

RISK MANAGEMENT POLICY

Date	16/05/2017
Policy Number	BCOC:1-01
Status	Version 1
Approved by Board on	22-01-2018
Reviewed&Approved	19-08-2019
Scheduled review date	August 2021

Introduction

A critical part of effective management of safety and property damage is an effective risk management policy. The aim of risk management is to identify hazards, assess them for the potential damage or harm they can cause and set in place an appropriate response to managing and controlling.

Risk management is “the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating risk.” (AS/NZS ISO 31000:2009)

We should be diligent in our ministry plans whilst at the same time being bold in God’s power and providence.

‘The plans of the diligent lead to profit as surely as haste leads to poverty.’ Proverbs 21:5

Scope

This policy applies to all areas of church life.

Definitions

Risk is a situation involving exposure to danger.

Risk Assessment is a systematic process of evaluation the potential risks that may be involved in a projected activity or undertaking.

Risk Management is the forecasting and evaluation of risks together with the identification procedures to avoid or minimise their impact.

Team Members are all those who are involved in ministry other than in a leadership role, including both staff and volunteers and are over the age of 18.

Junior Team Members are all those who are involved in ministry and are under the age of 18.

Team Leaders are all those in some level of leadership in the Church. This includes Pastors, Staff, Elders, Ministry Leaders appointed to some level of leadership in the Church.

Policy

To assist in providing a safe environment and also protecting church assets, we will perform risk management. Our risk management includes the following key elements:

- Identify Risks – identify where, when, why and how events could cause physical harm or property damage.
- Analyse Risks – identify and evaluate existing controls. Determine consequences and the likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.
- Control Risks – develop and implement cost-effective strategies and action plans to reducing risks.
- Monitor and Review – monitor the effectiveness of all steps of the risk management process and provision of feedback for improvement of the process.

Each ministry group is required to perform a risk assessment using the BCOC – Risk Assessment Form for each activity/event/program. The completed BCOC - Risk Assessment Form must be given to the Safety Contact Person prior to the activity/event for final approval.

We will maintain a risk register which records the details of these risk assessments.

We will review the risk register annually, and this process will be coordinated by the Safety Contact Person.

Implementation and Communication

All policies are available upon request from the Safety Contact Person by anyone in regular attendance at the Berwick Church of Christ.

On acceptance by the Elders, this policy will be distributed to all existing staff, volunteers and leaders. It is the responsibility of Ministry Leaders to ensure all Team Members and Team Leaders including Junior Team Members have read and understood this policy.

All new staff, volunteers and leaders will be given access to all the Berwick Church of Christ policies and procedures in the Induction Kit.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	03 9702 1011
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Applicable Legislation, References and Other Policies

Item	Description
AS/NZS ISO 31000:2009 Risk Management	Principles and Guidelines August 2010 "Australian Standard of Risk Management" (Australian Government 2010)
BCOC – Risk Assessment Form	Risk assessment form to be completed for each activity/event/program.