

Significant Hazard and Risk Register

Site Hazards & Risks	Hazards & Risks When Performing Tasks	Hazards and Risks Associated with Having Small Children Around	Hazards & Risks for Specific Activities
Trip Hazards	Lifting and Manual Handling	Choking	Baptismal Pool
Office Conditions	Using Ladders & Working at Height	Slipping/Tripping	
Heaters/Hot Water	Working Alone	Cuts	
Electrical Hazards	Driving	Large Items Falling	
Exiting Building in case of Emergency		Injury from cars in car park	
		Falls	
		Poisoning	

Significant Hazard and Risk Register

Site hazards – all sites (East Taieri Church, Fuel, Coast Community Church)

Hazard/Risks	Trip Hazards
Potential Harm	<i>Bruising, fractures, strains, lacerations etc</i>
Controls and risk mitigation measures. Control Method: Minimise	<i>Where possible, ensure extension cords run around walls, not across floors.</i> <i>Tape down cords that have to go across floors.</i> <i>Ensure music team are aware of where their mic leads are.</i> <i>Keep thoroughfares free of objects that could cause harm.</i>

Hazard/Risks	Office Conditions
Potential Harm	<i>RSI, Neck Strain, Overheating, Chills, Electrocution, etc</i>
Controls and risk mitigation measures. Control Method: Minimise	<i>Supply adjustable furniture</i> <i>Encourage Staff to look at “Habits at Work” Website</i> <i>Supply Heaters</i> <i>Supply Opening Windows, Blinds, Fans</i> <i>Ensure extension cords and powerboards are neatly back and not broken.</i>

Site hazards – all sites (East Taieri Church, Fuel, Coast Community Church)

Hazard/Risks	Heaters/Hot Water
Potential Harm	<i>Burns, Scalds</i>
Controls and risk mitigation measures.	<i>Use heaters that are suitable for the area. When running under pew heaters in the church, use a timer to ensure they turn off before people arrive.</i>
Control Method Minimise	<i>Set hot water cylinder temperature to 50 degrees C. Provide stool below zip in kitchen for tea pot/coffee pot to rest on.</i>

Hazard/Risks	Electrical Hazards
Potential Harm	<i>Electrocution, Electric Shock</i>
Controls and risk mitigation measures.	<i>Have old wiring periodically checked by Electrician. Check all powercords, including extension cords to ensure they are not broken.</i>
Control Method Minimise	<i>Use safety plugs in unused sockets. When in use, ensure that the sound desk at the back of the church supervised. When using power tools outside, ensure that an RCD is used.</i>

Site hazards – all sites (East Taieri Church, Fuel, Coast Community Church)

Hazard/Risks	Exiting Building in Case of Emergency
Potential Harm	<i>Tripping, Trampling,</i>
Controls and risk mitigation measures. Control Method <i>Minimise</i>	<i>Have Fire Exits clearly labelled</i> <i>Encourage people to use the exit nearest them, not all use the same door – ie: People in Oak Lounge to exit towards the back of the building, not out main foyer</i> <i>Fire Wardens need to be aware that elderly, frail and disabled people need to be assisted if using the exit behind music team in church because there are some steps that could cause someone to fall. People will be encouraged to use other doors.</i> <i>Ensure exit doors are not locked or blocked while the building is in use.</i> <i>Fire Wardens to be trained in how to guide people to leave the building safely and quickly.</i>

Hazard/Risks	Slipping
Potential Harm	<i>Broken Bones, bruises, sprains, strains, lacerations</i>
Controls and risk mitigation measures. Control Method <i>Minimise</i>	<i>Supervise children around wet floors.</i> <i>“Caution Wet Floor” signs to be used when needed.</i> <i>Cleaner usually works at times when there are not many people around.</i>

Hazards and risks when performing tasks:

Hazard/Risks	Lifting and Manual Handling
Potential Harm	<i>Strains, bruising, squashed fingers</i>
Controls and risk mitigation measures. Control Method <i>Minimise</i>	<i>Chairs to be stacked four high and moved with the trolley.</i> <i>Round tables to only be stacked 2 high.</i> <i>Elderly and frail people are not to move heavy furniture.</i> <i>Two people required to put up long trestle tables.</i> <i>Practice safe lifting practices – bend at the knees, stretch before and after lifting.</i>

Hazard/Risks	Using Ladders and Working at Height
Potential Harm	<i>Broken Bones, Bruising, Death, Paralysis, Head Injuries</i>
Controls and risk mitigation measures. Control Method <i>Minimise</i>	<i>Only use a ladder as a means of access and ensure someone holds the ladder.</i> <i>Use a specially designed platform for working at height.</i> <i>Where possible use a harness and top rope system, with another suitably trained person.</i>

Hazards and risks when performing tasks:

Hazard/Risks	Working Alone
Potential Harm	<i>Assault by Intruder, injury, potentially fatal in extreme situations</i>
Controls and risk mitigation measures.	<i>Ensure entrance door is locked. Have a cellphone handy.</i>
Control Method Minimise	

Hazards and risks when performing tasks:

Hazard/Risks	Driving
Potential Harm	<i>Crash related injuries, potentially fatal</i>
Controls and risk mitigation measures.	<i>Ensure vehicle has current Warrant of Fitness and Registration Ensure driver has a current drivers licence. Ensure driver is not fatigued.</i>
Control Method Minimise	<i>Do not drive in unsuitable road conditions – ice, snow</i>

Hazards and risks associated with having small children around:

Hazard/Risks	Choking
Potential Harm	<i>Potentially fatal</i>
Controls and risk mitigation measures.	<i>Room users, Children’s Ministry Leaders to check the areas and remove small objects that could cause harm.</i>
Control Method	<i>Small craft supplies and other small items to be in locked cupboard or on high shelf.</i>
<i>Minimise</i>	<i>Minimise use of Lego and other small toys.</i>
	<i>Toy boxes regularly checked for small and broken toys.</i>
	<i>Preschool programmes to be supervised by leaders and after the programme finishes, by parents.</i>

Hazard/Risks	Slipping/Tripping
Potential Harm	<i>Bruises, broken bones, sprains, lacerations</i>
Controls and risk mitigation measures.	<i>Supervise children around wet floors</i>
	<i>“Caution Wet Floor” signs to be used when needed.</i>
Control Method	<i>Cleaner usually works at times when there are not many people around.</i>
<i>Minimise</i>	

Hazard/Risks	Cuts
Potential Harm	<i>Lacerations</i>
Controls and risk mitigation measures.	<i>Sharp knives to be kept up high in kitchen.</i>
	<i>Children to be supervised in kitchen.</i>
Control Method	<i>Child Safe Scissors to be used in Children’s Ministry programmes.</i>
<i>Minimise</i>	

Hazards and risks associated with having small children around:

Hazard/Risks	Large Items Falling on Small Child
Potential Harm	<i>Crushing, potentially fatal</i>
Controls and risk mitigation measures.	<i>Flower stands and large vases of flowers to be removed from Children's Ministry areas.</i> <i>Chairs to be stacked 4 high, facing wall in designated area.</i>
Control Method <i>Minimise</i>	<i>Safe practices for shelf stacking to be followed ie – heavy items at lower levels.</i> <i>Freestanding cupboards to be secured to walls.</i> <i>Movable screens/walls to be secured safely in a contained area.</i> <i>Unused trestle tables to be stored securely.</i>

Hazard/Risks	Injury from Cars in Car Park
Potential Harm	<i>Broken Bones, Sprains, Lacerations, potentially fatal</i>
Controls and risk mitigation measures.	<i>Parents to be made aware of risk.</i> <i>Children not to leave programmes without an adult.</i> <i>Some sort of child proof locking system or fence required for office foyer door, leading into carpark @ ET.</i>
Control Method <i>Minimise</i>	

Hazards and risks associated with having small children around:

Hazard/Risks	Falls
Potential Harm	<i>Broken bones, strains, sprains, lacerations</i>
Controls and risk mitigation measures.	<i>Woodchips required in playground. Remove objects small children could climb on in Children's Ministry areas.</i>
Control Method <i>Minimise</i>	<i>Supervise small children. Door at the bottom of the stairs to be kept closed when Children are around.</i>

Hazard/Risks	Poisoning
Potential Harm	<i>Illness, potentially fatal</i>
Controls and risk mitigation measures.	<i>Dishwasher powder to be kept on high shelf in kitchen. Cleaning products to be locked away in cleaning room. Only non toxic paints, glue and felt pens to be used in Children's programmes.</i>
Control Method <i>Minimise</i>	

Hazards and risks for specific activities – Baptismal Pool:

Hazard/Risks	Water
Potential Harm	<i>Drowning, Electrocutation, Slips,</i>
Controls and risk mitigation measures.	<i>Supervise pool area when children are around. Use heating appliances approved by an Electrician, and remove before people enter the pool.</i>
Control Method <i>Minimise</i>	<i>Provide assistance for people getting in and out of the pool.</i>