

# Newsletter

November 2006

## Program Launch

The Archdeacons and Parish Services were greatly encouraged by the attendance levels of the Diocese at the Parish Risk Management Program launch seminars.

We can report that all parishes in the Diocese have been introduced to the program!

Thanks to all who attended.

As a result of the feedback we received from the launch we thought it was important to pass on some important information for you to consider as you begin the implementation of the program.

## Incident Register and 'Near Misses'

We recommend that any near misses (e.g. someone slips on a pathway but is able to regain their balance) on parish property be recorded in the parish Incident Register.

A near miss indicates a potential risk event that could actually occur and should be considered during the risk assessment process and planning.

## HOT TOPIC!

### *Emergency Evacuation procedures in case of fire*

In the event of a fire in a building that is occupied please remember to do the following, **in this order**:-

1. Carry out your pre-planned and practised evacuation procedure – get your people out of the building(s), adjacent hall etc. to your assembly point.
2. Call the Fire Brigade.
3. Use fire extinguishers and hoses if you have trained persons available.

Lastly, ensure that no person re-enters the building(s) until the all clear is given by the Fire Brigade.

## The What, Who and When of addressing risk...

Once you have identified the risks on your property the real work comes when you need to get them fixed! (Refer to Step 5 of 'Developing a Risk Management Plan.')

It is recommended that the Parish Council answer the following three questions at this point in the plan:-

1. **What** are we going to do?
2. **Who's** going to do it?
3. **When** is it going to be done by?

Once you have the answers, document your decisions, put your plans into action and continue to put them on your Parish Council agenda under the topic of 'Risk Management' until the work is complete.

For **Extreme** and **High** risks we suggest that adequate interim controls be put in place *immediately* (e.g. preventing access) with a view to permanently controlling or eliminating the risk as soon as practicable.

## **Module 2 under development!**

The second module is being drafted at the moment with the intention of release towards the end of April 2007. The module will continue to have a *Occupational Health and Safety* focus and will cover the risk areas of **electrical hazards, hazardous substances, noise, plate glass and contractors.**

## **A couple of reminders...**

Have you completed the questionnaire ?

Also, please ensure that your Risk Management binder, documentation, policies etc. are *kept in a central place* that is easily accessible and known to all.

## **One last thing...**

Please circulate and discuss this Newsletter at your next Parish Council meeting before filing it away in your Risk Management binder.



A PARISH  
**RISK**  
MANAGEMENT  
PROGRAM

**Produced by SDS Parish Services**

ANGLICAN CHURCH DIOCESE OF SYDNEY