|   | **BUSINESS NAME**RISK ANALYSIS MANAGEMENT | DATE: 01.08.2023 | REVIEW DATE: 01.08.2024(annual review) |  |
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| **IDENTIFY HAZARDS** | **PLAN - ASSESS THE RISK***Identify all risks and hazards (harmful) in your workplace. If you have more than one place use HEADINGS to separate the areas i.e. kItchen/markets; office/workshop* | **MANAGE THE RISK***For each managed risk how will you eliminate, minimize or isolate them? How will you manage each one?* | **DO - ELIMINATE, MINIMIZE, ISOLATE***What have you done?* | **CHECK AND ACT - STEPS TO MONITOR***What will you do to manage each risk? And how will you monitor these?* |
| **COVID RISK** | * Surface transmission
* COVID transmission
* COVID close contact
 | * Hand sanitisers on site
* Use of face masks available
* Isolate sick person (home)
 |  M/I | * Follow daily cleaning schedule
* Supply hand sanitisers/face masks
* Bathroom cleaning daily
* Staff allocated sick leave
* Rapid Antigen Test (RAT) available on site
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| **Long Periods of standing, sitting** | * muscle strain
* neck pain
* back pain
* hand/arm pain.
 | * Longer than 2 hours, every hour stretch and walk around
* Wear suitable footwear
 |  I | * Wear suitable footwear
* Rest and support
 |
| **WORKPLACE** | * Trip and fall: wet, uneven, slippery surfaces
* Smoke detectors not working
* Injury from falling objects from shelves, off walls
* Burns - electrical
* Cuts from sharp objects
* Injury (back, leg, arm) from heavy objects
* head injury - hanging objects
* Injury and Accident from car, vehicles
 | * Hazard checks inside/outside before Opening or beginning work
* Annual Smoke detector checks and battery change
* Wooden floors kept dry
* Fixed and secured shelving
* Use of safety measures and equipment such as to hang on wall or from ceiling. Relevant and recommended equipment, to check stability before use
* Balustrades or safety cones used to secure areas in operation such as assembling stations
* Open windows and doors for good air ventilation
* Regularly clean buildings/area free from dust, pest and maintain hygienic
* Rubbish clutter free, recycled and waste removed
* 2 person lift for items 20 kgs+
* Proper lighting
* Vehicle meets Transport NZ Standard
 |  M/I | * Appropriate safety signage is clearly visible
* Install and regularly check smoke detectors
* Pre-start checklist of Building and Surroundings checked and documented
* Visitors log book
* Cleaning Schedule
* First Aid checklist
* Assembling Station secured and “no entry” signage
* Owner or Responsible Person on Duty to monitor…
* Opening hours 9-3pm
* Security alarm system in operation
* Santizer & masks stocked
* Emergency Evacuation point identified and clearly displayed signage for Visitors reference
* Rubbish and recycling removal weekly
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| **EMERGENCY EVACUATION** **PLAN** | * Burns - Electrical fire
* Building - Fire
* Car Accident
* Thief
 | * Emergency Evacuation Point in (Where)
* Fire Extinguisher on wall (Where)
* Call 111 for emergency services
 |  M/I | * Emergency Evacuation Plan updated, and displayed
* First Aider on site (Name)
* Public liability Insurance
* Incident and Accident forms file (Where and Worksafe notified)
* Specific vehicle information for business use only (Filed where)
* Job Description and personal details collated for Emergency Contact (Where filed)
* Security and Alarm System and monitoring schedule by (Who)
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