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| **Department / Parish** | **Site / Location** | **Specific Work Area** |
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| **Date of Assessment** | **Job Task Description** | |
|  | **Parish Grounds and General Maintenance** | |

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| **Risk Assessment Developed By / Consulted With** | | | | | | |
| **Name** | | **Signed** | | **Position** | | **Date** |
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| **Risk Assessment Approved By** | | | | | | |
|  | **Low Risk / Medium Risk – Local Manager / Coordinator / Parish Priest** | | **High Risk - Regional or Area Manager / Director / Vicar General** | | **Extreme - Executive Director / Vicar General** | |
| **Signed** |  | |  | |  | |
| **Position** |  | |  | |  | |
| **Date** |  | |  | |  | |

***Risk Assessment Steps***

Step 1. Identify the potential hazard and the sources of the hazard

Step 2. Break the activity or tasks into logical steps

Step 3. Identify and review the existing control measure for each hazard

Step 4. Assess the risk given all control measures applying the risk matrix

Step 5. Implement agreed control measure applying the hierarchy of controls

Step 6. Monitor and review control measuring

| **Item No:** | **Activity/Work Step** | **Type of Hazard** | **Description of Risk** | **Existing Control Measures** | **Existing Risk Score** | **Proposed Control Measures** | **Proposed Risk Score** | **By Who** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Recruit, assess, select and train workers to perform cleaning tasks | * Physical (human factors) * Psychosocial * Disreputable worker | * Allocating tasks beyond a worker’s physical capability * Untrained workers * Performing unapproved tasks * If working in vicinity of children, safeguarding requirements not followed | * Parishes to follow volunteer recruitment and employment procedures including an assessment of their ability to perform the inherent physical requirements of the role * Volunteers to be given on-site induction training and task specific training (including safe work procedures for use of equipment) before they commence work * Parish to establish Scope of Work for workers and monitor the worker’s performance to ensure they only approved tasks are performed to the agreed standard * If working in the vicinity of children, workers will require police checks and Blue Cards | Low |  |  |  |
| 2 | Working Outdoors | Hazardous weather conditions  (Work Environment)  (Extreme Weather) | * Sunburn * Heat stress /exhaustion * Exposure to cold * Being hit by moving/falling debris | Hot/Dry Weather   * Monitor and assess temperatures in work area * Sunscreen, hats, sunglasses to be worn by workers * Trousers and long sleeve shirt to worn reduce sun exposure * Move work to shaded areas * Workers take regular breaks and retreat to cool (preferable air-conditioned) areas * Provide access to cool water   Cold/Wet Weather   * Wet weather clothing to be worn by workers * Reschedule when work is performed * Working at heights is not to be permitted in wet weather | Low |  |  |  |
| 3 | Working Outdoors | Uneven/slippery grounds  (Work Environment)  Snakes/ Insects | * Slips, trips & falls * Sprains / Strains * Fractures * Snake or insect bites | * Work areas are to be inspected for hazards which are to be isolated &/or identified prior to work commencing * Tools and equipment in work area are to be stored safely to prevent hazards * Spills to be cleaned up immediately | Low |  |  |  |
| 4 | Working in isolation | (Work Environment)  (Psychosocial) | * Person could become unwell and unable to access medical assistance * Security risk if on site alone | * The worker’s arrival and departure is to be recorded by a supervisor * Appropriate communications strategies are implemented to maintain supervision and control over workers (e.g. if working in a roof space, worker has informed their supervisor/manager and has mobile phone with them) * Where working indoors alone, ensure doors/gates are locked but accessible in case of an emergency * Do not attempt to touch or move snakes; wear appropriate clothing to minimise risk of bites. Ensure first aid kit available. | Low | * Where work may be in confined space, work must be performed by a minimum of two people with one being a spotter * Must only performed by qualified workers |  |  |
| 5 | Working with electrical equipment | Damaged electrical equipment / faulty wiring | * Burns * Electrocution / Electric Shock | * Electrical maintenance work is only to be performed by qualified electricians * All electrical equipment only to be operated on electrical supplies protected by a fixed or portable Residual Current Device (RCD) * Testing & tagging / RCD testing conducted by competent personnel * Visual inspection is to be conducted of electrical cords and leads prior to use. * Where electrical tools/equipment is to be used outdoors, weather proof fittings are to be used. * Appropriately rated extension cords are used for outdoor work. | Medium |  |  |  |
| 6 | Hot work | Working with welders, grinders | * Fires &/or explosion * Burns * Property damage | * Control all exposed heat sources and flames * Conduct regular clean ups to ensure areas avoid accumulating combustible materials * Use and store chemicals in accordance with safety data sheets * No hot work to be conducted on fire ban days * Refuelling of equipment is conducted in a clear and ventilated location and in accordance with operator manuals * Ensure fire extinguishers / hoses / fire blankets are available * Provide appropriate bins for flammable materials are available and secured | Low |  |  |  |
| 7 |  | Working with plant and equipment | * Eye injuries * Burns * Lacerations * Fractures * Sprains/strains * Spills * Entanglement * Crush * Pinch * Caught in moving parts * Trapping * Fire / Explosion * Hearing damage | * Children under 18 years of age are not to operate plant / equipment * Only workers assessed for competence and approved to use plant or equipment. * Where required only licensed operators are to be approved to operate plant/equipment. * Plant & equipment is used and maintained as per manufacturer’s instructions. * Required PPE is to be made available, maintained and worn as per manufacturer’s instructions. * Guards are not to be removed or tampered with. * Emergency stops buttons if fitted to applicable plant to be checked regularly to ensure are working effectively. * SWPs are to be followed where available * First aid and emergency response plans are to be established and implemented if required | Medium | Either a risk assessment is to be completed for hazardous equipment (e.g. band saws, drill press, ride on mowers, chain saws etc.) or an approved Safe Work Procedure is to be followed |  |  |
| 8 |  | Working at Height | * Falls * Falling objects | * A separate risk assessment is to be conducted for any task performed above 2m. * Only trained, competent and approved workers may be approved to work at height * Scaffolding and electronic work platforms are only to be installed and/or used by qualified or licenced staff | Medium |  |  |  |
| 9 |  | Working in Confined Spaces | * Entrapment * Oxygen depravation | * Work in confined space work requires a separate risk assessment and qualifications * Only trained, competent and approved workers may be approved to work in confined spaces | Medium |  |  |  |
| 10 |  | Hazardous manual handling | * Sprains * Strains | * All manual tasks are to be assessed for hazards and mitigation/control are to be implement | Medium |  |  |  |
| 11 |  | Asbestos exposure | * Asbestosis * Mesothelioma | * Asbestos Management Plans are to be known to all workers and controls implemented * Safe Work Procedure to be produced for the work to be performed * Asbestos materials are only to be handled by qualified and where applicable, licenced asbestos workers | Medium |  |  |  |
| 12 |  | Hazardous chemicals | * Burns * Poisoning * Explosion * Skin &/or eye damage through absorption / inhalation * Damage to internal organs through inhalation /ingestion | * Children under 18 years of age are not to operate hazardous chemicals * All chemicals are to be assessed for suitability / risk before being brought onto site * Safety Data Sheet (SDS) are to be supplied and applied for all hazardous chemicals and those not stored in the original, manufacturer’s labelled container. * Chemicals are to be handled, stored and disposed of in accordance with manufacturer’s instructions and SDS * Where required PPE is to be worn when handling hazardous chemicals * Where appropriate instructions are to be provided to all workers on how to respond to a chemical spill * Where appropriate spill kits are to be provided and workers trained in there use | Low |  |  |  |
| 13 |  | Noisy environment | Noise induced hearing loss | * All noisy work is to be assessed for risks * Workers are to be provided with appropriate hearing protection and trained in its use | Low |  |  |  |

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| **Implementation of Proposed Control Measures** | | | | |
| **Item No** | **Action Required** | **By Who** | **By When** | **Date Complete** |
|  | All workers are to report to Parish staff before commencing grounds maintenance tasks and their attendance recorded. |  |  |  |
|  | All workers are to be assessed for their competence to perform a task or use plant / equipment before being approved by an authorised person to perform any grounds maintenance task |  |  |  |
|  | All equipment, materials and chemicals are to be inspected and assessed for serviceability and suitability and used only in accordance with manufacturer’s instructions |  |  |  |
|  | All workers are to be informed of any hazards and risks associated with ground maintenance task(s) |  |  |  |
|  | All workers are to be informed to report any incidents or injuries either as soon possible after they occur or before leaving the work area |  |  |  |
|  | All workers are to report to Parish staff after completing grounds maintenance tasks and their departure recorded. |  |  |  |

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| **Risk Assessment Read and Understood by / Sign Off** | | | |
| **Name** | **Signed** | **Position** | **Date** |
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**Hierarchy of Controls**



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| **CONSEQUENCE DESCRIPTORS** | |  | **LIKELIHOOD RATING FOR RISKS** | | |
| **Rating** | **Description** |  | **Rating** | **Description** | **Occurrence** |
| **Insignificant** | No Injury |  | **Almost Certain** | Expected to occur in most circumstances | Multiple / 12 months |
| **Minor** | First aid treatment |  | **Likely** | Will probably occur | Once / 12 months |
| **Moderate** | Medical treatment required |  | **Possible** | May occur | Once/12 months - 5 years |
| **Major** | Serious Injury requiring hospitalisation/ serious illness requiring long term absence |  | **Unlikely** | Not likely to occur | Once / 5 - 10 years |
| **Significant** | Death or multiple serious injuries requiring hospitalisation |  | **Rare** | May only occur in exceptional circumstances | Once / > 10 years |

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|  | **CONSEQUENCE** | | | | | |
| **LIKELIHOOD** |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Significant** |
| **Almost Certain** | **Medium** | **High** | **Extreme** | **Extreme** | **Extreme** |
| **Likely** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **Possible** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **Unlikely** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

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| **RISK LEVEL** | **DESCRIPTION** |
| **Extreme** | **Risk level not acceptable. Immediate action required: If the activity continues, all possible mitigation strategies be analysed to reduce exposure to the risk. Active review and monitoring. Oversight by Executive Director.** |
| **High** | **Proactive management required: Risk mitigation strategies to be developed including contingency plans where relevant. Active review and monitoring. Oversight by Executive Director or Delegated Officer.** |
| **Medium** | **Potential action required: risk may be acceptable if reduced to as low as reasonably practical through application of acceptable controls. Review and monitoring by risk owner.** |
| **Low** | **Accept and monitor: Managed by routine procedures and controls. Periodically monitored by risk owners.** |