

What is risk?

Risk is the exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, 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 and
- The consequences if it does occur.¹

These risks² might include:

- Occupational Health and Safety (*including hazards*)
- Financial and administrative
- Property
- Delivery of services
- Public liability
- Litigation
- Public relations

Descriptions & Ratings

Likelihood - What are the chances the risk situation will occur during a workshop?	
Very likely	Occurs routinely & can be expected to occur during the workshop
Likely	Occurs often & a good chance to happen
Moderate	Should occur at some time
Unlikely	Could possibly occur at some time
Very unlikely	Could possibly occur but would be an exceptional circumstance

Consequence -What harm could result if the situation occurred?	
Insignificant	No likely injuries to person, no property damage, no financial loss, no effect on reputation, no disruption to the workshop, aims still achieved
Minor	First Aid treatment for person, minor property damage, small financial loss, little impact on reputation, little disruption, most aims achieved
Moderate	Medical treatment to self or others, significant property damage, intervention by outside agency needed, significant financial loss, some damage to reputation of Safe Church Unit, moderate workshop disruption, some of the aims of achieved
Major	Extensive injuries or permanent impairment likely, major property damage, significant outside intervention, major financial loss, significant damage to reputation of Safe Church Unit, major workshop disruption, most of the aims not achieved
Intolerable	Permanent impairment or death, property damage irretrievable, permanent, intervention required (organisational leadership), financial cost lead to closing of Safe Church Unit, irretrievable damage

Level of Risk

Consequence or impact	Likelihood				
	VERY UNLIKELY	UNLIKELY	MODERATE	LIKELY	VERY LIKELY
INTOLERABLE	Significant	High	High	High	High
MAJOR	Significant	Significant	High	High	High
MODERATE	Medium	Medium	Significant	Significant	High
MINOR	Low	Low	Medium	Significant	Significant
INSIGNIFICANT	Low	Low	Low	Medium	Significant

Level of risk key

Risk rating	Description
LOW RISK	Regular monitoring - risk management strategies (<i>Hierarchy of Control Measures</i>) used are likely to be sufficient to manage the risk
MEDIUM RISK	Adapt usual risk management strategies, and monitor progress
SIGNIFICANT RISK	Identify management plan for specific risks, continuous monitoring by Safe Church Unit leadership
HIGH RISK	Considerable attention will need to manage unique needs of the risk situation.

Adequacy of control measures

Key	Rating	Description
MTA	More than adequate	Addresses all potential risks and includes extensive contingency measures
A	Adequate	Addresses most potential risks and includes some contingency measures
NCA	Not completely adequate	Addresses most potential risks but does not include any contingency measures
TI	Totally inadequate	Does not address all potential risks and does not include any contingency measures

What is risk management?

Risk management is the process of managing your organisation's exposure to potential liabilities.

It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs.³

It can be a useful exercise to do a risk assessment for your workshop at least annually. This does not replace a **Hazard Identification** for each workshop. The **Risk Assessment** looks at what might happen, whereas **Hazard Identification** looks at what is present at the venue at a specific time.

Risk Action Plan

A **Risk Action Plan** describes how you will implement your organisation's preferred treatment options for managing the risks that have been identified.

After completing the **Risk Register** it is helpful to determine where your workshop risk can be reduced and minimized through additional risk management strategies. This may be known as a **Risk Action Plan**.

Risk Action Plan Template

Risk Item			
Recommended Response			
Proposed actions			
Resource requirements			
Responsibilities throughout implementation of the plan			
Time frame for implementation of action			
Reporting & monitoring requirements			
Person responsible to overall implementation of the plan		Date	
Reviewer		Date	

HAZARD IDENTIFICATION & HIERARCHY OF CONTROL MEASURES

A hazard is a source of danger that could result in an accident if undue care is not exercised.⁴

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. The template on the following page may be used as one way of keeping written records of hazards and measures used.



Acknowledgement: This resource is an adaptation from Creating Safe Ministries © 2009 CMI Vocational Training. Thank you Celia Irving for sharing this with the wider church.

Disclaimer: This is not legal advice but rather good practice advice for holistic Safe Church ministry produced by the NCCA-SCTA Unit 2010. If you are concerned about legal issued you are advised to seek your own legal opinion.

¹ Extract from BSBCMN416A – Identify risk and apply risk management processes, Business Services Training Package, IBSA, 2006, sourced from Australasian Risk Management Unit, Monash University, 2003, **How to slash your insurance claims: the essential steps to identifying and managing risk**, Our Community Pty Ltd. www.ourcommunity.com.au

² Adapted from BSBCMN416A – **Identify risk and apply risk management processes**, Business Services Training Package, IBSA, 2006.

³ Extract from BSBCMN416A – **Identify risk and apply risk management processes**, Business Services Training Package, IBSA, 2006, sources from Volunteering Australia, 2003, **Running the Risk?**, http://www.volunteeringaustralia.org/publications/risk_man.html

⁴**What is a hazard?** <http://tle.tafevc.com.au/toolbox/items/e08b0fe1-fa3c-3d07-1910-84d007f5c47/1/803rs03.zip/hazards/hazard.htm?jsessionid=D2952AEABA1123FB6F69B6DA8E900CF9> <accessed 10/02/08>