**Risk Identification Register for Ministry Programs**

It is an important element of any event or ministry in a church that risks are assessed and managed in the best possible way. As such, it is necessary that a risk assessment is carried out prior to a programmed event or activity.

**What are some of the steps for dealing with risk?**

The steps that can and should be taken will vary with different contexts. However, we can create an action plan to deal with each risk. This may include:

* ***Eliminate the risk****.* E.g. if there is an obstacle on a pathway we can move it so there is no longer a risk.
* ***Avoid or substitute alternatives****.* E.g. directing people another way to avoid a risk such as slippery stairs.
* ***Reduce to minimise the risk.*** E.g. if there is a pathway that tends to become slippery, it can be regularly cleaned and/or warning signs erected. It demonstrates that we are aware of the risk and should be working towards a permanent solution.
* ***Training and administration.*** i.e. making sure people know how to perform a task correctly and safely.
* ***Use protective equipment.*** i.e. Supply the appropriate protective equipment and ensure it is used properly.
* ***Transfer the risk.*** Eg: through insurance.
* ***Retain the risk.*** i.e. knowing the likelihood and the potential consequences of the risk, we can decide to accept the risk.

The following Risk Identification Register and associated information is available through the Sydney Anglican Diocese Risk Management program. It is intended to provide a simple way to identify and work towards controlling risks in programmed activities.

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| **Parish Information** |  |  |
| Parish/Site of event: |  |  |
| Leader in charge: |  |  |
| Date: |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Description of hazard** | **Likelihood** | **Consequence** | **Risk rating** | **Action plan** | **Outcome of plan** |
| Anything that potentially puts at risk:   * A person’s health and safety * Good order of property * Financial well-being * Reputation and relationships inside and   outside the parish | * Almost certain * Likely * Possible * Unlikely * Rare | * Catastrophic * Major * Moderate * Minor * Insignificant | * Extreme * High * Moderate * Low | To eliminate/ control the hazard o who  o what  o when | Date risk eliminated or date for further review of risk |
| **Example:**  *Electrical cords on floor present tripping hazard* | *Likely* | *Minor* | *Moderate* | *Leader minimised risk*  *i.e. tape cords down; alert participants to potential hazard* | *Completed at event* |
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| **Likelihood of an event occurring** | |
| Almost certain | Greater than 80% chance of occurring  Likely to happen in next 3 months |
| Likely | 60-80% chance of occurring  Likely to happen in next 6 months |
| Possible | 40-60% chance of occurring  May occur within a year |
| Unlikely | 20-40% chance of occurring  May occur in next 3 years |
| Rare | Less than 20% chance of occurring |

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| **Impact if an event occurs/Consequences** | |
| Catastrophic | Death; total loss of property; financial failure; extensive interruption to ministry |
| Major | Life threatening injury; major damage to property; severe financial loss; significant interruption to ministry |
| Moderate | Injury requiring hospitalization; significant but repairable damage to property;  significant financial loss; some interruption to ministry |
| Minor | Injury requiring a doctor; minor damage to property; minor financial loss; some interruption to ministry |
| Insignificant | Injury requires first aid; damage to property easily repaired; insignificant financial loss; minimal interruption to ministry |

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| **Likelihood** | **Consequences** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| Almost Certain | M | H | H | E | E |
| Likely | M | M | H | H | E |
| Possible | L | M | H | H | H |
| Unlikely | L | L | M | M | H |
| Rare | L | L | M | M | H |

**L** = Low **M** = Moderate **H** = High **E** = Extreme