

HAZARD IDENTIFICATION & HIERARCHY OF CONTROL MEASURES

A hazard is a source of danger that could result in an accident if undue care is not exercised.

Where **risk assessment** considers things that might be a risk or go wrong during a ministry activity, **hazard identification and control measures** relate to actual hazards that are present prior to the commencement of a ministry activity.

Where a hazard is identified, it is important to decide upon one or more measures that can be used to control or eliminate the hazard. These measures are referred to as **Hierarchy of Control** measures. The table below provides an overview of the elimination or control measures that may be used to address a hazard, along with some descriptions that may be aligned with each measure.

Hierarchy of Control Measures

Elimination or control measures	General description
Eliminate the hazard	Remove the hazard. Change the activity or stop using it
Substitute the hazard	Replace the activity, material, or equipment with a less hazardous one
Isolate the hazard	Isolate the hazard from the person at risk; isolate through distance.
Use engineering controls	Change the physical characteristics of the environment (with additions or subtractions) to remove or reduce the risk
Use administrative controls	Establish procedures and safe practices
Use personal protective equipment	Use appropriately designed and properly fitted equipment and clothing

There are numerous ways to record hazards and control measures that have been implemented. The template on the following page may be used as one way of keeping written records of hazards and measures used.

HAZARD IDENTIFICATION FORM

Name of Ministry Unit:	
Date:	
Venue:	
Ministry Co-ordinator:	
Contact details:	

Hazard details	Control measure implemented
<p><i>Example:</i> Legs of projector stand protruding into floor space</p>	<p>Engineering control - Place chairs over protruding legs</p> <p>Administrative control – draw hazard to the attention of children or young people and leaders and request they are cautious when moving near the area</p>

Ministry Co-ordinator to retain original copy and if Incident Report is required, fax completed form with Incident Report Form to the Parish Risk Officer

Office Use:

Report submitted by			
Report submitted to Parish Risk Officer	Date		
Follow-up action if required			
Person responsible for follow up		Date due	