

# Working bee: 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 contractors who will be involved in the working bee in the risk management process.

## 2 Identify the hazard(s)

Below are some common hazards and suggested safety measures

Yes No

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <b>Activity coordination</b> (coordinator appointed to oversee working bee, tasks clearly defined and allocated appropriately)                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Administration</b> (volunteers have right skills / qualifications, have been trained and inducted)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Emergency preparedness</b> (emergency plan, evacuation points, sign in and out, suitable first aid kit)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Infectious diseases</b> (ensure Covid-19 safe practices are adopted, such as social distancing)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Psychosocial</b> (manage fatigue, provide clear instruction)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Equipment</b> (equipment in safe working order and maintained, adequate personal protective equipment, use in line with persons experience and capacity) | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Manual handling</b> (avoid awkward postures, take breaks, use mechanical aid equipment)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Sun protection</b> (use sunscreen and hats, sufficient water supply, drink and rest breaks, shaded area)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Slips, trips and falls</b> (ensure volunteers have adequate clothing and footwear, isolate no-go areas)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Electric shock</b> (do not use frayed or damaged cords, do not plug in equipment with wet hands)   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Chemical</b> (store chemicals in secure dry location, ensure bottles are clearly marked, use eye protection and gloves)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Work at heights</b> (avoid working at heights if possible, ensure ladders are safe/maintained and safely operated)                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Note:</b> where activities require licenced tradesperson, check up to date skills and licences are maintained  |                          |                          |

## 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 matrix



	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

