

Hazard Register for St John's Anglican Church

This Hazard Register is a summary of risks associated with the activities associated with the Church activities.

Names of people consulted to develop the Risk Register:

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Date of Review

Risk Matrix

		Likelihood		
		Likely	Unlikely	Highly unlikely
Severity	High	High	Medium	Medium
	Medium	Medium	Medium	Low
	Low	Medium	Low	Low

Ratings for Severity

High – Possible death, serious injury

Medium – Medical treatment at a GP or hospital casualty without being admitted

Low – first aid treatment, minor injury

Ratings for Likelihood

Likely – Will occur at some time

Unlikely – may occur at some time

Highly unlikely – Probably will not occur but may occur at some time

Item No.	Hazard /Issue Identified	Initial Risk Rating	Controls to Implement	Link / Comment	Residual Risk Rating
1.	Aggression	Low Abuse, attack	<ul style="list-style-type: none"> Brief Youth Group leaders to how to respond to acts of aggression. Counselling services are to be offered to people impacted by aggression. 	Parish Minister / Wardens	Low
2.	Chemicals	Low Skin irritation, eye irritation, poisoning, fire	<ul style="list-style-type: none"> Complete the chemical inventory to document all chemicals utilised. Obtain the <i>Chemical Safety Data Sheet (SDS)</i> Review the SDS for all chemicals and determine Hazardous nature. For all chemicals listed as 'Hazardous' implement the controls as specified on the SDS and or chemical container labelling. Communicate the required risk controls for hazardous and dangerous chemicals to those that will use the products and make the SDSs available. Use the chemicals for their intended purpose. 	Chemical Inventory Safety Data Sheets	Low
3.	Church Services / functions within the church and hall and grounds	Low	<ul style="list-style-type: none"> First aid kit on site is stocked and checked regularly Emergency contact list on display and know to participants Communications within the building to call emergency services if required Grassed play areas are to be checked for risks before children are permitted to play Gates are to be checked and locked as needed when children are present 	Emergency contact list	Low
4.	Communicable Diseases	Low Influenza and illness due to infection	<ul style="list-style-type: none"> Recommend Flu Vaccination to Workers Communicate information on influenza vaccination to workers Communicate to Workers that they must report any communicable disease, eg hepatitis they contract to a Parish Warden and take steps to prevent the spread of the disease Ensure First Aid Kit contents are maintained as per the first aid kit checklist 	First Aid Kit checklist	Low

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5.	Compressed Gas	Medium Explosion, burns, manual handling injuries	<ul style="list-style-type: none"> Communicate the risk controls stated in the BBQ Safety Card. Check hoses, fittings and date stamp during inspections. 	BBQ Safety card	Medium
6.	Computer Work <i>Chairs and Workstations</i>	Medium Occupational Overuse Syndrome, musculo-skeletal, eye discomfort	<ul style="list-style-type: none"> Assess and set up the workstation in accordance with ergonomic guidelines. Any concerns are to be reported to the H&S member on the Parish Council. All employee complaints of pain or discomfort are to be investigated and reported using the H&S incident notification form. 	Workstation set up guide	Low
7.	Contractors	High	<ul style="list-style-type: none"> All contractors are to be provided with a Safety induction to site. All known hazards are to be communicated to contractors, eg asbestos as needed. JSA/SWMS's to be obtained for all works that can cause injury or harm. Check that contractors have appropriate licenses to conduct work they are doing. Contractors who display inappropriate behaviour or unsafe work practices shall be requested to stop work and a discussion will be held on their behaviour or unsafe work. 	Site Induction	High
8.	Driving Safety	High Severe injury or fatality	<ul style="list-style-type: none"> Communicate the "Driving Safety Guidelines". Vehicles used for work purposes must have a motor vehicle check completed annually and serviced as per the Motor vehicle log book manual. Vehicles used to transport children to events must be registered, insured and checked by the driver before transporting people and any issues identified corrected before transporting children or youth. 	Driver safety guidelines	Medium

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9.	Electrical	High Electrocution, electric shock, burns	<ul style="list-style-type: none"> All kitchen electrical equipment is tested and tagged within 12 months of purchase and each 12 months thereafter. Advise users of electrical equipment to isolate electrical equipment that has been identified as faulty or dangerous. Place a danger sign on any faulty the electrical appliance. Advise a warden of the damage. Wardens to arrange for repair or replacement. 	Out of service tag	Medium
10.	Emergency Planning and Preparedness (EPP) e.g. Medical, Fire, Bomb	High Injury, smoke inhalation, burns or fatality	<p>Emergency planning procedures must be in place.</p> <ul style="list-style-type: none"> Warden's name, contact numbers and evacuation procedures are prominently displayed and kept current and displayed. Communicate to all fire wardens the actions to take in response to an emergency. All fire wardens to complete fire warden training annually and a record maintained. Emergency exercises to be completed annually. 	Emergencies Procedure Emergency Exercises Emergency debrief form Emergency contact list Emergency Training Record Emergency Training Course	Medium
11.	Event Management	Medium Various potential injuries	<p>When preparing for an event, consider the risks and approvals required.</p> <ul style="list-style-type: none"> Complete an event checklist Obtain relevant approvals from councils Obtain approvals from parents Check insurances and authorities from Minister or wardens. 	Event checklist Parent approval form	Medium
12.	First Aid	Not applicable – First Aid is a risk control used to minimise the severity of injury or illness in the workplace.	<ul style="list-style-type: none"> Review First Aid requirements using the First Aid Risk Assessment. Provide a First Aid Kit in the workplace. Appointed First Aid Officers have completed First Aid training and their certificate is current. Where the generic assessment does not apply or suggested arrangements are not appropriate and variation is required, conduct your own First Aid Risk Assessment. 	First aid risk assessment First aid kit checklist	Not applicable

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13.	Food handling and preparation	Medium	<ul style="list-style-type: none"> Food is to be handled with utensils. Plates and cutlery to be utilised Gloves used if handling food items. 		Low
14.	Housekeeping	Medium Slips, trips and falls	<ul style="list-style-type: none"> Complete the Workplace Inspection checklist 6 monthly. Storage of items and equipment at height is kept to a minimum and items not stored on top of compactus. Ensure floors are kept clear of any rubbish/litter. 	Workplace Inspection Checklist	Low
15.	Ladders – height	High Falling resulting in severe injury or fatality	<ul style="list-style-type: none"> If the use of a ladder is unavoidable, ensure the ladder is inspected prior to use. Ladders must only be used where two people are present when in use. All faulty ladders must be properly labelled and removed from service Communicate the Ladder Safety Card 	Ladder Safety Card	Medium
16.	Lighting	Low Eye discomfort	<ul style="list-style-type: none"> Inspect lighting as part of the Workplace Inspection Checklist. See the ergonomics Guidelines for further information. 	Insert ergonomic guidelines	Low
17.	Manual Handling	Medium Strains, sprains, crushing, being hit by falling objects.	<ul style="list-style-type: none"> Persons who will conduct manual handling activities are to assess the activity and gain assistance where needed. Use mechanical aids 		Low

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18.	Mobile phone and digital technology devices	High Severe injury or fatality, slip/trip/fall	Communicate to workers the safety requirements regarding mobile device use. Driving or while walking using mobiles can distract your attention away from your surroundings and put you safety at risk	Mobile device safety Guidelines	Medium
19.	Natural Disasters	High Injury resulting from bushfires, tsunami, flooding, tropical storms, earthquake etc	The Wardens understand local emergency response requirements in the event of a natural disaster and has communicated requirements to staff: <ul style="list-style-type: none"> • Evacuation routes and emergency assembly areas are communicated to staff. • Follow the instructions of local emergency services in the event of a natural disaster. • Counselling services to be offered if required. 	Counselling Services	Medium
20.	Off Site and on site events eg Children and youth programs off site, Christmas carols	Medium	<ul style="list-style-type: none"> • All children going off site with a leader must have a parents permission slip • Venues are to be assessed as suitable by organisers • Minister must provide approval before proceeding with offsite events. • Event Checklist to be completed before Christmas carols off site event • First aid and fire fighting equipment to be available where needed. • Youth Leaders must have completed a working with Children police check. 	Permission Slip Event Organisation Checklist	Medium

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21.	Plant eg: office equipment such as copiers, guillotine	Medium Entanglement, cutting, stabbing, puncturing, electrical, slipping, tripping, falling, temperature	<ul style="list-style-type: none"> Identify plant items using the Plant Inventory. Provide suitable risk controls to manage the risk. Make available Information of Safe Work Procedures or manufacturer safety instructions for equipment for the items identified on the Plant Inventory. Remove non-functioning items of plant from use and identify with an Out of Service tag. Ensure plant is repaired and maintained in accordance with manufacturer's instructions. Maintain the Plant inventory annually. 	Plant Inventory Information on safe work procedures	Low
22.	Property Related Issues (such as building related hazards)	Variable risk depending on hazard High Injury or exposure to hazardous environment	Property related issues must be reported to a warden and actioned to ensure the property remains safe to occupy. Parish Council must ensure action is taken to maintain property in a safe condition. Keep the Minister / employees informed on the progress of property related issues.		Medium
23.	Psychological Wellbeing	Medium Psychological injury or illness	The Wellbeing of the Minister and staff is paramount. <ul style="list-style-type: none"> Counselling services are to be made available if required. The Minister and staff should avail themselves of flexible working arrangements and take leave for a minimum of 2 weeks continuous each year. Wellbeing information to be readily available via websites. 	Health site link	Low

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24.	Purchasing	High Injury or exposure to unsafe purchases.	<ul style="list-style-type: none"> • Only purchase equipment that meets Australian / NZ Standards or equivalent. • Order furniture such as chair that meet the minimum Australian Standards. <ul style="list-style-type: none"> ▪ Chemicals must be assessed by reviewing the safety data sheet and hazardous chemicals should be minimised. ▪ Safety Data sheets are to be maintained and must not exceed 5 years from date of issue. ▪ Ensure controls are communicated to workers. • Communicate purchasing requirements to staff. 		Medium
25.	Visiting people for ministry work	High Injury, slips, dog bites,	Ministers or employees must be inducted on precautions when visiting: <ul style="list-style-type: none"> • At residential type premises, induction can be as simple as asking the Resident if there are any known hazards, eg dogs and if it is safe to enter. • Tracking of workers is required and an emergency plan implemented if person remains out of contact beyond a reasonable time 	Induction Brief for Ministry Visits.	Medium