

## MANAGEMENT OF RISK FORM **APPENDIX A PART 1**

1. Background Information			
<b>Activity/Program</b> <i>(Please give date if it is a once off event)</i>			<b>Date of event:</b>
<b>Site</b>		<b>Name of person conducting assessment</b>	
Submitted to the Management of Risk Committee	Signed		
	Dated		
Approved by Management of Risk Committee	Signed		
	Dated		

### Points to consider when filling out this form.

- Regular ministries will submit a Management of Risk Form annually. *This will be submitted to the Management of Risk Committee by January 31 unless advised otherwise.*
- Short term ministries, which for example include special events, camps, picnics and bush dances, will require the Management of Risk form for each event. **For these events the form must be submitted 2 weeks prior to the advertising of the event.**
- Please read through the Risk Matrix. Record the level of risk as either Extreme, High, Medium or Low. This is obtained where the Consequence and Likelihood intersect as per the table headed '3. Risk Matrix'. **Risk level/rating = Likelihood rating X Consequence rating (e.g. Likely (4) X Moderate (3) = High (12))**
- Read the St Alfred's Management of Risk Policy, especially section 3.4. This policy is attached and available in Elvanto.
- Give a brief description of the event below.

### **Brief description of event:**

<b>2. Risk Assessment</b>					
<b>Identify and List Hazards</b> Health, Physical, Fire, Electrical, Chemical, Human, Transport, Reputation, Spiritual		<b>List Current Risk Controls</b>	<b>Risk Rating (refer Risk Matrix, 3. Risk Level Matrix)</b>	<b>List Additional Controls (if any - where current controls are not adequately managing the level of risk)</b>	
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>11</b>					

2. Risk Assessment					
Identify and List Hazards <small>Health, Physical, Fire, Electrical, Chemical, Human, Transport, Reputation, Spiritual</small>		List Current Risk Controls	Risk Rating (refer Risk Matrix, 3. Risk Level Matrix)	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>	
12					
13					
14					
15					
16					
17					
18					

3. Emergency Contacts (Relevant to location)		
Emergency	000	
Doctor		
Hospital		

3. Emergency Contacts (Relevant to location)	
Police	

Staffing (including volunteers)	
Name	Qualifications (e.g. Working with Children, First Aid etc.)
1	
2	
3	
4	
5	
6	

Staffing (including volunteers)		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Staffing (including volunteers)	
19	
20	

## RISK MATRIX

1. **Consequence** - Evaluate the consequences of a risk occurring according to the descriptors in the columns below.

Descriptor	Level	Health & Safety	Finance	Reputation	Spiritual
<b>Insignificant</b>	<b>1</b>	No injury	Unrecoverable costs and/or expenses less than \$1,000	Minimal	Causing division on theological or spiritual grounds that may result in interpersonal conflict between members of St Alfred's
<b>Minor</b>	<b>2</b>	Injury/ill health requiring first aid	Unrecoverable costs and/or expenses greater than \$1,000	Short term local impact on reputation	Causing division on theological or spiritual grounds that may result in one or a few people leaving St Alfred's
<b>Moderate</b>	<b>3</b>	Injury/ill health requiring medical attention	Unrecoverable costs and/or expenses greater than \$5,000	Long term degradation of reputation	Causing division on theological or spiritual grounds that may result in a significant number of people leaving St Alfred's
<b>Major</b>	<b>4</b>	Injury/ill health requiring hospital admission	Unrecoverable costs and/or expenses greater than \$10,000	Serious long-term loss of reputation	Causing division on theological or spiritual grounds that may result in one or a few people abandoning the Christian faith
<b>Severe</b>	<b>5</b>	Fatality	Unrecoverable costs and/or expenses greater than \$20,000	Total unrecoverable loss of reputation	Causing division on theological or spiritual grounds that may result in a significant number of people abandoning the Christian faith.

**2. Likelihood** - Evaluate the likelihood of an incident occurring according to the ratings in the left-hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur during a similar Church event over an extended period of time
Possible	3	May occur several times across the Parish or Diocese over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

**3. Risk Level Matrix** – Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost Certain 5	Medium 5	High 10	Extreme 15	Extreme 20	Extreme 25
Likely 4	Medium 4	Medium 8	High 12	Extreme 16	Extreme 20
Possible 3	Low 3	Medium 6	Medium 9	High 12	Extreme 15
Unlikely 2	Low 2	Low 4	Medium 6	Medium 8	High 10
Rare 1	Low 1	Low 2	Low 3	Medium 4	Medium 5

#### 4. Risk Level/Rating and Actions

Descriptor	Definition
Extreme:	Do not proceed with this event. Approval will not be given.
High:	Corrective actions with additional controls need to be in place before approval is given.
Medium:	Consider modifications to further minimise risks. The RMC may ask for this to happen before giving approval, or approve the event provided certain modifications are put in place.
Low	Consider modifications to further minimise risks. The RMC may ask for this to happen before giving approval, or approve the event provided certain modifications are put in place.

**Risk level/rating = Likelihood rating X Consequence rating (e.g. Likely (4) X Moderate (3) = High (12))**

## ASPECTS TO CONSIDER WHEN CONDUCTING THE RISK ASSESSMENT

### Health

- Medical emergency
  - Heart
  - Epilepsy
  - Asthma
  - Burn
  - Anaphylaxis
- Illness
- Food poisoning
- Pandemic controls

### Physical

- Steps
- Ladders
- Playground equipment and surrounds
- Access for all
- Carpark safety
- Games (consider age, injury risk)
- Manual handling (heavy and/or bulky objects)

### Fire

- Building
- Kitchen
- Barbecue including the gas bottle
- Electrical
- Bonfire

### Electrical

- Cabling
- Appliances/cables etc., inspected according to regulations
- Technical equipment

### Chemical

- Safe storage of cleaning products
- List of hazardous chemicals on site and where stored – do they need to be kept on site

### Human

- Intruder
- Safety of children /other vulnerable people
- Harassment
- Mental health

## **ACTIVITIES THAT ARE AUTOMATICALLY EXCLUDED UNDER ST ALFRED'S INSURANCE POLICY**

Motor races, motor rallies, motor speed tests, motocross, trial bikes, dune buggies, quad bikes, go karts, mountain biking, horse/pony riding, canyoning, caving, rifle/firearms, paintball, skirmish, and other form of shooting, hang gliding, parachuting, para gliding, hot air ballooning, aerial activities, white water canoeing/kayaking/rafting, (above class 2 rapids), water sports with power boards or water skiing, scuba diving, vertical and horizontal bungee jumping, gladiator games, abseiling, rock climbing, high ropes courses, trapeze, zip-lines, rock walls, martial arts, boxing, amusement arcades, parks or rides, commercial fairgrounds, bouncy/jumping castles and/or use of any other inflatable device, trampolining, fireworks or fire walking.