RISK MANAGEMENT AND SAFE ENVIRONMENT GUIDELINES

2019/2020

An initiative of Deo Gloria Family of Churches

Risk Management and Safe Environment Guidelines

Deo Gloria Family of Churches have a responsibility to provide a safe environment for their workers and to protect other people's property from damage.

Deo Gloria Family of Churches also recognises the obligation it has to those who enter DGFC premises and participate in the activities provided, and those who come under its care in an external environment.

This document is underpinned by the following policy statements from the DGFC Safeguarding Policy:

- We will give opportunity to all people, including children, to provide input into the programs and the activities in which they are to participate, by fostering and valuing their ideas, and encouraging participation in all areas of the life of the church, as far as is sensible and practical.
- We will obtain information relating to the program participants, including children's health and family situation, to ensure that we are able to care for their physical and emotional needs.
- We require all leaders to establish safe physical environments as outlined in the *Safeguarding Awareness Workbook* for DGFC.
- We require Ministry Leaders to exercise a duty of care through the use of forms, checklists and templates made available through the *Safeguarding Awareness Workbook and* www.deogloria.org.au for establishment and maintenance of safe ministry environments.
- We require a Safeguarding Representative/Team to be appointed in each congregation or organisation to ensure that the following areas are incorporated into establishing and maintaining a safe physical environment: fire safety; venue safety; first aid; food safety practices; risk assessment for activities; adequate ministry supervision for activities; transport protocols; critical incident and emergency protocols and ministry review.
- We require Ministry leaders to complete an Application to Proceed form and obtain a Permission to Proceed annually.

In order to fulfil our responsibilities Deo Gloria Family of Churches expects all churches draw upon the resources located in: *Safeguarding Awareness Workbook, Deo Gloria Family of Churches Safeguarding Training System and Ansvar Insurance Faith Organisations Insurance Policy* to:

1. Provide a safe and secure environment
2. Conduct risk assessment
3. Manage risk

1. Provide a safe and secure environment

In providing a safe and secure environment ensure that:

- Appropriate first aid equipment and personnel are in place for activities
- Safe food handling and hygiene practices are employed
- Safe manual handling, lifting and moving techniques are encouraged
- Information on safe handling of hazardous substances is provided
- Safe visual and auditory care is provided for workers and those attending programs as part of the church
- On-site and off-site venue hazards are identified and effective control measures are implemented
- Those undertaking off-site activities (e.g. Care groups, etc) are encouraged to consider aspects of establishing a safe environment
- Applying emergency procedures including emergency evacuations, use of fire extinguishers and Critical Incident Response Plan
- Buildings are maintained in a state of good repair
- Security measures are employed to ensure people and property security

2. Conduct risk assessment

In conducting risk assessments of the environment where work and activities are conducted and will, as far as is reasonably practicable, eliminate or work to manage the identified risks using the following strategies:

- Risks in premises and ministry program activities are identified
- Risk registers to assess risks are completed
- Risk action plans are developed and implemented
- Risk action plans are monitored

3. Manage risk

In developing and implementing risk management/maintenance plans, ensure that:

- Areas of risk are identified and managed
- All incidents, areas of potential risk and actual hazards are reported to the Church Safeguarding Representative, using appropriate documentation

HELPFUL DEFINITIONS

What is risk?

Risk is the exposure to the possibility of such things as physical damage, injury or delay, economic or financial loss of gain, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes:

- The perception that something could happen
- The likelihood of it occurring
- The consequences if it does occur

What is a hazard?

A hazard is an actual source of danger that could result in an accident if undue care is not exercised.

What is risk management?

Risk management is the process of managing your organisation's exposure to potential risks and actual hazards.

Where risk assessment considers things that might be a risk or could go wrong, hazard identification and control measures relate to actual hazards that are present. In risk management, risks are identified and assessed (Risk Register) in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs.

What is a risk register?

A risk register is one way of documenting risks that have been identified, control measures that are in place to address risks and level of risk assessed.

What is a risk action plan?

A risk action plan is used to describe what additional measures you will use to reduce, eradicate or manage potential risks identified in your risk register for your organisation. It also includes information on resources required (people, equipment, financial), lines of responsibility and timeline for implementation.

DUTIES OF SAFEGUARDING REPRESENTATIVE/TEAM

A church Safeguarding Representative/team is responsible for:

- Liaising with Ministry Leaders to ensure that all aspects of risk identification, assessment and management are implemented in a church or organisation
- Providing information on safe work practices
- Keeping records of all documentation pertaining to incidents related to risk or hazards associated with church or organisation premises and activities
- Keeping senior church leadership informed of risk management status
- The oversight of the implementation of the Safeguarding Policy and supporting documentation and processes in the church.

These Risk Management & Safe Environment Guidelines apply to all pastors, elders, staff members and volunteer workers associated with ministry in our family of churches (DGFC).

More information – The Risk Management and Safe Environment Guidelines are supported by:

- Safe Church National Training System
- Safeguarding Awareness Workbook
- Ansvar Insurance Faith Organisations Insurance Policy

Contact Information

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Disclaimer:

These guidelines have been endorsed by the Deo Gloria Family of Churches for use in churches and associated organisations. However, due to the autonomy of the local church, we cannot demand that our churches implement the Safeguarding Policy.

In any legal proceedings, you may be asked if any such recommendations exist and if so, whether they were followed. As such, we strongly urge you to implement this policy.