

## RISK REGISTER EXAMPLE ONLY

Risk Number	Risk Category	Risk Activity	What Can Cause the Risk (Hazards)	Risk	Potential Harm	Likelihood	Consequence	Inherent Risk Level	Proposed Controls (Actions to Reduce Risk)	Working Progress
1	H&S	Car parks entry & exiting at Mass Times	Heavy Congestion, Double parking, People (adults and children) moving about and vehicle movement.	Being hit by moving vehicle	Minor or Serious injury	Likely (4)	Significant (5)	Extreme (20)	<ul style="list-style-type: none"> <li>• 5kmph speed signs (existing)</li> <li>• Speed humps</li> <li>• Stop sign at the entrance (when exiting)</li> <li>• Adding walkway</li> <li>• Drop off/pick up,</li> <li>• Parking wardens on duty for drop off/pick up times.</li> <li>• Use of cell phone while driving prohibited.</li> <li>• *Obtaining professional advice recommended.</li> </ul>	To be decided
2	H&S	<p><u>Volunteers doing work</u></p> <ul style="list-style-type: none"> <li>• Use of ladders</li> <li>• Changing light bulbs</li> <li>• Manual Handling</li> </ul>	<p>Working at height</p> <p>Working at height and Electricity</p> <p>Incorrect lifting practices</p>	<p>Fall from height</p> <p>Fall from height</p> <p>Heavy object lifting</p>	<p>Bruising Cuts, Sprains and Strains, Broken bones, Head injuries</p> <p>Electrocution</p>	Likely (4)	Major (4)	High (16)	<ul style="list-style-type: none"> <li>• Ensure suitable, well maintained ladders and work platforms are provided. <ul style="list-style-type: none"> <li>○ These must be fit for purpose e.g. spanning over fixed in place church pews when accessing church's pendant light fittings</li> <li>○ This may require borrowing or hiring special equipment (e.g. work platforms/scaffold) at times.</li> </ul> </li> <li>• Select the right equipment for the task i.e. ladder, scaffold or other. <ul style="list-style-type: none"> <li>○ Ensure when used, your height access equipment is secure &amp; locked. Maintain 3 points of contact. Don't use on an uneven surface.</li> <li>○ Do not use unsafe ladders &amp; report any defects. Check ladder has non-skid feet.</li> <li>○ Have someone to monitor.</li> </ul> </li> <li>• Ensure when working with lights etc. that power is isolated.</li> <li>• When lifting, <ul style="list-style-type: none"> <li>○ Check that you can lift it safely</li> <li>○ Get assistance if required</li> <li>○ Use correct lifting practices e.g. Face in correct direction, Legs slightly apart, Bend knees.</li> </ul> </li> </ul>	To be implemented
3	H&S	Lone worker	Working alone	Accident, health incident (e.g. heart attack)	Cuts, eye damage, bleeding, infection, crushing, broken bone, Death	Likely (4)	Major (4)	High (16)	<ul style="list-style-type: none"> <li>• No lone working is advised before 7am and after 9pm.</li> <li>• Lone workers must ensure that the building is secure to prevent others wandering in.</li> <li>• Work undertaken should be low risk i.e. Not using a ladder or moving heavy objects</li> <li>• Advise H&amp;S Officer prior to lone working</li> </ul>	To be decided

Risk Number	Risk Category	Risk Activity	What Can Cause the Risk (Hazards)	Risk	Potential Harm	Likelihood	Consequence	Inherent Risk Level	Proposed Controls (Actions to Reduce Risk)	Working Progress
4	H&S	Safeguarding vulnerable children & adults	Mental or personality disorder, Drugs & Alcohol	Verbal, physical, sexual abuse or violence or bullying.	Serious Injury, Depression, Emotional Trauma, Suicide	Possible (3)	Significant (5)	Extreme (15)	<ul style="list-style-type: none"> <li>Establish a 'Zero Tolerance Policy'</li> <li>Police vetting of all volunteers/leaders</li> <li>Monitor suspicious people behaviour</li> <li>Have independent observers present selected activities (e.g. children's liturgy).</li> <li>Put in place. Robust and readily available reporting system and action plans.</li> <li>Get Professional expertise and advice (i.e. police)</li> <li>Refer also to Diocesan Safeguarding Guidelines.</li> </ul>	Safeguarding regime is in progress
5	Financial and H&S	Plant/property management	Asbestos in the ceiling, Building deterioration due age (41 years)	Legislation breach, high unplanned building repairs, exposure to asbestos	Penalties/fines for non-compliance with legislation, High costs of repairs and replacement, Serious health issues	Possible (3)	Major (4)	High (12)	<ul style="list-style-type: none"> <li>Preventive maintenance plans</li> <li>Annual building WOF's</li> <li>Adequate Insurance</li> <li>Asbestos level monitoring &amp; removal</li> </ul>	Church upgrade project (waiting for approval)
6	H&S	Movement in and around the church	Altar Steps, loose carpet, instrument/sound systems leads across the floor, slippery & uneven surfaces (e.g. wet tarmac outside)	Trip, slip and fall	Bruising, Sprains, Broken bone	Possible (3)	Major (4)	High (12)	<ul style="list-style-type: none"> <li>Warning signage</li> <li>Ensuring any trip hazards such as damaged or loose carpets are maintained with urgently.</li> <li>Designated areas for instruments &amp; sound systems with isolating systems for cables (i.e. not across walkways).</li> </ul>	Church upgrade project addressing issue
7	H&S	Contractors on site	Working at height, Welding, Use of chemicals, Falling objects	Fall from height, Fire from welding activities, Exposure to chemicals	Injury to contractors/bystanders, Loss of property	Possible (3)	Major (4)	High (12)	<ul style="list-style-type: none"> <li>When selecting Contractors, USE ONLY bona fide practitioners with NZ HEALTH &amp; SAFETY WORK ACT 2016 compliant policies and procedures in place.</li> <li>Contractors to have Public Liability and Contracts Works Insurance.</li> <li>Permit to work system</li> </ul>	To be implemented.
8	H&S	Emergency management	Terrorism	Attack	Serious Injury, Emotional Trauma, Death	Unlikely (2)	Significant (5)	Extreme (15)	<ul style="list-style-type: none"> <li>Get Professional expertise and advice (i.e. (police)</li> <li>Refer also to Diocesan Guidelines.</li> <li>Refer also "Emergency procedures" above.</li> </ul>	

Risk Number	Risk Category	Risk Activity	What Can Cause the Risk (Hazards)	Risk	Potential Harm	Likelihood	Consequence	Inherent Risk Level	Proposed Controls (Actions to Reduce Risk)	Working Progress
9	H&S	Emergency management	Seismic activities	Earthquake	Loss of property, Serious injuries, Fatalities	Unlikely (2)	Significant (5)	High (10)	<ul style="list-style-type: none"> <li>Current Upgrade project addressing EQ structural engineering recommendations.</li> <li>N/a Renovation does not include seismic strengthening</li> </ul>	Church upgrade project (waiting for approval)
10	Reputational	Leadership/Volunteer activities	Incompetency, Inefficiency, dishonesty	Diocesan norms & guidelines breach (Illegal or careless act, fraud, theft)	Damage to church properties (or items), Loss of reputation, Financial loss	Possible (3)	Moderate (3)	High (12)	<ul style="list-style-type: none"> <li>Reference checking,</li> <li>Police vetting,</li> <li>Monitoring by seniors.</li> <li>Follow Diocesan Guidelines</li> </ul>	In progress
11	H&S	Ignition sources	Candles, Hot wax, Damaged electricity cables causing sparks	Fire	Scalding/burns injuries, Fires, Electrocutation	Possible (3)	Moderate (3)	High (9)	<ul style="list-style-type: none"> <li>Obtain and Provide shielded candle holders so hot wax doesn't drip (variety probably required).</li> <li>Allocate persons to extinguisher stand by duty whenever multiple hand held candles used.</li> <li>Smoke detectors, Fire alarm monitored during unattended hours.</li> <li>Emergency procedures. <ul style="list-style-type: none"> <li>Building evacuation plan</li> <li>Hold regular Evacuation drills</li> <li>Emergency equipment (Alarms, fire extinguishers, first aid kits, Defibrillator)</li> <li>First aid training</li> <li>Contact details of parishioners, Media policy.</li> <li>All emergency exits to be kept clear.</li> </ul> </li> <li>Tag &amp; test for electrical equipment and cables.</li> </ul>	To be decided
12	H&S	Falling objects, Tables, Chairs, Store Room items and Shed Items	Ceiling projector, Statues, Audio equipment Cross used Good Friday & Easter	Falling objects	Bruising & Crushing	Unlikely (2)	Major (4)	High (8)	<ul style="list-style-type: none"> <li>Ensure overhead projector/screen and ceiling sound equipment are correctly installed (by trained installer wherever applicable).</li> <li>All medium to large Statues Cross be positioned on adequate bases and tethered to strong support points.</li> </ul>	To be decided

Risk Number	Risk Category	Risk Activity	What Can Cause the Risk (Hazards)	Risk	Potential Harm	Likelihood	Consequence	Inherent Risk Level	Proposed Controls (Actions to Reduce Risk)	Working Progress
13	H&S	Communion distribution	Hand contact with body fluids	Placing host on the tongue. Touching head or forehead (i.e. those not receiving host.	Spread of infection(s)	Possible (3)	Minor (2)	Medium (6)	<ul style="list-style-type: none"> <li>Hand sanitisers</li> <li>Distribute host hand to hand only</li> <li>Do not touch with fingers</li> <li>'Blood of Christ' Chalice hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Already done</li> <li>Indicate hand only when required</li> <li>hands over the head or use heel of hand</li> <li>?</li> </ul>
14	H&S	Racking and Storage	Loose shelf, cabinets	Cabinets fall over or collapse	Crushing, Bruising, Entrapment, Broken bones	Unlikely (2)	Moderate (3)	Medium (6)	<ul style="list-style-type: none"> <li>Check Racking on workplace inspection</li> <li>Do not overload racking</li> <li>Ensure product is secure on racking</li> <li>Report and broken or faulty racking to H&amp;S Officer</li> </ul>	To be implemented
15	H&S	Electricity, Electrical Equipment	Electricity, Faulty equipment, Broken plugs	Electrocution	Burns, death	Rare (1)	Significant (5)	Medium (5)	<ul style="list-style-type: none"> <li>Regular Tag &amp; test by authorised practitioners</li> <li>Report any issues (broken plugs, faulty equipment etc.) to Parish H&amp;S Officer</li> <li>Do not repair them by yourself</li> </ul>	To be decided
16	Financial	Fund raising	Fund raising without approval, misuse of funds	Diocesan norms & guidelines breach (Illegal act, fraud, theft)	Loss of funds, Loss of goodwill within the congregation, Bad media attention	Rare (1)	Moderate (3)	Low (3)	<ul style="list-style-type: none"> <li>Fundraising policy as approved by the parish council.</li> <li>Funds raised controlled by Finance Committee</li> <li>Expenses are controlled per approvals from parish council.</li> <li>Funds collected are recorded and verified by two people.</li> <li>Funds processed vi parish BNZ account and parish MYOB records.</li> </ul>	Similar to existing current control procedures.
17	Regulatory	Legislation compliance	Non-compliance with Building Act, Fire & Emergency Act, Human Relations Act, etc.	Regulatory breach	Penalties and fines	Rare (1)	Moderate (3)	Low (3)	<ul style="list-style-type: none"> <li>Building WOF</li> <li>Approved Fire Evacuation Scheme</li> <li>EQ Seismic Compliance</li> </ul>	To be decided
18	H&S	Stress & Fatigue	Work overload, lack of rests	Mental Stress/Fatigue	Headaches and irritability; mood swings; sleeplessness; heart condition	Rare (1)	Moderate (3)	Low (3)	<ul style="list-style-type: none"> <li>Maintain manageable workloads</li> <li>Take adequate rest breaks</li> <li>If symptoms occur, report to H&amp;S Officer</li> </ul>	To be implemented
19	Financial	Data security	Vulnerabilities in IT systems	Hacking into IT systems	Stolen data and plan giving funds	Rare (1)	Moderate (3)	Low (3)	<ul style="list-style-type: none"> <li>IT systems are password protected, Computers are physically locked up</li> <li>Fire wall, Virus guards</li> <li>Incident management procedure</li> </ul>	
20	H&S	Power Cuts during evening Mass	Darkness	Parishioners tripping in the dark.	Fall injuries	Rare (1)	Moderate (3)	Low (3)	Suggest parishioners to use their cell phone torch lights if applicable.	

Risk Number	Risk Category	Risk Activity	What Can Cause the Risk (Hazards)	Risk	Potential Harm	Likelihood	Consequence	Inherent Risk Level	Proposed Controls (Actions to Reduce Risk)	Working Progress
21	HR	Employee disputes	Disgruntled staff	Litigation against church	Penalties/fines for non-compliance with legislation	Rare (1)	Moderate (3)	Low (3)	<ul style="list-style-type: none"> <li>Compliance with taxation and employment relations acts</li> <li>performance reviews</li> <li>disciplinary process</li> <li>consultation with diocesan office</li> </ul>	
22	H&S	Use of church premises (grounds, building etc.) by external parties	Unauthorised use, Dishonesty	Abuse of church properties, Theft	Loss/Damage church property	Rare (1)	Minor (2)	Low (2)	<ul style="list-style-type: none"> <li>Use to be at PP's discretion</li> <li>Terms and conditions of hiring church premises</li> <li>Obtain contact details of participants</li> <li>Insurance</li> </ul>	
23	H&S	Kneeling during services	Limited space, No Kneelers	Kneeling	Back strains and sprains particularly for older parishioners	Rare (1)	Minor (2)	Low (2)	<ul style="list-style-type: none"> <li>Consider Re-instating kneelers and having wider pew spacing's.</li> </ul>	* action point
24	H&S	Rodent/Pest control	Chemical impregnated Baits, Poor storage facilities	Contact with chemicals	Poisoning, Burns	Rare (1)	Minor (2)	Low (2)	<ul style="list-style-type: none"> <li>Ensure correct labelling and (locked ) storage of such Chemical.</li> <li>Verify where traps are located, Signage on traps</li> <li>Use of bona fide pest control contractors</li> </ul>	
25	H&S	Use of computers	Incorrect posture, Repetitive work	Exposed to ergonomic risks	Occupational Overuse, Syndrome, Sore neck or back, Sore tendons	Unlikely (2)	Insignificant (1)	Low (2)	<ul style="list-style-type: none"> <li>Check computer is ergonomically set up</li> <li>Appropriate micro breaks</li> </ul>	
26	H&S	Overly hot and cold temperatures	Adverse weather	Exposed to extreme temperatures	Heat Stress, chills and colds	Rare (1)	Minor (2)	Low (2)	Provide adequate heating and cooling	Covered within current upgrade project