



ENGADINE & HEATHCOTE ANGLICAN

Hazard Management Policy

Definition

A hazard is anything with the potential to cause harm to people, equipment or the environment. A risk is the combination of the likelihood of a hazard harming someone, and the consequence of that harm. Identification of hazards is the first step to minimise or eliminate risk, and will aide our ministries to operate effectively. Hazard control is an opportunity for continuous improvement within the workplace, including church. Our parish has a duty of care for all our people. We are all responsible for identifying and reporting hazards and risks for the sake of our own safety and wellbeing, and all others who use our facilities.

Identification

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and people's interaction with them.

- Physical work environment.
- Equipment, materials and substances used.
- Work tasks and how they are performed.
- Work design and management.

The Hierarchy of Risk Management

The ways of managing and controlling risks are ranked from the highest level of protection and reliability to the lowest. The law requires that a hierarchical approach is taken to risk management and control. This means that priority must be given to eliminating any risk to health and safety so far as reasonably practicable.

If elimination is not reasonably practicable, we will need to consider whether the risk can be minimised, so far as is reasonably practicable. It is important that such decisions are properly documented and retained.

Review and Monitor

As our parish is dynamic, so our risk is dynamic. A regular review process is essential to this Risk Management Policy to ensure it remains relevant and best practice in relation to providing a safe and healthy environment for all our people.

As such, the Risk Management Policy should be reviewed and updated as required at least annually.

Parish Centres and Office

Prior to the commencement of any church service, organised program, or event on church property, each 'Responsible Person' should -

- Inspect the premises - walk around to determine if a hazard is present, and also observe how things are done.
- Ensure to the best of their ability that there are no hazards that could potentially cause harm to themselves or any of the persons under their responsibility.
- In the event a hazard is identified, before allowing the service or event to commence:
 - a) determine if the hazard can be safely and easily removed or rectified; or
 - b) determine if the hazard is too dangerous for the service or event to continue.

In the event of (a), once dealt with, the service or event can proceed.

In the event of (b), the service or event is to be cancelled or relocated, the area sealed off, and the Responsible Person contacted as soon as possible to inform them of the hazard.

Significant Hazard Identified During a Service or Event

In the event that a significant hazard is identified during the service or event, the Responsible Person is to suspend the service or event and inspect the hazard or risk. He/she is to:

- a) determine if the hazard or risk can be safely and easily removed or rectified; or
- b) determine if the hazard or risk is too dangerous for the service or event to continue.

In the event of (a), once dealt with the service or event can recommence.

In the event of (b), the service or event is to be cancelled or relocated, the area sealed off, and the Responsible Person contacted as soon as possible to inform them of the hazard.

Significant Hazards

Should the hazard be a significant risk to life or property, the evacuation policy is to be implemented and the appropriate emergency services contacted as soon as all people are out of the property and at the assembly point. At the same time, the Responsible Person is to be contacted and informed of the situation.

Ongoing Inspection and Prevention

The Responsible Person and other workers should regularly inspect the premises to determine if risks are evident. If a hazard is identified, it needs to be allocated a risk rating. This is determined by comparing the likelihood of an injury resulting from the hazard with the consequence of the hazard.

Likelihood	Numerical Description	Explanation
5. Almost Certain	Greater than once a year	Occurs at HEAC at least annually.
4. Likely	Roughly once every three years	Occurs at HEAC every few years.
3. Possible	Roughly once every thirty years	May have occurred at HEAC at some point. Known to have occurred at other churches.
2. Unlikely	Roughly once every three hundred years	May have happened at another church.
1. Rare	Roughly once every three thousand years	Unknown to have occurred at another church.

Consequence	Personal Injury Description	Property Damage Description
5. Catastrophic	Death, permanent disability, or permanent ill health.	Total loss of site
4. Major	Long term illness or serious injury, but recovery probable.	Significant damage / ~6 months to repair
3. Moderate	Injury requiring medical attention.	Limited damage / less than a month to repair
2. Minor	Injury requiring first aid.	Short interruption (hours) for maintenance / repair
1. Insignificant	Minimal effects or no injury.	Superficial damage to buildings / property

		Likelihood				
		5. Almost Certain	4. Likely	3. Possible	2. Unlikely	1. Rare
Consequence	5. Catastrophic	Extreme	Extreme	High	High	Medium
	4. Major	Extreme	High	High	Medium	Medium
	3. Moderate	High	High	Medium	Medium	Low
	2. Minor	Medium	Medium	Medium	Low	Low
	1. Insignificant	Low	Low	Low	Low	Low

Based on this assessment, a decision will then need to be made as to whether the property is safe to use or needs to be sealed off until rectification or implementation of a risk management plan can be undertaken.

Such inspections are to be undertaken, as required, by the Risk Management Coordinator and at least one (1) warden. The parish "Risk Register" is to be used to rate identified risks and track their rectification. Copies of the schedule are available on the SDS website www.sds.asn.au – "Wardens & Parish Council", "Risk Management".

The Wardens need to be satisfied that the properties provided for the housing of clergy staff and workers (if applicable) are safe and free from significant risks.

It is also the responsibility of the clergy and workers (if applicable) residing in the premises provided for their accommodation to report any risk or hazard to either the wardens or assigned Risk Management Coordinator. The ratings are the same as for parish properties.

Inspections are to be undertaken, as required, by the Risk Management Coordinator and at least one (1) warden. The "Parish Risk Assessment Schedule" is to be used to rate identified risks and track their rectification. Copies of the schedule are available on the SDS website www.sds.asn.au – "Wardens & Parish Council", "Risk Management".