

Newsletter

April 2007

Module 2 Launch – 16 June 2007

Module 2 of the Parish Risk Management Program, “**Building Environment 1**” covers the risk areas of electrical appliances, equipment and wiring, hazardous substances, plate glass, managing contractors and noise.

The module will be officially launched, explained and distributed to the parishes attending the **SDS Church Administration Conference** on 16 June 2007 at the Wesley Centre.

Please note that the Conference will be the best opportunity for parishes to raise questions about the module, its implementation and the program generally in an open style forum. It will also be a helpful time to **hear how other parishes are doing their risk management program**.

So get your parish’s Conference registration form in now!

Registration forms for the Conference can be found at www.sds.asn.au, then by clicking on the ‘For churchwardens and parish councillors’ link.

Annual Insurance Return - Module 1

We are greatly encouraged by the many parishes who have **taken action** to address the risks identified in Module 1 – well done! For those who haven’t completed the return please get them in as soon as possible.

Where a “**No**” answer has been given, it is necessary to ensure that **a plan is put in place** to address the risk area as soon as practicable and that we are advised when it is completed in order for us to update our records.

To date **emergency evacuation** appears to be the area where more work needs to be done. This may be because it is thought that having procedures in place, making announcements etc is ‘a bit over the top’.

However, please remember that developing proper emergency evacuation procedures, including appropriate training and regular communication, are **essential to ensuring the safety of people** who come onto your site(s).

Specific procedures for **all the buildings** on your site must be addressed and **communicated** to ministry staff, volunteers, regular attenders and visitors.

For example, where Sunday School is held in a hall at the same time as the main church meeting, in an evacuation parents **MUST NOT go and collect their children** from the hall - this will create major congestion and confusion. Everyone must **meet at the pre-determined evacuation assembly point**.

Finally, remember that **visitors do not know your building/property layout as well as you do**, particularly in an emergency – so please make sure they are made aware of your evacuation procedures.

Bomb threats

While not a particularly pleasant subject, it is important to recognise that **churches are not immune** from receiving a bomb threat.

We have included **a check list** that should be posted near where the majority of your calls are received. In addition, please consider **how this will effect your current evacuation procedures** (for example, what do you do if the bomb is located at your assembly point?).

A word from our Insurers...

Naturally, the Diocesan Insurers have taken a keen interest in the progress of the Parish Risk Management Program and recently they provided us with some **encouraging feedback...**

"An effective and progressive program reflected by many well managed parishes. We commend the Diocese on this initiative." **Lachlan Colebatch, Client Risk Services Manager, EIG Ansvar Insurers**

"We congratulate (the) Anglican Church Diocese of Sydney on its Risk Management initiative. It has been well received by both Marsh and the major insurers you partner with.

Marsh believes that there is a direct correlation between the availability and cost of insurance and the integrity of an insured's risk management program." **Peter McCarthy, Principal, Marsh Pty. Ltd (Insurance Brokers)**

Our Insurers also take an **active part in assisting parishes manage risk** and on a regular basis undertake risk surveys throughout the Diocese.

A quick reminder

For those parishes that have just **elected new wardens**, please **undertake a 'handover'** in regard to your parish's risk management program by:

1. providing access to **the risk management binder**
2. providing a **copy of any policies** that have been put in place in your parish
3. providing a copy of your **latest risk assessment schedule**
4. providing a report on the progress of any **outstanding items**

One last thing...

If your **parish risk management contact** has changed please call or email us on:

Ph: 02 9265-1512 or 02 9265-1680

Em: riskmanagement@sydney.anglican.asn.au

Please circulate and discuss this Newsletter at your next Parish Council meeting before filing it away in your Risk Management binder.

A PARISH RISK MANAGEMENT PROGRAM



Produced by SDS Parish Services

ANGLICAN CHURCH DIOCESE OF SYDNEY