



Risk Management

There will always be some degree of risk in anything that we do. Depending on the severity of a risk, certain measures can be implemented to manage and minimise a risk and the likelihood of it eventuating.

Risk management is a crucial part of preparing for any ministry activity, as it allows you to think about issues before they occur and will help to prevent incidents and accidents from taking place. Good risk management is part of your duty of care towards those who take part in the ministry activities you run.

RISK ASSESSMENT

Risk Assessment is the process of estimating the potential consequences of each hazard to determine its risk rating. This gives risks priority based on the likelihood of their occurrence and the severity of their consequences. Include the people involved in the event.

Allocate a risk rating by asking two questions:

- a. What is the likelihood of this happening?
- b. If it does happen, what are the consequences and how serious would it be?

This will allow you to prioritise and address each hazard in a systematic way.

LIKELIHOOD

HOW LIKELY IS IT TO OCCUR?

Rating	Description
Almost Certain	Expected to occur in most circumstances. Risk has more than 80% chance of occurring
Likely	Will probably occur in most circumstances. Risk has a 60-80% chance of occurring.
Possible	May occur at some time. Risk has 40-60% of occurring.
Unlikely	Not likely but could occur at some time. Risk has 20-40% chance of occurring.
Rare	May occur in exceptional circumstances (would be considered highly unusual).



CONSEQUENCE

WHAT IS LIKELY TO BE THE IMPACT?

Level	Description
Catastrophic	<ul style="list-style-type: none"> • Death or permanent serious disability • Total loss of buildings, equipment, records • Extended interruption to ministry, full recovery unlikely • Requiring outside assistance (e.g. fire, police) • Financial failure of parish
Major	<ul style="list-style-type: none"> • Life threatening or extensive injuries • Extensive damage to property and equipment • Ministry unable to be held for 6 months with significant long-term impact • Requiring outside assistance (e.g. fire, police) • Up to 6 months interruption to ministry. Significant long-term impact on parish • Major financial loss (\$50k-\$500k)
Moderate	<ul style="list-style-type: none"> • Medical treatment required • Ministry unable to be held for 2 weeks with probable long-term impact • Requiring outside assistance (e.g. fire, police) • High financial loss (\$5k-\$50k)
Minor	<ul style="list-style-type: none"> • First aid treatment • Minor damage to property and equipment • Ministry unable to be held for 1 week with minor long-term effect • Medium financial loss (less than \$5k)
Insignificant	<ul style="list-style-type: none"> • Slight or no injuries • Localised damage to property, easily repaired • Minimal interruption to ministry • Low financial loss (less than \$1k)

Based on the likelihood and consequences, you can determine a risk rating using the Risk Assessment Matrix. The objective is to provide an assessment of each risk as Extreme, High, Moderate, or Low, to allow you to **prioritise and address each hazard in a systematic way.**



RISK ASSESSMENT MATRIX

		CONSEQUENCES				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost certain	2	2	3	4	4
	Likely	1	2	3	4	4
	Possible	1	2	3	3	4
	Unlikely	1	1	2	3	4
	Rare	1	1	2	2	3

1 = Low Risk - manage by routine procedures

2 = Medium Risk - management responsibility must be specified

3 = High Risk - senior management attention needed

4 = Extreme Risk - immediate action required



RISK CONTROL

Once you have assessed and rated the hazards, working out which are your first and most important priorities to those that are less urgent, it is imperative that you develop plans to control those risks to the full extent of your ability.

- a. **Elimination** – cancel or avoid the risk by removing the hazard entirely through new design or implementing a new process. In some cases where the risk is too great, it may be necessary to cancel all or part of the event.
- b. **Diminish the risk**—if risks can't be eliminated, attempt to minimise them.
- c. **Substitution** – replace the hazardous material/method/activity with less hazardous alternatives.
- d. **Reduce the consequences of the risk**—prepare quick and efficient responses to foreseeable problems
- e. **Engineering** – isolate, enclose, or contain the hazard or through design improvements.
- f. **Administrative** – ensure safe operating procedures are in place, and that effective training, induction and monitoring is available to all involved.
- g. **Distribute the risk**—if the risk can be spread across different areas, its impact will be reduced. For example, spreading cash-taking areas so any possible theft is contained, is a way to distribute risk.
- h. **Transfer the risk**—you can transfer risk to other groups by making them responsible for event components. For example, subcontractors and vendors are usually required to share in the liability of the event by taking responsibility for the safety of their equipment and the actions of their staff.
- i. **Personal protective equipment** – ensure appropriate safety equipment is available, e.g. gloves, sunscreen, trolley, visibility vests.



Risk Register

Activity	Risks	Rating	How to reduce risks	Priority	Person responsible	Status
List each activity you provide	What could go wrong?	1-4	Changes needed to reduce, avoid, or modify risks	Order to address risks	Person to implement changes	Not Started, Cancelled, In Progress, Completed