

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 risks. 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 more risk.
- **Avoid or substitute alternatives** e.g. directing people another way to avoid a risk such as slippery stairs.
- **Reduce or minimise the risk** e.g. if there is a pathway that tends to become slippery, it can be regularly cleaned and 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 that it is used properly.
- **Transfer the risk** e.g. 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 obtainable 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.

Parish Information

Parish/Site of event: _____

Leader in charge: _____

Date: _____

Description of hazard	Likelihood	Consequence	Risk rating	Action plan	Outcome of plan
Anything that potentially puts at risk: <input type="checkbox"/> A person's health and safety <input type="checkbox"/> Good order of property <input type="checkbox"/> Financial well-being <input type="checkbox"/> Reputation and relationships inside and outside the parish	<input type="checkbox"/> Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare	<input type="checkbox"/> Catastrophic <input type="checkbox"/> Major <input type="checkbox"/> Moderate <input type="checkbox"/> Minor <input type="checkbox"/> Insignificant	<input type="checkbox"/> Extreme <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low	To eliminate/control the hazard <input type="checkbox"/> who <input type="checkbox"/> what <input type="checkbox"/> when	Date risk eliminated or date for further review of risk
Example: <i>Electrical cords on floor present tripping hazard</i>	<i>Likely</i>	<i>Minor</i>	<i>Moderate</i>	<i>Leader minimised risk i.e. tape cords down; alert participants to potential hazard</i>	<i>Completed at event</i>

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

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

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