

Quilters' Guild of South Australia Inc.

Policy: Risk Register

Scope

All activities under the aegis of the Quilters' Guild of South Australia, including meetings of affiliated groups, meetings where only members and registered guests are present such as Guild meetings, and events where the public are present where the Guild or its affiliated groups have a coordinating or event management role.

There are four Components:

Risk Register Guide

Risk Register

Risk Assessment Schedule & Plan

Incident Report

Notes: Compiled by Vicki Hart, Christine Baker and Bronwyn Atkinson, 28 June 2015

Correspondence:

Background: *Exec Minutes (in brief)*

May 2015 – 6.2 Insurance

Correspondence was received regarding risk management at group meetings/workshops and the safety and insurance implications arising. Result of the discussion relating to health and safety was that a 'Risk Register' be developed, and that the 'Incident Report' form on the Guild's website be brought to the attention of members/groups in the event of an injury/damage occurring.

June 2015 – 5.3 Library

A risk management document was presented at the meeting. Christine will garner information most appropriate and beneficial to the Guild.

July 2015 – 6.2 Insurance

In principle, the Register was accepted as being comprehensive and pertinent. Minor adjustments needed. It was agreed that the Register would form the basis of a policy, and is not a policy in its present format. Vicki moved for a show of hands for acceptance of the proposed Register, and a unanimous decision was reached in favor. Further attention is to be given to the Register before it can be offered to affiliated groups as a guideline for their meetings.

Instigated – Exec Minutes May 2015

Published – Nov 2016

Updated –

QGSA Risk Register Guide

The risk register is used to bring attention to possible risks at all activities under the aegis of the Quilters' Guild of South Australia. Meetings where only members and registered guests are present such as Guild meetings, and/or events where affiliated groups have a coordinating or event management role.

Use the Guide to assess risks.

Complete the Risk Assessment Plan & Schedule & use the Incident Report Form if required.

Risk	Adequacy of existing controls	Consequence rating	Likelihood rating	Risk Rating	Risk ?
Tripping	Running cables around sides of rooms where possible, and where they cross a walking area, taped down.	Moderate	Moderate	Significant	
Manual Handling	Any lifts more than 10Kg should be undertaken with assistance either from a second person or a mechanical aid.	Moderate	Moderate	Significant	
Children	Where groups open their meetings to children, a parent or guardian must supervise the children.	Moderate	Moderate	Significant	
Incident Reporting	Any incidents or accidents involving safety, health, theft, or damage to property should be reported promptly to the insurance liaison officer as per the Guild's website.	Minor	Unlikely	Significant	
Records Management	Guild financial records and records of official business must be kept for a period of 7 years. Documents relating to ongoing business should be kept as long as required past 7 years.	Significant	Rare	Significant	
Medical emergency and first aid	The Guild holds two first aid kits; one for Festival of Quilts and one for monthly Guild meetings. It is recommended that each affiliated group purchase a first aid kit and keep it checked and updated.	Significant	Unlikely	Significant	
Falling from heights	Ladders should be adequate for the task and be in good repair. Chairs, tables, boxes and other furniture should not be used.	Significant	Unlikely	Significant	
Electrical safety	All electrical equipment used at a meeting or other activity run by the Guild or affiliated groups should be tested and tagged to Standard AS/NZS 3760	Significant	Unlikely	Significant	

Crush injuries	Guild Library trolleys must have the brakes engaged once in position. Warning notices to be attached to trolley handles indicating placement of hands when trolley is in motion.	Significant	Unlikely	Significant	
Food safety	Groups intending to provide food and drink should be aware of and allow for allergies and intolerances. Cold food to be served by the Guild or its affiliates should be kept below 5°C and hot food should be served above 65°C. Food should not be left for any length of time between those two temperatures. Food should not be outside these temperatures for more than two hours.	Moderate	Unlikely	Moderate	
Alcohol	Each group that wishes to have alcohol served at a function must acquire a liquor licence, at their own expense and be responsible for fulfilling the legal provisions of the licence	Moderate	Unlikely	Moderate	
Workplace inspection	Electrical cables should be tested and tagged prior to use, and at least every 12 months, at a regular time each year, e.g., the next meeting after an AGM.(See Table 4.) First aid kits should be checked annually.	Minor	Rare	Low	
Records Management	Those attending official Guild or affiliated group activities should have a record of attendance for insurance purposes. This does not apply to activities where the public is expected to attend, however, those undertaking duties for the Guild or group should be recorded.	Minor	Rare	Low	
Chemical safety	Where the Guild or its affiliated groups hold hazardous chemicals for cleaning, quilting or other activities, the manufacturer's safety data sheet must be readily and visibly available for consultation and the substance must be adequately labelled.	Significant	Rare	Low	

QGSA Risk Register

Function/Activity

Meetings attended by members and registered visitors where the activity of quilting is undertaken, such as affiliated group meetings, Quilt Encounter, retreats and the like

Events attended by members of the public, where the Guild has an event management or coordinating role, such as Festival of Quilts, Group Exhibitions and the like.
Some limited quilting activity (e.g. demonstrations) may be undertaken at the event.

Use in conjunction with Risk Assessment Schedule and Plan – Page 5 And Incident Report Form – Page 7

Specify minor, moderate or significant under each heading.

Risk	Adequacy of existing controls	Consequence rating	Likelihood	Risk Rating
Slip, trip, fall				
Electrical safety				
Manual Handling				
Food safety				
Cuts & crush injuries				
Vehicle accidents				
Chemical safety				
Records management				
Hazard reporting				
Procurement and supply				
Fall prevention and working at heights				
Drugs and alcohol				
Medical emergency and first aid				
Fire safety				
Workplace inspection				

QGSA Risk Assessment Schedule and Plan

Each user of the plan should complete the section most appropriate to their circumstances

Event..... Location Completed by Date

Risks in Priority Order	Treatment Options	Person Responsible for Implementation	Timetable for implementation	Monitoring

Any incidents or accidents involving safety, health, theft, or damage to property should be reported promptly to the insurance liaison officer as per the Guild's website.



INCIDENT REPORT FORM

INCIDENT Date Time	Location
Details of injured person Full Name Address Telephone Number	
Emergency contact Name Address Telephone Number	
Witness Name Address Telephone Number	
Description of incident eg slip, trip, fall, burn etc	
Description of injury	
Description of medical treatment provided at the scene	
Reported by Name Date	Signature

Please forward completed form to the Insurance Liaison Officer.

Table 4
Indicative testing & inspection intervals for electrical equipment
(Caution; This page must be read in conjunction with AS/NZS 3760 as a whole , and particularly 2.1)

Type of Environment and/or equipment	Interval between inspection & tests				
	Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPOD's	Residual current devices (RCD's)			
		Push-button test - by user		Operating time and push-button test	
		Portable	Fixed	Portable	Fixed
Factories, workshops, places of manufacture, assembly, maintenance or fabrication.	6 Months	Daily, or before every use, whichever is the longer	6 Months	12 Months	12 Months
Environments where the equipment or supply flexible cord is subject to flexing in normal use OR is in a hostile environment.	12 Months	3 Months	6 Months	12 Months	12 Months
Environments where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment.	5 Years	3 Months	6 Months	2 Years	2 Years
Residential type areas; hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses, and the like.	2 Years	6 Months	6 Months	2 Years	2 Years
Equipment used for commercial cleaning.	6 Months	Daily, or before every use, whichever is the longer	N/A	6 Months	N/A
Hire Equipment Inspection Test & Tag	Prior to hire	Including push-button test by hirer prior to hire		N/A	N/A
	3 Months	N/A		3 Months	12 Months
Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service, refer to AS/NZS 5762				