

Hazard Register - Church				
Significant Hazards are to be Underlined				Date Last Updated: June 2016
Task/Item/Process	What Can Cause Harm	Possible Outcomes	E M	Controls (Actions to Reduce Risk)
<u>Electricity</u> <u>Electrical Equipment</u>	Electricity Faulty equipment Broken plugs	Electrocution	M	Check equipment Check leads Report any issues to Parish H&S person
<u>Wooden Kneelers</u>	Rough edges or broken footings	Cuts, bruising or sprains	E	Check kneelers for any broken wood or sharp/rough edges Check kneelers are in good working order – no loose supports etc
<u>Altar Steps</u>	Tripping up or down the steps	Bruising, Sprains Broken bone	M	Make sure parishioners are aware of steps and take care when using them If possible, install handrails
<u>Falling Objects</u>	The object	Bruising & Crushing	M	Ensure overhead projector and screens are installed by trained installers Maintenance records kept
<u>Changing Lightbulbs</u>	Fall from height Electricity	Bruising, Sprains Broken bones Serious Injury Electrocution	M	Ensure light switch is off before changing bulb If using a ladder (up to 3 metres high), ensure worker knows how to correctly use the ladder at height and always follow correct procedures If height is over 3 metre and a raised platform is required, ensure this work is carried out by trained personnel. Note: working at height over 4 metres is notifiable to worksafe.

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<u>Use of ladders</u>	Falling	Crushing Break bone Death	M	Ensure ladder is secure/locked Ensure there are 3 points of contact Don't use on an uneven surface Do not use unsafe ladders & report defects Check ladder has non-skid feet
<u>Cleaning Chemicals & Rodent/Pest control</u>	Contact Breathing Reaction with other chemicals	Poisoning Burns	M	Ensure correct labelling Chemicals are stored in a locked storage cupboard Verify where traps are located Signage on traps
<u>Candles</u>	Flame Hot wax	Burns Cause a fire	M	When carrying candles, ensure there is guard so hot wax doesn't drip Ensure candles are extinguished completely prior to putting away Store extinguished candles in a metal container or a tinfoil lined container
<u>Power Cuts during evening Mass</u>	Parishioners tripping in the dark while exiting the church	Bruising, Sprains & Broken bones	M	Priest to ask everyone to remain seated Advise parishioners to use the torchlight on their cellphones Parishioners to exit row by row, using their cellphone torchlights

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<u>Carparks entry & exiting – Peak School Times</u> (Parishes who share grounds with school)	Heavy Congestion People in a rush Being hit by a car	Bruising, broken bones Serious injury	M	Work with School to ensure there are parking wardens on duty for drop off/pick up times Parishioners/Parents made aware of car park rules i.e. drop off/pick up Where applicable have speed signage and directional arrows
<u>Counting of cash collection</u>	Robbery	Assault causing injury from the offender	M	Ensure counting is carried out in a secure locked room with at least two people; When banking large sums of money, ensure there are two people and you alternate the route to the bank; If accosted, hand over the banking, it is not worth getting hurt for.
<u>Diversion Workers on placement at Parish - working to avoid courts or prison</u>	Worker could offend if not properly supervised	Theft Damage Assault and injury to staff or volunteers	M	If the parish accepts a diversion worker then they must:- Ensure that they are supervised at all times; If the parish has a school attached then you must check with authorities prior to ensure the diversion worker can be in the vicinity of children.