

Health & Safety Framework

February 2020



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1. HEALTH AND SAFETY STATEMENT

We believe that having an effective Health & Safety management system is important. Through our active commitment to legislation compliance and, most importantly, ensuring our workers and volunteers are safe, we will continuously look for opportunities to improve our health and safety performance and systems whilst still following our Church values.

We aim to actively promote improvement through ensuring our staff and Management are equally committed, involved and supportive of our Health & Safety practices.

To achieve this we will ensure all workers and volunteers are:

- Working together; taking reasonable, practicable steps to ensure that any significant risks or hazards to workers are minimized, and workers are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Informed about accident and emergency procedures.
- Aware of their responsibilities to themselves, their fellow workers and the general public.
- Utilising the systems in place to record all incidents, near misses or injury.
- Promoting the provision of advice, information, education and training in relation to work health and safety.

2. H&S REVIEW PLAN

A H&S Review Plan shall be developed annually and progress against the plan discussed with the Oversight Committee at minimum quarterly. The H&S Review Plan shall cover off, at a minimum, the following areas:

- Worker engagement
- Hazard identification and management
- Accident reporting and management
- Emergency planning and readiness
- Contractors and visitors

3. WORKER ENGAGEMENT

All workers should be appropriately trained and inducted into the H&S system to ensure they:

- Understand and are aware of any risks of hazards; and
- Understand the processes involved and what their responsibilities are.

a. Training Register

A register must be kept of all H&S training. This should be reviewed annually to ensure training is up to date and identify when certificates require renewing.

A template is found at Appendix 1.

b. Induction Register

A register must be kept detailing the date of staff and volunteer inductions and a summary of the information covered in the induction. This must be signed by the staff member / volunteer.

Refer Appendix 2 for a copy of the induction checklist template.

4. HAZARD IDENTIFICATION & RISK MANAGEMENT

It is the churches responsibility to take all reasonably practicable steps to ensure that hazards are identified, analysed, and actions taken to eliminate or minimise any harm that could come from them.

a. Hazard Identification

Work Environment Hazards

On a regular basis, at minimum annually, a walk-through of each work area shall be completed in order to identify hazards. All hazards identified shall be documented and provided to the H&S Manager within one week of the review.

For any buildings that are hired externally, a Daily Venue Checklist shall be completed - refer Appendix 7.

A Sunday Service Venue checklist (refer Appendix 8) should be completed before each church gathering where members of the public are invited or where attendance is more than 20 people.

A Building Safety Checklist (refer Appendix 3) should also be completed for each building at least annually.

A Building Warrant of Fitness must be provided to the local council annually in accordance with the requirements of the Compliance Schedule for each building.

Task Specific Hazards

A risk assessment shall be completed for any task that contains one or more of the following attributes:

- If the task/job is complex
- If you don't feel comfortable performing a routine day to day task
- If you feel complacent
- If the task is not frequent
- If the task is repetitive over an extended period of time
- Where lifting of heavy objects is required
- Where working at heights is required (i.e risk of fall of greater than 1.8 meters)
- Where there is a risk of being struck by falling or moving objects
- Where working in a new location is required
- Working with chemicals
- Working with potentially unidentified or uncontrolled energy sources
- Working with machinery
- Working alone

Refer also Appendix 6 for a Working Bee Checklist.

Activity/Event Specific Hazards

An Activity Risk Assessment shall be completed for all activities where members of the public will attend.

First Aid

An incident and accident register shall be kept with each first aid kit and completed in the event that first aid is rendered. Each register shall be regularly reviewed by the H&S Manager.

Risk/Hazard Log

A book shall be made available at each location for any member of staff, volunteers or visitors to record and risks/hazards that they identify. These shall be reviewed by the H&S Manager on a regular basis.

b. Risk Assessment & Management

All risks/hazards identified, including accidents and ‘near misses’, shall be analysed in order to determine the magnitude of the risk and what action should be taken.

A template Risk Assessment Form is provided at Appendix 4. Where the risk/hazard relates to an activity or event attended by members of the public, an Activity Risk Assessment form (refer Appendix 5) may be completed instead.

Filling out the Risk Assessment Form

Step 1: Identify the Tasks

The individual steps of the relevant task shall be identified. The following steps shall be performed for each task.

Step 2: Assess the Likelihood and Consequence of the Risk

The likelihood and impact of the risk shall be rated. The ratings shall incorporate the effectiveness of controls currently in place and may assume the people concerned know what “ought reasonably to be known” about the hazard or risk and ways of eliminating or minimising the risk.

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

Step 3: Determine the Risk Rating

Once the likelihood and consequence factors have been determined, the Risk Rating can be derived from the table below.

RISK MATRIX

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Medium	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	Medium

Step 4: Identify the Required Course of Action

A Risk Rating indicates the action required as noted below:

Risk Rating	Escalation	Action	Monitoring
High	Immediately escalate to Oversight Team	Active remediation activities to be put in place	Weekly monitoring
Medium	Advise Oversight Team	Active mitigation plans in place	Monthly monitoring
Low	N/A	Lower priority mitigation in place	Relevant leader to monitor

Where action to reduce the likelihood or consequence is required, the availability and suitability of possible actions shall be determined. In considering the availability and suitability of possible actions, consideration may be given as to whether the cost to eliminate or minimise the risk is grossly disproportionate to the risk in question.

A course of Action must then be selected and documented. Where it is in relation to a hazard/risk with a high risk rating, Oversight Committee approval of the action plan must be obtained.

The task shall be stopped until appropriate controls, either temporary or permanent, are implemented in order to reduce the risk rating to an acceptable level.

Step 5: Implement the Selected Course of Action

The selected course of action, including any temporary controls, shall be implemented, documented and discussed with all affected parties. The requirement for continual monitoring shall also be considered.

5. INCIDENT MANAGEMENT

Incident management covers off the process to record and investigate any incidents that have occurred in the work place to workers and/or visitors. These incidents may be accidents, incidents or near misses.

- Accident: Any unexpected, unplanned or undesired event or circumstance that has a negative implication; it results in harm to people, loss of life (notifiable event), or damage to property.
- Near Miss: An unexpected and unplanned event or series of events that did not result in injury, illness, or damage to property, equipment, material or the environment - but had the potential to do so under slightly different circumstances. Only a fortunate break in the chain of events prevented an injury, fatality or damage.
- Incident: An event or series of events that has taken place or occurred which may or may not have resulted in a near miss or accident. Note: All accidents and near misses are incidents, but not all incidents result in near misses or accidents.

Responsibilities

The H&S Manager is responsible for:

- Preventing accidents and injury by providing a safe and healthy work environment
- Taking all reasonably practicable steps to see that all workers are aware of the accident reporting system, know where to obtain the appropriate form and how to report such events when they occur
- Arranging appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- Acting as the health and safety representative, including liaison with ACC and investigation of workplace injury or accident

Workers are responsible for:

- Observing any established health and safety procedure that relates to the work performed
- Participating in relevant health and safety training
- Accurately reporting and documenting all accidents, incidents and observed hazards to the H&S Manager
- Obtaining initial medical treatment from a registered treatment provider of his/her choice - this must be a registered medical practitioner if lost time is involved
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the H&S Manager

Procedure

A record of all accidents, near misses and other incidents must be maintained and investigated in order to determine how this came about and what action should be taken to minimise the risk of this re-occurring.

In the event of “serious harm” or a significant hazard, the Oversight Committee must be advised immediately. The following procedures must also take place:

- Make sure anyone injured or suspected of injury has received medical attention if necessary
- Notify WorkSafe NZ, as quickly as possible, as per their requirements
- Isolate and protect the scene. Do not interfere with the accident scene without the permission of an inspector from WorkSafe NZ

6. EMERGENCY MANAGEMENT

Fire

All buildings where the gathering of 100 or more people takes place are required by law to have an approved evacuation scheme (approved by the Fire Service) and six-monthly fire drills. Fire drills completed must be notified to the Fire Service.

An evacuation procedure is required for each building where no approved evacuation scheme is in place. This procedure must provide for all occupants to be evacuated to a safe place so that all occupants can be accounted for.

The evacuation procedure must be displayed in a prominent place in each building, clearly identifying the designated assembly area and contact details for emergency services. Signs/notices must be erected at appropriate places that clearly indicate the evacuation procedure.

Other Emergencies

A procedure should be in place for the evacuation of buildings in the event of other emergencies. This may be the same procedure as for fire.

7. CONTRACTOR SAFETY

Purpose

To ensure a safe environment for all persons working on, or visiting, our sites.

Responsibilities

The H&S Manager is responsible for:

- Ensuring all contractors have considered the risks relevant to the tasks they are performing and have a safety plan in place
- Ensuring all contractors have completed appropriate site induction
- Where contract work is expected to be significant (including any works taking longer than 8 hours), the Oversight Committee shall consider whether a Contractors Agreement, including H&S provisions, is required.

8. OTHER HEALTH & SAFETY POLICIES

The following pages set-out the H&S policies in place at the time this document was put together. These policies, as well as any subsequent additions or amendments, must be adhered to by all staff and volunteers.

a. Discomfort Pain Injury (DPI) Prevention Policy

Background & Purpose

DPI is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues.

The purpose of this policy is to provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

The H&S Manager is responsible for:

- Encouraging workers to report any work-related pain to the H&S Manager as soon as possible
- Ensuring the work environment of any workers who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Facilitating an early return to work for any worker who has been absent through a DPI related injury where possible.

Workers are responsible for:

- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting early symptoms to the H&S Manager - preferably before visiting a doctor
- Participating in an early return to work programme if applicable

Procedure

Individual workers should adjust their own workstation to maintain a comfortable working position, vary tasks, practice micro-pauses and take other breaks. They must report any problems to the H&S manager, who in turn may request a full workstation assessment from a properly trained workstation assessor.

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possible serious and long-term condition.

b. Smoke-Free Working Environment

Background & Purpose

This policy is developed to meet the requirements of the Smoke-Free Environments Act 1990 and the Smoke-Free Amendment Act 2003.

Responsibilities

Workers are responsible for:

- Adhering to all aspects of the smoke-free working environment policy.

Procedure

Smoking in buildings is prohibited. Smoking is permitted in outside areas, provided the smoker keeps their distance from people (to protect against smoke drift and passive smoking).

c. Safe Driving

Background & Purpose

To ensure that workers who drive vehicles in the course of their work demonstrate good road safety habits at all times in order to ensure the maximum safety of the drivers, occupants and other road users.

This policy applies to all workers driving personal and church vehicles for work purposes.

Responsibilities

The H&S Manager is responsible for encouraging safe driving by:

- Forbidding the use of mobile phones in vehicles while driving, except when using hands free devices
- Encouraging regular breaks when driving

Workers are responsible for:

- Ensuring they hold a current driver license for the class of vehicle they are driving and this license is carried when driving the vehicle
- Paying for all speeding or infringement fines obtained
- Immediately notifying the H&S Manager if their driver license has been suspended or cancelled or has had limitations placed upon it
- Being responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Displaying the highest level of professional conduct when driving a company vehicle
- Complying with traffic legislation when driving
- Assessing hazards while driving and anticipate 'what if' scenarios
- Driving within the legal speed limits, including driving to the conditions
- Wearing a safety belt at all times
- Never driving under the influence of alcohol or drugs
- Avoiding distraction while driving
- Ensuring the vehicle is legally registered, warranted and insured for the purposes of work
- Not carry loads for which the vehicle is unsuited, not carry more passengers than for whom there are seat belts.

d. Manual Handling

Background & Purpose

This policy is developed to identify, assess, prevent and control the hazards and risks associated with manual handling in the workplace.

Responsibilities

Workers are responsible for:

- Taking all reasonable and necessary precautions for their own health and safety and that of others, when carrying out manual handling tasks
- Being familiar with current best practice for manual handling, including use of equipment

Procedure

Where manual handling is required, the following questions must be considered:

Are any of these factors present in the task?

	No	Yes
Twisted, stooped, awkward asymmetrical postures	<input type="checkbox"/>	<input type="checkbox"/>
Fixed, sustained, rigid, prolonged postures	<input type="checkbox"/>	<input type="checkbox"/>
Unvaried, repetitive movements	<input type="checkbox"/>	<input type="checkbox"/>
Sudden, uncontrolled or jerky movements	<input type="checkbox"/>	<input type="checkbox"/>
Handling or reaching away from the body	<input type="checkbox"/>	<input type="checkbox"/>
Using high or sustained force	<input type="checkbox"/>	<input type="checkbox"/>
Handling heavy or awkward loads	<input type="checkbox"/>	<input type="checkbox"/>
Whole body vibration or upper limb vibration	<input type="checkbox"/>	<input type="checkbox"/>
Handling that goes on for too long without a break	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above factors are present, a risk assessment must be completed in order to minimise the risk. The Worksafe Manual Handling Code of Practice may be referenced for ideas on how best to mitigate. A copy of the risk assessment must be kept.

e. Fire Safety

Any appliance that gives an open flame, or is fuelled by a flammable liquid or gas, must not be used in a building unless the appliance is constructed, secured, and protected in a manner that minimises the risk of fire to the building and its contents.

f. Sexual Safety Policy

Every person, of all ages and gender, is entitled to be safe from sexual harassment or abuse.

Policy

Protocols to prevent opportunity for sexual harassment or abuse:

- All leaders will set adequate personal boundaries to ensure their integrity and purity is maintained at all times, in all situations, including the following (as far as possible):
 - Avoid male female counselling in isolation with young people. Remain in places that are in view of others.
 - When providing transport, avoid the situation of transporting just one member of the opposite sex as you (unless related). Public seeing you two in the car could jump to conclusions - yours and the other persons integrity is to be protected.
 - In overnight camp/conference situations, males and females should not sleep in the same room (unless married) and should be reasonably separated - both physically and visually.
 - Respect other people's personal boundaries and be mindful to avoid touching them in a potentially sexual way.
 - Be aware of appropriate hug options and dress code.
- If there is a sexual advance on a leader, or by a leader, the leader must remove themselves, or be removed, from the situation immediately.
- Any leader and/or helper for children/youth programs must have Senior Pastor approval. The Senior Pastor would require police vetting in the absence of a suitable reference.
- Parents and caregivers are encouraged to attend and observe programs. Leaders must know who any visitors are and children/youth should not be left alone with any visitors.
- In children's programs:
 - Leaders must remain aware of the whereabouts of other leaders and avoid being alone with a child unless in full view of another adult.
 - There should be no touching of the body of children normally covered by swimming togs, unless required for toileting. Leaders should discuss and have agreement around safe touch zones.
- Youth/children should not leave a program before the set finish time without approval from the caregiver.
- Any complaints of sexual harassment should be notified immediately to the Senior Pastor or a member of the Oversight Committee.

g. Disruptive Persons

Background & Purpose

Staff and volunteers are to understand how to protect themselves if a situation, beyond their control, arises.

Responsibilities

Workers are responsible for:

- Ensuring their own actions or inactions do not harm themselves or others
- Being aware of policy and who to gain assistance from when required
- Reporting any incident that occurs as soon as practicable

Procedure

Staff and volunteers are not expected to take verbal or physical abuse from any person. If a situation arises within the workplace boundaries, you are to follow the procedures outlined below:

- Remove yourself from the incident and get into a safe position; and/or
 - Call for help; and/or
 - Call 111 for Police assistance (or ambulance if required); and/or
- Phone the Senior Pastor or a member of the Oversight Committee and advise the situation, ask if any other workers can assist or are able to collect you or your car if required.

APPENDIX 1: TRAINING REGISTER TEMPLATE

TRAINING TOPIC OR COURSE NAME	NAMES OF PEOPLE TO ATTEND	DATE DUE OR COMPLETED	RENEWAL DATE
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APPENDIX 2: INDUCTION CHECKLIST

Name:

Date:

General

- Tour of work area
- Location of facilities (kitchen, toilets etc)
- Access and alarm details

Emergency

- Emergency exits & procedures
- Fire extinguishers
- First aid kits
- Notification procedures

Incidents/Hazards

- Incident reporting
- Hazard identification policy

Other Procedures (as appropriate)

- DPI policy
- Smoking policy
- Safe driving policy
- Manual handling policy
- Disruptive persons policy

Other

List any other areas covered as part of the induction below:

Signed by Employee/Volunteer:

Signed on behalf of LLC:

Date:

APPENDIX 3: BUILDING SAFETY CHECKLIST

Use this checklist to assist you in maintaining compliance with Part 1 of the Fire Safety and Evacuation of Buildings Regulations 1992.

DATE: _____ NAME: _____

ITEM	YES	NO
Are all smoke and fire doors able to move freely, in good working order and not held open by non-complying devices (wedges, hooks etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes clear of obstructions (rubbish, storage etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire action notices, exit signs and arrows in place and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors open easily without the use of a key when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire hose reels in good condition and not visually or physically obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers in good condition and not visually or physically obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Has all fire fighting equipment been serviced in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire alarm manual call points clear and not obstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

HOUSEKEEPING	YES	NO
Is flammable storage appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Is floor/area tidy and neat?	<input type="checkbox"/>	<input type="checkbox"/>
Is all rubbish removed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building warrant of fitness current? (If applicable) Expire Date: / /	<input type="checkbox"/>	<input type="checkbox"/>
Have all previously noted faults been rectified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DEFECT	DATE RECTIFIED
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APPENDIX 4: RISK ASSESSMENT FORM

Task Name and Description:			
Task Location:		Task Date:	
Ministry / Dept. Responsible:		Person Responsible:	
Assessors:		Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
<i>List each of the steps of the tasks</i>	<i>List the risks/hazards associated with each step</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>

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>

APPENDIX 5: ACTIVITY RISK ASSESSMENT FORM

Person responsible for activity (name):	Ministry:
Location and description of activity: (What are you planning to do?)	
Number of leaders on activity:	Number of people on activity: (e.g. young people)
Names of leaders:	Date of activity:
Start Time:	Finish Time:

Risks: (accident, injury, incident , phone access - actual or potential)	
1	
2	
3	
4	
5	
6	

For each identified risk, record the factors that might cause the risk to happen and the steps to control these.

	What may cause the risk to occur	Steps to control risks What needs to be in place to manage risk?
People Fitness, experience, health, skills, people to leader ratio.		
Equipment & Resource Clothing, shelter, transport, specific gear for activity		
Environment Bridges, water, weather, terrain, other activities at same place, cell phone coverage.		
Emergency Response Plan What back-up or actions would be required if something goes wrong?		
Action Required	Who is responsible?	

Leader's Name: _____

Leader's Signature: _____ Date: _____

Senior Pastor / Church Administrator / Ministry Leader to complete:

Approval - Should this activity go ahead? YES NO

Date: _____ Sign: _____

Comments:

Please note: any changes to the information above will require consultation with the Ministry Leader before the activity occurs.

Final Assessment checklist	..Tick, initial or n/a
Any medication required is available	..
First aid kit available	..
Cell phone available	..
Copy of map of area - directions for drivers etc.	..
Copy of activity risk assessment	
Weather forecast checked where applicable	
Appropriate people have been informed of any changes to plan	

Return this form to the Church Administrator, and retain a copy for yourself and take it with you on the activity.

<p>Review of Activity</p> <p>Any changes in planning for future activities or learning from activity (re risk management)</p> <ul style="list-style-type: none"> • • • • <p>Person completing review: _____</p> <p>Date: _____</p>

APPENDIX 6: WORKING BEE CHECKLIST

Prepare Before the Event

What work is required to be done?

Do you have sufficient people?

Do you have the correct tools for the jobs?

Is any special protective gear required?

Do you need specialist tradespeople - are these in your volunteers?

How long will each job take?

How skilled do volunteers need to be?

Is there equipment being used that requires training (e.g. a cherry picker)

Is there a skip for rubbish disposal or some other means?

Is there a need for Police Vetting?

Is supervision of children necessary and if so, has this been arranged?

Are food and refreshments provided and if so, has this been arranged?

If the working bee is cancelled, how will you communicate this?

On the Day

Have all volunteers been briefed?

Thanking them, advising jobs required, advising safety requirements; including any hazards, what is required for the day, who to report to, how to fill out incident reports, where the first aid kit is and who is first aid trained.

Have you ensured volunteers are fit for the job they are doing?

E.g. the oldest volunteer shouldn't be lifting the heaviest table/equipment

Have you ensured volunteers understand what is required?

Have supervisors been delegated to ensure their training, safety and understanding.

Are regular breaks scheduled and are fluids available?

E.g. water or a cup of tea

Has sunscreen been provided for those working outside?

Are you consulting, co-operating and co-ordinating with volunteers throughout the day?

To help with this, ask other leaders to assist, but have one overall person in charge.

End of Day

Has a debrief been organized with volunteers?

E.g. talk about what was achieved, any issues etc

Review practices - what could be done differently?

APPENDIX 8: SUNDAY SERVICE VENUE CHECKLIST

Venue: _____

Check the following each event with members of the public invited or more than 20 people attending:

- all fire exit doors open easily
- all fire exits are clearly signposted
- all fire egress pathways are free from obstacles

Date	Event	Name	Signature