

# Parish Risk Management Program Newsletter

## July 2014

Good risk management supports Gospel ministry and is an expression of our love for people. It reduces both the likelihood and severity of adverse events such as injuries to people, property damage, breaches of law and damage to reputation.

*Please circulate and discuss this Newsletter at your next Parish Council meeting.*

### Regional seminars

A seminar will be held in August/September 2014 at 5 regional locations covering –

- Protecting children – Safe Ministry practices in the light of the Royal Commission
- Handling personal information – recent developments in privacy issues
- Addressing key parish risks – some simple things to address common risks

Full details of the seminar at Figtree 26 August, Sydney CBD 1 September, South Turrumurra 3 September, Kingswood 9 September & Hoxton Park 16 September were advised in an email to all parishes on 30 July 2014.

### Review and update of Risk Management modules

All the modules in the Parish Risk Management Program have recently been reviewed and updated and will shortly be uploaded to the secure SDS Extranet together with a summary of the main changes.

To access the Parish Risk Management Program go to the secure SDS Extranet at <https://secure.anglican.asn.au/Extranet/> and enter the User Name and Password for your parish.

### First Aid Courses

As part of the Program courses are being held at various locations across the Diocese during 2014. This is a great opportunity for your staff teams, youth group leaders, Sunday School teachers and others key people to be skilled in applying emergency first aid. Remember, first aid certificates need to be updated every 3 years.

Contact Colin Murphy on 9265 1560 or email [cjm@sydney.anglican.asn.au](mailto:cjm@sydney.anglican.asn.au) for further information.

### Key lessons from 2013 Risk Management Questionnaire

Each year parishes are asked to complete a Risk Management questionnaire. The responses provide us with valuable information about how parishes are going in managing their key risks, which in turns helps us to tailor the Program to address the areas of greatest need.



Last year 238 parishes (88.5%) completed the questionnaire. Compared to the previous year there was a reduction in the number of parishes whose responses indicated their overall risk rating was extreme or high. While this is encouraging, the results across the 18 areas of risk identified in the questionnaire clearly show that some areas remain a problem for many parishes. In each of the following areas a significant number of parishes indicated they have either taken no action or have made some (but not substantial) progress.

The 5 areas where parishes have been least effective in managing risks are –

- Managing contractors
- Bullying and violence
- Working from home
- Workplace consultation
- Safe playgrounds

Other areas of lesser, but still significant, concern for many parishes would be –

- Food safety
- Emergency evacuation
- Plate glass
- Hazardous substances

Can I encourage you to look at your own parish risk profile (available on the Chart tab under Parish Risk Management section of the [secure SDS Extranet](#)). If any of the above, or any other of the risk areas identified in the questionnaire stand out as an extreme or high risk for your parish, ask yourself what you might do to address that risk.

The ministry team, wardens and parish councillors in particular have a responsibility to do what they can to minimise the risks in parishes, and often a few simple, but targeted, actions will significantly reduce the overall risk. By way of example, if your parish scored poorly in any of the areas noted above, why not look to implement the following fairly simple things –

#### **Managing contractors**

- Provide all contractors with a safety plan (see sample in Module 2 of the Program)
- Confirm that contractors have appropriate professional indemnity insurance

#### **Bullying and violence**

- Make available the Diocesan Grievance Policy and Procedure (see [SDS website](#))
- Review security of the work premises (eg, security door, intercom, lighting, etc)

#### **Working from home**

- Review adequacy of work spaces at home (eg, ergonomics of furniture and work space, lighting, ventilation, heating and cooling, etc)

#### **Workplace consultation**

- Communicate importance of workplace health and safety and consult staff to help identify and eliminate or mitigate those risks, review facilities, and when proposing changes

#### **Safe playgrounds**

- Ensure equipment and surfaces comply with relevant Standards (gates, 'soft fall', etc)
- Maintain equipment in good working order (eg, no broken or sharp edges, trip hazards)
- Ensure supervision by a responsible adult

#### **Food safety**

- Adopt safe food handling practices – hygiene, cleaning, contamination, storage, labelling
- Identify people at risk of anaphylaxis



### Emergency evacuation

- Develop plan for your site (exit map, contacts, equipment) and communicate to all leaders
- Maintain exit signs and clear accessways

### Plate glass

- Replace (or apply safety film to) any non-safety glass in panels that people may impact
- Attach 'presence of glass' markers as a visual barrier

### Hazardous substances

- Secure chemicals out of reach of children
- Ensure all hazardous substances are properly labelled and maintain a register

## 2014 Risk Management Questionnaire

The 2014 Risk Management Questionnaire will be available shortly on the secure SDS Extranet, and an email reminder and access details will be sent to all parishes. The questionnaire will assist your parish in identifying specific parish risks that may need attention and provide an overall 'risk rating' which compares your parish with a 'target' level and with the Diocese as a whole.

## Incident reporting (download an [Incident Report](#))

- All incidents **including 'near misses'** must be recorded in an Incident Report and forwarded to the Diocesan Insurance Manager.
- Do not seek to make a judgement about whether you think the incident is serious or may result in a claim against the parish – **report ALL incidents**.
- Describe the incident as it happened, step by step – **do not offer opinions on why certain things did or did not happen**.
- Certain specific incidents, such as an injury requiring hospitalisation or a dangerous incident involving serious risk to health or safety, must ALSO be reported to WorkCover.

## Contact details

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