

CHURCH NAME
 Foursquare Church
 Risk Assessment

TYPE OF ASSESSMENT

Name:

Details of Assessment:

Risks /Hazards	Priority (HazPak)	Controls / Strategies	By whom	Priority (HazPak)	Monitored by	Review Date	By whom

Name:

Signature:

Position:

Date:

Hazard Identification

The following has been designed as a guide only that may assist with identifying hazards. Consider what could go wrong, that is, the potential injuries, illnesses or incident that could occur.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue.

Venue – Consider aspects of the venue that may present a hazard.

Church Activity – Consider the activities that may present a hazard.

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals.

People – Consider aspects of people that may present a hazard such as behaviour, maturity, age and skill, child protection issues, medical conditions or disabilities.

Other – Consider other hazards relating to the PSOA, the alleged victim, witnesses, workers, volunteers, confidentiality, the integrity of the investigation and any media attention.

Risk Assessment Matrix

How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is a measure of an injury, illness, incidents, or disease occurring, when assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Legend

- 1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
- 3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk.
- 5 and 6 Low risk; manage by routine procedures.

Elimination of Control Measures

Elimination of the risk should be the first consideration. If this is not reasonably practicable, the risk should be mitigated to the fullest extent possible, by using an individual control or in conjunction with other control measures from the hierarchy below.

Hierarchy of Controls

- **Eliminate the hazard:** Remove the hazard or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.
- **Substitute the hazard:** Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.
- **Isolate the hazard:** Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check of a coastal walk has fencing.
- **Use engineering controls:** Consider hiring coaches with seatbelts and ensure these are worn if available.
- **Use administrative controls:** Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.
- **Use personal protective equipment:** Use appropriately designed and properly fitted equipment such as safety glasses, hats and sunscreen, or helmets.