

# Module 4 Managing Program Risks

**Risk assessment** considers things that might be a risk or go wrong during a ministry activity, **hazard identification and control measures** relate to actual hazards that are present prior to the commencement of a ministry activity.

Where a hazard is identified, it is important to decide upon one or more measures that can be used to control or eliminate the hazard.

These measures are referred to as **Hierarchy of Control** measures.

The table below provides an overview of the elimination or control measures that may be used to address a hazard, along with some descriptions that may be aligned with each measure.

## Hierarchy of Control Measures

| Elimination or control measures   | General description   |
|-----------------------------------|---|
| Eliminate the hazard              | Remove the hazard. Change the activity or stop using it.  |
| Substitute the hazard             | Replace the activity, material, or equipment with a less hazardous one.   |
| Isolate the hazard                | Isolate the hazard from the person at risk; isolate through distance.   |
| Use engineering controls          | Change the physical characteristics of the environment (with additions or subtractions) to remove or reduce the risk. |
| Use administrative controls       | Establish procedures and safe practices.  |
| Use personal protective equipment | Use appropriately designed and properly fitted equipment and clothing.  |

There are numerous ways to record hazards and control measures that have been implemented.

## SAMPLE FORM

| HAZARD IDENTIFICATION FORM   |   |
|--|---|
| Name of Ministry Unit:   |   |
| Date:  |   |
| Venue:   |   |
| Ministry Co-ordinator:   |   |
| Contact details:   |   |
| <b>Hazard details</b>  | <b>Control measure implemented</b>  |
| Example:<br>Legs of projector stand protruding into floor space  | Engineering control - Place chairs over protruding legs<br>Administrative control – draw hazard to the attention of children or young people and leaders and request they are cautious when moving near the area. |
|  |   |
|  |   |
|  |   |
| Ministry Co-ordinator to retain original copy and if Incident Report is required, fax completed form with Incident Report Form to the Church Safety Officer. |   |
| <b>Office Use:</b>   |   |
| Report submitted by  |   |
| Report submitted to Church Safety Team   | Date  |
| Follow-up action if required   |   |
| Person responsible for follow up   | Date due  |

## ACTIVITY RISK ASSESSMENT TEMPLATE

|                         |  |
|-------------------------|--|
| Description of activity |  |
|-------------------------|--|

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| To what degree is there potential for physical or emotional harm to the participants and/or leaders?<br>(1 – low, 5 – high)  | 1 | 2 | 3 | 4 | 5 |
| To what degree is there potential to create personal discomfort for participants or leaders?   | 1 | 2 | 3 | 4 | 5 |
| To what degree is there potential for the activity to become emotionally or physically out of control?   | 1 | 2 | 3 | 4 | 5 |
| To what degree are the leaders confident that they know what the possible outcomes of activity might be?   | 1 | 2 | 3 | 4 | 5 |
| To what degree is there potential that the leader may lose control of the activity, resulting in one or more people [or the leader] being subject to trauma from others? | 1 | 2 | 3 | 4 | 5 |

|   |      |        |     |
|---|------|--------|-----|
| Overall level of risk for this activity | High | Medium | Low |
|---|------|--------|-----|

|  |     |    |
|--|-----|----|
| Does the benefit of this activity outweigh the possible risks that may be involved for the participants, leader or church? | Yes | No |
| Can the activity be modified to reduce the possible risks?   | Yes | No |
| Are there critical incident and emergency procedures in place if required?   | Yes | No |
| Does the ministry have suitably trained people to address critical incidents or emergencies?                               | Yes | No |
| Has this activity been approved by the church?   | Yes | No |

|   |  |
|---|--|
| What strategies or changes can be implemented to reduce the level of risk in this activity? |  |
|---|--|