



Health and Safety Workbook

SESSION 2



CONTENTS

Introduction	3
Safety Responsibility Chart	4
Health And Safety	5
Before Event	7
Event Planning & Risk Management Form – Day Hike Example	8
Hazard Identification & Management – Example	9
First Aid	10
Health and Safety Exercise 1:	10
Event Planning & Risk Management Form – blank	11
Event Planning & Risk Management Form – blank	12
hazard Identification & Management – Blank	13
During Event	14
Accident and Emergency Procedure	14
Incident Reporting Form – Day hike Example	15
Health and Safety Exercise 2:	16
Incident Reporting Form - Blank	17
After Event	19
Debrief Form – day hike Example	19
Complaints Procedure.....	21
Health and Safety Exercise 3:	22
Debrief Form - Blank	23
Who is Responsible for Health and Safety at a Combined Event?	24

Disclaimer:

This document is intended as a resource for the Church. The Book of Order and its subordinate standards contain the Church's official rules and directions. Any perceived conflict between the information contained in this resource and the Church's Book of Order and subordinate standards is entirely unintentional. Furthermore, the New Zealand law supersedes any rules or directions that may be perceived as conflicting.

INTRODUCTION

Welcome to Session 2 of the Presbyterian Church of Aotearoa New Zealand (PCANZ) Resourcing Team's, *Safety Warrant of Fitness (WOF) Manual – Health and Safety*.

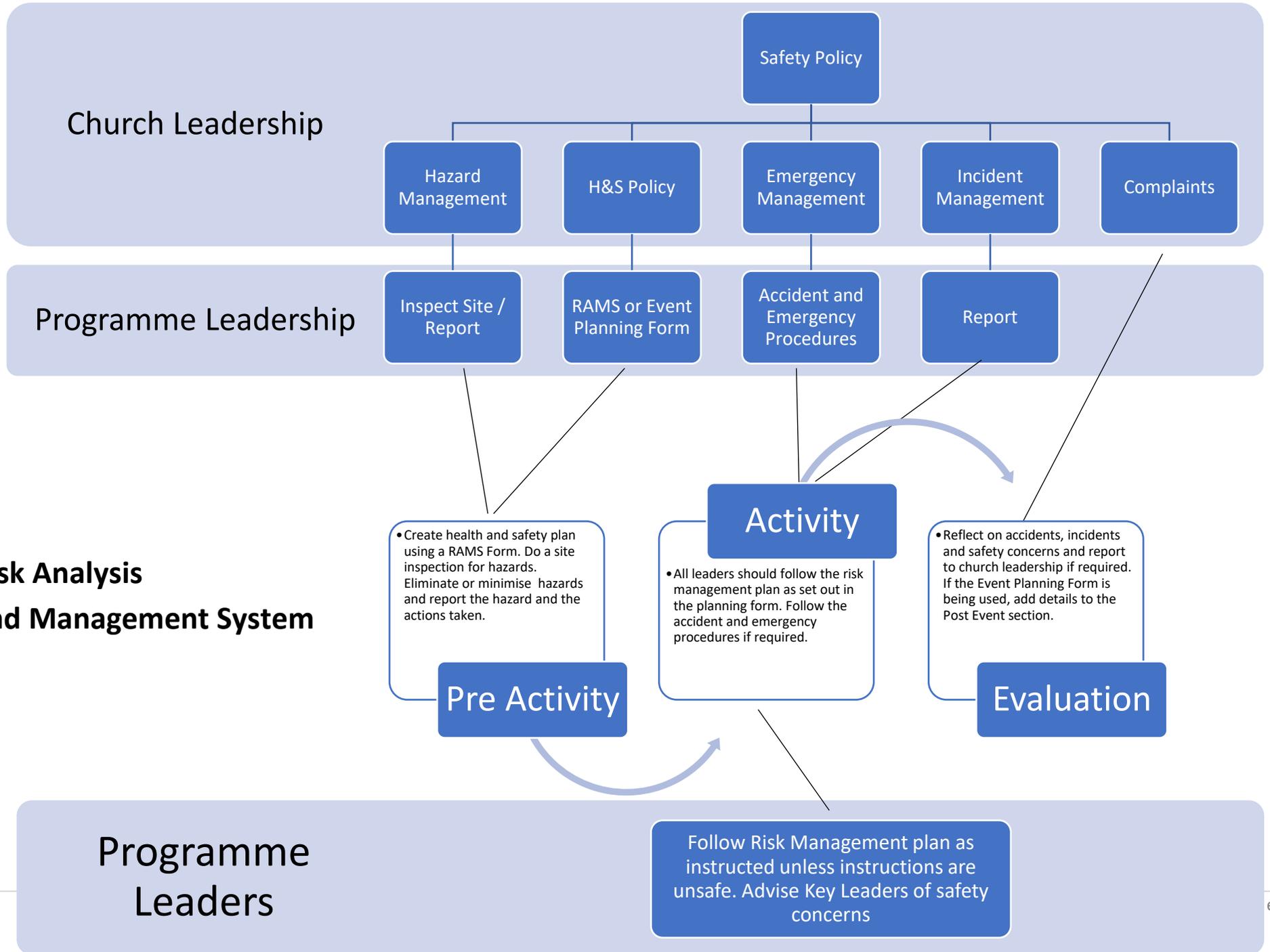
In the Health and Safety (H&S) at Work Act 2015, each local church is known as a PCBU and has the primary duty of care to ensure the safety and wellbeing of all participants in their care. This will involve the appointment of a Health & Safety Officer however all workers and volunteers have a responsibility to ensure the health and safety of the participants.

Note: In addition to a Health and Safety Officer, each parish will also appoint a Child Protection Officer. The Child Protection Officer is responsible for ensuring the Church's *Child Protection Policy* is implemented within the congregation; safe-guarding the children; and that the Child Protection Policy is a key focus within the church. The role of the Child Protection Officer and the policies and procedures that apply are covered in **Section 3: Child Protection Policy**.

DISCUSSION TOPIC:

Briefly discuss the terrible scenario outlined in the video, who do you think is responsible?

- a) Salah, the volunteer driver
- b) Katie, the key leader
- c) Church Council



ALL PARTICIPANTS, VOLUNTEERS, WORKERS AND OTHERS HAVE A DUTY OF CARE AS FOLLOWS:

- To take reasonable care for their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply as reasonably able with instructions from the key leader.
- Cooperate with any reasonable policy or procedure as has been notified by the Church.

DOCUMENTATION

Leaders must complete a Risk Analysis Management System (RAMS) form and have all hazards identified as well as action plans to ensure care is taken to eliminate or minimise these hazards.

You should have the following documentation for each of your programmes:

- Hazard Inspection
- Risk management plan (RAMS)
- An accident/incident reporting
- Debrief

Hazard Inspection

Before participants arrive at the venue for your programme, you should check for any hazards. These could be things like a broken window, a puddle of water in the toilets. When coming across hazards, they should be either eliminated or minimized to an acceptable level before the programme starts.

All hazards detected and all actions taken should be reported to the Health and Safety Officer.

Risk Management Plan (RAMS)

A RAMS form should be completed for your programme. A RAMS form identifies all the potential risks, what might cause them, establishes strategies to minimize these risks. It divides the potential risks by into the three categories of: People risks, Environment risk and Equipment risks.

When going off site, many venues and campgrounds will be able to help you think through the risks as they have Risk Analysis Management System (RAMS) for their activities already made up.

Alternatively, PYM has created an Event Planning & Risk Management form which incorporates both the risk management with the planning of activities which can be found the Safety Policies and Procedures Reference Document.

Accident / Incident reporting

All accidents, incidents and safety concerns affecting volunteers or participants are to be reported. Accidents and incident may include any of the following:

- moderate or serious injuries
- moderate or significant damage to property or equipment
- 'near misses' which may have caused any of the above
- serious or ongoing breach by leaders of the Code of Ethics
- criminal activity of leaders or programme participants (during the programme)
- behaviour or circumstances which threaten the safety of leaders or participants

Debrief Form

And then after the event, you can fill in a Debrief Form, which again you send to the Health & Safety Officer.

Risk Management Plan (RAMS)

Risk Assessment and Management Strategy (RAMS) forms should be completed for your programme.

The concept is write the RAMS form and get it signed off by the church Health & Safety Officer or other designated person before the event happens, and then on the day you follow the plan.

In your setting this may look like printing off the blank RAMS form, filling it in and putting it in the church pigeon hole of your Health & Safety Officer, or maybe filling it in on a computer and emailing it, or perhaps saving it in a Google Drive so the church leadership always has a record.

What is a RAMS form?

A RAMS form identifies all the potential risks and what might cause them, establishes strategies to minimise these risks, and gives an emergency management plan.

It divides the potential risks by into the three categories of:

- People risks
- Environment risks
- Equipment risks

How do I fill in a RAMS form?

Work your way down the form, filling in row by row. For each of the three risk types consider what are the:

- Risks
- Prevention strategies
- Emergency Management solutions

Risks: These are the end result of any mishap, e.g. physical injury , emotional stress. Ask: What is the worst thing that could happen during this activity?

Prevention – Normal Operations: Establish strategies to deal with each of these specific causes. Ask: What can I reasonably do to stop these incidents from happening?

Emergency Management: Establish a plan to deal with incidents if they do happen. Ask: What can I put in place now so that I could deal with an emergency effectively?

RISK MANAGEMENT FORM – DAY HIKE EXAMPLE

Church/Company: Knox Church		Activity: Day hike up to the hut at the top of Mt Calvin	
Activity Date/Time: 21/5/2015		Location: Reformed Mountain Range	
RISKS	PREVENTION		EMERGENCY PLANS
(consider physical, emotional, mental & spiritual)	Actions you will take to eliminate or minimise risk?		What will you do if it happens?
PEOPLE RISKS			
<ol style="list-style-type: none"> 1. leader might misread map 2. Young person might wander away from the group 	<ol style="list-style-type: none"> 1. Have a copy of the map & leaders have knowledge of track prior to trip 2. Set and communicate clear boundaries. Have leaders spread throughout the group. Count group at every break. 		<ol style="list-style-type: none"> 1. Retrace steps calmly. Call parents if running late. 2. Keep group in one place while two leaders search. Call 111 if necessary.
EQUIPMENT RISKS			
<ol style="list-style-type: none"> 1. Lack of adequate clothing and footwear. 	<ol style="list-style-type: none"> 1. Issue comprehensive gear list. Check before leaving. 		<ol style="list-style-type: none"> 1. Carry emergency blanket and spare clothing. Have ability to say no to young person if no adequate is sought or able to be arranged.
ENVIRONMENT RISKS			
<ol style="list-style-type: none"> 1. Weather 2. Rough Terrain – injuries 	<ol style="list-style-type: none"> 1. Check weather forecast regularly before and during trip. Cancel event if in doubt. Wet weather gear on gear list. 2. Educate how to walk on paths. Appropriate footwear. Bring first aid kit. 		<ol style="list-style-type: none"> 1. Return to base. Or stay in hut if necessary. Carry radio and cell phone at all times. 2. Call 111. Have extra adults to available to take injured person to hospital.
RAMS Form Completed By: John Knox		Position in Church/Company: Youth Intern	Date: 14/5/2015
RAMS Form Signed Off By: John Calvin		Position in Church/Company: Senior Minister	Date: 15/5/2015

Hazard Notification Form

Your name: Brad	Location: Main Hall	Notification to: Steve Cunningham
Description of hazard including significance in your opinion: Broken heater. Sparking. Very dangerous	Any immediate action taken to mitigate: (please describe) Unplugged it during youth group. Then put in maintenance cupboard.	Your recommendations to control or eliminate the hazard: Get it fixed
Signature of person notifying this hazard: Brad		
Date: 1/1/19		

FIRST AID

At every children's or youth event or activity you organise you want to ensure that you have at least one person with a first aid qualification. Therefore, we recommend that at least two of your leaders in a particular ministry are trained as first aiders. We recommend a one-day first aid course as a minimum covering the following:

- Scene assessment
- Safety
- CPR
- Chest pain (e.g. heart attack)
- Dislocations
- How to use an AED (automated external defibrillator)
- Broken bones
- Burns
- Soft tissue injury
- Asthma
- Stroke
- Seizures
- Bleeding

These courses are available from:

The Red Cross <https://www.redcross.org.nz/first-aid/courses/>

St Johns <http://www.stjohn.org.nz/First-Aid/First-Aid-Course-Overview/First-Aid-Level-1-/>

There are also private accredited first-aid trainers who can offer group trainings, often these are more economical. Please contact PCANZ PYM/Children and Family or your regional youth coordinator for more information about these.

HEALTH AND SAFETY EXERCISE 1:

This is the first of three exercises. For each of the three exercises, use the ministry you are involved in as the scenario.

BEFORE EVENT

1. Put together a Risk Management (RAMS) form for your ministry/event (use blank form below)
2. In addition to filling in the RAMS form discuss the following:
 - a. What information will you need to give to parents, and what information will need to be gathered from them from a health and safety point of view to organize your ministry (Engaging Parents Procedures)
 - b. How many leaders will you need to meet the leader to child ratio (Supervision and Ratio Policy)
4. When you arrive at the Church an hour before your group plans to meet, you see the window by the front door is smashed, what do you do? And fill in the appropriate paper work. (Use form below)

EVENT PLANNING & RISK MANAGEMENT FORM – BLANK

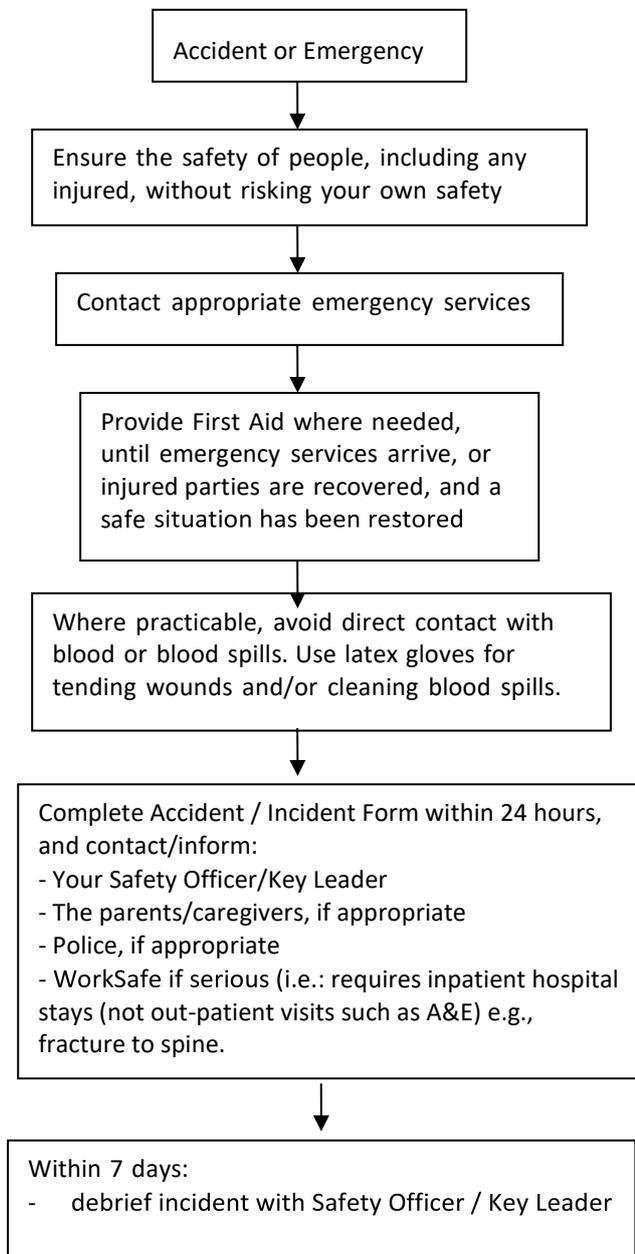
Church/Company:		Activity:	
Activity Date/Time:		Location:	
RISKS	PREVENTION		EMERGENCY PLANS
(consider physical, emotional, mental & spiritual)	Actions you will take to eliminate or minimise risk?		What will you do if it happens?
PEOPLE RISKS			
EQUIPMENT RISKS			
ENVIRONMENT RISKS			
RAMS Form Completed By:	Position in Church/Company:		Date:
RAMS Form Signed Off By:	Position in Church/Company:		Date:

EVENT PLANNING & RISK MANAGEMENT FORM – BLANK

Church/Company:		Activity:	
Activity Date/Time:		Location:	
RISKS	PREVENTION		EMERGENCY PLANS
(consider physical, emotional, mental & spiritual)	Actions you will take to eliminate or minimise risk?		What will you do if it happens?
PEOPLE RISKS			
EQUIPMENT RISKS			
ENVIRONMENT RISKS			
RAMS Form Completed By:	Position in Church/Company:		Date:
RAMS Form Signed Off By:	Position in Church/Company:		Date:

Hazard Notification Form

Your name:	Location:	Notification to:
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:		
Date:		



INCIDENT REPORTING FORM – DAY HIKE EXAMPLE

Incidents should be reported within 7 days.

Section A - The Details

Name of leader reporting incident Dan					Today's Date 2/1/25
Notification to receiving report Steve Cunningham					Date of Incident 1/1/25
Type of incident (circle)	<u>Accident</u>	Personal Injury	Safety Concern	Complaint	Other
Names and Contacts of affected parties					

Section B – The Incident

Incident / issue description Susie rolled her ankle while on the hike
Action(s) taken Tom assessed, bandaged, then several people helped Susie to get back down to the meeting point. Parents contacted and they came and picked her up and took her for physio assessment.
Outcome(s) if known Minor sprain assessed by physio

Section C– The Analysis

Is this type of incident (circle)	<u>NEW</u>	OLD	Is this type of incident	<u>ONE-OFF</u>	ONGOING
Has this type of incident been increasing?	YES	NO	Have appropriate steps been taken to address this incident?	<u>YES</u>	NO
If "NO," what needs to be done?					

For serious incidents, where someone needs to be admitted to hospital, WorkSafe should be notified:

<https://worksafe.govt.nz/notify-worksafe/>

Choose the age appropriate scenario and work through the questions.

DURING THE EVENT

1. Pre School

During your event, a couple of pre-schoolers start a game of chase. They are running around having fun but end up running into each other and banging heads. One of the little fellows seems to be a little bit unsteady when he gets up and he his pupils seem a bit dilated.

- Find and fill out any policies, forms or processes that you think you will require
- Where does this paperwork need to go?
- Who do you need to tell about the incident and when?
- What would need to happen if this was a more serious injury?

2. Children

The children are using a hot glue gun for a craft activity. During the activity one child thinks it's funny to stick a googly eye onto the back of another child's hand. They use the hot glue to do this.

- Find and fill out any policies, forms or processes that you think you will require
- Where does this paperwork need to go?
- Who do you need to tell about the incident and when?
- What would need to happen if this was a more serious injury?

3. Youth - Injury

During an activity, a young person badly injures their ankle and requires medical attention.

- Find and fill out any policies, forms or processes that you think you will require
- Where does this paperwork need to go?
- Who do you need to tell about the incident and when?
- What would need to happen if this was a more serious injury?

INCIDENT REPORTING FORM - BLANK

Incidents should be reported within 7 days.

Section A - The Details

Name of leader reporting incident					Today's Date
Person receiving report					Date of Incident
Type of incident (circle)	Accident	Personal Injury	Safety Concern	Complaint	Other
Names and Contacts of affected parties					

Section B – The Incident

Incident / Issue description
Action(s) taken
Outcome(s) if known

Section C – The Analysis

Is this type of incident (circle)	NEW	OLD	Is this type of incident	ONE-OFF	ONGOING
Has this type of incident been increasing?	YES	NO	Have appropriate steps been taken to address this incident?	YES	NO
If "NO," what needs to be done?					

For serious incidents, where someone needs to be admitted to hospital, WorkSafe should be notified
<https://worksafe.govt.nz/notify-worksafe/>

AFTER EVENT

DEBRIEF FORM – DAY HIKE EXAMPLE

DEBRIEF		
ACTIVITY Day hike	WHAT WORKED WELL: Good info to parents, great to have contact details for all participants	GENERAL COMMENTS: A great event - might consider a slightly shorter hike next time. Get some leaders to scope it out prior
DATE/TIME: 1/1/25	WHAT CAN WE LEARN FROM: Maybe take a set of crutches?	
ATTENDANCE: 21	HAZARDS: List any hazards or safety concerns that were noticed. At church building where we first met there was a Broken heater. Sparking. See hazard form	WHO REPORTED Brad
NUMBER OF LEADERS 6	INCIDENTS: List any accidents, injuries, behavioural issues, damages, near misses and ethical issues that may have caused concern and will be reported Susie rolled her ankle. She was bandaged and walked out with assistance – see incident form	WHO REPORTED Tom

Serious complaints are treated differently from other complaints.

A serious complaint is defined as a complaint regarding the conduct of a person that calls into question their suitability for their role/office at the Church.

Serious Complaints

Complaints of a serious nature, whether sexual or non-sexual, must be referred to one of the contact people appointed by your presbytery.

You will have complaint posters in your church, which set out the names, telephone numbers and addresses of your contact people.

Under no circumstances should complaints be referred to church council meetings or be handled 'in-house'. For further information about the complaints procedures please contact the Complaints Officer or read chapter 15 of the Book of Order.

If you are unsure if a complaint is serious or not, call the presbytery contact person.

Other Complaints

When you receive a complaint, which is not serious:

- Let the complainant have their say. Make it clear that you have heard the complaint. Say something like, "Thanks for letting me know. I'll follow this up and get back to you by ..."
- Make the complainant feel that you value them coming to you. Do this even if they are angry. Remain calm even if what is being said seems unfair.
- Write down the specifics of the complaint. You might need to get the complainant to pause while you gather things to write with.
- Check back that you have the details right. If it seems appropriate, ask them to write down the complaint as well, so that you can compare what you have written with what they said.
- Any complaint is to be notified to the key youth leader(s) within 24 hours or sooner if possible. If the complaint is regarding the key youth leader, it is to be notified to the minister or Session Clerk.
- Keep a record of the complaint; fill in the incident report form. you may need it later

Investigation

The Church will now conduct a full investigation into the complaint and may request help from appropriate parties

- All parties will have a right to a fair hearing of their viewpoint.
- The Church will keep those who are affected informed about what is happening.
- Proof or admission of guilt may result in the leader being removed from the leadership team.

AFTER THE EVENT

It has been another successful session/event.

- How would you fill in the Debrief form?

The next day you receive a call from Susan, a highly concerned parent who wishes to make a complaint. She said when she was pulling out of the Church carpark at the end of the session with her children in the car, Mary one of your leaders, (feeling like her car was being blocked by Susan), rolled down her window, and started yelling and swearing at Susan. Susan said that though she brushed it off at the time, she did nothing wrong, and didn't feel like Mary represented the Church very well.

Find and fill out any policies, forms or processes that you think you will require. What are the important questions you need to ask and what is the important information that you need to convey to this parent? What steps do you need to follow after this phone call (see complaints procedures)?

DEBRIEF		
ACTIVITY	WHAT WORKED WELL:	GENERAL COMMENTS:
DATE/TIME:	WHAT CAN WE LEARN:	
ATTENDANCE	HAZARDS: List any hazards or safety concerns that were noticed.	WHO REPORTED
NUMBER OF LEADERS	INCIDENTS: List any accidents, injuries, behavioural issues, damages, near misses and ethical issues that may have caused concern and will be reported	WHO REPORTED

Combined events are a fantastic way of building unity and community amongst the people of God. However, in light of the new health and safety legislation, combined events can lead to some confusion over who is ultimately responsible for the well-being of participants at any event.

Ultimately it is important that one entity take the lead on ensuring the safety of those attending an event.

In the case of combined events held in local churches we suggest that the host church should take responsibility for ensuring that the facility in the activities are compliant with health and safety policies and that the necessary documentation has been filled out and the necessary procedures have been implemented. Churches that are sending their young people and leaders along to an event at another church have a responsibility to ensure their young people will be safe, this will mean checking that the host church has done their due diligence on safety. They are also responsible for the safe passage of any children or young people to and from the event if church leaders are transporting them.

In the case of combined events that happen off-site, for example a combined Easter camp at a camp property. Here it is important to make a distinction between the group of people organising a camp and the management group responsible for the running of the camp property itself. Regarding those organising the combined camp, ideally one of the church parties needs to take the lead on health and safety for the camp with their Session/Church Council being ultimately responsible for this. The campground also has a responsibility when they provide a venue and must ensure they do their due diligence on health and safety around their buildings and any specific activities that they facilitate.