



Church Facilities Significant Hazard Register



2017

Church - Generic Hazard Register

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Note

The following list of Significant Hazards is not an exhaustive list of hazards that might be present or could pose a risk in the future to your Church facility, but is a starting point for the development of an individual Church facility Significant Hazard Register.

If additional Significant Hazard/s arise at your Church facility and are not already recorded in the register then they must be added to the register

The Significant Hazard Register is a living document and must be reviewed on a regular basis and amended as necessary

New Hazards, prior to their being entered into the Register will have required filling out the associated Hazard recording forms to determine the hazard risk and its effective control measures

Generic Site / Facility Significant Hazards

Exits / Evacuation

Hazard ID	Hazard Description	Control	Date Control Updated
01	Emergency Exits lack of signage exit doors not operational correctly exits obstructed no regular checks carried out	<ul style="list-style-type: none"> • Ensure signage is accurate and strategically placed • All exterior exit doors to open outwards and internally opening hardware legally compliant • Ensure all exit are not obstructed in any way • Regularly check exits for their effectiveness 	13/03/2017
02	Evacuation ineffective un clear / no procedures displayed no attendance registers available disability needs not catered for no one appointed to control evacuations	<ul style="list-style-type: none"> • Ensure drills are regularly carried out and evaluated for effectiveness and where practicable attendance registers maintained and checked • Accurate and up-to-date evacuation procedures displayed in strategic locations • Ensure that procedures are in place to effectively and safely evacuate those with disabilities to assemble areas in case of emergencies • Emergency wardens are appointed and adequately trained 	13/03/2017
03	Disability access / evacuation no assistance unsuitable exits for evacuation	<ul style="list-style-type: none"> • Ensure available persons to assist with effective evacuation • Ensure exits will cater effectively with evacuation (e.g. wheelchair) 	

Hazard ID	Hazard Description	Control	Date Control Updated
04	Walkways Tripping / falls covered external vegetation	<ul style="list-style-type: none"> • Ensure they are free from leaking roofs and spouting • Cover slippery prone areas with non-slip paint or matting • Ensure walkways are structurally sound and in good repair • Ensure exterior and connecting walkways are level and free from tripping hazards • Cover slippery prone areas with matting • do not run , tread carefully in adverse weather, use handrails if present • ensure vegetation does not encroach on external walking paths 	13/03/2017
05	Steps, landings ramps Slips / falls poor maintenance slippery insecure hand / guard rails Different levels	<ul style="list-style-type: none"> • Ensure all steps, ramps and landings are in good repair • Slippery prone surfaces are matted or non-slip painted • Guard , hand rails secure and in good order • Mark different levels (e.g. marker paint). 	13/03/2017

Emergency Equipment / Security

Hazard ID	Hazard Description	Control	Date Control Updated
01	Fire control equipment no current test certificate or non-operational restricted access to too cumbersome to operate effectively no experienced operators	<ul style="list-style-type: none"> • Ensure all equipment, hose reels and fire extinguishers are regularly checked and serviced and all extinguishers fully charged at all times • Ensure access to appliances is not restricted • Replace cumbersome and out-of-date equipment • Ensure that trained personnel are available should fire suppression equipment used 	13/03/2017
02	First Aid no kit available for initial /minor injury poor maintenance of kit inadequate stocking - accessibility first aiders (not current certificate)	<ul style="list-style-type: none"> • Kits to be stored to be free from contamination and kept clean & tidy • Ensure that first aid kits are fully stocked at all times • First aid kits are accessible at all times • A current first aid certificate holder/s are present in each facility, programme or operation 	13/03/2017
03	Site Security After hours security - personal safety (e.g. leaving night meetings, cleaning duties or ground maintenance etc.)	<ul style="list-style-type: none"> • If working after hours ensure your area exterior entry door is locked and who to contact if you feel unsafe or threatened • If possible when leaving be accompanied by a colleague to reach your vehicle • Tell someone of your work plans and when you leave facility 	13/03/2017
04	Emergency Signage Lack of Inaccurate /poor location	<ul style="list-style-type: none"> • Ensure emergency signage in in place and is accurate and located strategically • Emergency assembly area shown in emergency signage 	13/03/2017

Hazard ID	Hazard Description	Control	Date Control Updated
05	Hygiene Health concerns washrooms toilets	<ul style="list-style-type: none"> ensure adequate cleansing and drying facilities available Regularly inspected for health and safety facilities serviced on a regular basis facility cleaned, serviced and disinfected 	13/03/2017
06	Noise hearing loss distraction	<ul style="list-style-type: none"> reduce noise at source isolate noise if practicable wear hearing protection 	13/03/2017
07	PPE Lack of or poor quality Not used	<ul style="list-style-type: none"> Ensure appropriate Personal Protection Equipment is available and is in good order and fit for purpose used where necessary 	13/03/2017

Kitchen / food preparation

Hazard ID	Hazard Description	Control	Date Control Updated
01	Spills during food preparation / serving Slipping Exposure to hazardous spills	<ul style="list-style-type: none"> Clean up immediately Warn staff and others using the area affected of the spill If the spill is of a hazardous nature, evacuate and isolate the affected area and deal with the spill in accord with manufacturer guidelines. Seek expert assistance if unable to deal with the spill in safety 	13/03/2017

Hazard ID	Hazard Description	Control	Date Control Updated
02	Hot water Kitchen washing / cleaning facilities Burns	<ul style="list-style-type: none"> • Ensure water temperature is that recommended for public use • Where water is required to be of a higher temperature for bacterial control ensure appropriate PPE is used by those undertaking cleaning duties • Place warning signs regarding hot water danger where appropriate 	13/03/2017
03	Cooking /heating / cleaning burns	<ul style="list-style-type: none"> • See SOP's for kitchen use and food preparation • Use appropriate PPE • Be aware of hot surfaces, utensils and dishes and cleaning solutions 	30/1/2017
04	Blenders / Mixers Noise entanglement	<ul style="list-style-type: none"> • Ensure hearing protection used • Ensure no loose clothing could become entangled with machine 	13/03/2017
05	Knives Incorrect use Not sharp	<ul style="list-style-type: none"> • Use correct cutting technique • Ensure cutting surfaces not damaged and are sharp 	13/03/2017
06	Damaged equipment / utensils Risk of injury	<ul style="list-style-type: none"> • Regularly inspect appliances and equipment for damage • Replace or repair any damaged equipment 	13/03/2017
07	Hygiene Health concerns food preparation surfaces floors preparation equipment not cleaned	<ul style="list-style-type: none"> • ensure adequate cleaning and drying facilities available • Regularly inspected clean facilities • facilities serviced on a regular basis • facility cleaned, serviced and disinfected 	13/03/2017

Hazard ID	Hazard Description	Control	Date Control Updated
08	Young Children Lack of adequate supervision / could lead to: Burns Injury Source of tripping others	<ul style="list-style-type: none"> • Young children need to be kept out of this area where possible • Signage to this affect and also warning to users of kitchen hazards • Provide a play area near by for smaller kids. Better supervision of kids • Older kids may help in kitchen but made aware of hazards and their control. • Other users need to be aware of other persons working in the kitchen 	13/03/2017

General Facility Hazards

06	Ladders / trestles Poorly maintained Not levelled before using Not secured Not right equipment for job Above could cause serious personal injury	<ul style="list-style-type: none"> • Check the condition of ladder / trestles before use and do not use if damaged or poorly maintained • Ensure the ladder / trestles are well positioned before they are used • Secure ladder against tipping or get someone to steady the ladder • If an extension ladder is used ensure locking fittings are in good condition and operating correctly • Use the right ladder for job. Avoid having to over reach 	13/03/2017
10	Rubbish infection fire vermin Health concerns, property damage and personal harm	<ul style="list-style-type: none"> • Do not store combustible wastes in buildings or near external building walls or doorways • Keep workshop areas free from machine and floor waste • Use rubbish disposal facilities • Ensure regular disposal of waste / rubbish • Dispose of hazardous waste as per legal and manufacturer guidelines 	13/03/2017

03	Complacency Poor H&S attitudes May cause Incidents and personal injury	<ul style="list-style-type: none"> • All persons using facilities are reminded of those H&S duties, they owe themselves and to others using the facilities, and that they are aware off facility hazards and how to minimise their impact • Everyday users and managers regularly reminded of their duties • New users reminded of their H&S duties during their induction 	13/03/2017
04	Children - Danger of harm to children through lack of supervision	<ul style="list-style-type: none"> • Where children are on site ensure they are supervised at all times • Traffic made aware of children using the facilities (signage and speed restrictions) • Overnight stays: those in charge of the facility to ensure their safety and welfare during such periods • Small children to be supervised at all times by a caregiver 	13/03/2017
05	Maintenance Equipment / Tools Poorly maintained / personal injury Users unskilled in their use / personal injury	<ul style="list-style-type: none"> • Ensure all equipment / tools in good order & fit for purpose • Ensure equipment & tool use is by competent persons • Repair or replace defective gear before further use 	13/03/2017
11	Vehicles driving and parking in facility grounds speed disabled parking areas Above factors could lead to inconvenience, accidents and personal injury	<ul style="list-style-type: none"> • Park only in designated area, do not park restricting access routes • At all times drive carefully, be aware of other vehicles and pedestrian traffic • Drive in grounds at walking pace only • Do not park or drive on pedestrian footpaths • Obey disabled parking restrictions 	13/03/2017

Additional Facility Hazards

Hazard ID	Hazard Description	Control	Date Control Updated