

RISK MANAGEMENT POLICY

Date	16/05/2017
Policy Number	BCOC:1-01
Status	Version 2
Approved by Board on	19/07/2021
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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 ISO 31000:2018)

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

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving scissorlift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk Assessment is a systematic process of evaluating 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 and Volunteers 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 as per the Code of Practice under section 274 of the Work Health and Safety Act. Our risk management includes the following key elements:

- Identify Hazards – find out what could cause harm.
- Assess Risks – if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- Control Risks – implement the most effective control measure that is reasonably practicable in the circumstances.
- Review Control Measures – to ensure they are working as planned.

Each Ministry 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.

This updated 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 via the website - <http://www.berwickchurch.org.au/policies>.

Safety Contact Person

Name:	Karen Fletcher
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Email:	karenf@bcoc.com.au
Other contact details:	Church Office: (Mondays, Tuesdays & Thursdays, Fridays)

Applicable Legislation, References and Other Policies

Item	Description
AS ISO 31000:2018 Risk Management	This Standard provides guidelines on managing risk faced by organizations. The application of these guidelines can be customized to any organization and its context. ISO 31000:2018 provides a common approach to managing any type of risk and is not industry or sector specific.
How to Manage Work Health and Safety Risks Code of Practice	This Code of Practice on how to manage work health and safety risks is an approved code of practice under section 274 of the Work Health and Safety Act.
Work Health and Safety Act 2011	The WHS Act aims to secure the health and safety of workers and workplaces through the elimination or minimisation of risks, so as to provide workers and others with the highest level of protection from hazards and risks, so far as is reasonably practicable.
BCOC – Policies and Risk Assessment Form	Risk assessment form to be completed for each activity/event/program. Policies and Forms are available via the website - http://www.berwickchurch.org.au/policies