

Risk Workshop Minutes

Date: 15 October 2019 Time: 7.00pm to 8.30pm Place: Parish Centre, St Dominic’s Church

Attendees: Fr. Gilbert, Paul McCabe, Paul Carrol, Sherwin Borges, Ajith Fernando

- Ajith pointed out a weakness in the current Risk Matrix provided by the Diocese. The Diocese Risk Matrix has very low risk appetite and is not practicable to be used at St Dominic’s. Ajith also provided a new Risk Matrix developed by him that is more suitable for St Dominic’s.
- All attendees agreed to change the Diocese Risk Matrix and adopt the new one proposed. The new Risk Matrix is shown in the Appendix-1.
- The entire Risk Register was reassessed using the new Risk Matrix. The result was: 1 Extreme Risk; 6 High Risks; 8 Medium Risks and 11 Low Risks. The top most risk was still the high traffic activity at the car park.
- The team then assessed the top most risk (Risk #1) in the risk register: *some being hit by a moving vehicle at the car park.*
- The following controls were proposed to minimise the risk.
 - Install electronic speed sign
 - Paint a walkway along the main driveway
 - Pedestrian crossings area near the roundabout
 - Install Stop sign at the exit
 - Designated drop off area
 - Appoint temporary parking wardens to guide parishioners on the new TMP
- The residual risk level was then assessed considering the above new controls. The risk level reduced from the Extreme (20) to Medium (10). The residual risk level is within the Church’s appetite. The below risk matrix to see the movement of the risk.

Determining Risk Score

		CONSEQUENCE				
LIKELIHOOD	1- Insignificant	2- Minor	3- Moderate	4 - Major	5 - Significant	
5 - Almost Certain	5 - Low	10 - Medium	15 - High	20 - Extreme	25 - Extreme	
4 - Likely	4 - Low	8 - Medium	12 - High	16 - High	20 - Extreme	⬇
3 - Possible	3 - Low	6 - Medium	9 - Medium	12 - High	15 - High	⬇
2 - Unlikely	2 - Low	4 - Low	6 - Medium	8 - Medium	10 - Medium	⬇
1 - Rare	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low	

- The proposed traffic management plan (TMP) showing the above mentioned controls is shown in the Appendix 2 below.
- Following action points were assigned:
 - **Ajith** – distribute the outcome of the risk assessment to the PPC members for feedback.
 - **Paul M** – after receiving feedback from PPC, discuss the proposed TMP with the School Principal (Daniel Pepper) to solicit his opinion and approval.
 - **Paul C** – request quotes from suitable contractors and prepare full budget for the project.
 - **Fr. Gilbert:** Grant final approval for implementation of the project based on the recommendations provided by the PPC and Finance Committee.

Appendix 1: Risk Assessment Matrix

What is the Probability / Likelihood of it happening?

LIKELIHOOD	CRITERIA
Almost Certain	Common or repeating occurrence. Recurring practice done many times a day. More than 80% chance of occurring.
Likely	Known to occur or, "it has happened". 60-79% chance of occurring.
Possible	Could occur or, "I've heard of it happening". 30-59% chance of occurring.
Unlikely	Not likely to occur. 5-29% chance of occurring.
Rare	Practically impossible. Less than 5% chance of occurring.

How will it affect you?

LEVEL OF EFFECT (CONSEQUENCE)	EXAMPLE OF INJURY CONSEQUENCE AT EACH LEVEL
Insignificant	Incident Report Only
Minor	First Aid Treatment and/or less than 1 week's recovery
Moderate	Medical Treatment (GP/Hospital visit) and/or 1-6 weeks' recovery
Major	Lost Time Injury or Illness, serious incident leading to hospitalization and/or more than 6 weeks' recovery
Significant	Fatality or permanent/long-term disability

Determine the Risk Score

Determining Risk Score

LIKELIHOOD	CONSEQUENCE				
	1- Insignificant	2- Minor	3- Moderate	4 - Major	5 - Significant
5 - Almost Certain	5 - Low	10 - Medium	15 - High	20 - Extreme	25 - Extreme
4 - Likely	4 - Low	8 - Medium	12 - High	16 - High	20 - Extreme
3 - Possible	3 - Low	6 - Medium	9 - Medium	12 - High	15 - High
2 - Unlikely	2 - Low	4 - Low	6 - Medium	8 - Medium	10 - Medium
1 - Rare	1 - Low	2 - Low	3 - Low	4 - Low	5 - Low

SCORE	ACTION
Extreme	Significant Hazard – Stop Work - Urgent - reduce the risks immediately.
High	Significant Hazard - Review / develop procedures or safety plan.
Medium	Follow appropriate procedures. Review hazards and controls before starting.
Low	OK for now. Follow agreed practices. Review regularly.

Appendix 2: Proposed Traffic Management Plan

Proposed Traffic Management Plan

- Existing Non-protected Walkway
- Existing Protected Walkway
- Proposed Non-protected Walkway
- Proposed Pedestrian Crossing
- Proposed Stop Sign
- Electronic Speed Sign

