



RISK

MANAGEMENT

MODULE 1 PEOPLE MOVEMENT,
EMERGENCY EVACUATION & FIRE

MAXIMISING MINISTRY BY MINIMISING HARM

July 2006

RISK MANAGEMENT

Introduction

This is the first module in the risk management series. It needs to be read and applied in the light of the previous introductory sections '**A Risk Management Program for Parishes**' and '**Developing a Risk Management Plan**'.

“If you have already done work on this area, this module will complement that work.”

The module is a major part of complying with Occupational Health and Safety legislation, that concerns the risks involved as people move around your site, evacuating people from your buildings and fire protection of your property. If you have already done work on this area, this module will complement that work. After reading this module, please check that you have addressed all the areas covered and give appropriate attention to any outstanding matters.

Please ensure the policies and procedures implemented are documented and communicated.

This module should be used as the basis for an annual review of the risk categories of people movement around your site, emergency evacuation procedures and fire protection measures and the policies implemented to address the risks you identify in each category. In addition, the annual insurance return that you will complete will include a request to indicate what actions have been undertaken in these areas.

Health and Safety Policy

The section '**A Risk Management Program for Parishes**' referred to due diligence, which is the systematic implementation of health and safety procedures. This process should begin with a policy statement which demonstrates the foundation of your health and safety program. The policy statement is to be adopted by your Parish Council and clearly displayed in a highly visible area.

On page 2 is suggested wording for your policy statement and can be adopted in this form or amended to best suit your particular circumstances. Please note that this policy covers other Occupational Health and Safety risk areas, which this module does not cover. It is the intention of Parish Services to address these other risk areas (such as electrical hazards, manual handling, working at heights etc.) over time. A copy of the policy statement is contained on the accompanying CD.

Steps 3 to 7 of the Risk Management Plan

The process is now steps 3 to 7 of Developing a Risk Management Plan. Refer to the section '**Developing a Risk Management Plan**' for the details. Apply steps 3 to 7 with regard to people movement, emergency evacuation and fire protection.

Sample Occupational Health and Safety Policy

Commitment

The Anglican Parish of XYZ recognises its moral and legal responsibilities to provide a safe and healthy environment for employees, voluntary workers, subcontractors, parishioners and visitors, and will endeavour to ensure that they do nothing to place themselves or the local community at risk of injury or illness.

Objectives

The Parish will endeavour to:

- Provide safe buildings, plant and systems of work
- Ensure compliance with legislative requirements and standards
- Provide employees, contractors and voluntary workers with information, training and supervision, for their safety
- Provide support that will help employees and voluntary workers to maintain their psychological and physical health

Responsibilities of the Parish

- To provide a safe workplace
- To implement Occupational Health and Safety policies and procedures
- To actively promote and practice those policies and procedures
- To provide the resources required to meet the Parish's OH&S commitments

Responsibilities for employees and voluntary workers

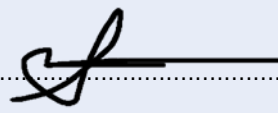
- Follow all OH&S policies and procedures
- Report all hazards identified to the OH&S coordinator
- Comply with lawful instructions
- Avoid behaving in a willful or reckless manner

Consultation

The Parish is committed to encouraging consultation and cooperation between church administrators, employees and voluntary workers. It will involve all parties in workplace changes likely to affect their safety, health and welfare and the safety, health and welfare of subcontractors, parishioners and visitors. The Parish is also committed to ongoing review of the policy and procedures to seek to ensure their continuing relevance to changing circumstances



Senior Minister
Dated xx/xx/2006



Churchwarden
Dated xx/xx/2006

People Movement

Seek to identify both current and potential hazards for people moving around your site. This includes all areas that are accessible to the ministry team, congregation or visitors. It includes the church, halls, grounds and residences, whether on the church site or elsewhere.

The aim is to identify:

- Any potential for people to trip, slip, fall, run into objects or cut themselves
- Any potential for people to run into one another around blind corners
- Hazards of moving to and from car park areas
- Potential for vehicle collisions on your property
- Hazards of moving to and from public and internal roads

Consider things such as:

- Proximity to public roads, especially main roads
- Driveways
- Paths
- Walkways
- Stairs
- Doorways and corridors
- Grassed or non paved areas that people use as a walkway or that children play on
- Exit signs in buildings
- Glass doors without glass markers
- Electrical power leads across floors and walkways - also consider platforms and staging where there may be microphone and other power leads used
- Purchasing first aid kits and the training/appointment of a parish first aid officer(s) at each meeting

Ask questions such as:

- Is there anything anyone can trip over?
- Is there uneven paving or ridges in paths?
- Is there anything slippery especially in wet weather?
- Is there any loose or crumbling paving, especially on stairs and steep slopes?
- Are handrails secure, clean and easy to use?
- Are all carparks and paths well lit and free of pot-holes?
- Do people drive around, enter or leave your site in a dangerous manner? (Consider particularly children and the elderly.)
- Are there objects which could fall on people? For example, is there anything that is leaning against something and could fall, particularly in a strong wind?
- Are there trees or plants that can cause injury? (For example, dead or rotting tree branches.)
- Could someone open a door suddenly and hit someone else, especially a child?
- Are all door heights adequate?



STEPS 3 TO 7 OF THE RISK MANAGEMENT PLAN

1. *Communicate and consult*
2. *Establish the context*
3. **Identify the risks**
4. **Analyse the risks identified**
5. **Evaluate the risks**
6. **Treat and control the risks**
7. **Review and monitor**

People Movement (continued)

Hazard / Risk Identification Register

For your purposes, a hazard is anything which potentially puts at risk:

- The health and safety of your ministry team, both paid and volunteers, contractors and subcontractors, members of the congregation and visitors, adults and children. It also includes casual passers-by who may be on your property. Occupational Health and Safety legislation and the common law principle of negligence are concerned with these types of hazards.
- The good order of our property and our equipment.
- Our financial wellbeing.
- Our reputation and relationships with people inside and outside our Parish.

“It may not be possible to deal with all the risks immediately.”

Use the attached register (refer to page 15) to record any potential risks on your site. Alternatively, refer to the Parish Risk Assessment Schedule on the accompanying CD which contains a sample list of common risk events. When completing either of these schedules, please work through steps 3 to 6 outlined in **‘Developing a Risk Management Plan’**

It may not be possible to deal with all the risks immediately. However, there may be a way to lessen the likelihood by taking temporary action such as signage or a barrier.

Incident /Accident / Injury Register

From time to time incidents, accidents or injuries may occur. Any occurrence must be carefully recorded in writing. A suggested report form is attached (refer to pages 16 and 17).

The Diocesan Insurance Officer is to be notified in the event of an incident by calling 02 9265 1679. Do not seek to make a judgment about whether you think the incident is serious or may result in a claim against the Church - report all incidents.

In the event of an incident, provide immediate assistance as required (e.g. first aid) and call emergency services if necessary. Be as helpful and as understanding as you can but

“The minister and churchwardens must be notified immediately.”

it is important not to admit any liability on behalf of the Church. Any written or verbal statement suggesting that the Church or Parish may be responsible for injury or damage to any other person or organisation is a potential public liability claim. The minister and churchwardens must be notified immediately.



REMEMBER

- Provide **IMMEDIATE ASSISTANCE** and call emergency services if necessary
- **DO NOT** admit liability
- Acknowledge receipt of the claim if it has been conveyed to you in writing
- Immediately notify the Diocesan Insurance Officer, minister and churchwardens of **ALL** incidents

Emergency Evacuation

“While this may rarely happen, such an event could be life-threatening, and the proper preparation of safe and effective evacuation procedures is essential.”

In the event of an emergency, you may have to evacuate your parish buildings. Emergencies could include such events as fire, explosion, gas or chemical leak, building or equipment collapse, flood, bushfire, vehicle or aircraft impact, bomb threat, terrorist attack or civil disorder. While this may rarely happen, such an event could be life-threatening, and the proper preparation of safe and effective evacuation procedures is essential.

This applies to all areas: church, halls and offices. It applies to all groups using your premises, at all times of the week.

Safe evacuation procedure is the responsibility of the churchwardens. In conjunction with the minister and parish council, an evacuation plan for each area of your buildings should be developed. Your specific parish evacuation plan and emergency telephone numbers should be posted at strategic locations near the main entrances of the buildings.

Consideration should be given to how an emergency evacuation will be initiated, for example, with an alarm, bell or whistle. In addition, consider procedures where there is no power in the building. This will be relevant where an evacuation occurs at night.

“Each church service or group meeting should have a person or persons responsible for emergency evacuation.”

Evacuation meeting points should be somewhere that will not restrict emergency services or pose a danger to people. Each church service or group meeting should have a person or persons responsible for emergency evacuation. If your premises are complex it may be necessary to appoint several people to ensure that all areas have been evacuated.

Those trained and responsible should include all full and part time ministry team members, churchwardens and parish councillors, head ushers and group leaders.

Particular care must be taken to keep emergency exits unobstructed.

Exit signs may need to be installed in accordance with Building Code of Australia, Australian Standard AS 2293. Are exit signs clearly marked and are doorways accessible and clear?



PLEASE ENSURE THAT

- Particular care is taken to keep emergency exits unobstructed
- All exits are clearly marked and all doorways are accessible and clear

Emergency Evacuation (continued)

Ideally, each person attending a service or meeting in a parish building should be accounted for in an emergency. This should be possible in a parish office. However, the nature of church life means that it may not always be possible to do this in other buildings. Once evacuated, people should stay at the evacuation meeting point until further instruction is given.

“While this may seem to be an awkward announcement, most strangers will receive it as an indication of your care for their welfare.”

It would also be ideal to carry out an emergency evacuation exercise in each of your areas at least once per year. The subject should at least be raised periodically with each service or group so that regular attendees understand the evacuation plan.

At special functions that bring a large number of visitors to the site, a brief statement on emergency evacuation procedures should be given at the commencement of the function. While this may seem to be an awkward announcement, most visitors will receive it as an indication of your care for their welfare.

Doors

The doors in all new halls and churches are required to open outwards, to facilitate emergency evacuation. However, many old buildings have doors that open inwards, which can present a major problem if a crowd is seeking to escape. Where practical these doors should be re-hung to open outwards.

The area around doors must be kept clear of any obstruction. All doors should be kept unlocked when a meeting or service is in progress. It is not appropriate to go searching for a key at the moment an emergency occurs.

“The area around doors must be kept clear of any obstruction. All doors should be kept unlocked when a meeting or service is in progress.”



CHECKLIST

- Identify quick exit routes from every area of the buildings
- Determine evacuation meeting point/s outside the buildings
- Display site diagram with location of exits, fire extinguishers and fire hoses
- Consider how an emergency evacuation will be initiated
- Appoint and train people to manage an emergency evacuation for each meeting
- Display emergency telephone numbers

Fire

Fire prevention is primarily for the safety of people who may be occupying your buildings at the time. Naturally it is also for the protection of the property itself.

“Depending upon the age of your buildings there may be legislative requirements for fire prevention.”

Depending upon the age of your buildings there may be legislative requirements for fire prevention. In addition, your local Council may have requirements such as an annual fire safety statement. If you are in doubt about the fire prevention requirements for your buildings, please call the Anglican Church Property Trust on 02 9265 1561 for guidance. It may also be necessary to consult fire protection specialists.

Fire extinguishers and fire-hose reels

There must be an appropriate number of fire extinguishers and fire-hose reels in correct locations around your buildings. The number and location will depend upon your particular circumstances. If there is any doubt you should consult fire protection specialists.

“Fire extinguishers, hoses and other firefighting apparatus require regular servicing to ensure effective performance.”

Fire extinguishers, hoses and other firefighting equipment require regular servicing to ensure effective performance. In accordance with Australian Standard AS 1851, all firefighting equipment should be serviced every 6 months by a qualified professional.

Refer to page 13 for the Fire Protection Association Australia ‘Portable Fire Extinguisher Guide’ for assistance on the correct use of different types of fire extinguishers.

PLEASE ENSURE THAT

- **All extinguishers and other firefighting equipment are serviced every 6 months by a qualified professional**
- **All parish staff, churchwardens, parish councillors and group leaders have had training in the use of your fire extinguishers and other firefighting equipment**
- **A reminder is placed in your parish diary for the servicing of your firefighting equipment**

Smoke detectors

From 1 May 2006, all NSW residences must have at least one working smoke alarm installed on each level of the building. This includes owner occupied, rental properties, relocatable homes and any other residential building where people sleep. Therefore these provisions apply to all clergy residences and houses we rent to others. If the smoke detectors are battery operated, ensure the batteries are checked every six months. The alarm test function should be carried out monthly. For further information see:

<http://www.nswfb.nsw.gov.au/community/athome/smokealarms/>

Kitchen extraction fans

Some kitchens have an extraction system over the cooking range. This is a cause of many fires due to a build up of combustible material in the filter and it is recommended that kitchen exhaust fans be regularly cleaned.

“...it is recommended that kitchen exhaust fans be regularly cleaned.”

Overgrown vegetation

Overgrown vegetation around buildings can become a fire risk and so should be kept under control.



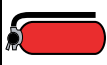

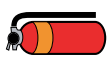
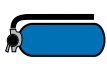
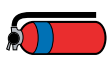
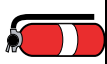
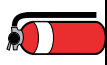

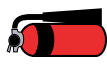


Combustible material around / under buildings

A wide variety of combustible material is frequently stored in odd corners and under buildings. This may be paper, cardboard, timber, paint etc. All these pose a fire risk and in the event of a fire will add to the fuel load and the difficulty of controlling the fire.

Gas bottles and petrol containers

Many churches have gas bottles and items such as lawnmower petrol containers on hand. These must not be kept in enclosed spaces in or under buildings as they pose a huge risk of explosion.



 Fire Protection Association Australia		Portable Fire Extinguisher Guide					Fire Protection Association Australia Website www.fpaa.com.au	
		CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	CLASS D	
EXTINGUISHANT		Wood Paper Plastics	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	For fire involving Combustible metals use special purpose extinguisher	
Two colour schemes for Fire extinguishers exit	FROM 1999			YES	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical Equipment and cooking oils/fat fires
				YES	NO	NO	NO	Dangerous if used on energised electrical Equipment
				YES	YES	NO	LIMITED	Dangerous if used on energised electrical Equipment
				YES <small>(ABE)</small>	YES <small>(ABE)</small>	YES <small>(ABE)</small>	YES <small>(ABE)</small>	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
				LIMITED	LIMITED	LIMITED	LIMITED	Not suitable for outdoor use
				YES	LIMITED	LIMITED	NO	Check the characteristics of the specific extinguishing agent

LIMITED indicates that the extinguisher is not the agent of choice for the class of fire, but that it may have a limited extinguishing capability. Solvents such as alcohol or acetone mix with water and therefore require special foam
Green text indicates the class or classes in which agent is most effective



Risk Identification Register

This register is to be completed by periodic inspection of your Parish site(s). Risks and incidents reported by staff, volunteers and others in your Parish site(s) from time to time should also be included on the register.

Description of hazard identified A hazard is anything which potentially puts at risk: + the health or safety of staff or other persons at our site/s + The good order of our property or equipment + Our financial well being + Our reputation and relationships with people inside and outside our Parish	Likelihood + Almost certain + Likely + Possible + Unlikely + Rare	Consequence + Catastrophic + Major + Moderate + Minor + Insignificant	Risk Rating *Refer to matrix + Extreme + High + Moderate + Low	Action plan for eliminating (or controlling) the hazard (include who, what and by when)	Outcome of action plan (include date risk eliminated or date to review effectiveness of risk controls)
e.g. Pavers in walkway between halls are uneven; some dropped 2cm – trip hazard	LIKELY	MODERATE	HIGH	Churchwarden to engage professional paver to relay effected pavers – to be completed by /06	

* Refer to **Developing a Risk Management Plan** document.

Enlarge document from A5 to A4 with photocopier

INCIDENT REPORT

The completion and execution of this Incident Report does not in any way constitute an admission of liability with respect to the alleged incident which is the subject of the Report and is without prejudice.

Parish.....Incident Date.....

What, When & Where

Type of incident.....

Specific incident location.....

Day of the week.....Time of day.....

Affected Person

Full name.....

Address.....

Telephone Number Home.....Work.....

Mobile.....Email.....

Date of Birth.....

Reported

Reported By Name.....

Reported To Name.....Time.....

Position.....Date.....

Treatment Information

First Aid.....Y/N

Doctor.....Y/N (Attach details of treatment if known)

Ambulance.....Y/N

Details of Alleged Injury

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.....
.....
.....

Description of the Incident

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.....
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.....
.....
.....
.....

Witness 1

Name.....Phone Number.....
Relationship to affected person.....

Witness 2

Name.....Phone Number.....
Relationship to affected person.....

Action Taken

.....
.....
.....
.....
.....
.....
.....

Person Completing Form

Name.....Position.....
Signature.....Date.....

Do not give a copy of this Report to the Affected Person

Parish Risk Management Program

Sample Check List for Module 1

People Movement:

- Are all floor surfaces and walkways even and free of slippery matter? Yes No
- Are all spills cleaned up immediately? Yes No
- Are walkways, doorways and stairways clear of all obstructions? Yes No
- Are walkways, stairways and car parks well lit? Yes No
- Are handrails secure, clean and easy to use? Yes No
- Do parked cars create blind spots in walkways? Yes No
- Do you have warning signs on doors that could hit someone if opened suddenly? Yes No
- Have you established a hazard / risk identification register? Yes No
- Have you determined an incident / accident / injury reporting procedure? Yes No
- Have you appointed trained first aid officers for each meeting? Yes No

Emergency Evacuation:

- Do you have an emergency evacuation plan? Yes No
- Is the plan posted in key locations? Yes No
- Are staff, volunteers and visitors aware of it? Yes No
- Have you nominated a person(s) to be responsible for managing an evacuation? Yes No
- Are exit signs appropriately placed, working and back-up batteries functional? Yes No

Fire:

- Are smoke alarms fitted as necessary? Yes No
- Are smoke alarms regularly checked and batteries replaced? Yes No
- Are there sufficient fire extinguishers and fire-hose reels in the correct locations around all buildings? Yes No
- Are the fire extinguishers maintained and serviced every six months? Yes No
- Have staff and volunteers been trained on how to use the fire extinguishers? Yes No
- Have you ensured that there are no gas bottles or petrol kept in enclosed spaces? Yes No
- Is vegetation around buildings kept under control? Yes No
- Are kitchen fans regularly cleaned? Yes No

*For any questions where you have answered NO, please take corrective action.
Please note that this is not a comprehensive checklist for all parish contexts.*



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MANAGEMENT