

Newsletter

February 2009

****NEW MODULE RELEASE AND UPDATES****

Module 5 – Food Safety will be released to all parishes in the coming weeks. There have also been minor updates to previously released modules.

Module 5 covers a wide range of subjects such as:

- Personal hygiene
- Contamination
- Food labelling laws
- Waste management
- Temperature control
- Food allergies including anaphylaxis

On receipt of the new module:

1. **Read** through it thoroughly;
2. **Discuss** it at your next Parish Council meeting with the Risk Management Coordinator;
3. **Start planning** how to address the subjects covered;
4. **Place** the module in the risk management binder, which should be kept in a **central parish location**.

If you have any queries after reading the module please contact Michael Newman on 9265-1680.

2009 Risk Management Training opportunities

Planning is underway to hold some risk management related training sessions during 2009.

Watch this space ...

Practical tips for addressing common parish risks

- Risk management must be **driven from the 'top'**, that is the rector and wardens.
- When addressing risk look to **eliminate the risk first** (e.g., get a contractor in or stop doing the activity). If it can't be eliminated then look to **minimise**.
- **Appoint 'safety officers'** to parish on-site events (e.g., working bees) and off-site events (e.g., youth group camps).
- Appoint and actively support a **Parish Risk Management Coordinator**.
- If risk management practices **aren't enforced they easily become optional**.

REMINDER: If you haven't already, take the opportunity at your next Parish Council meeting to appoint the parish's Risk Management Coordinator, ideally for a period of at least 2 years.

For more information and other practical tips go to the Parish Risk Management Program web site www.sds.asn.au/Site/103398.asp?ph=cp

Continued...

The Parish Asbestos Inspection Program

The Parish Asbestos Inspection Program will continue throughout 2009 and the first inspections are expected to commence in March.

With the assistance of our Archdeacons and the Property Trust, priority has been given to certain parish sites that have immediate asbestos issues, however [please contact us if you believe your parish should be inspected sooner rather than later!](#)

You can contact us by calling Scott Lincoln on 9265-1633 or Michael Newman on 9265-1680.

2008 Risk Management Annual Return

On **16 March 2009** the **NEW 'On-line' Risk Management Annual Return** will be released. All parishes will receive a unique login code and password in order to access to the Return. The Return **must be completed by 31 July 2009**.

Please contact Michael Newman if you have trouble accessing the Return or do not receive the email.

Over time we will be contacting parishes to **follow up the treatment plans** identified or risk areas not yet assessed. Further, **our Insurers** take an **active part in assisting parishes manage risk**, and on a regular basis undertake risk surveys throughout the Diocese.

Your feedback please!

We are very aware that **implementing the Parish Risk Management Program** while of significant importance, can be **time consuming**.

We would therefore value **your feedback on the Program** and any way we can be of assistance, in particular:

- **What other information or services could be provided to assist your parish?**

Please take the time to tell us what you think of the Program and how it can better serve your parish.

You can provide feedback by contacting Michael Newman on 9265-1680. Email: riskmanagement@sydney.anglican.asn.au

One last thing...

If your **Parish Risk Management Coordinator** has changed please call or email us on:

Ph: 02 9265-1680

Em: riskmanagement@sydney.anglican.asn.au

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



Produced by SDS Parish & Property Services

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