

# HEALTH & SAFETY RISK MANAGEMENT POLICY

KINGSTON COMMUNITY CHURCH

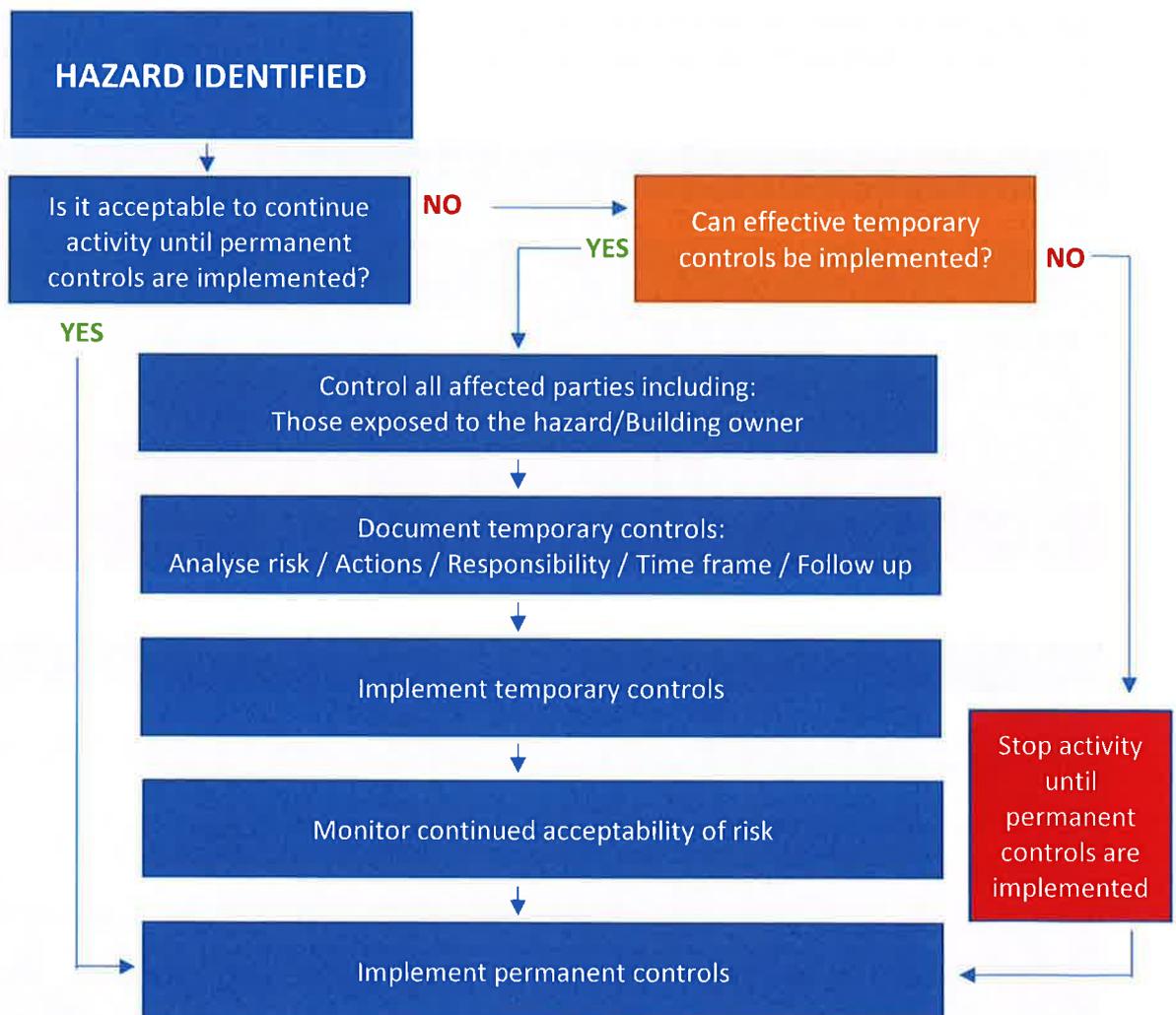


## RISK MANAGEMENT POLICY STATEMENT

### PURPOSE:

It is Kingston Community Church's (PCBU) responsibility to take all reasonably practicable steps to keeping workers/volunteers and visitors safe by ensure that all hazards are identified, analysed and then, actions taken to eliminate or minimise any harm that could come from them.

### HAZARD IDENTIFICATION FLOWCHART:



**HAZARD IDENTIFICATION PROCESS:**

We will use inspection, audits, walk-through surveys and checklists to determine hazards.

<ul style="list-style-type: none"> <li>Working environment</li> <li>Area used and its physical condition</li> <li>Workplace layout</li> <li>Location of material/equipment and distances moved</li> <li>Types of equipment used</li> <li>Energy hazards</li> <li>Hazards which could cause injury</li> <li>Hazards which could cause ill health</li> <li>Organisation environment</li> </ul>	<ul style="list-style-type: none"> <li>Human factors</li> <li>Health, disabilities, fitness</li> <li>Protective clothing, equipment, footwear</li> <li>Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Tasks</li> <li>Task analysis</li> <li>Working postures and positions</li> <li>Duration and frequency of tasks</li> <li>Loads and forces involved</li> <li>Ladder repairs and maintenance</li> </ul>
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We will analyse any “near miss” accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings.

**RISK ASSESSMENT:**

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations will be made to establish risk using the likelihood and impact scales below.

LIKELIHOOD		
SCALE	SCORE	FREQUENCY OF ACCIDENT OR ILLNESS
Rare	1	May occur only in exceptional circumstances (e.g. less than 5% chance of occurring)
Unlikely	2	Could occur at some time (e.g. 5-29% chance of occurring)
Moderate	3	Should occur at some time (e.g. 30-59% chance of occurring)
Likely	4	Will probably occur in most circumstances (e.g. 60-79% chance of occurring)
Almost Certain	5	Will occur in most circumstances (e.g. 80%+ chance of occurring)

IMPACT		
SCALE	SCORE	SEVERITY OF ACCIDENT OR ILLNESS
Insignificant	1	Negligible injury or illness.
Minor	2	Minor injury or illness requiring minor first aid and/or less than 1 week’s recovery.
Moderate	3	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1 - 6 weeks’ recovery.
Major	4	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than 6 weeks’ recovery.
Catastrophic	5	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than 6 weeks’.

		SUMMARY PRIORITY PROFILE				
IMPACT	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
		LIKELIHOOD				

Note: Any risk score greater than moderate is deemed to be a significant hazard.

PRIORITY CHART		
PRIORITY SCORE	PRIORITY RATING	ACTION REQUIRED
0 - 1	Very Low	Recognise that risk exists but continue with activity.
2 - 3	Low	Consequences are insignificant. Manage by regular monitoring.
4 - 9	Medium	Consequences may be unacceptable and need management action to share and/or reduce likelihood/impact.
10 - 16	High	Consequences are unacceptable and need immediate management action to share and/or reduce likelihood/impact.
17 - 25	Very High	Consequences are too great. Continue only if there is a statutory duty or with approval of executive team.

Note: Impact x Likelihood = Priority

**POLICY & GUIDELINES ESTABLISHED:** March 2023

**NAME:** Ross Fantain

**SIGNED:** 

**POSITION:** Elder (Chair)

**DATE SIGNED:** 20/02/2025

**DATE FOR NEXT REVIEW:** June 2026

