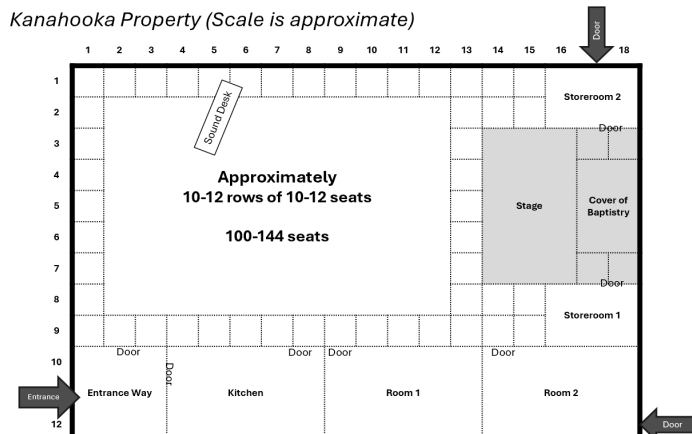
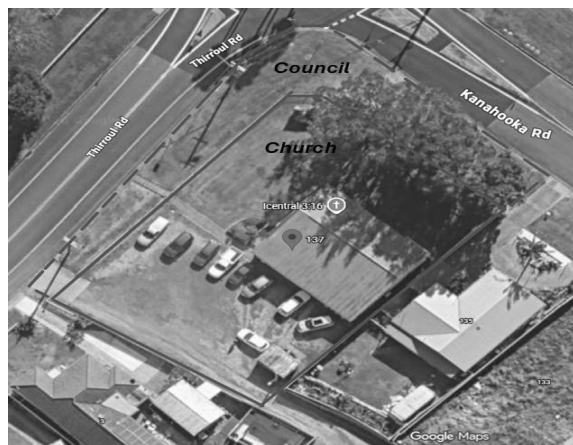


Risk Assessment list for 137 Kanahook Road

This checklist covers the property at 137 Kanahooka Road and includes the area included within the red lines recognising that the area within the outside dashed line is council property and the area within the solid red line is the primary property.



Instructions:

1. To be completed once every four months e.g. Jan-Apr, May-Aug, Sep-Dec.
2. Complete a printed or electronic copy by walking around the property..
3. Complete details of who is completing the assessment and when in the section below. Do not leave any sections blank. If unable to complete a section make a note to this effect. If you are unqualified or unable to make a risk assessment for a particular item then leave a note to that effect e.g. unable to assess lighting during the daylight, OR, unqualified to make a decision about electrical box, etc.
4. Place a **'Y' or tick '√' for Yes** or a **'N' or cross 'X' for No** next to each item in the checklist. **A 'X' or 'No' indicates a Hazard is present.**
 - a. If 'No'; please add comments if required to explain why 'No'. E.g. something broken, out of date, etc
 - b. If 'No' and poses an unacceptable risk take necessary steps to render safe or item secured in a way that it is safe until repaired.
 - c. If Yes, that is no hazard, you can still add additional comments.
5. Highlight any 'No' items in the summary section below.
6. Add and assess any items that are not covered by this checklist. Note these in the 'recommended changes' section below.
7. Provide a copy of the completed document to church secretary John Piper at john@piperpiper.com.au and copy in the board.

Date Completed:	
Completed by:	
Note any recommended changes to this checklist:	

Summary:	Issues raised in this Risk Assessment			
	List any 'No' items	Risk Score ¹	Recommended action	Date for rectification work
	On-going long-term issues			
	Lack of carpark signage/lines for parking	1	Long-term plan for lines or markers.	No current plan in place.
	Carpark underfooting is slippery	4	Replace stones with less slippery underfooting.	No current plan in place.
	Powerboard	6	Replacement/upgrade of electrical board.	No current plan in place.
	Lack of permanent disability Access	1	Putting in a permanent ramp at the front door.	No current plan in place.
	Smoke Detectors	6	No smoke detectors present.	No current plan in place.

Risk Matrix

	Consequences		
Likelihood	Minor	Moderate	Major
Likely	4	7	8
Possible	3	5	9
Unlikely	1	2	6

Risk Treatment Key	
Score 7-9: Intolerable Risk.	Immediate action to be taken. Do not continue until resolved.
Score 4-6: Tolerable Risk.	Action to be taken to reduce the risk as far as practicable.
Score 1-3: Acceptable Risk:	Monitor and further reduce where practicable.

¹ Use the following Risk Matrix to determine the Risk Score

Checklist

Contractors

List any contractors that have been on site since the last checklist completed.

Date	Contractor Name & contact details	Actions taken while on site	Followup items required	Inducted / Supervised by:

Y/N	Area Covered		Notes / Comments
A 'X' or 'No' indicates a Hazard is present.			
Emergency Plan			
	The 'Evacuation Plan' is current and clearly visible in the main hall.		
	Annual Safety Briefing: During a service the congregation was informed of: • The 'Evacuation Plan' • The emergency exits • The emergency evacuation meeting point. • The Defib Machine • The First Aid Kit • The Emergency Contacts List		Provide details of date & time of the briefing:
	The 'Emergency Contacts' List is current and clearly visible in the main hall. It includes:		
	CONTACT	NAME	PHONE NUMBER
	Emergency Services	Fire / Police / Ambulance	000
	Police	Dapto Police Station	(02) 4262-9499
	Fire Warden	Church Events: Pastor Peter Watson or if not present the Event Coordinator	0407-278-175
	First Aid Officer		
	WHS Officer	Peter Watson	0407-278-175

	State Emergency Services (SES)	132500
	Poison Information Line	NSW Poisons Information Centre 131126
	Utilities	Contact Church Secretary: John Piper 0409-808-119

Footpaths, entry gates, driveway & other outdoor areas



	The footpath and entry gate from Kanahooka Road are clear of trip hazards.	
	The footpath and entry gate from Thirroul Road are clear of trip hazards.	
	The driving entry from Thirroul Road is clear of trip or driving hazards.	
	The grassed area is clear of trip or other hazards.	

Signage

	Any outdoor signage is in good order and secure.	
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Rubbish Bins

Y	Rubbish Bins and tidy and put away	
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Carpark & outdoor grass area

	There is carpark signage to indicate where to park.	<i>Ongoing: None. It would be helpful to have some sort of guidelines.</i>
	The carpark is clear of obstructions and safe to walk on.	<i>Ongoing: Slippery underfoot carpark.</i>

Toilets		
		
	The toilets are clean and have a supply of toilet paper, hand towels and hand soap.	
	The toilets are free of any clutter or trip hazards.	
	The inside toilet lighting works.	
	The outside toilet lighting works.	<i>Note if unable to assess.</i>
Footpath around church building		
	The footpath is free of trip hazards and clutter so able to walk safely around the perimeter of the building.	
Powerboard		
 		
	The powerboard can be accessed safely.	

	The powerboard is compliant with current electrical safety requirements.	<i>Ongoing: No electrical earth leakage.</i>
	The powerboard box closes to keep out rain.	

Main Entry (outside)



	Outside automatic lighting comes on at night and is adequate for safe entry.	<i>Note if unable to assess.</i>
	Disability access ramps stored safely inside the front door.	<i>Ongoing: No permanent disability access.</i>
	The handrail for steps is present and safe.	
	The steps are safe to use and clear of slip or trip hazards.	

Main Entry (inside)



	Fire Extinguisher #1. Please note the service date in the comments box.	
	Fire Extinguisher #2. Please note the service date in the comments box.	
	Fire extinguisher sign in on wall above extinguishers.	
	'Emergency Exit' sign is above the exit door and on and easily visible.	
	The entry foyer is free of clutter and safe to walk through.	
	The sign indicating where and how to access the toilets is easily visible.	
	Signage for contact information is easily visible.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
Kitchen		



	Fire Blanket is present. Note service date in the comments.	
	Fire Extinguisher. Please note the service date in the comments box.	
	Signage for Fire Blanket and Fire Extinguisher are present.	
	Signage for labeling items in fridge is present.	
	Signage for hand washing is present.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
	Any sharp items are packed away into draws or cupboards.	
	Fridge items are labelled with group name and opened and/or expiry date.	
Hall (for specific items related to Sound Desk & Stage see below)		



	Main entry/exit door has: • Lit exit sign above door • Fire Extinguisher sign above door • Evacuation diagram to the right of door. • Doors open and close without restriction.	
	AED is present on the wall between the entry of the kitchen door and 1st small room. • Sign for AED is present • AED is present in operating order	

	Chairs are stacked no higher than 8 high. • Ensure chair stacking sign is clearly visible. • Chairs should only be stacked against the two sections of wall that have the chair signage.	
	An evacuation diagram sign is present on the wall between small rooms 1 & 2.	
	An evacuation diagram sign is present on the wall to Data Projector screen up/down switch.	
	Chairs & tables present are in good repair and safe to use.	
	Project Screen is secure and is functioning (goes up and down) properly.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels. This includes: • Speakers	
	The room is free of trip hazards or clutter hindering safe passage.	
	'Emergency Exit' sign is above the exit door and on and easily visible.	
	A/C Cleaning every 6 months. Indicate date of last clean.	
Sound Desk Box		
	The sound desk is able to be moved safely.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels. This includes: • Laptop • Sound Desk • Lighting box (if present) • Note: Check draws	
	The closing lid is safe to use.	
Stage Area		
	The baptistry is securely covered.	
	The stage is free of trip hazards or clutter hindering safe passage. (Note: leads should be out of travel passage ways or safely secured with a cover or tape to stop trips.)	

	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels. This includes: • Amp • Musician Monitors • Piano	
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Small Room #1 (next to kitchen)



	A lit green emergency exit sign is present above the entry of room 2.	
	A lit green emergency exit sign is present above the exit to the outside in room 2.	
	The exit door is clear from any impediments.	
	Chairs & tables present are in good repair and safe to use.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
	Any cupboards are secure from tipping.	

Small Room #2

	Chairs & tables present are in good repair and safe to use.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
	Any cupboards or shelving are secure from tipping.	
	'Emergency Exit' sign is above the exit door and on and easily visible.	
	Exit door is accessible and easily opened.	

Store Room #1 (Next to Room 2)		
	Chairs & tables present are in good repair and safe to use.	
	Any ladders present are in good repair.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
	Any cupboards or shelving are secure from tipping.	
Store Room #2		
	Chairs & tables present are in good repair and safe to use.	
	All electrical equipment including powerleads and powerboards appear in good order and have up-to-date tag and test labels.	
	The room is free of trip hazards or clutter hindering safe passage.	
	Any cupboards or shelving are secure from tipping.	

The following section is not a risk assessment but it simply to keep a record of overall building issues and so DOES NOT need completing as part of the 4-monthly risk assessment.

Long-term Issues	
Church Roof	Appears to need replacement.
Hall Ceiling	Needs patching and painting.
External walls	Cracks need repairing. Requires underpinning work.
Windows	Not all close fully due to wall movement. See above.
Disability Access	- Church Entry: Adjust for permanent disability access e.g. ramp - Hearing Loop
Toilets	Upgrading. Integration with the main building
Car Park	- Needs resurfacing - Parking guidelines - Better around the building carparking

Men's Shed	N/A is not under our responsibility.
Manse	N/A is not under our responsibility.

The following section is to ensure event risk assessments are current for each ICOC activity using the building. A template for the risk assessment is attached below:

Current ICOC activities using the building:		
Activity	Date of most recent Risk Assessment Completed	Notes
Sunday Service		
Knit & Knatter		
Men's Coffee Group		

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:				