

## 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	Stage Building for Christmas Eve
Heaters/Hot Water	Working Alone	Cuts	Installing Shutters on outside of Church windows for Christmas Eve
Electrical Hazards	Driving	Large Items Falling	
Exiting Building in case of Emergency	BBQ	Injury from cars in car park	
		Falls	
		Poisoning	

## Significant Hazard and Risk Register

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

<b>Hazard/Risks</b>	<b>Trip Hazards</b>
<b>Potential Harm</b>	<i>Bruising, fractures, strains, lacerations etc.</i>
<b>Controls and risk mitigation measures.</b>	<i>Where possible, ensure extension cords run around walls, not across floors.</i>
<b>Control Method: Minimize</b>	<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>

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

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

<b>Hazard/Risks</b>	<b>Heaters/Hot Water</b>
<b>Potential Harm</b>	<i>Burns, Scalds</i>
<b>Controls and risk mitigation measures.</b>	<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>
<b>Control Method Minimize</b>	<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>

<b>Hazard/Risks</b>	<b>Electrical Hazards</b>
<b>Potential Harm</b>	<i>Electrocution, Electric Shock</i>
<b>Controls and risk mitigation measures.</b>	<i>Have old wiring periodically checked by Electrician. Check all power cords, including extension cords to ensure they are not broken.</i>
<b>Control Method Minimize</b>	<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)

<b>Hazard/Risks</b>	<b>Exiting Building in Case of Emergency</b>
<b>Potential Harm</b>	<i>Tripping, Trampling,</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> <i>Minimize</i>	<i>Have Fire Exits clearly labelled</i>  <i>Encourage people to use the exit nearest them, not all use the same door – i.e.: 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>

<b>Hazard/Risks</b>	<b>Slipping</b>
<b>Potential Harm</b>	<i>Broken Bones, bruises, sprains, strains, lacerations</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> <i>Minimize</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:

<b>Hazard/Risks</b>	<b>Lifting and Manual Handling</b>
<b>Potential Harm</b>	<i>Strains, bruising, squashed fingers</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> <i>Minimize</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>

<b>Hazard/Risks</b>	<b>Using Ladders and Working at Height</b>
<b>Potential Harm</b>	<i>Broken Bones, Bruising, Death, Paralysis, Head Injuries</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> <i>Minimize</i>	<i>Only use a ladder as a means of access and ensure someone holds the ladder, or the ladder is secured with a wall or in the pews.</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> <i>When working on the lighting bar in the middle of the church, use a belay system.</i> <i>When lifting heavy items over 5kgs, use a rope and pulley system so that your arms are free to hold onto the ladder while climbing up and down.</i>

## Hazards and risks when performing tasks:

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

## Hazards and risks when performing tasks:

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

<b>Hazard/Risks</b>	<b>BBQ</b>
<b>Potential Harm</b>	<i>Burns, fire, Cuts, Food poisoning, sunburn, dehydration, hypothermia</i>
<b>Controls and risk mitigation measures.</b>	<i>Gloves to be worn Safe food handling rules to be observed – sausages to be kept warm until eaten</i>
<b>Control Method</b> <i>Minimize</i>	<i>Operators to be aware of where fire extinguishers are located Sunscreen and appropriate clothing to be worn Water and drinks to be available</i>

**Hazards and risks associated with having small children around:**

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

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

<b>Hazard/Risks</b>	<b>Cuts</b>
<b>Potential Harm</b>	<i>Lacerations</i>

<p><b>Controls and risk mitigation measures.</b></p> <p><b>Control Method</b> Minimize</p>	<p><i>Sharp knives to be kept up high in kitchen.</i></p> <p><i>Children to be supervised in kitchen.</i></p> <p><i>Child Safe Scissors to be used in Children’s Ministry programmes.</i></p>
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## Hazards and risks associated with having small children around:

<b>Hazard/Risks</b>	<b>Large Items Falling on Small Child</b>
<b>Potential Harm</b>	<i>Crushing, potentially fatal</i>
<b>Controls and risk mitigation measures.</b>	<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>
<b>Control Method</b> <i>Minimize</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>

<b>Hazard/Risks</b>	<b>Injury from Cars in Car Park</b>
<b>Potential Harm</b>	<i>Broken Bones, Sprains, Lacerations, potentially fatal</i>
<b>Controls and risk mitigation measures.</b>	<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>
<b>Control Method</b> <i>Minimize</i>	

## Hazards and risks associated with having small children around:

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

<b>Hazard/Risks</b>	<b>Poisoning</b>
<b>Potential Harm</b>	<i>Illness, potentially fatal</i>
<b>Controls and risk mitigation measures.</b>	<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>
<b>Control Method</b> <i>Minimize</i>	

## Hazards and risks for specific activities – Baptismal Pool:

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

<b>Hazard/Risks</b>	<b>Working with Chainsaws Hazards</b>
<b>Potential Harm</b>	<i>Bruising, fractures, strains, lacerations, loss of limbs</i>
<b>Controls and risk mitigation measures.</b>	<i>People using chainsaws must be experienced and comfortable with their tools Safety gear – chaps, boots etc to be worn</i>
<b>Control Method:</b> <i>Minimize</i>	<i>Other people are to stay well clear of chainsaws when in use Chains to be well maintained</i>

<b>Hazard/Risks</b>	<b>Tree Falling Hazards</b>
<b>Potential Harm</b>	<i>Bruising, fractures, strains, lacerations, loss of limbs, crushing</i>
<b>Controls and risk mitigation measures.</b>	<i>The site foreman (Jason Merrett) will ensure that all workers are aware of when the tree will be falling and ensure that people stand clear.</i>
<b>Control Method:</b> <i>Minimize</i>	<i>A wire rope and vehicle will be used to ensure the tree falls in the correct place</i>

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

<b>Hazard/Risks</b>	<b>Lifting and Manual Handling</b>
<b>Potential Harm</b>	<i>Strains, bruising, squashed fingers, back injuries</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> Minimize	<i>Practice safe lifting practices – bend at the knees, stretch before and after lifting.</i>  <i>Where necessary have more than one person lifting</i>

<b>Hazard/Risks</b>	<b>Moving Vehicles Hazard</b>
<b>Potential Harm</b>	<i>Broken Bones, Bruising, Death, Paralysis, Head Injuries</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> Minimize	<i>Drivers and workers to be aware of moving vehicles on the site</i>

<b>Hazard/Risks</b>	<b>Lead Based Paint</b>
<b>Potential Harm</b>	<i>Inhaling lead, lead contaminating soil</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> Minimize	<i>Facemask, gloves and Overalls to be used at all times</i> <i>Overalls to be washed separately</i> <i>When sanding, drop cloths to be used to collect all paint scrapings, which are then to be wrapped in plastic and placed in wheelie bin.</i>  <i>Only sand when there is little to no wind or rain.</i>

<b>Hazard/Risks</b>	<b>Gardening</b>
<b>Potential Harm</b>	<i>Broken bones, cuts, scraps, sunburn</i>
<b>Controls and risk mitigation measures.</b>  <b>Control Method</b> Minimize	<i>Be aware of uneven surfaces</i> <i>Watch for sharp objects in garden – broken bottles, thorns, sharp sticks</i>  <i>Wear gloves</i>  <i>Wear protective clothing or sunscreen</i>

## Stage Building for Christmas Eve:

<b>Hazard/Risks</b>	<b><i>Lifting and moving heavy objects, working on uneven surfaces, working with many people</i></b>
<b>Potential Harm</b>	<i>Back Strain, Hernia, Damage to hands and fingers, falls, dehydration</i>
<b>Controls and risk mitigation measures.</b>	<i>Use a vehicle to transport staging from container to church Heavy staging to be lifted by two people Be aware of who is working around you</i>
<b>Control Method</b> <i>Minimize</i>	<i>Practice safe lifting practices – bend at the knees Power tools to be in good condition Food and drinks to be supplied</i>

## Installation of Shutters on Outdoor Windows of the Church:

<b>Hazard/Risks</b>	<b><i>Lifting and moving heavy objects, working on uneven surfaces, working with many people, working at heights</i></b>
<b>Potential Harm</b>	<i>Back Strain, Hernia, Damage to hands and fingers, falls, sunburn, dehydration</i>
<b>Controls and risk mitigation measures.</b>	<i>Be aware of who is working around you Practice safe lifting practices – bend at the knees Power tools to be in good condition</i>
<b>Control Method</b> <i>Minimize</i>	<i>Ladders only to be used on the smaller windows – with someone holding the ladder Scaffolding or Cherry Picker to be used for high windows Work in pairs watching out for each other Sunscreen and appropriate clothing/sunhat to be worn  Food and Drinks to be supplied</i>

## Installation of Lighting and other Technical Equipment in the Church:

<b>Hazard/Risks</b>	<b><i>Lifting and moving heavy objects, working on uneven surfaces, working with many people, working at heights</i></b>
<b>Potential Harm</b>	<i>Back Strain, Hernia, Damage to hands and fingers, falls,</i>
<b>Controls and risk mitigation measures.</b>	<i>Only use a ladder as a means of access and ensure someone holds the ladder, or the ladder is secured with a wall or in the pews.</i>
<b>Control Method</b>	<i>Use a specially designed platform for working at height.</i>
<b>Minimize</b>	<i>Where possible use a harness and top rope system, with another suitably trained person.</i>
	<i>When working on the lighting bar in the middle of the church, use a belay system.</i>
	<i>When lifting heavy items over 5kgs, use a rope and pulley system so that your arms are free to hold onto the ladder while climbing up and down.</i>
	<i>Ensure that electrical equipment is turned off while working with it.</i>