



# Taieri Christian Care Trust/Mosgiel Community Foodbank



## Risk Management Register

Risk	Hazard	Who or What is at Risk	Risk Controls	SOP	Review Date
Aggressive/Challenging behaviour	Aggressive or inappropriate behaviour	Staff, Volunteers, Visitors, Clients	Minimise: Staff and volunteers are trained in procedures. Only 1 client is allowed in the Foodbank at a time. Other clients to wait outside.	Ring 111 immediately.	August 2023
Aggressive/Challenging behaviour	Bullying in the Workplace	Staff, Volunteers	Minimise: Promotion of Bullying Policy/Code of Conduct.		August 2023
Chemicals	Cleaning Agents	Staff, Volunteers, Visitors, Clients	PPE Controls: Wearing of protective clothing which may include masks, goggles, apron, gloves. Minimise: Store products in a safe place where they can't be accessed by unauthorised people.		August 2023
Muscular stress, strain or discomfort	Lifting heavy boxes, furniture etc	Staff, Volunteers,	Staff & Volunteers are trained to take cans	Bend at the knees	August 2023

			out of boxes, one at a time and not to lift full boxes down from height.	Don't lift anything too heavy for you. Use a ladder to access high boxes.	
Bacterial/Viral Infections	Covid-19 exposure	Staff, Volunteers, Visitors, Clients	Minimise: Social distancing as required under the alert level, or when deemed appropriate by the Foodbank Co-Ordinator. PPE Controls: Mask wearing as required under the alert level. Regular hand washing and sanitising. Regular cleaning of common spaces.		August 2023
Contact with energy source	Electricity	Workers using electrical equipment or working near electrical sources Staff, Volunteers, Visitors, Clients	Isolate: The use of RCD's if working in wet areas or outdoors. Pay special attention to power cord placement, keep out of thoroughfares where possible. Minimise: Visually check electrical equipment prior to use.		August 2023

Environment	Fire/Earthquake	Staff, Volunteers, Visitors, Clients	<p>Minimise:  Check electrical equipment prior to use.  Staff and Volunteers are trained in emergency evacuation procedures.  Keep fire exits clear.  Smoke alarms installed.  A fire extinguisher is located in the hall, under the power board.</p>		August 2023
Unsafe Work Practice	Hot water from zips, dishwasher and hot water taps	Staff, Volunteers, Visitors, Clients	<p>Tap temperatures to be maintained at not more than 45°C.  Caution to be used with Zips</p>		August 2023
Work related stress	Ill health from overwork, hours of work, fatigue, inappropriate behaviours or not enough resource	Staff, Volunteers	<p>Staff and Volunteers are encouraged to have good practices to allow safe and healthy lifestyle.  People are expected to take regular days off, regular leave, overtime is discouraged.  Code of Conduct in place.</p>		August 2023

Fall from height	Ladders	Staff, Volunteers	Do not work from top step. Check ladder in good order before use. Ensure ladder is set up on firm, level surface.		August 2023
Cut by sharp object	Sharps such as knives, scissors, broken crockery, broken glass	Staff, Volunteers	Care to be taken around sharps.		August 2023
Hit by falling object	Boxes, products	Staff, Volunteers	All Staff and Volunteers must wear closed toe footwear. Staff & Volunteers are trained not to stack boxes too high. Staff & Volunteers are trained to take cans out of boxes, one at a time and not to lift full boxes down from height.		August 2023
Slips and trips	Slips and trips	Staff, Volunteers, Clients, Visitors	Situational awareness Wet floor signs to be used when necessary Clean up spills immediately. Leave walkways clear.		August 2023
Contact with moving object	Vehicle use	Staff, Volunteers, Clients, Visitors	Van driving policy in place. WOF and Registration on van and personal vehicles to be up to date.		August 2023

			Situational awareness required when loading and unloading vehicles.		
Injuries from car accident	Vehicle use	Staff, Volunteers	Van driving policy in place. WOF and Registration on van and personal vehicles to be up to date.		August 2023