

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?
Front gate- not in operation	All who are visisting/ entering the site	In the process of upgrading the system to the meet the current health and safety standard. Quote received.
Car speeding	All who are visisting/ entering the site	Speed limit sign
Deleric building	All who are visisting/ entering the site	area cornered off with 'no entry' sign.
Disable access	Disabled and wheelchair bound	Separate entry access with ramp
Unattended and unmaintained vechicle	All who are visisting/ entering the site	Verbal instructions to owner to remove the vechile
Unsafe landscape- pond area, kitchen backyard, Recycling area	All who are visisting/ entering the site. Especially for children	Pond area is already fenced
Theft and damage to parked vehicles	Individuals with car	Warning sign 'car parked at owner's risk' already in place
landscape	Children	Regular maintence of the grounds are in place.
Toilet signage	All who are visisting/ entering the site	labelling of toilets are inplace
Signage	All who are visisting/ entering the site	Some signage are in place
Cuts and grazes	All who are visisting/ entering the site	First aid is in place. Record in the accident reporting book
Children in the accomdation area alone	All who are visisting/ entering the site. Especially for children	nil
Priests living quarters and kitchen	All who are visisting/ entering the site	No entry' signage and key entry required

Fire risk- Candle lighting by mother mary	All who are visisting/ entering the site	No candles and lighting provisions provided during retreat times e.g lighter left at the permises during the retreat
Trips and falls	All who are visisting/ entering the site	The area clearly marked with cleaning is in progress signage. All cleaning not completed during rush hour. All spills to be clearly immediately. Routine inspection of toilets are in place.
Manual handling	Volunteers	Ensure team working for moving heavier items (eg pots).
Lone working	Volunteers	All volunteers will be paired with another, to complete tasks
Fire emergency	All who are visisting/ entering the site	Fire plan clearly displayed in each room and verbally communicated at the start of the retreat.
Bunk beds in rooms	residing retreatents	Verbal communication during registration about safe use of bunk beds.
Room call out during retreats	Volunteers	All volunteers will be paired with another, to complete tasks. As permission to enter the rooms. Report any issues in the appropriate mediums e.g. near miss, maintence log, safeguarding etc.
Lost or theft of valuables	All who are visisting/ entering the site	Retreatents will be informed that DRC will not be taking reponsibility. Keys will be giving to the occupants
Fire risk- smoking in rooms	residing retreatents	no smoking permitted and all rooms are fitted with smoke detectors

Fire exit route blocked	All who are visisting/ entering the site	routine inspection, and awareness of the importance of fire safety. It is everyones duty to make sure that all fire escape routes and clear at all times.
Allergic reaction	Anyone	All food are clearly labelled and staff is at hand to clear any doubts about ingredients used. Food allergies are requested to be disclosed during the registration process.

What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
warning sign while the upgrade is in progress	Health and Safety coordinator	7/30/2022
Nil- general monitoring	Health and Safety coordinator	none
Health and safety coordinator regular checking as a part of the routine check	Health and Safety coordinator	Already a part of the health and safety routine checklist
Place clear signage	Health and Safety coordinator	7/30/2022
Written notice with clear deadline. If no response inform the relevant authorities	Health and Safety coordinator	7/30/2022
Pond area- 'Children must be accompanied by adult' notice. Kitchen backyard and Recycling area- 'Private do not enter' sign	Health and Safety coordinator	7/30/2022
Parking direction sign to be added	Health and Safety coordinator	7/30/2022
Children must be accompanied by adult' notice.	Health and Safety coordinator	7/30/2022
Children must be accompanied by adult' notice. Must be placed in toilets	Health and Safety coordinator	7/30/2022
All common rooms must be clearly labelled with arrows and signs to help with direction. 'Children must be accompanied by adult at all times' signage to be put in all common room	Health and Safety coordinator	7/30/2022
More trained individuals	First aider in charge	nil
children not permitted without adults' Signage	Health and Safety coordinator	7/30/2022
No entry' signage in the kitchen	Health and Safety coordinator	7/30/2022

nil	none	nil
nil	none	nil
All new volunteers to be shown the correct manual handling procedure	Health and Safety coordinator	ongoing
Sufficient training will be provided	Depends on the team they are allocated	ongoing
Nil- general monitoring	Health and Safety coordinator	
	Health and Safety coordinator	nil
General routine training for new volunteers and current staff	Health and Safety coordinator	nil
nil	nil	nil
nil	nil	nil

General routine training for new volunteers and current staff	everyone	nil
nil	nil	nil

Done
none
none
nil

nil
nil
nil
nil
nil

nil
nil