**Hazard Management and Identification**

Health and Safety law has one fundamental aim – to prevent harm to anyone. Hazards are to be identified and all reasonably practicable steps are to be taken to eliminate, isolate or minimise any harm that could come from them.

This is a regular process and hazards need regular review. A Hazard Register (see template attached) is a foundation to identify, record and review the hazard management in your building. Accountability must be shown and plans and dates made to complete action.

Proactively identifying significant hazards must be done on a regular basis.

Revision of the Hazard Register should be addressed regularly as part of the Health and Safety discussion at Vestry and Regional Council.

**Some examples of hazards in Parishes might be:**

Doors – are all exit doors clear and signage clearly visible

Exit signs – make sure these are prominent

No Exit signs – place these signs on doors which do not have outside access

Trip hazards – steps, uneven ground, cables

Aisles/Walkways – keep clear of any items and chairs

Candles – Potential fire risk

(All Saints Eltham have purchased beeswax candles instead of tallow as it has been proven that tallow candles are cancer inducing.)

Infection Control – Hand gel, have available at altars and in body of Church

Communion Chalice – wash in boiling water. Avoid dipping wafers into wine

Ladders – make sure ladders are always locked away. Have a second person present when in use.

Lighting – check this is adequate in all areas

Hazardous and Dangerous Substances – compile a list and ensure these are stored in securely locked cupboards.

Recycling and rubbish – Bins should be clear of all buildings

Grounds – check all vehicle accesses are clearly marked

Stages – be aware of hazards in this area

Fire – Evacuation notices in place. Escape routes clear. Doors able to be opened. Fire blanket in kitchen. Assembly point location on all power points and pew sheets.

Date:

Next Update: