

POLICY STATEMENT

1. The Pastors **including Restore Church**, Elders Church Administrator and Deacons of Beenleigh District Baptist Church (BDBC) are committed to the management of risk to protect its:
 - People
 - Assets and intellectual property
 - Environment
 - Quality and professionalism of all activities and advice
 - Business obligations
 - High standing and reputation in the community
2. Risk management is a key part of improving our church' business and services to continue to be a leading part of our community.
3. To achieve best practice in controlling the risks our Church and people may be exposed to BDBC will develop procedures and audit tools to effectively manage risk. These procedures will be based on the principles, framework, and process of ISO 31000:2009, Risk Management.
4. Risk management is a continuous process demanding ongoing awareness of leadership, employees, and volunteers. As such our staff and volunteers will be educated on the possibility and impact of accidents and losses whether causes by the church or external events.
5. Suitable risk management activities will be incorporated into our strategic development, governance, business planning, staff operations, events, and other activities as well as the work done by volunteers and service providers. The scope of these activities will encompass:
 - Education and training for all staff and volunteers
 - Developing and applying contemporary risk management standards
 - Conducting regular surveys, inspections, and audits to identify and eliminate risks
 - Undertaking risk control improvements
 - Reporting to Pastors and Elders on risk improvement and compliance
6. Our challenge at BDBC and **Restore Church** for the future is to infuse risk management into our culture and activities. Everyone's involvement and support are critical to an effective result.

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the steps to be taken for managing risks within BDBC and **Restore Church** settings. The scope of the policy includes ‘whole of church’ risks from an operational perspective and the ‘individual’ risks associated with planning special events.

2. RESPONSIBILITIES

Pastors of BDBC and Restore Church, Elders, Church Administrator, Deacons, Church Office paid and voluntary staff and Ministry Team Leaders

3. REFERENCES

AS/NZS/ISO 31000:2009 Risk Management – principles and guidelines
Baptist Insurance Services Risk Management Guide for Churches. 2015
Church Policy CP-07 Protecting People and Property
Business Continuity Plan

4. DEFINITIONS

Whole of Church risks: where matters of both strategic and operational impact are considered, to identify those activities or events of highest risk to help prioritise allocation of resources.

Individual risk: The individual risks associated with an event or special project where activities associated with an event can be made as safe as possible.

Hierarchy of controls a tool with hierarchical numbers from 1 – 5 that assist the person who has identified the risk to decide which control measures are best used to minimise the risk

5. PROCEDURE

5.1 WHOLE OF CHURCH RISKS

1. Identify the risks

Hazards and their potential risks can be identified by a simple walk around the church property or building using specific audit tools BDBC have available. These forms are used to identify and document the potential risks. *Church Form WPS-03* is an Annual Audit Tool that is used by both

the Church Administrator and Deacons to identify specific hazards and risks. The Housekeeping Audit using *Form WPS-10* are done more frequently, at least two – three times per year, this audit also identifies potential risks.

The Church has a specific Incident / Accident/ Hazard *Form WPS-01* available within the Church, HUB, Church Office and **Restore Church** premises for anyone to report an incident or near miss to the Church Office. These reports will be reviewed and analysed to determine further corrective / preventive action.

2. Analyse the risks

Following any walk around audit or planned audit the risks that have been identified are evaluated against their existing controls. Using the Hazard Identification Register *WPS -11*, **Firstly**, choose the most appropriate control from the ‘Hierarchy of Controls’ that must be implemented to minimise the risk in the Church, **Restore Church** and / or grounds.

Secondly determine the likelihood and consequences of the risk against the **Risk Matrix** from the *Form WPS-08* that gives the **risk a rating** from high – medium – low.

The Hazard Identification Register *Form WPS-11* is used to keep track of the actions taken and progress by whom and when. The Church Administrator is responsible for maintaining this Register.

3. Evaluate the risks

The assessment and evaluation stage are based on the concept that risk severity is determined by two key factors: the likelihood of risk and the consequences i.e., the potential impact of a risk should it occur.

The Church *Form Risk Matrix WPS-08* is used to evaluate the risk identified.

4. Control the risks

Once a risk is identified it leads immediately to the need to control the risk. The progress of the risks is monitored for the effectiveness of the risk options chosen. Once the risk has been controlled it is 'closed out' on the *Hazard Identification Register*.

Risk treatment Options include:

Treatment options	Option Descriptions
Avoid the risk	Change business processes or option to avoid the risk
Change the likelihood	Undertake options to reduce the possibility of the risk occurring
Change the consequences	Undertake options aimed at reducing the impact of the risk
Share / transfer the risk	Transfer ownership and liability to a third party – e.g. insurance
Retain the risk	Accept the impact of the risk.

5. Monitor and review risks and control measures

Monitor the effectiveness and review the control measures, did they work? The *Church Hazard Identification Register* should be reviewed regularly to ensure that no new risks have been introduced without appropriate control measures in place.

Keep the *Hazard Identification Register* continually updated using the risk assessment tools available

6. Ministry Team Leaders annual risk management strategy

As a requirement of Blue Card Services Compliance Department, Ministry Team Leaders are required to prepare, and present to the Church Administrator a Risk Assessment, (RA) for the coming year. This RA is to cover every day, weekly events that occurs in their ministry area. Form WPS-07 is used and must be approved by either the Church Administrator or Child Safe Coordinator at the start of the year.

7. Permission to proceed

In the case of 'high risk' events, such as camping, road trip, swimming, bonfires or billycarts a specific Risk Assessment, *Form WPS-07* is also used for these events. All planning for major events where medium to high-risk activities are noted, it is the responsibility of the person organising the event to gain permission to proceed with the event before the event takes place.

5.2 INDIVIDUAL RISKS ASSOCIATED WITH SPECIAL OR MAJOR EVENTS

1. Individual risks associated with special or major events

The Church regularly plans special events such as Easter egg hunt, fetes, Christmas carols, working bees, youth camps, church renovations and mission trips. This includes special health related events such as the 2020 COVID_19 Pandemic. Each of these events have potential risks associated with them. BDBC will prepare specific plans for these events as well as any plans required by Queensland Government Health.

2. Planning for special events

The Church *Form Events Risk Assessment (WPS-07)* is used for these events. A master template WPS-07A is also available for use in planning specific major events. This includes details of the event to be scheduled and the associated risks that must be managed. Details of entertainment, stalls, specific roles of volunteers, managing people and ensuring licenses of service providers are current including blue card holders where children and vulnerable persons are concerned. Using the above form, the Event Co-ordinator and Church Administrator will document the potential risks and / or hazards. These will be listed, and the likelihood and consequences will be assessed against the *Risk Matrix Form WPS-08* and proposed control measures identified. The responsibility for each action will be documented.

NOTE: If it is not possible to sufficiently control risks a decision may be made not to proceed with a particular activity

3. Emergency planning for special events

At all special events the likelihood of adverse events is possible, and the Church must plan for emergency responses. A contingency plan should cover both medical and emergency responses as well as a Plan B for incremental weather if an event was outside in the grounds.

A first aid person must be allocated and the position of the first aid facility posted. All first aid treatments must be recorded on the First Aid Incident Form WPS-05. In the event of fire or smoke a Fire Warden must be named and those attending made aware of fire responses and evacuation routes as well as assembly points.

The emergency response plans are recorded on the Special Events Management Plan (WPS-07).

4. Business Continuity Plan

The Church Business Continuity Plan is maintained in the Church Office and reviewed by the Leadership team annually OR when changes occur.

6. RECORDS GENERATED

Church Form No.	Name	Retention period
WPS-01	Incident / Hazard/ Accident Report	All forms associated with workplace health and safety reports are retained as permanent records in the Church Office.
WPS-03	Annual Hazard Review Audit	
WPS-05	First Aid Report Form	
WPS-07 and WPS-07A	Events Risk Assessment Plan and Special Events Risk Assessment Plan	
WPS-08	Risk Assessment Tool	
WPS-10	Housekeeping Audit	
WPS -11	Hazard Identification Register	

7. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
March 2020	Draft	Rose Gavin Administrator (Voluntary)
April 2020	0	Approved by Ps Steve Twible, Paul Stallard, Elder/Deacon, Rose Gavin Administrator (Voluntary)
June 2020	1	Changes to the Form numbers in 5.2 and 5.4. by Rose Gavin, Administrator. (Voluntary). Approved to republish by Ps Steve Twible
September	2	Change to Section 5.6 and form numbers Republished by Rose Gavin. (Volunteer Administrator)
November 2020	3	Changes to Section 3, Addition of 5.8 Approved by Katie Davis Administrator
March 2022	4	Some re-numbering. Insertion of Annual Risk Assessment Plans and Permission to Proceed as Sections 5.6 and 5.7 by Rose Gavin, Child Safety Coordinator. Approved for publishing by Katie Davis, Church Administrator.
August 2022	5	Previous changes to Sections 5.6.and 5.7 red font returned to black font. Addition of Restore Church in areas highlighted in red font. Changes made by Rose Gavin, Volunteer Administrator and approved by Ps Steve Twible and Katie Davis, Church Administrator.