|  | **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 |
| **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 |
| **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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