



COVID-19 Risk Register: Not- For-Profit

Location: 486 Glebe Rd, Adamstown NSW 2289

Date: 17/06/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?
Church Services: COVID-19 from LIVEfree Church Family and Visitors to LIVEfree Church Family who are infected	Staff or other Church Family or Visitors catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Church goers are requested to only touch items they are required/necessary / needed to.</p> <p>Physical distancing – floor has markings to keep Church goers at least 1.5m apart from each other.</p> <p>No more than 55 adults/ children allowed into the main Auditorium area at a time, 25 adults/ children in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>Church goers are kept back from counters.</p> <p>Payments/ tithes are made via tap and go where possible or electronic transfer/ deposit.</p> <p>Alcohol based hand sanitiser is provided at all work/ program stations and on entry to the church (out of reach of children).</p> <p>Posters on hand washing are prominent in areas where this is appropriate and hand washing facilities are available for church goers in the bathrooms.</p> <p>Briefing volunteer serving teams on COVID-19 safe plan and procedures.</p>	<p>Encouraging online purchases and contactless delivery.</p> <p>Customers who bring their own bags will be asked to pack them themselves.</p>
Church Services: COVID-19 from Staff / Volunteer Staff who are infected	Other staff or Volunteer Staff catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities have all been identified for regular cleaning.</p> <p>Staff member /volunteers staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p>	<p>Update roster so staff are rostered with the same colleagues each shift to minimise exposure.</p>

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				<p>If a staff member/ volunteer staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, behind the deli counter and at back of shop with instructional signs on hand washing.</p> <p>Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are displayed on appropriate use. .</p> <p>Where Ministry / Volunteer meetings are required, they are held over zoom if appropriate and information sent by email where possible.</p> <p>Break times are staggered to minimise the number of staff using break room at one time.</p>	New automatic soap dispenser ordered from ebay.	
Church Services + Pastoral Care: Fatigue from staff / volunteer staff working longer hours to meet high demand	Injury/ burnout to staff or volunteer staff form fatigue related accidents or illness resulting from fatigue.	High, demand has increased significantly, and most workers doing unpaid overtime.	High, particularly to staff doing new activities, pastoral care or counselling.	<p>Ensure maximum shift lengths and maximum starts per week are observed to prevent fatigue</p> <p>Ensure breaks are provided.</p> <p>Staff are rostered to ensure that they regularly get two complete days off work if they are working long hours</p> <p>Staff / volunteers numbers reflect work required to deal with customer flow and stock replenishment.</p> <p>Staff / volunteers reporting feeling tired are sent home and driven or offered a taxi if necessary.</p>	<p>Update website to streamline service and reduce demand on staff.</p> <p>Hire temporary staff to meet demand.</p>	
Church family / volunteer feeling upset/ overwhelmed because of change	Physical or psychological injury to staff.	Low, Church family may be concerned that they may not get their needs met.	Low, Church goers will have points of compromise for everyone in this season – give people places to express their concerns.	<p>There is always an opportunity to talk to the pastor's on to assist.</p> <p>Pastors/ ministry leaders regularly contact church family and are available to address any church members need / concerns given time to prepare if necessary.</p> <p>Church ministry leaders can report aggressive engagements and they may not be able to access the service in future.</p> <p>Processes are in place to ban abusive and violent customers from the store or call police. People to be treated with dignity and respect as in accordance with our policies and procedures.</p>	<p>Messages posted on the church website about changes.</p> <p>Where church services or programs aren't available we will source an alternative together to bring an agreeable outcome for nurture.</p> <p>Pastor prioritises assisting staff with upset / overwhelmed church goers and staff/ staff volunteers able to remove themselves if they feel necessary.</p> <p>Stock restocked while church is closed and programs are not onCh.</p>	

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				Staff/ Ministry Leaders have access to psychological support through an incident report or actioning a conversation through their pastors.	Clear signage in church. Training for workers on communicating with aggressive customers	
Generally: Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	D
Generally: Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided at various locations in the building option with non-latex gloves. Remove gloves when not necessary.	Ensure latex free gloves are purchased.	L
Hospitality Area: Introduction of COVID-19 to Hospitality area and Visitors from Hospitality Volunteer staff who are infected	Social distancing will be hard. Ensuring people stand back from the counter 1.5m. People lingering in wait places	Moderate, The Covid- 19 virus is spread when people are not observing social distancing and hygiene rules.	Low, as cases of the virus are so low.	Have thoroughly clean work areas according to regulation standards Floor indicator for the 1.5m rule. No more than 55 adults/ children allowed into the main Auditorium area at a time, 25 adults/ children in middle auditorium, 4 in creche and 4 in kitchen area. Staff/ volunteer staff to encourage people to stand in appropriate spots observing social distancing. Contactless delivery of food to people – Hospitality volunteers to wear disposable gloves, place food on table nearby where appropriate. Portions to be served on individual plates / containers where possible. Tongs for all other food interaction. Start shifts earlier to cope with the numbers of coffee needed. Disposable cups and stirring sticks. Throw away dishcloths at the end of service or sanitize through washing in boiling water at the end of each shift. Zoom meetings, home gatherings, park gatherings are not limited by these square metered numbers.	Training for volunteers in new rules. Ongoing refining of plan to see if measures are working. Labelled container for used dishcloths and teatowels so not to reuse between shifts	S

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Café Area: Introduction of COVID-19 to Café area and Visitors from Café Volunteer staff who are infected	Social distancing will be hard. Ensuring people stand back from the counter 1.5m. People lingering in wait places	Moderate, The Covid- 19 virus is spread when people are not observing social distancing rules.	Low, as cases of the virus are so low.	<p>Have thoroughly clean work areas according to regulation standards</p> <p>Floor indicator for the 1.5m rule.</p> <p>No more than 55 adults/ children allowed into the main Auditorium area at a time, 25 adults/ children in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>Staff/ volunteer staff to encourage people to stand in appropriate spots.</p> <p>Roaming person to take coffee orders with eftpos machine for payment.</p> <p>Contactless delivery of coffee to people – coffee volunteers to wear disposable gloves, place on table nearby where appropriate.</p> <p>Start shifts earlier to cope with the numbers of coffee needed.</p> <p>Disposable cups and stirring sticks.</p> <p>Throw away dishcloths at the end of service or sanitize through washing in boiling water at the end of each shift.</p> <p>Zoom meetings, home gatherings, park gatherings are not limited by these square metered numbers.</p>	<p>Training for volunteers in new rules.</p> <p>Ongoing refining of plan to see if measures are working.</p> <p>Labelled container for used dishcloths and teatowels so not to reuse between shifts</p>	S
Next Generation/ Creche if on site: Introduction of COVID-19 to Next Generation / creche and Visitors from Next Generation /creche who are infected	Staff / volunteer Staff or other Church Family or Visitors catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Cleaning, disinfecting and sanitizing in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Next Generation volunteers/ kids are requested to only touch items they are required/necessary / needed to.</p> <p>Physical distancing of adults and registration area – floor has markings to keep people at least 1.5m apart from each other to allow for physical distancing and signs placed around the Next Generation area advising of these rules.</p> <p>No more than 55 adults/ children allowed into the main Auditorium area at a time, 25 adults/ children in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>No more than 24 children/ adults allowed into the Next Generation area at a time. Creche area 4 people at a time.</p>	Ensure latex free gloves are purchased.	L

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				<p>Alcohol based hand sanitiser is provided at all work/ program stations and on entry to the church (out of reach of children).</p> <p>Posters on hand washing are prominent in areas where this is appropriate and hand washing facilities are available for Next Generation children in the bathrooms.</p> <p>Briefing volunteer serving teams on COVID-19 safe plan and procedures.</p> <p>Zoom meetings, home gatherings, park gatherings are not limited by these square metered numbers.</p>		
<p>Urban Youth if on site:</p> <p>Introduction of COVID-19 to Urban Youth and Visitors from Urban Youth who are infected</p>	<p>Staff / volunteer Staff or other Church Family or Visitors catching COVID-19 (could result in serious illness or death).</p>	<p>Low, there have been few cases locally.</p>	<p>Moderate, while there are only a few local cases the consequences may be severe.</p>	<p>Cleaning, disinfecting sanitizing in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Urban Youth volunteers/ kids are requested to only touch items they are required/necessary / needed to.</p> <p>Physical distancing of people in registration area – floor has markings to keep adults at least 1.5m apart from each other to allow for physical distancing and signs placed around the auditorium area advising of these rules.</p> <p>No more than 55 adults allowed into the main Auditorium area at a time, 25 in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>Alcohol based hand sanitiser is provided at all work/ program stations and on entry to the church (out of reach of young children).</p> <p>Posters on hand washing are prominent in areas where this is appropriate and hand washing facilities are available for Urban Youth in the bathrooms.</p> <p>Briefing Urban Youth volunteer serving teams on COVID-19 safe plan and procedures.</p> <p>Zoom meetings, home gatherings for unnecessary contact for leaders where possible.</p>	<p>Ensure latex free gloves are purchased.</p>	
<p>Church Connect Groups/ War Room / Ministry Meetings if on site:</p>	<p>Staff / volunteer Staff or other Church Family or Visitors catching COVID-19 (could</p>	<p>Low, there have been few cases locally.</p>	<p>Moderate, while there are only a few local cases the</p>	<p>Cleaning, disinfecting and sanitizing in accordance with guidance from Safe Work Australia and public health authority.</p>	<p>Ensure latex free gloves are purchased.</p>	

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<p>Introduction of COVID-19 to Connect Group /War Room / Ministry Meetings and Visitors from Connect Group people who are infected</p>	<p>result in serious illness or death).</p>		<p>consequences may be severe.</p>	<p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Connect Group/ War Room people / Ministry leaders volunteers are requested to only touch items they are required/necessary / needed to.</p> <p>Physical distancing of adults and registration area – floor has markings to keep adults 1.5m apart from each other to allow for physical distancing and signs placed around the auditorium area advising of these rules.</p> <p>No more than 55 adults allowed into the main Auditorium area at a time, 25 in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>Alcohol based hand sanitiser is provided at all work/ program stations and on entry to the church (out of reach of children).</p> <p>Posters on hand washing are prominent in areas where this is appropriate and hand washing facilities are available for Next Generation children in the bathrooms.</p> <p>Briefing volunteer serving teams on COVID-19 safe plan and procedures.</p> <p>Zoom meetings, home gatherings, park gatherings are not limited by these square metered numbers.</p>		
<p>Creative rehearsal / services/ recordings/ performance on site:</p> <p>Introduction of COVID-19 to Connect Group /War Room and Visitors from Connect Group people who are infected</p>	<p>Staff / volunteer Staff or other Church Family or Visitors catching COVID-19 (could result in serious illness or death).</p>	<p>Low, there have been few cases locally.</p>	<p>Moderate, while there are only a few local cases the consequences may be severe.</p>	<p>Cleaning, disinfecting and sanitizing in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched surfaces including counters, handrails, doors, till, phones, keyboards and EFTPOS facilities are regularly cleaned.</p> <p>Creative Volunteer staff / volunteers are requested to only touch items they are required/necessary / needed to.</p> <p>Physical distancing of adults and registration area – floor has markings to keep adults 1.5m apart from each other to allow for physical distancing and signs placed around the auditorium area advising of these rules.</p> <p>Microphones to be ideally used by one person, if needing to share Glen 20 / bacterial wipes used between people. Sound equipment, musical instruments wiped with bacterial wipes when appropriate to keep with regulations.</p> <p>No more than 55 adults allowed into the main Auditorium area at a time including stage area,</p>	<p>Ensure latex free gloves are purchased.</p>	<p>L</p>

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				<p>25 in middle auditorium, 4 in creche and 4 in kitchen area.</p> <p>Alcohol based hand sanitiser is provided at all work/ program stations and on entry to the church (out of reach of young children).</p> <p>Posters on hand washing are prominent in areas where this is appropriate and hand washing facilities are available for Next Generation children in the bathrooms.</p> <p>Briefing volunteer serving teams on COVID-19 safe plan and procedures.</p> <p>Zoom meetings, home gatherings, park gatherings are not limited by these square metered numbers.</p>		