

# Hazard and Risk Management Register

Version 1: June 2016

INSIGNIFICANT	Injuries not requiring first aid	1	RARE	May occur in exceptional circumstances	1	1 – 2 <b>LOW RISK</b> – avoid injury through continuous improvement
MINOR	First aid injuries	2	UNLIKELY	Not likely to occur in normal circumstances	2	
MODERATE	Injuries requiring medical treatment	3	POSSIBLE	Could occur at some time	3	3 – 9 <b>MEDIUM RISK</b> – manage by operation controls/ management intervention/ Supervision/monitoring
MAJOR	Lost Time injuries and/or hospital admission required	4	LIKELY	Will probably occur in most circumstances	4	10 – 25 <b>HIGH RISK</b> – management control at all levels is a high priority. Manage by specific method statements/ Management plans/Specialist knowledge/ Planning/ Supervision/monitoring
SEVERE	Death and/or permanent disability to one or more person	5	EXPECTED	Is expected to occur in most circumstances	5	

## Headings for Risk Assessment Register:

What are the hazards?	Who might be harmed?	What are the risks?	Initial Risk?	What controls are required?	Residual Risk?	Action and monitoring of controls by?
A hazard is a potential source of harm or adverse health effect on a person or persons or damage to property, plant, and the environment.	Employees Clergy Congregation Volunteers Contractors Public Others Property Plant Environment	Risk is the likelihood that a person may be harmed or may suffer adverse health effects if exposed to a hazard.	Risk Rating (severity x likelihood)	When controlling risk look to eliminate or if not possible, then minimise	Risk Rating (severity x likelihood)	List the person who will take the action
<b>High Risks &amp; Activities.</b> All high risk activities identified must be incorporated into a Task Analysis Risk Assessment (TARA). The TARA shall be developed, implemented and actively monitored for high risk activities.						
What are the hazards?	Who might be	What are the risks?	Initial	What controls are required?	Residual	Action and

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	harmed?		Risk?		Risk?	monitoring of controls by?
			Risk Rating (severity x likelihood)		Risk Rating (severity x likelihood)	List the person who will take the action
A hazard is a potential source of harm or adverse health effect on a person or persons or damage to property, plant, and the environment.	Employees Clergy Congregation Volunteers Contractors Public Others Property Plant Environment	Risk is the likelihood that a person may be harmed or may suffer adverse health effects if exposed to a hazard.		When controlling risk look to eliminate or if not possible, then minimise		
Main Church	Employees Clergy Congregation Volunteers Contractors Public Others	The main Church building is earthquake prone (it meets less than 34 per cent of the New Building Standard (NBS)). The Church may collapse depending on the severity and intensity of an earthquake	15	The Church is currently fundraising to meet the costs of earthquake strengthening. Plans have been drawn up by an architect, and engineers consulted. Once strengthened the Church will meet 67 per cent of the NBS.	9	Vestry and the fundraising committee
Electricity	Employees Clergy Congregation Volunteers Contractors Public Others Property Plant	Electrical equipment that has not been checked recently could pose a fire hazard.	9	Engage an electrician to undertake electrical testing of all Church equipment. Ask regular users of the facilities to demonstrate that any electrical equipment they use is safe. Implement annual checks. Place covers on plug sockets unless in use.  Ask contractors to provide a copy of their electrical testing register.	3	Health and Safety Committee to work with Works Committee.

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Manual handling	Employees Clergy Volunteers Contractors	Injury could result in lost time, and long-term health issues.	12	Ensure Church has trolley available to avoid heavy lifting. Provide manual handling training to volunteers.	4	Vestry to ensure training for employees, and volunteers.
Slips, trips and falls	Employees Clergy Congregation Volunteers Contractors Public Others	Injury could result in hospital admission, lost time, and long-term health issues.	12	Ensure there are non-slip mats at entrances, or other means to dry wet shoes at entrances to the facilities. Ensure carpets are tacked. Annually check play equipment in yard, and ensure play equipment provided for Play Group is safe. Ask users to report any identified hazards with their activities (e.g. Girl Guide users, and ballet school).	4	Play Group leaders to check play equipment. Health and Safety Committee to check entrances.
Fire	Employees Clergy Congregation Volunteers Contractors Public Others Property Plant Environment	Death could result from smoke inhalation, or severe burns. Smoke from burning materials will pollute the environment.	15	Smoking is prohibited inside the buildings. May consider banning smoking on Church campus. Ensure smoke alarms are in all buildings, and conduct testing at least annually. Hold biennial fire drills, including Play Groups, Girl Guides, and ballet school. Have fire extinguishers checked. Ask Diocese for advice about lighted candles during services.	3	Diocese Health and Safety Committee
Machinery and Work Equipment	Volunteers Contractors	Two petrol fuelled lawn mowers are owned by the Church. Ask all contractors to provide copies of their Health and Safety records.	8	PPE is already provided (goggles, ear protectors). Remind volunteers to wear appropriate footwear.	4	Lawn mowing co-ordinator Provide training to volunteers

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Computer use/Poor ergonomics	Employees Clergy Volunteers	Discomfort, Pain, and Injury (DPI) is the most likely risk, but untreated and unrecognised, will lead to lost time, and long term harm.	12	Ask Diocese, if they have an occupation health service that can assess our staff work stations. Ongoing monitoring.	1	Diocese Health and Safety Committee
Stress and Fatigue	Employees Clergy Congregation Volunteers Public Others	Lack of sleep has similar effects to excess alcohol. It impairs judgement, slows reaction times, and affects cognitive ability. Stress can lead to violent verbal outbursts, physical violence. Some attendees at Church may be suffering some of these effects from their daily lives, and may turn on clergy, employees, and volunteers who are offering help. There is also a risk when making home visits.	10	Use Diocese esources to develop policies, procedures, and processes to manage stress and fatigue. Encourage regular breaks from tasks, and try to limit screen time to a maximum of 50 minutes at a time. Ensure that someone else is informed of home visits – and the anticipated length of time. If visiting a newcomer, the visitor should ring a named contact before the visit and after the visit. Employees should take all leave owing to them (I their leave year) – and should not feel obligated to attend work, when ill. St Paul's should monitor the number of hours each volunteer is contributing to ensure that the volunteer is not over-committing themselves.	3	Diocese Health and safety Committee

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Violence at Work	Employees Clergy Congregation Volunteers Public Others	Some adult visitors may have violent tendencies (see above). There may also be young children attending Playgroup or Church who are cognitively impaired, which impacts on their behaviour.  Not all violence is physical, verbal and psychological violence can have long term effects as well.	10	Use Diocese resources to develop policies, procedures, and processes to counter violence at work. Ensure that someone else is informed of home visits – and the anticipated length of time. If visiting a newcomer, the visitor should ring a named contact before the visit and after the visit. Offer Parenting courses, and Toolbox workshops to support parents.	2	Diocese, Clergy, Group leaders within Church, Pastoral Care Group and Playgroup leadership as well as Health and Safety Committee.
Working at Height	Volunteers Contractors	Falls from height may lead to death, long-term disabilities, hospital admissions, familial stress, financial pressures, and overall impairment.	15	Discourage individuals from working at height on their own (i.e. up ladders). Assess if ladder use is safe and appropriate, and consider using scaffolding as a safer alternative, or hire in a scissor lift. Require harnesses, to limit the distance if someone fell. Require all working at heights to wear appropriate PPE. Ask contractors to provide a copy of their working at height policy, process, and procedures before engaging them. Use hazard boards to identify the risks. Hold safety briefings before work commences.	9	Health and Safety Committee, Works Committee, Contractors' policies

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Working with Temporary Volunteers  
construction/maintenance Contractors  
works

Construction and maintenance work has the potential to lead to death, long-term disabilities, hospital admissions, familial stress, financial pressures, and overall impairment. 15

Appoint a site supervisor before any work starts. Have a hazard board, and safety briefing. Use the safety briefing as an opportunity to review and identify further hazards. Cordon off areas, and where possible alert users ahead of works to put in place alternative access, and assembly points (where appropriate). Request contractors provide relevant policies before work starts, and appoint a liaison person to coordinate between the various PCBUs. 9

Health and Safety Committee, Works Committee, Contractors' policies

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Working environment	Employees Clergy Volunteers Contractors Public Others Property Plant Environment	Accidents, even small ones, can require medical treatment, and some long-term effects. Specific hazards are dealt with in this register.	9	The Fellowship area, part of the main Church needs to be reconfigured to ensure exit paths are clear, and that heaters are unobstructed. The library area needs strings across the book shelves and the loose books/records on the top shelf need to be better secured. The Parish Office needs to be assessed for hazards, and an action plan should be put in place. All electrical and mechanical equipment should be regularly checked (at least annually). Other PCBUs hiring facilities should share their Hazard and Risk Register.	4	Health and Safety Committee, Works Committee, employees, clergy and users of the facilities, including other PCBUs (e.g. the Girl Guides, Dance School, and Private Playgroup)
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Drug & Alcohol	Employees Clergy Congregation Volunteers Contractors Public Others	Impaired judgement, violent or psychotic episodes, death, and long-term health issues that impact on individuals', and families mental, physical, and financial health.	12	Use Diocese resources to develop policies, procedures, and processes to develop a drug and alcohol policy. The Parish already offers non-alcoholic communion as well as communion wine. There is a facility to dispose of communion wine and juice (rather than drink it). Social events offer a range of beverages to limit excessive alcohol in-take. Support can be arranged for those with addictions. Other PCBUs should supply copies of their drug and alcohol policies to ensure the safety of staff and others	4	Diocese, Clergy, Group leaders within Church, Pastoral Care Group as well as Health and Safety Committee.
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