

RISK MANAGEMENT POLICY

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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

Purpose

The purpose of the risk management policy is to ensure that the Church is as safe as possible, and that the Church is meeting its legal responsibility to eliminate risks, or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable.

Scope

This policy applies to all staff, volunteers and contractors undertaking work on behalf of the Church.

Definitions

Please refer to the General Definitions document.

In addition to the General Definitions, the following definitions are relevant to this policy:

"Hazard" means a situation or thing that has the potential to harm a person. Hazards may include noisy machinery, a moving scissor lift, 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.

Policy

The Church will use a risk management process as outlined in the Code of Practice – Managing Risk in the Workplace. The key elements of the risk management process are:

- **Identify Hazards** – find out what could potentially cause harm to people.
- **Assess Risks** – 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 and ensure it remains effective over time.
- **Review** – review hazards and control measures to ensure they are working as planned.

Each Ministry is required to perform a risk assessment using the Church's Risk Assessment Form for each activity/event/program. The completed Church's 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.

Procedure

IDENTIFY THE HAZARDS

Identifying hazards involves finding things and situations that could potentially cause harm to people both physical and psychological. The table below shows examples of common hazards.

Table 1 Examples of common hazards

Hazard	Example	Potential harm
Manual tasks	Tasks involving sustained or awkward postures, high or sudden force, repetitive movements or vibration	Musculoskeletal disorders such as damage to joints, ligaments and muscles
Gravity	Falling objects, falls, slips and trips of people	Fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Psychosocial	Excessive time pressure, bullying, violence and work-related fatigue	Psychological or physical injury or illness
Electricity	Exposure to live electrical wires	Shock, burns, damage to organs and nerves leading to permanent injuries or death
Machinery and equipment	Being hit by moving vehicles, or being caught in moving parts of machinery	Fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Acids, hydrocarbons, heavy metals, asbestos and silica	Respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat and cold	Heat can cause burns and heat stroke or injuries due to fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise	Permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers	Burns, cancer or blindness
Biological	Micro-organisms	Hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies

[Code of Practice - How to manage WHS risks](#)

HOW TO FIND THE HAZARDS

- During Inspections – by walking around the Church or venue you may spot straight forward hazards and these should be actioned immediately.
- Consulting with staff and volunteers – asking staff/volunteers what health and safety problems they have encountered.
- When designing a new task or project or event – identify hazards associated e.g. chemical, biological and plant hazards, hazardous manual tasks and aspects that can impact on mental health.
- Review of information – research information about hazards relevant to the area from various sources e.g. regulator websites, technical specialists, safety consultants, etc.
- Analyse records of workplace incidents, near misses, sick leave and staff or volunteer complaints.

ASSESS THE RISK

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. By using the risk matrix below to identify the likelihood of a hazard or incident occurring and potential severity of harm it could cause someone – it will determine how quickly the Church needs to respond to the hazard.

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
		Injuries or illness not requiring medical treatment	Minor injury or first aid treatment required.	Injury or illness requiring medical treatment.	Hospitalisation and/or permanent injury	Death or serious and/or permanent injury/disability
LIKELIHOOD	Certain	Medium	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Possible	Low	Low	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	Rare	Low	Low	Low	Medium	High

RISK TOLERABILITY TABLE

This table shows the level of risk, and what action is required for each level.

Risk Level	Risk Tolerability	Tolerance Description	Reporting Levels	Approvals Level
Extreme	Unacceptable	<u>Stop risk activity immediately</u> and make safe, do not proceed until risk is controlled to a lower rating.	Executive Pastor Senior Pastor Board	No approvals to be provided for work under Extreme residual risk conditions.
High	Undesirable	Seek urgent attention to implement controls (within 48 hours).	Executive Pastor Senior Pastor Board	Approval by Executive Pastor subject to detailed Safe Work Plan.
Medium	Tolerable	Actions must be completed within three months of approval.	Pastor	Approval by Pastor of relevant Ministry. Safe Work Plan may be required.
Low	Broadly Acceptable	Risk may be tolerated based on cost and practicality, otherwise complete actions within 6 months of approval.	Pastor	Approval by Pastor of relevant Ministry.

In the situations where you know the hazard, the risk and the control measures, then this formal step to assess the risk is not required. You must simply implement the controls and document in the risk register.

A risk assessment is to be completed in situations when:

- There is uncertainty about how a hazard may result in injury or illness.
- The activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks.
- Any changes at the Church that may impact on the effectiveness of control measures.
- When holding an event off site and need to identify all hazards and risks at the new location.
- Introducing a new task or activity where all the hazards and risks are unknown.
- Purchasing or introducing new equipment at the Church.
- Activities relating to High Risk Work.
- Tasks involving staff or volunteers near moving machinery, vehicles.

When completing a risk assessment it must be completed using the Church's Risk Assessment Form. Any High Risk Work including working at heights must use a SafeWork Method Statement.

RISK ASSESSMENT FORM

The Risk Assessment Form requires the user to list all the identified hazards relating to a specific activity, project or event, assess the level of risk of those hazards and require the identification of control measures to reduce the risk rating. The form includes the Risk Tolerability Table describing how quickly the Church needs to respond to the risks and what reporting levels should be involved.

CONTROL THE RISKS

When implementing control measures for identified hazards the Hierarchy of Controls is to be referred to and used. The order of suitable control measures starts with elimination which is the best option and personal protective equipment (PPE) should only be used as a “last resort” and should be used as an adjunct to other control methods. For optimal outcomes, using a combination of controls should be considered.

The order of preference for hazard controls is:

- **Elimination** – to completely eliminate or remove the hazard.
- **Substitution** – swap or change the hazard for something less hazardous e.g. substitute your equipment with something different or use a different process.
- **Isolation** – roping off or separating the hazard to a less hazardous environment to the general area e.g. store hazardous items separately or cordon off the area where the hazard is found.
- **Engineering controls** – modifying the hazard or equipment to make the process or tasks less hazardous e.g. trolleys to move loads.
- **Administrative controls** – administrative controls to ensure safe work processes and reduce the risk e.g. training, creation of safe operating procedures, job rotation and policies.
- **Personal protective equipment** – tools, clothing and equipment worn by an individual to protect themselves whilst working e.g. gloves, eye protection, masks, etc.

All identified hazards and control measures must be entered into the Church’s risk register.

REVIEW

It is the Pastors responsibility to ensure the hazards and control measures in their ministry areas are reviewed frequently to ensure the control measures are effective.

A control measure is also required to be reviewed in accordance with WHS Regulations:

- When the control measure is not effective in controlling the risk.
- Before a change at the Church that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
- If a new hazard or risk is identified.
- If the results of consultation indicate that a review is necessary, or
- If the Safety Contact Person requests a review.

Raising Concerns

We encourage all staff and volunteers within the Church and our congregation to report any concerns they have about safety and wellbeing. We are committed to handling all concerns seriously, legally and in a child-focused way (if concerning children).

If you have any concerns about the safety of someone at the Church, we strongly encourage you to share your concern with one of our Pastors or the Safety Contact Person and fill in our [Reporting Concerns Form](#).

Policy Review Statement

This policy will be reviewed regularly as a part of the ongoing review and continuous improvement cycle of all the Church’s policies and procedures.

If you have any feedback you would like to make about this policy, please email policies@bcoc.com.au.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	0438 886 337
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

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.
The Church's 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