

EXAMPLE ONLY

Meeting Minutes for Risk Workshop

Meeting date/time:

Present:

Minutes:

Discussions noted below:

Topic	Key points
H+S Presentation	<p>Ajith presented an outline of the new H+S Law and its implications. The presentation covered:</p> <ul style="list-style-type: none"> • Complacency in the church with regard to H+S and possible perspective that it may not be required due to it not being a workplace as such. Most people have the view that it is covered by common sense and that nothing has happened in the past, so unlikely to happen in the future. • Ajith explains to us how the law allocates responsibilities to respective parties and new terminology i.e. PCBU and associated roles such as Volunteer officers. Ajith confirmed that in the church including the priest, are responsible for complying with the law and developing policies and procedures. However, cannot be held responsible. The point was also made that the church needs to deal with risk to ALARP (As Low As Reasonably Practicable) • Ajith explains the link between likelihood and consequence and confirms that risk is the likelihood that the apparent hazard will lead to harm. • Ajith explained the likelihood matrix and risk appetite • Ajith explained preventative controls and mitigative controls together with IR (Inherent Risk), RR (Residual Risk) & ALARP
Discussion and evaluation on Risk Register around ratings	<p>Discussion were had with regard to the risks and likelihood of the events happening. The workshop focused on these items only and not controls etc. The numerical numbering relates to items in the risk register as at 22-07-19</p> <ol style="list-style-type: none"> 1. Asbestos in the ceiling – members talked about asbestos disturbance and what was happening in day to day and how often this would be disturbed. Rekha & Sherwin confirmed that asbestos is currently in a safe state as per report and it is only if someone disturbs it like drilling a hole that there will be issues. Members also enquired about building resilience and information on whether there is a BWOFF and whether we need to get one. Agreement to change the likelihood to Possible (3) and leave risk as Major (4) 2. Safeguarding – members agreed to keep rating as on register 3. Carparking – members also noted the double parking, emergency vehicle access and fire evacuation if cars are doubled the parked. Likelihood rating changed to Likely (3) 4. Earthquake Risk: Members reasoned that building is located in Auckland which is a low seismic zone and that we have not had a significant event in the last hundred years. Agreed to lower the likelihood to Unlikely (2). 5. Terrorism: Members agreed initially to leave as is. However, a member noted that the rating was quite high and possible misconstrued due to recent events. Members also considered risk and all agreed to move the likelihood to Unlikely (2) 6. Contractors: Members decided to combine with #8 as these were essentially the same. Some members noted that there are different functions and that Contractors have their own H+S etc to satisfy so should not be combined.

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	<p>Members noted that #8 should also include the Volunteer Working in the parish (i.e. youth with music and decorations). Members decided to leave the likelihood and consequence as on register. Some members queried whether if there was an accident who would cover the ACC, does the church etc. Pay for ACC?</p> <ol style="list-style-type: none"> 7. Leadership/Volunteer Activities: Members agreed to change to Possible (3) and Moderate (3) 8. Use of ladders etc.: Members discussed the Volunteer worker doing work around the parish and decided to add this in here too. The likelihood was changed to Likely (4) due to the amount of work that is done in the parish. 9. Lone Worker: Discussion around people working alone at night and near misses with regard to homeless people sleeping on the porch, asking for money or hanging around. Concern around lack of security and people around if there is an incident. Members agreed to change this likelihood to Almost Certain based on past experience and near misses. 10. Falling Objects: Members discussed about statues falling on Altar servers etc. Members reasoned that this is not so significant so changed the likelihood to Unlikely 11. Movement in Church: Does this include the Parish Centre? Confirmed yes it does. Members agreed to change the consequence to Major due to a severity associated with elder parishioners tripping/falling etc. 12. Ignition Sources: Agreed to leave as is 13. Financial: Members agreed to change to Rare, due to current policies and procedures that mitigate the risk 14. Legislation Compliance: Members agreed to change to Rare as is covered is some of the other items on the register 15. Stress/Fatigue: Members agreed to change to Rare due to workload and amount of people on staff (1 only) 16. Data Security: Members agreed to change to Rare 17. Communion: members brought up whether EHMC's use the sanitiser. Also procedures around if person is sick but still does EHMC. Member advised that a sister who is a liturgical consultant said it was not required to be used. Members agreed to leave as is. 18. Use of Church: Members discussed other people using the grounds. Also the School Hall which the church owns – who is responsible for this? Members agreed to change to Rare 19. Electrical: Members agreed to remove electrical cables from #12 and put in #19 due to overlap. Changed the consequence to Significant. 20. Power Cuts during Eve Mass: All Agree with ratings 21. Employee Disputes: All Agree with ratings 22. Racking and Storage: Members advised that there is the storage shed and the music storage in the church that are risks if items not stored properly. Change likelihood to Possible and consequence to Moderate 23. Kneeling: All agree 24. Rodent: All agree 25. Use of Computers: All agree 26. Overly Hot and Cold temperatures: All agree 27. Manual Handling: Move to Volunteer work