

# Homelessness service: 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 involved in the homelessness service in the risk management process.

## 2 Identify the hazard(s)

Below are some common hazards and suggested safety measures

Yes

No

**Infectious Diseases** (personal hygiene practices including hand washing, use of personal protective equipment

safe handling and sharps disposal, clean work environment, handle and dispose of all waste appropriately)

**Manual Handling** (eliminate manual handling where possible, use mechanical aids, take rest breaks, rotate tasks,

modify equipment or layout to reduce manual handling, ensure equipment is in good working order)

**Psychosocial** (ensure there are processes to manage inappropriate behaviours from volunteers, staff

or someone attending the facility, manage fatigue and burnout, provide supervision, offer support services)

**Remote or isolated work** (provide duress alarm systems, provide reliable communication devices,

avoid the need for staff and volunteers to carry money or valuables)

**Chemicals** (store chemicals in secure dry location, substitute for less hazardous chemicals, ensure adequate

ventilation, clearly mark bottles, use eye protection and gloves)

**Security** (provide adequate lighting, restrict access to the property and vulnerable areas, arrange furniture

to maximise visibility)

**Occupational Violence** (physical barriers, identify safe retreat, avoid work alone, provide duress alarms,

provision of reliable communication devices, avoid need for staff and volunteers to carry money or valuables)

## 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

