

The Parish Risk Management Program Newsletter

October 2009

2009 Training Program

During August and September 2009 training was provided to parishes by **St John Ambulance** ('Senior First Aid Certificate') and the **NSW Fire Brigade** ('Workplace Evacuation and First Attack Firefighting'). Over **270 people** attended the Senior First Aid course and over 100 attended the evacuation and fire course – what a great outcome!

We are very grateful for the contribution that St John Ambulance and the NSW Fire Brigade made to our program and their willingness to offer the courses at competitive rates.

Feedback from the participants was very encouraging and it is planned that these courses and other risk management training **will be run again in 2010** – so stay tuned!

**** Many thanks to those that gave up their Saturday to attend the courses. ****

2008 Risk Management Annual Return

We have had an **excellent response** to the 2008 Annual Return – so thank you to those that have completed the Return.

It is clearly evident from the Returns lodged that the majority of parishes are **proactively managing** key parish risks. Please be encouraged to continue the good work done to date and to implement plans to address your higher risk areas identified in your parish's Return.

**** Thank you to those that provided feedback on this years Return. ****

We will endeavour to address some of the bugs in the 2009 Return (e.g., having a separate Return for branch churches).



Christmas and carol services/events

There will be many visitors on our parish sites during the Christmas period. Therefore, it is **vitaly important** that you have in place and have **practiced** your **emergency evacuation procedures** for this time of year and that any 'slips and trips' hazards have been addressed.

For more information on managing OFF-SITE CHRISTMAS CAROL EVENTS go to the Parish Risk Management Program website www.sds.asn.au/Site/103398.asp?ph=cp

Plans for 2010...

The Synod recently approved the continued **funding of the Parish Risk Management Program** to be recovered from parishes as part of the Diocesan Insurance Program. This is very encouraging as the funds allocated will enable the Program to **continue to develop and to importantly assist parishes** in managing parish related risks.

As indicated above it is intended that 2010 will build on the training provided in 2009 with a repeat of some of the courses and a few new ones plus an update and release of certain parts of the existing written material.

**** PLEASE let us know what training or resources would best serve your parish. ****

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 **was updated in June 2009** 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.

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 in June 2009 a new Incident Report was released 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.

One last thing...

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

Michael Newman
Phone: (02) 9265 1680
Email: 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

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