A logo with text and colorful dots

Description automatically generated

|  |
| --- |
| **ACTIVITY RISK ASSESSMENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Name and Description:** | Table Church Sunday Gatherings |  |  |
| **Activity Location:** | 8/77 Ruttleys Rd Wyee or 57 Dale Ave Chain Valley Bay | **Activity Date:** | Sundays ongoing |
| **Ministry / Dept.**  **Responsible:** | Table Church | **Person**  **Responsible:** | Daniel Waugh or Caleb Byrne (depending on house) |
| **Assessors:** | Daniel Waugh, Caleb Byrne | **Assessment date:** | 02.08.2022 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | **Risks/Hazards** | **Likelihood** | **Consequence** | **Risk Rating** | **Proposed Control Measures** | **Responsibility** |
| ***List each of the tasks for the activity*** | ***List the risks/hazards associated with each task*** | ***(L1-L5)*** | ***(C1-C5)*** | ***(L/M/H)*** | ***Nominate Control Measures*** | ***Nominate the person responsible.*** |
| Cooking and prep of lunch | Food poisoning/  spread of disease | L3 | C2 | M | Food prepared by a small number of people. Hands washed and gloves are worn if appropriate (e.g. a single person serving everyone). | Daniel |
|  | Burns | L2 | C2 | L | Only adults near hot equipment used to cook food. Ensure equipment is in working order and set up correctly | Daniel |
|  | House Fire | L1 | C4 | M | Fire alarms at various locations. Fire blanket in the kitchen | Daniel |
| General activities in the house | Falls – minor cuts and bruises | L2 | C2 | L | 1. First aid kit on site  2. Activities supervised at all times  3. Ensure clear walkways | Annika |
|  | Equipment/furniture falling on a child | L1 | C3 | M | Houses to be checked annually to ensure furniture is fixed to the wall as appropriate and any trip hazards are removed. | Daniel |
| Eating & Drinking | Alcohol abuse | L2 | C3 | M | Alternatives supplied to alcohol. Monitor to ensure moderation of all attendees. Alcohol to not be included in meetings if some present have issues with alcohol abuse. | Daniel |
|  | Allergic reactions to food | L2 | C4 | M | A clear indication of potential allergens is made known before food is served. New guests asked of any allergies. | Host |
| Inviting new people to a home | Aggressive/unwanted visitors | L1 | C1 | L | Don’t hold open invite events at the home of a person of greater risk (i.e. single female living alone). | Daniel |
| Eating/being social outside with large dogs | Tripping, being knocked over, being bitten | L2 | C2 | L | Dogs not allowed inside, dogs put in crates if being boisterous, all children to be supervised in interacting with the dogs, all guests to be asked if they are OK with dogs (put in crates if not). | Host |

**LIKELIHOOD FACTORS**

|  |  |  |
| --- | --- | --- |
| ***Factors*** | | *Values* |
| **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**

|  |  |  |
| --- | --- | --- |
| ***Factors*** | | ***Values*** |
| **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 |

**RISK MATRIX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequences** | | | | | |
|  | **C1**  **Insignificant** | **C2**  **Minor** | **C3**  **Moderate** | **C4**  **Major** | **C5**  **Extreme** |
| **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**

|  |  |
| --- | --- |
| ***Risk Rating*** | ***Escalation and Communication*** |
| **High** | Immediate escalation to church leadership (Board); active remediation activities in place; regular frequent (weekly) monitoring |
| **Medium** | Church management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings |
| **Low** | Local management team monitoring; lower priority remediation activities |