

WORSHIP SERVICES RISK ASSESSMENT

Activity Name and Description:	Worship Services		
Activity Location:	Auditorium	Activity Date:	Ongoing
Ministry / Dept. Responsible:		Person Responsible:	Leadership Team / Senior Pastor
Assessors:		Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>	<i>Nominate the person responsible.</i>
<p><i>Hazards are not stated separately for each 'Task' to avoid an unnecessarily repetitious document.</i></p> <p><i>Any 'task' that introduces additional hazards (such as baptism by immersion) will be risk assessed individually.</i></p> <p>A/V equipment setup</p> <p>Worship team rehearsal</p> <p>Congregation arrives</p> <p>Leader</p>	Medical Emergency	L2	C5	H	1 st Aider in attendance. Call 000. Fully stocked and 'in date' first aid kit.	Duty Officer

<p>Introduction</p> <p>Congregational singing</p> <p>Sermon</p> <p>Communion</p> <p>Congregation departs</p>						
	<p>Trip/Fall</p>	<p>L2</p>	<p>C4</p>	<p>M</p>	<p>Maintain all floor surfaces free of trip hazards.</p> <p>Ensure loose electrical/audio cables are neat and lay as unobtrusively as practicable.</p> <p>Ensure step up onto stage is clear of obstacles.</p> <p>Hand rail is provided for step onto stage</p> <p>Hard floor surfaces to be kept/dried promptly.</p> <p>Signage to be displayed when floor wet/slippery.</p>	<p>Duty Officer</p>
	<p>Electric Shock</p>	<p>L2</p>	<p>C5</p>	<p>H</p>	<p>All portable mains powered electrical equipment is to be tested, tagged, and be in date.</p> <p>User is to visually inspect lead/equipment prior to use.</p> <p>Do not use if not tested, tagged</p>	<p>Church Administrator User</p>

					and in date, or if is in poor condition.	
	Fire	L1	C5	H	<p>Duty Officers trained in basic fire fighting.</p> <p>Appropriate fire extinguishers in place and inspected biannually.</p> <p>Fire hose(s) installed.</p> <p>Fire blankets in place.</p> <p>Fire EXIT signs installed and inspected biannually.</p> <p>Illuminated EXIT signs (and emergency exit lighting) to be tested annually.</p> <p>Evacuation procedure in place.</p>	Church Administrator Duty Officer
	Aggressive behaviour, violence, robbery	L1	C3	M	<p>Duty officer to be ready to intervene, if safe to do so.</p> <p>If time allows, close/lock doors.</p> <p>Call police promptly.</p> <p>Due to isolated location, door is to be locked from inside during Kids Ministry.</p>	Kids Ministry Leader
	Food Poisoning/Kitchen Hygiene	L1	C3	L	<p>Leadership Team to formally consider if Food Safety Supervisor is to be in attendance.</p> <p>Food to be stored/served at correct temperatures.</p>	Kitchen Coordinator Duty Officer

					<p>Dedicated hand washing sink.</p> <p>Ensure all workers wash hands thoroughly before commencing work, and wash again regularly.</p> <p>Consider if gloves ought to be worn.</p> <p>Ensure thorough and appropriate cleaning.</p> <p>Children not allowed in Kitchen.</p>	
	Child Safety	L1	C4	M	<p>Baptist Union of Victoria Child Safe policy and procedures adopted and implemented.</p> <p>Where appropriate, ensure Working with Children Checks are in place.</p> <p>Where appropriate, ensure Police Checks are in place.</p> <p>Staff and volunteer workers to have successfully completed “Creating Safe Spaces” training.</p> <p>Staff and volunteer workers to be ‘screened’ and found suitable for their roles.</p> <p>Review and update documentation as appropriate.</p>	<p>Leadership Team</p> <p>Senior Pastor</p>

ACTIVITY RISK ASSESSMENT

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

<i>Factors</i>		<i>Values</i>
L5	Almost certain	The hazard /risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	Possible	The hazard / risk should occur at some time (less than 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.

CONSEQUENCE FACTORS

<i>Factors</i>		<i>Values</i>
C5	Extreme	Death; high financial loss; sustained national media coverage
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

ACTIVITY RISK ASSESSMENT

RISK ANALYSIS & ESCALATION

RISK MATRIX

Consequence

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Low	Medium	High	High	High
	L4 Likely	Low	Medium	Medium	High	High
	L3 Possible	Low	Medium	Medium	High	High
	L2 Unlikely	Low	Low	Medium	Medium	High
	L1 Rare	Low	Low	Low	Medium	High

RISK ESCALATION & COMMUNICATION OPTIONS

<i>Risk Rating</i>	<i>Escalation and Communication</i>
High	Immediate escalation to Leadership Team; active remediation activities in place; frequent regular monitoring
Medium	Church staff advised; active mitigation plans in place; frequent regular monitoring as part of existing meetings
Low	Church staff monitoring; lower priority remediation activities