



Jesus Lord of the Harvest Fellowship

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To: All JLHF Members
From: OH&S Committee
Re: Eliminating & Control of Risk at Church
Date: 3 May 2009
CC: Pastor Rodel Ramos

In compliance with OHS Act 2000 & OHS Regulation 2001 – Ensuring the health & safety of staff, volunteers, church members and others, with emphasis on “ELIMINATION” & “CONTROL” of risks, the OH&S Committee recently conducted a risk assessment and management to ensure the safety of every adult and children (both members and visitors) who are present at JLHF premises.

As a church, we have an accountability as well as responsibility for the safety of every individual in our premises. To this end, we want all members to be aware of the issues listed below which are potential risks and the procedures needed to eliminate or manage the same.

1. Front door (Single) – The door to access the stairs to the first floor of the building is locked during every Sunday service from 9:00 am-11:00 am. This is to ensure that outsiders / strangers cannot access this door and go upstairs without our knowledge to protect our children and the adults looking after them.

Once this door is locked it cannot be accessed from outside but able to be opened from inside at anytime and especially in case of emergency.

* Those who need to go upstairs will have to enter through the door from the main hall.

2. Creche Room – during Sunday services, the lounge room upstairs becomes our crèche for parents with babies and toddlers. We would like to request, that only one parent/guardian per child to be in the room at any time as there is not much space available. You also need to sign in and out from the log book provided, because we have to make sure everyone is accounted for in case of emergency.
3. No Parking in the driveway – No one is allowed to park in the driveway during our Sunday services or any event or services at the church to ensure clear passage in case of emergency.
4. We would like everyone to know that we will be closing the gate at 10:15 am during Sunday services. Firstly, to keep our children from running on to the street and secondly, so animals such as dogs cannot go inside the premises and potentially hurt someone.
5. We would like to encourage every member of JLHF to take responsibility in keeping every area of our premises clean and tidy at all times. This means that litter should be placed on allocated bins, like empty coffee cups, napkins, toilet papers, etc.
God has blessed us with a place where we can worship and serve Him and it is our responsibility to care for and look after it.
*Reminder for everyone to please check the 'cleaning roster' on Notice board.

Thank you so much for making our church a place where everyone would feel safe, secure and cared for.

In His Service,

The OH&S Committee