

The Parish Risk Management Program Newsletter

June 2009

INCIDENT REPORTING

Remember...

- ⇒ All incidents including 'near misses' must be recorded in an Incident Report and forwarded to the Insurance Manager.
- ⇒ Do not seek to make a judgement about whether you think the incident is serious or may result in a claim against the parish – report ALL incidents.
- ⇒ Describe the incident as it happened, step by step – do not offer opinions on why certain things did or did not happen.
- ⇒ Specific incidents must ALSO be reported to WorkCover - please refer to the material behind the red tab in Module 1 or [click HERE](#) for more information.

Please note there have been some changes made to the current Incident Report so please ensure you print off a few copies from the Parish Risk Management web site or by [clicking HERE](#).

If you have any queries about Incident Reporting please contact Cindy Wong our Insurance Manager on 9265-1679 or email cpw@sydney.anglican.asn.au.

2009 Training Program

The recent Food Safety course run by **Edible Solutions** was well attended during May and June, with over 150 people coming along to the very informative and eye-opening sessions held across the Diocese! Many thanks to those that gave up their time to attend the sessions and the parishes that hosted.

During August and September 2009 training will be provided to parishes by St John Ambulance ('Senior First Aid Certificate' - a full day course*) and the NSW Fire Brigade ('Workplace Evacuation and warden training and First Attack Firefighting' – a 3 hour course).

Both courses will be held on a Saturday at various locations around the Diocese. More details to follow soon...

*This is a WorkCover NSW approved course and there will be some preparation required prior to attending the course so it can be completed in 1 day (normally a 2 day course). The course can also be attended for 'recertification' purposes for those who currently hold a Senior First Aid Certificate.

An encouraging word from the Diocesan Insurance Broker...

In April 2009 when Diocese staff and insurance broker were discussing the 2009/10 insurance renewal process, the broker made the following comment on the importance of having a proactive approach to risk management -

"The fact that you were able to demonstrate today how well you are managing risk within the Diocese, the caliber of people on the Property Trust Board and within the Secretariat, and that you are not paying lip service to Risk Management, but endeavouring to make it a part of the culture of the Diocese, must set you apart from similar organisations in the eyes of your insurance partners. ... it will pay dividends in the more difficult insurance market conditions."

Your Parish OH&S Policy

Is your parish OH&S Policy visible, understandable, implemented and reviewed?

Your OH&S policy is a statement by the parish of its commitment, responsibilities and intentions in relation to its overall OH&S strategy. Importantly, it is the driver for improving the parish's management of OH&S related issues, provides the framework for action and for setting of OH&S objectives.

A sample OH&S policy was provided in Module 1 but it **has been recently updated** and is available on the Parish Risk Management web site or [click HERE](#) to access the updated sample policy.

Please make sure your OH&S policy is displayed appropriately but most importantly implemented.

Practical tips for addressing common parish risks

- Risk management must be **driven from the 'top'**, that is the rector and wardens.
- When addressing risk look to **eliminate the risk first** (e.g., get a contractor in or stop doing the activity). If it can't be eliminated then look to **minimise**.
- **Appoint 'safety officers'** to parish on-site events (e.g., working bees) and off-site events (e.g., youth group camps).
- Appoint and actively support a **Parish Risk Management Coordinator**.
- If risk management practices **aren't enforced they easily become optional**.

REMINDER: If you haven't already, take the opportunity at your next Parish Council meeting to appoint the parish's Risk Management Coordinator, ideally for a period of at least 2 years.

For more information and other practical tips go to the Parish Risk Management Program web site www.sds.asn.au/Site/103398.asp?ph=cp

2008 Risk Management Annual Return

On **16 March 2009** the **NEW 'On-line' Risk Management Annual Return** was released to all parishes. The Return **must be completed by 31 July 2009**.

Please contact us if you have trouble accessing the Return or have not received the email.

Over time we will be contacting parishes to **follow up the treatment plans** identified or risk areas not yet assessed. Further, **our Insurers** take an **active part in assisting parishes manage risk**, and on a regular basis undertake risk surveys throughout the Diocese.

One last thing...

If your **Parish Risk Management Coordinator** has changed please call or email us on:

Ph: 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 Parish Risk Management Program binder.



Produced by SDS Parish & Property Services

ANGLICAN CHURCH DIOCESE OF SYDNEY