

Risk Assessment Template:

Instructions:

- Please complete the fifth column of the following risk assessment for your activity. It needs to be up-dated should any significant changes to your activities or the facilities take place, that is the risks have changed.
- The most recent version of this template is available at <https://illawarrachurchofchrist.com.au/about/> under the Church Policies section.

Name of Activity	
Conducted by:	
Date conducted:	
Date sent to church secretary (John Piper at john@piperpiper.com.au)	

<i>Adjust or add to these as necessary.</i>				<i>COMPLETE this column</i>
Hazard Cross out if not relevant to your activity.	What could happen?	Who could be hurt?	Action taken to minimise risk.	Tick if relevant & in place OR cross out what is not relevant or in place.
VENUE				
Floor	Could be slippery when wet. Somebody could fall over and injure themselves. This could lead to bruises / broken bones / sprains / head injuries / back injuries.	Staff, volunteers, centre users	Put out a sign warning people when the floor has just been cleaned or something has been spilled. Where possible, clean the floor at the end of the day when there are fewer people around.	
Chairs and tables	These can cause clutter and people could trip over or bump into them. They could also fall onto people if they are stacked incorrectly.	Staff, volunteers, centre users.	Clear tables and chairs away before running physical activities such as sports. Use safe handling practices when moving or stacking tables	

			and chairs. Adhere to signs explaining how to stack them correctly.	
Electrical appliances	Faulty appliances can cause electrocution, which can cause serious injury and death.	Staff, volunteers, centre users.	This is part of the 4 monthly WHS assessment. If faults are noted then remove them from use and report.	
Outdoor steps and ramps	These are hard, and people could be injured if they trip and fall on them.	Staff, volunteers, centre users.	Use outdoor lighting when the centre is used after dark. Ensure all staff, volunteers and centre user group leaders know that they must keep steps and ramps clear of obstacles at all times.	
Hazardous chemicals in cleaning products	Cleaning products contain chemicals that can be harmful if they come into contact with skin or are inhaled.	Staff, volunteers.	All staff and volunteers will be provided with rubber gloves for cleaning. They will also be asked to ensure that the area is well ventilated.	
Fire	People could become trapped during a fire, which can be fatal.	Staff, volunteers, centre users.	Be aware of and follow Evacuation Procedures as displayed on the Hall wall.	
EQUIPMENT				
Kettle sides becoming very hot when boiled	Someone could touch the sides and burn their hands	Volunteers	The kettle will only be used in the kitchen, and only by volunteers. The kettle has a rubber handle, which does not heat up.	

Hot water being spilled	Scalding	Volunteers, attendees	The kettle must not be carried from the kitchen when it is full of hot water – the water should be poured into cups, teapots or coffee pots before being taken elsewhere. Volunteers should take extra care when carrying hot drinks.	
Children pulling hot kettle on themselves	Scalding	Children	Children will not be allowed to use the kettle at any time. The kettle will only be used in the kitchen, where children are not allowed to go.	
Damage to electric power cable	Anybody who touches the damaged cable could be electrocuted.	Volunteers, caretaker.	If faults are noted then remove them from use and report.	
Overflowing	Boiling water could land on people, scalding them. Overflowing could also lead to water getting into plug sockets, which can cause electrocution.	Volunteers	Do not fill beyond the 'maximum fill' on the kettle. If no 'maximum fill' visible remove from use and report.	
Add any additional hazards you have identified:				