**Hazard**

**ReportING FORM**

This form is to be completed by an adult (person over 18 years old) whenever a hazard is noticed.

The form should be given to the Safe Church Person, Claire Humphreys, who will investigate the reported hazard.

 **Part A-To be completed by person reporting the hazard**

**GENERAL INFORMATION**

Name of person reporting hazard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date noted \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

**DESCRIPTION OF Hazard**

Describe the hazard- include area, task, equipment, tools and people involved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Where is the hazard? (location, address, specific room/space):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has anyone been injured or affected by this hazard? If so, how?

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Do you have any suggestions for fixing the problem or preventing a repeat incident?

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**Part B- To be completed by safe church person:**

Results of investigation-determine whether the hazard is likely to cause injury and explain what factors may cause an injury.

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**Part C-To be completed by safe church person**

**Action taken-** Safe Church Person to identify actions and prevent injury or illness.

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| **Action**  | **Responsibility** | **Completion Date** |
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Report signed by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

Safe Church Person

Date hazard reported to Encounter Baptist Church council :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_