hydration available onsite
- Decorative structures secured



6.4 Maintenance Hazards

Hazards Identified:

- Loose bricks
- Damaged turf
- Exposed fixings
- Tools left onsite

Control Measures:

- Daily defect identification
- Immediate repair or isolation
- Weekly structural review
- Tools removed immediately after use

7. SAFE OPERATING PROCEDURE (METHOD STATEMENT)

7.1 Pre-Opening

- Confirm safety check completed
- Confirm no hazards present
- Confirm equipment condition

7.2 Equipment Issuing

- Issue correct club size
- Provide safety reminder
- One club and one ball per group for schools/large youth groups



7.3 Monitoring During Operation

- Visual monitoring by staff
- Immediate correction of unsafe behaviour
- Temporary closure if required

7.4 Closure

- Closing check completed
- Equipment collected and inspected
- Maintenance issues recorded



8. RISK MATRIX

Risk Rating = Likelihood x Consequence

Likelihood \ Consequence	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25

Risk Rating Guide:

1-4 Low Risk – Monitor

5-9 Medium Risk – Manage actively

10-16 High Risk – Senior oversight required

17-25 Extreme Risk – Immediate action required



9. EMERGENCY PROCEDURES

Injury: Stop play, provide first aid, complete incident report.

Severe Weather: Remove customers and secure area.

Full Site Evacuation: Follow overall park evacuation procedure.

10. TRAINING REQUIREMENTS

- Staff induction
- Behaviour monitoring expectations
- Incident reporting procedures
- Emergency procedures awareness

11. MONITORING & REVIEW

- Daily safety checks
- Incident review meetings
- Annual document review
- Immediate review following serious incident

12. DOCUMENT CONTROL

Document Number: NF-RAMS-MG-001

Version: 1

Issued: 25/02/2026

Next Review: 25/02/2027