

General: risk management tool

Event:

Activities:

Location:

Date:

1 Consultation

It is easier to maintain a safe environment when we consult with everyone involved. It is therefore very important to include staff, volunteers and others in the risk management process.

2 Identify the hazard(s)

Below are some common hazards and suggested safety measures

Yes

No

Manual handling (refer to our manual handling guide found [here](#))

Risks to children and vulnerable adults (ensure safe church requirements are met, checks in place for volunteers)

Cash handling (refer to our cash handling guide found [here](#))

Infection control (refer to our infection control guide found [here](#))

Food safety (refer to our food safety guide found [here](#))

Psychological (refer to our guide found [here](#))

Security (refer to our guide found [here](#))

Slips, trips and falls (complete worksite inspections, clean spills, remove obstacles from walkways, housekeeping)

Chemicals (substitute hazardous chemicals with safer ones, label chemical, store them out of reach of children)

Electrical (remove faulty wiring or equipment, tag and test, regularly service equipment)

Environment (ensure there is adequate lighting, consider ventilation, regular housekeeping)

External (Manage risks of violence and aggression, emergency planning)

Remote and isolated work (refer to our guide found [here](#))

Other (consider all other potential sources of harm)

3 Assess the hazard(s)

If you ticked No or are aware of a hazard add it to the table on page 2.

What is the probability of harm occurring?

What are the consequences of the harm?

Calculate the risk using the Risk Assessment Matrix on page 2

What is the risk level? (H) = High (M) = Medium (L) = Low

(H) High or (M) Medium risks must be prioritised for action

4 Controlling the hazard(s)

Are all hazards removed or at a (L) Low level of risk?

Check: After the risk assessment is complete, do you feel confident that the plan is safe?

5 Proceed safely



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1 Details

Completed by (list everyone who participated in the risk assessment):

Date:

Reported to church council by:

2 Hazards and controls used

Description of the hazard	Initial risk level (H/M/L)	List of controls used to reduce the risk level	Current risk level (H/M/L)

Risk assessment matrix

Likelihood rating



Consequence rating



	Catastrophic	Major	Moderate	Minor	Insignificant
Certain to Occur	High	High	High	Medium	Medium
Very Likely	High	High	Medium	Medium	Medium
Likely	High	High	Medium	Medium	Low
Possible	Medium	Medium	Medium	Low	Low
Rare	Medium	Medium	Medium	Low	Low

