

Risk Management Plan

As a church family spread across regional, rural and coastal Australia, we embrace risk management as part of our calling to be people of courageous influence in God's Kingdom. Just as we live with "Thankful Hope" in all situations, we approach risk management not merely as a protective measure, but as an opportunity to demonstrate faithful stewardship of all God has entrusted to us.

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Introduction

As a church family spread across regional, rural and coastal Australia, we embrace risk management as part of our calling to be people of courageous influence in God's Kingdom. Just as we live with "Thankful Hope" in all situations, we approach risk management not merely as a protective measure, but as an opportunity to demonstrate faithful stewardship of all God has entrusted to us.

Our commitment to "Personal Impact" (1 Peter 4:11) means using everything God has given us - including our risk management practices - to impact the world for His glory. This plan reflects our understanding that effective stewardship enables us to create discipleship communities where everyday people can live in a restorative and transformative relationship with Jesus.

In line with our Leadership Cultural Imperatives, we "lead with authenticity, integrity and humility" in how we approach risk. We recognize that "if any task is below us, then leadership is beyond us." This principle shapes how we view risk management - not as a bureaucratic burden, but as a practical expression of our care for God's people and resources. Furthermore, as leaders who are "connected and accountable," we understand that effective risk management requires strong connections based on shared values, responsibilities, and care for each other.

Purpose of the Handbook

Guided by our value that "People Matter" (Matthew 22:37-39) and our Ministry Philosophy that "structure serves what the Spirit is doing," this Risk Management Plan (RMP) Handbook serves as a comprehensive guide that enables us to care well for every person God brings into our church family. Living out our commitment to "move beyond our comfort to care as Jesus cares," this handbook aims to:

1. Provide a structured framework that helps us steward our ministry effectively across all locations
2. Establish consistent approaches to protecting our people, mission, and resources

3. Foster a culture where risk awareness flows naturally from our value of "Humble Growth"
4. Ensure we meet our obligations in areas like workplace safety and child protection
5. Support Spirit-led yet informed decision-making at all levels
6. Strengthen our Safer Churches framework
7. Create environments where people can safely grow in their relationship with Jesus
8. Demonstrate practical stewardship of all God has entrusted to us

Importance of Risk Management

Our approach to risk management flows from our conviction that every person is valuable and deserving of love, respect and care. As we live this out, proper risk management becomes essential for:

1. Fulfilling our duty of care: Living our value that "People Matter" means creating genuinely safe environments where every person can encounter Jesus
2. Stewarding resources: Our value of "Personal Impact" calls us to wisely manage everything God has provided for Kingdom impact
3. Ensuring ministry sustainability: Protecting our ability to serve future generations through sound financial and operational practices
4. Advancing our mission: Safeguarding our capacity to create discipleship communities across Australia
5. Maintaining community trust: Demonstrating that we honor God and people through careful oversight
6. Meeting legal requirements: Fulfilling our obligations as good citizens and witnesses
7. Supporting growth: Creating safe spaces for discipleship and spiritual development
8. Informing leadership: Enabling Spirit-led yet wise decision-making
9. Protecting our people: Ensuring comprehensive care for staff, volunteers, and congregants
10. Emergency readiness: Being prepared to respond well to challenges
11. Continuous improvement: Growing in our capacity to serve effectively

By approaching risk management through the lens of our values and mission, we ensure it serves rather than hinders what the Spirit is doing in our midst. This enables us to focus on our calling while wisely stewarding all God has entrusted to us.

Overview of the Handbook Structure

This handbook's structure reflects our commitment to "Humble Growth" and "Spirit Led" leadership while ensuring comprehensive coverage of all risk management requirements. Each section builds upon our foundation of being "locationally motivated, centrally supported, and unified in our vision, values, and mission."

This Risk Management Plan (RMP) Handbook is designed to provide a comprehensive and integrated approach to risk management for Generocity Church. The structure of this handbook reflects our commitment to creating a safe environment for all members of our church community while ensuring compliance with relevant regulations and best practices. Here's an overview of the handbook's structure:

1. Introduction

- Purpose of the Handbook
- Importance of Risk Management
- Overview of the Handbook Structure (current section)
- Scope and Purpose of the RMP

2. Core Risk Management Framework

- Introduction to Risk and Hazard Management
- Policies and General Procedures
- Training and Induction
- Risk Identification and Assessment

3. Specific Risk Areas

- Operational Risks

- Strategic Risks
- Compliance Risks
- Financial Management

4. Risk Controls and Mitigations

- Preventive Controls
- Reactive Controls

5. Hazard Management

- Chemical Safety
- Physical and Ergonomic Hazards
- Psychosocial Hazards
- Health and Hygiene Hazards
- Environmental Hazards

6. Specialised Risk Areas

- People Protection (including Child and Youth Protection)
- Property Protection
- Cyber Security

7. Emergency and Incident Management

- Emergency Preparedness and Response
- Incident Reporting and Investigation

8. Insurance and Risk Transfer

9. Compliance and Continuous Improvement

10. Resources and Appendices

Throughout this handbook, we have integrated key elements of our Workplace Health and Safety (WHS) policies and Safer Churches framework to ensure a cohesive approach to risk management. This integration reflects our understanding that effective risk management is intrinsically linked to maintaining a safe and healthy environment for all who interact with our church.

The WHS components are particularly evident in sections dealing with hazard management, emergency procedures, and incident reporting. These sections align with our commitment to providing a safe system of work for both employees and volunteers, as required by common law and WHS legislation.

Our Safer Churches framework, which focuses on creating safe environments for children and vulnerable people, is prominently featured in the People Protection section and is woven throughout the handbook. This integration ensures that our risk management practices support our commitment to being a child-safe organisation, in line with the National Principles for Child Safe Organisations.

By structuring the handbook in this way, we aim to provide a clear, accessible, and comprehensive guide that:

1. Addresses all major areas of risk relevant to our church operations
2. Aligns with our legal and ethical obligations
3. Promotes a culture of safety and risk awareness
4. Provides practical tools and resources for implementing effective risk management practices

We encourage all staff, volunteers, and church leaders to familiarise themselves with this handbook and to use it as a reference in their day-to-day activities and decision-making processes. Remember, effective risk management is a shared responsibility, and your active participation is crucial in creating a safer environment for all at Generocity Church.

Scope of the RMP

The Risk Management Plan (RMP) for Generocity Church embodies our Leadership Cultural Imperative to "lead with authenticity, integrity and humility" while providing a comprehensive framework for identifying, assessing, and managing risks across all our Australian locations. While it is a standalone document, it works in harmony with our WHS policies and Child Protection policies to create a holistic approach that reflects our value that "People Matter."

This Risk Management Plan covers:

1. All physical locations owned or operated by Generocity Church
2. All activities and programs run by the church, both on-site and off-site
3. All staff, volunteers, congregants, and visitors
4. Financial and operational aspects of the church
5. Reputational risks
6. Compliance with legal and regulatory requirements

Purpose of the RMP

The primary purposes of this Risk Management Plan is to:

1. Provide a systematic approach to identifying and managing risks
2. Protect the people, assets, and reputation of Generocity Church
3. Ensure the continuity of our ministry and operations
4. Promote a culture of risk awareness throughout the organisation
5. Support informed decision-making at all levels of the church

Connection to WHS Policies

While the RMP covers a broad range of risks, it works in tandem with our WHS policies to ensure a safe environment for all. Specifically:

- The RMP provides the overarching framework for risk assessment, which informs specific WHS procedures
- WHS policies provide detailed guidelines for managing health and safety risks identified through the RMP process
- Incident reporting and investigation procedures outlined in the RMP support WHS compliance and improvement

Connection to Child Protection Policies

Child protection is a critical area of risk management for Generocity Church. The RMP supports our child protection efforts by:

- Identifying potential risks to children in all church activities
- Outlining risk assessment procedures that specifically consider child safety
- Ensuring that child protection considerations are integrated into all relevant church operations
- Supporting the implementation and monitoring of our child protection policies

By clearly defining the scope and purpose of the RMP and its connections to WHS and child protection policies, we aim to create a comprehensive and integrated approach to risk management at Generocity Church.

Core Risk Management Framework

Introduction to Risk and Hazard Management

Defining Risks and Hazards

At Generocity Church, our commitment to being people of "courageous influence" in God's Kingdom includes wisely stewarding the safety and wellbeing of our community. As we create discipleship communities across regional, rural and coastal Australia, understanding and managing risks and hazards becomes a practical expression of how "People Matter."

Living out our Leadership Cultural Imperative to "lead with authenticity, integrity and humility," we recognize the important distinction between risks and hazards:

Risk is defined as the possibility that harm (such as injury, illness, or loss) might occur when exposed to a hazard. It is characterised by both the likelihood of occurrence and the severity of the potential consequences.

Hazard refers to a situation or thing that has the potential to cause harm to people, the environment, or equipment. Hazards can take many forms and may be present in various aspects of our church operations.

In alignment with our commitment to "move beyond our comfort to care as Jesus cares," we must be aware of various hazards in our church setting, including:

- Physical hazards: Slippery floors, uneven surfaces, or poorly maintained equipment
- Chemical hazards: Cleaning products, paints, or other substances used in maintenance
- Biological hazards: Exposure to infectious diseases or allergens
- Ergonomic hazards: Poor workstation setups or repetitive tasks
- Psychosocial hazards: Stress, bullying, or other factors affecting mental well-being
- Environmental hazards: Poor lighting, extreme temperatures, or noise

Understanding the distinction between risks and hazards is crucial for effective risk management. While we may not be able to eliminate all hazards, we can work to minimise the risks associated with them through Spirit-led wisdom and practical action.

The Risk Management Process

Reflecting our value of "Humble Growth" (Ephesians 5:21) and our understanding that "structure serves what the Spirit is doing," we follow a systematic approach to risk management that aligns with both spiritual wisdom and best practices:

1. Establish the Context: As a church that is "locationally motivated, centrally supported," we must understand the internal and external factors that may influence risk management across our locations.
2. Identify Risks and Hazards: Systematically identify potential risks and hazards across all areas of our operations. This involves:
 - Conducting regular inspections of our premises and equipment
 - Consulting with staff, volunteers, and congregation members
 - Reviewing past incidents and near-misses
 - Considering potential future scenarios
3. Analyse Risks: Evaluate the likelihood and potential consequences of each identified risk. This helps us prioritise our risk management efforts.
4. Evaluate Risks: Compare the level of risk against our predetermined risk criteria to determine which risks need treatment and the priority for treatment implementation.
5. Treat Risks: Develop and implement specific strategies to eliminate or minimise risks. We follow the [zz Hierarchy of Controls](#):
 - Elimination: Remove the hazard entirely if possible
 - Substitution: Replace the hazard with something less dangerous
 - Engineering Controls: Implement physical changes to reduce the hazard
 - Administrative Controls: Change work practices or procedures
 - Personal Protective Equipment (PPE): Provide protective gear as a last line of defence

6. Monitor and Review: Continuously monitor the effectiveness of our risk controls and review our risk management processes to ensure they remain relevant and effective. This is helped by our robust incident reporting (<https://incident.generocitychurch.com.au/>) and investigation processes.
7. Communicate and Consult: Engage with stakeholders throughout the risk management process to ensure all perspectives are considered and everyone understands their role in managing risks.

By following this structured approach, Generocity Church aims to create a safer environment for all who engage with our community, while also protecting our assets and reputation. Remember, effective risk management is an ongoing process that requires the participation and vigilance of all church members and leaders.

Policies and General Procedures

Core Policies

At Generocity Church, our policies reflect our commitment to "lead with authenticity, integrity and humility" while creating safe environments where everyday people can live in a restorative and transformative relationship with Jesus. Living out our value that "People Matter" (Matthew 22:37-39), we maintain comprehensive policies that protect and care for all members of our community:

1. Anti-Discrimination Policy: Reflecting our belief that every person is valuable and deserving of love, respect and care, we prohibit discrimination based on race, colour, religion, sex, national origin, age, disability, or any other protected characteristic. All individuals are to be treated with respect and dignity, recognizing they are made in the image of their Creator. [zz Anti-Discrimination Policy](#)
2. Anti-Harassment Policy: In alignment with our commitment to "honour all people" (Leadership Cultural Imperative 5), Generocity Church has zero tolerance for harassment of any kind. This includes sexual harassment, bullying, or any behavior that creates an intimidating, hostile, or offensive environment. [zz Anti-Harassment Policy](#)

3. Child Protection Policy: Demonstrating our value that "People Matter," we are resolutely committed to the safety and wellbeing of all children and young people who access our activities, programs, services, or facilities. Our policy aligns with the ACC Child Protection Policy and Safer Churches Guidelines. [100a GC Child Protection Policy](#)
4. Social Media Policy: We have established clear guidelines for the proper use of social media by all personnel, employees, and volunteers to prevent potential risks such as harassment, discrimination, defamation, or breach of confidentiality. [zz Social Media Policy](#)
5. Workplace Health and Safety Policy: We are committed to providing a safe and healthy environment for all staff, volunteers, and visitors, in compliance with relevant WHS legislation. The full workplace health and safety policy is found later in this handbook. [090a Workplace Health and Safety Policy](#)

Reporting Procedures (Incident Reporting)

Embodying our commitment to being "connected and accountable" (Leadership Cultural Imperative 3), we maintain clear reporting procedures that help us care well for our community:

Centralised Incident Reporting Protocol

Generocity Church has established a centralised incident reporting system to ensure all incidents, accidents, and near-misses are properly documented and addressed.

Incident reporting can be done online here: <https://incident.generocitychurch.com.au>

Or by using this form: [zz Incident or Hazard Report Form](#)

Our protocol includes:

1. Immediate verbal reporting of all incidents to supervisors.
2. Completion of an Incident Report Form within 24 hours of the incident occurring.
3. Reporting of significant incidents to the Senior Pastor or delegate immediately.
4. Notification to relevant authorities and insurers as required.

Roles and Responsibilities in Reporting

Living out our value of "Humble Growth" and understanding that "structure serves what the Spirit is doing," we establish clear responsibilities:

1. All Staff, Volunteers, and Contractors:

- Report all incidents, including near-misses, immediately to their supervisor.
- Assist in completing the Incident Report Form.
- Participate in incident investigations when required.

2. Supervisors:

- Ensure all incidents are reported to the Senior Pastor or delegate within 12 hours.
- Assist in completing the Incident Report Form within 24 hours.
- Participate in incident investigations.

3. Senior Pastor or Delegate:

- Ensure all reported incidents are recorded on the Incident Report Form.
- Report significant incidents to the Generocity Church board and statutory authorities as required.
- Oversee incident investigations for serious incidents.

Use of Incident Reporting Forms

1. The Incident Report Form (<https://incident.generocitychurch.com.au/>) must be completed for all incidents, accidents, and near-misses.
2. Forms should be filled out completely, providing a factual record of the incident without opinion or supposition.
3. For significant incidents, witness statements should be collected and attached to the report.
4. The form must be signed by the person involved in the incident (if possible) and the supervisor or other authorised person.

Review and Update Procedures

Reflecting our commitment to "Humble Growth" (Ephesians 5:21) and being "Spirit Led" (John 16:13), we regularly review and update our practices:

1. We will conduct regular reviews of our policies and procedures, at least annually or after any significant incident.
2. All incidents will be analysed to identify trends and areas for improvement in our risk management practices.
3. We will stay informed about changes in relevant legislation and industry best practices, updating our policies and procedures accordingly.
4. Training on updated policies and procedures will be provided to all staff and volunteers.
5. We will maintain open communication channels for feedback from all members of our church community on our risk management practices.

By adhering to these policies and procedures, Generocity Church aims to create a safe, respectful, and inclusive environment for all members of our community while effectively managing risks and responding to incidents.

Training and Induction

As a church committed to creating discipleship communities where everyday people live in a restorative and transformative relationship with Jesus, our training and induction processes reflect both our spiritual values and practical responsibilities. Living out our value of "Humble Growth" (Ephesians 5:21), we approach training as an opportunity for mutual learning and development while ensuring our structure serves what the Spirit is doing.

Induction Processes

Our induction process embodies our Leadership Cultural Imperative to "lead with authenticity, integrity and humility" while equipping our people for effective ministry across regional, rural and coastal Australia:

1. General Induction:
 - Introduction to Generocity Church's mission, vision, and values

- Overview of how our Risk Management Plan (RMP) supports our mission to create discipleship communities
 - Explanation of relevant policies and procedures, including Child Protection Policy, Code of Conduct, and Workplace Health and Safety (WHS) policies
 - Introduction to key personnel and their roles in advancing our mission
2. Role-Specific Induction: Living out our commitment to "champion the call, gifts and talents of others, even when it means we go unseen" (Leadership Cultural Imperative 1):
- Detailed explanation of the individual's role and responsibilities
 - Training on specific equipment, programs, and procedures relevant to their position
 - Introduction to team members and reporting structures
 - Identification and nurturing of individual gifts and talents that can strengthen our ministry
 - Creation of pathways for growth and development within their area of service
3. Safe Ministry Induction: Reflecting our value that "People Matter" (Matthew 22:37-39):
- Training on the ACC Child Protection Policy and ACC Safer Churches Guidelines
 - Education on recognizing indicators of child harm and neglect
 - Instruction on reporting procedures for concerns about a child's safety or wellbeing
4. Health and Safety Induction: Demonstrating our commitment to "move beyond our comfort to care as Jesus cares":
- Overview of WHS policies and procedures
 - Emergency response and evacuation procedures
 - First aid locations and procedures
 - Incident reporting processes

5. Documentation and Verification:

- Completion of necessary forms, including the Volunteer Church Workers Declaration
- Verification of Working with Children Check (or equivalent)
- Signing of relevant Code of Conduct documents

6. Supervised Observation:

- New volunteers may undergo a period of supervised observation before fully taking on their role

7. Induction Checklist:

- Use of a comprehensive induction checklist to ensure all aspects of the induction process are covered

Ongoing Training Requirements

In alignment with our value of "Humble Growth" and our commitment to be "connected and accountable," we implement comprehensive ongoing training that enables our people to serve with excellence:

1. Regular Safe Ministry Training:

- All ACC Credential and Certificate holders must complete ACC Safer Churches training every three years at a minimum
- People in Direct Roles with children must receive adequate training in Child Protection concepts at least every 3 years

2. Workplace Health and Safety Updates:

- Annual refresher training on WHS policies and procedures
- Updates on any changes to relevant legislation or best practices

3. Child Protection and Safeguarding:

- Ongoing education on child protection issues, including recognising signs of abuse and neglect

- Regular updates on reporting procedures and legal obligations

4. Role-Specific Professional Development:

- Tailored training programs to enhance skills relevant to specific roles and responsibilities
- This may include first aid training, leadership development, or other specialised qualifications

5. Cultural Competency Training:

- Training to enhance understanding and respect for diverse cultures

6. Emergency Response and Risk Management:

- Regular drills and updates on emergency procedures
- Training on identifying and reporting potential hazards and risks

7. Team Building and Communication:

- Workshops to improve teamwork, communication, and conflict resolution skills

8. Feedback and Continuous Improvement:

- Regular opportunities for staff and volunteers to provide feedback on training effectiveness
- Ongoing assessment of training needs based on incident reports, feedback, and emerging risks

By implementing these comprehensive induction processes and ongoing training requirements, we create environments where people can safely grow in their relationship with Jesus while serving effectively in their roles. This approach reflects our understanding that "structure serves what the Spirit is doing" (Ministry Philosophy Point 5) as we pursue our mission across Australia.

We recognize that effective training and induction are ongoing processes, and staying true to our value of "Humble Growth," we are committed to regularly reviewing and updating our programs to ensure they remain relevant, engaging, and aligned with best practices in risk management and safe ministry.

Risk Identification and Assessment

General Risk Assessment Procedures

Methodologies for Risk Identification

At Generocity Church, our commitment to create discipleship communities across regional, rural and coastal Australia requires us to be both Spirit-led and practically wise in how we identify risks. Living out our value of "Humble Growth" and being "connected and accountable," we employ various methodologies to identify risks across all areas of our operations:

1. Brainstorming Sessions: Regular meetings with staff, volunteers, and leadership to discuss potential risks.
2. Checklists: Use of standardised checklists tailored to different church activities and areas.
3. Historical Data Analysis: Review of past incidents, near-misses, and claims to identify recurring issues.
4. External Consultation: Engaging with experts, including our insurance providers and legal advisors, to identify potential risks.
5. SWOT Analysis: Regularly assessing our Strengths, Weaknesses, Opportunities, and Threats to identify risks.
6. Process Mapping: Analysing our operational processes to identify potential points of failure or vulnerability.
7. Scenario Planning: Considering various "what-if" scenarios to anticipate potential risks.

Use of Risk Assessment Guidelines

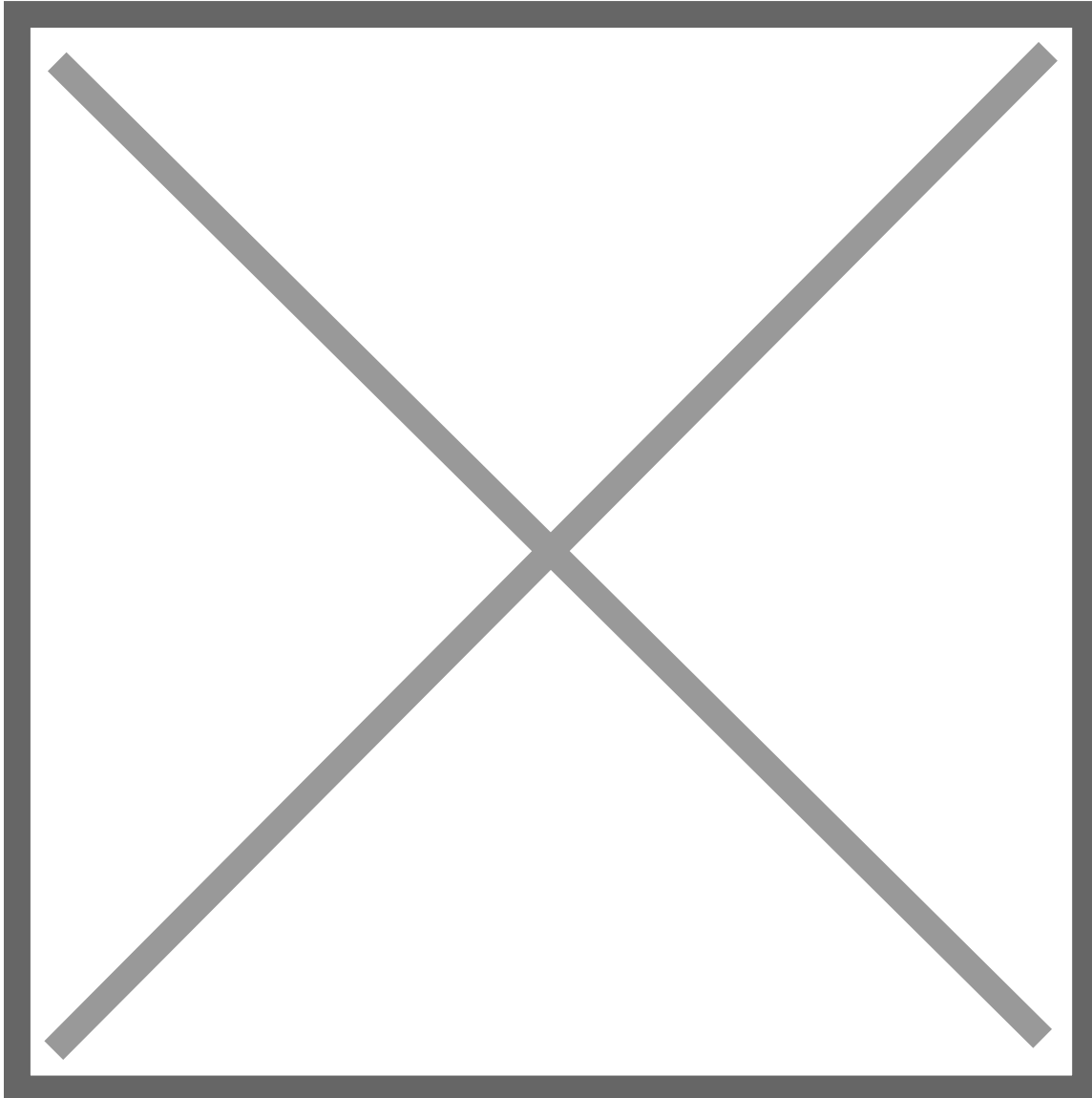
Reflecting our Leadership Cultural Imperative to "lead with authenticity, integrity and humility," we use a structured approach to assess identified risks. This approach demonstrates how "structure serves what the Spirit is doing" while ensuring comprehensive care for our community:

1. Likelihood Assessment: Evaluate the probability of the risk occurring using a scale from 1 (Rare) to 5 (Almost Certain).

2. Impact Assessment: Determine the potential consequences if the risk were to occur, using a scale with labels as follows: 1 = Slight, 2 = Minor, 3 = Moderate, 4 = Major, 5 = Severe.
3. Risk Rating: Combine the likelihood and impact scores to determine the overall risk rating (Low, Medium, High, or Very High). Very High risks must not proceed until they are reduced, High risks require approval and a [zz Detailed Action Plan for High Risks](#) form completed, Medium risks need a [zz Focused Risk Management Plan](#) completed, and Low risks generally require no further action.
4. Risk Prioritisation: Based on the risk rating, prioritise risks for treatment and allocation of resources.
5. Control Effectiveness: Assess the effectiveness of existing controls for each identified risk.
6. Risk Treatment: Develop and implement strategies to address prioritised risks, following the hierarchy of controls (Elimination, Substitution, Engineering Controls, Administrative Controls, Personal Protective Equipment). For more information, refer to the [zz Hierarchy of Controls](#)

Specific Risk Areas

As we pursue our mission to create discipleship communities where everyday people live in a restorative and transformative relationship with Jesus, we must carefully consider various types of risks that could impact our ministry:



Strategic Risks

Living out our commitment to be "locationally motivated, centrally supported," we assess:

1. Our Plans (long-term planning, vision alignment)
 1. Risk of misalignment between church activities and our long-term vision
 2. Potential for ineffective resource allocation due to poor strategic planning
 3. Risk of failing to adapt to changing community needs or demographics
2. Our Objectives (mission fulfilment, goal setting)

1. Risk of mission drift or loss of focus on core objectives
2. Potential for setting unrealistic or unmeasurable goals
3. Risk of failing to meet key performance indicators or ministry targets

Financial Risks

Demonstrating our value of "Personal Impact" through faithful stewardship of resources:

1. Credit Risks

- Risk of default on loans or financial commitments
- Potential for non-payment of pledges or donations

2. Market-related Risks

- Risk of fluctuations in investment values
- Potential impact of economic downturns on giving patterns

3. Liquidity

- Risk of insufficient cash flow to meet operational needs
- Potential for over-reliance on specific funding sources

Operational Risks

Reflecting our value that "People Matter" and our commitment to "move beyond our comfort to care as Jesus cares," we assess:

1. Commercial Risks

- Supply chain disruptions affecting church operations or events
- Vendor management issues, including potential for fraud or non-performance

2. Professional Risks

- Staff and volunteer management challenges, including recruitment and retention
- Risk of professional misconduct or breach of duty of care

3. Property Risks

- Equipment failure or malfunction during church activities
- Facility management issues, including maintenance and security concerns

4. Risks to People

- Health and safety risks for staff, volunteers, and congregation members
- Potential for accidents or injuries during church activities or on church property

5. Governance and Compliance Risks

- Risk of non-compliance with relevant laws and regulations
- Potential for governance failures or conflicts of interest within church leadership

Summary

By systematically identifying and assessing these risks, Generocity Church can develop targeted strategies to mitigate potential negative impacts and ensure the continued fulfilment of our mission and objectives. This approach reflects both our commitment to "Humble Growth" and our understanding that effective risk management supports our calling to be people of courageous influence in God's Kingdom. Regular review and updating of this risk assessment process is crucial to maintaining an effective risk management framework.

Risk Controls and Mitigations

At Generocity Church, our commitment to being people of courageous influence across regional, rural and coastal Australia includes creating safe environments where everyday people can encounter Jesus. Living out our value that "People Matter," we employ a comprehensive approach to risk control and mitigation that protects and cares for our entire community.

Hierarchy of Controls

We follow the established Hierarchy of Controls when determining how to address and mitigate identified risks:

1. Elimination: Removing the hazard entirely from the workplace or environment.
2. Substitution: Replacing the hazardous element with something safer.
3. Engineering Controls: Isolating people from the hazard through physical changes to the environment or equipment.
4. Administrative Controls: Implementing procedures and policies to reduce risk.
5. Personal Protective Equipment (PPE): Providing protective gear to reduce exposure to the hazard.

For more details on how to apply the hierarchy in various scenarios, refer to the [zz Hierarchy of Controls](#).

WHS and Hazard Management

All risk controls related to workplace safety must comply with the guidelines set forth in our Workplace Health and Safety (WHS) Policy. This includes ensuring that regular safety inspections are conducted, and hazards are managed according to the Hazard Management procedures outlined in the handbook.

For health and safety risks that cannot be fully eliminated, ensure that engineering and administrative controls, as well as personal protective equipment (PPE), are effectively implemented. This structured approach supports our ability to create safe environments for ministry.

High-Risk Treatment

For any identified high-risk scenarios, a Detailed Action Plan for High Risks ([zz Detailed Action Plan for High Risks](#)) must be completed. This form outlines the steps and responsibilities required to mitigate the risk effectively and must be approved by the senior leadership before any activity can proceed.

High-risk items are prioritised, and immediate control measures are required to reduce the risk rating to an acceptable level.

Preventive Controls: Policies, Procedures, and Protocols to Prevent Incidents

Our preventive controls are overseen by designated leaders who ensure policies, procedures, and protocols protect our community while supporting our mission while protecting our community:

1. Policies:

- Implement and regularly update core policies such as Anti-Discrimination, Anti-Harassment, and Child Protection policies.

- Ensure all staff and volunteers are familiar with these policies through regular training and communication.

2. Procedures:

- Develop and maintain clear procedures for all church activities, including worship services, youth programs, and community outreach.
- Regularly review and update these procedures to reflect best practices and changing circumstances.

3. Protocols:

- Establish protocols for building security, including access control and key management.
- Implement protocols for financial management, including dual authorisation for transactions above a certain threshold.

4. Regular Inspections and Maintenance:

- Conduct scheduled inspections of church property and equipment to identify and address potential hazards.
- Maintain a preventive maintenance schedule for all church facilities and equipment.

5. Training and Education:

- Provide regular training on safety procedures, emergency response, and risk awareness.

- Conduct specific training for high-risk activities or roles within the church.

Reactive Controls: Incident Response and Management Procedures

Living out our value of "Thankful Hope" (1 Thessalonians 5:18) and being "Spirit Led," our reactive controls enable us to respond to incidents with both grace and decisive action:

1. Emergency Response Plan:

- Develop and maintain a comprehensive emergency response plan covering various scenarios (e.g., fire, medical emergencies, natural disasters).
- Regularly conduct drills and simulations to ensure readiness.

2. Incident Reporting System:

- In the event of an incident, our Incident Reporting System must be used to document, report, and investigate the event. This system is critical for analysing the root causes of incidents and ensuring that mitigation strategies are reviewed and updated accordingly.
- All incidents should be logged in accordance with the protocols outlined in the Incident and Hazard Report Form. This includes documenting actions taken post-incident and ensuring the necessary follow-up, as per the WHS Emergency and Incident Management guidelines.

3. Investigation Procedures:

- Develop protocols for investigating incidents, including root cause analysis.
- Ensure lessons learned from incidents are incorporated into future preventive measures.

- Document and track all corrective actions to ensure continuous improvement in risk management.

4. Crisis Communication Plan:

- Establish a crisis communication plan to manage internal and external communications during and after an incident.
- Designate spokespersons and provide media training as necessary.

5. Post-Incident Support:

- Provide counselling and support services for those affected by incidents.
- Conduct post-incident reviews to identify areas for improvement in risk management practices.

People Protection Controls

Reflecting our foundational value that "People Matter" (Matthew 22:37-39) and our commitment that every person is valuable and deserving of love, respect and care, we maintain comprehensive protection measures

When implementing controls to protect people, particularly children and vulnerable individuals, refer to the Safer Churches - Child Protection Policy. This includes guidelines for screening volunteers, supervision protocols, and response actions to any child safety risks.

Controls in this area must align with the broader church policies for working with vulnerable groups, with specific emphasis on safeguarding during church programs.

Hazard Management

As a church committed to creating discipleship communities across regional, rural and coastal Australia, our approach to hazard management reflects both spiritual wisdom and practical stewardship.

The management of hazards, including chemical, ergonomic, psychosocial, and health-related hazards, should follow the protocols established in the Hazard Management section of the WHS guidelines.

Generocity Church is committed to identifying, assessing, and controlling hazards to ensure a safe environment for all. Our hazard management approach covers various types of hazards:

Chemical Safety

1. Inventory and Safety Data Sheets (SDS):

- Maintain an up-to-date inventory of all chemicals used on church premises.
- Ensure Safety Data Sheets are readily available for all hazardous substances.
- Regularly review and update the chemical inventory ([zz Hazardous Substances Inventory](#)) and SDS collection.

2. Risk Assessment and Control Measures:

- Conduct risk assessments for all chemicals used in church activities.
- Implement appropriate control measures based on risk assessments, such as proper storage, handling procedures, and personal protective equipment (PPE).
- Provide training on safe handling of chemicals to relevant staff and volunteers.

Physical and Ergonomic Hazards

1. Workstation Setup and Ergonomics:

- Conduct ergonomic assessments of all workstations, including office spaces and areas where volunteers work.
- Provide ergonomic equipment and furniture as needed.
- Offer training on proper ergonomic practices to prevent musculoskeletal disorders.

2. Manual Handling Procedures:

- Develop and implement safe manual handling procedures for activities such as moving furniture or equipment.
- Provide training on proper lifting techniques and use of mechanical aids.
- Regularly assess manual handling tasks to identify and mitigate risks.

Psychosocial Hazards

1. Discrimination and Harassment:

- Implement and enforce robust anti-discrimination and anti-harassment policies.
- Provide regular training on recognizing and preventing discrimination and harassment.
- Establish clear reporting procedures and support mechanisms for those who experience or witness such behaviour.

2. Stress and Mental Health Management:

- Develop programs to support mental health and well-being among staff and volunteers.
- Provide access to counselling services or employee assistance programs.
- Conduct regular check-ins and offer flexible work arrangements where possible to reduce stress.

Health and Hygiene Hazards

1. Biological, Physical, and Chemical Health Hazards:

- Identify potential health hazards in all church activities and environments.
- Implement control measures such as proper ventilation, hygiene practices, and use of PPE where necessary.
- Regularly review and update health hazard assessments.

2. General Health and Safety Practices:

- Promote good hygiene practices through education and provision of necessary facilities (e.g., hand washing stations).
- Implement and maintain cleaning and sanitisation protocols for all church areas.
- Ensure proper food safety practices in church kitchens and during events involving food service.

Environmental Hazards

1. Fire Safety:

- Install and maintain appropriate fire detection and suppression systems.
- Conduct regular fire drills and provide fire safety training to all staff and volunteers.
- Ensure clear evacuation routes and assembly points are established and communicated.

2. Electrical Safety:

- Regularly inspect and maintain all electrical systems and equipment.
- Implement a system for reporting and addressing electrical hazards.
- Provide training on electrical safety to relevant staff and volunteers.

3. Working at Heights:

- Develop safe work procedures for any tasks involving working at heights.
- Provide appropriate equipment (e.g., ladders, scaffolding) and ensure it is properly maintained.
- Offer training on working at heights safety to relevant personnel.

4. Noise Control:

- Assess noise levels in various church activities, particularly in music and youth programs.
- Implement noise control measures where necessary, such as acoustic treatments or volume limits.
- Provide hearing protection equipment where appropriate and educate on its proper use.

Summary

By implementing these comprehensive risk controls and hazard management practices, Generocity Church demonstrates our commitment to create safe environments for our entire community. Regular review and updating of these measures ensures their continued effectiveness in managing risks and hazards.

Specialised Risk Areas

Specialised Risk Areas

Generocity Church recognises that effective risk management is essential to supporting our mission of connecting communities to Christ. While maintaining rigorous operational standards, we approach these areas with the understanding that "people matter" and every person is valuable and deserving of care.

People Protection

Child and Youth Protection

As a church committed to creating discipleship communities where people live in transformative relationship with Jesus, protecting children and young people in our care is paramount. Our child and youth protection measures include:

1. Screening and Selection:

- All staff and volunteers working with children and youth must undergo thorough background checks, including Working with Children Checks or equivalent statutory clearances.
- Applicants must provide details of any police record or other relevant information.

2. Training and Education:

- Regular training on child protection issues, including recognizing signs of abuse and neglect.
- Education on the rights of children and young people.

3. Clear Policies and Procedures:

- Implementation of a comprehensive Child Protection Policy aligned with ACC Child Protection Policy and Safer Churches Guidelines.

- Clear reporting procedures.

4. Boundaries and Authority:

- Staff and volunteers are educated about the limits of their authority and the importance of maintaining appropriate boundaries.

5. Empowerment and Participation:

- Engaging with children, young people, and caregivers in decisions that impact them.

Volunteer and Staff Safety

Our commitment to "humble growth" and the belief that "every person is valuable" shapes how we approach volunteer and staff safety. We implement the following measures:

1. Risk Assessment: Regular evaluation of potential hazards and risks associated with various church activities.
2. Training: Providing adequate training on safety procedures, emergency response, and risk awareness.
3. Incident Reporting: Maintaining a system for reporting and recording all incidents or injuries to personnel (<https://incident.generocitychurch.com.au/>).
4. Insurance Coverage: Ensuring appropriate insurance coverage for both employees and volunteers.

Event Organisation

When organising events that connect our communities, we follow these safety protocols:

1. Risk Assessment: Conducting a comprehensive risk assessment for each event ([Event Risk Assessment and Action Plan](#)).
2. Emergency Preparedness: Developing and communicating clear emergency procedures.
3. Volunteer Management: Identifying required number of volunteers, conducting proper screening, and providing necessary training.
4. Child Protection: Appointing a Child Protection Officer for events involving children.

5. External Providers: Verifying credentials and insurance of external service providers.

Property Protection

Building Security

As stewards of resources that support our mission, we implement the following security measures:

1. Access Control: Implementing a key register system and controlling access to different areas of the church.
2. Perimeter Security: Maintaining fencing, gates, and locks in good condition.
3. Lighting: Installing robust external lighting to deter vandals and burglars.
4. Alarm Systems: Considering the installation of appropriate alarm systems, such as local alarms or alarms with remote monitoring.
5. Security Cameras: Where appropriate, installing security cameras to discourage theft and vandalism.
6. Community Involvement: Implementing a 'Church-Watch' program to keep an eye on the property during unoccupied periods.

Asset Management

Effective asset management helps protect the church's property and resources:

1. Inventory Management: Maintaining a detailed inventory of church contents, including descriptions, purchase information, and identifying marks. See <https://assets.generocitychurch.com.au>
2. Special Equipment Protection: Implementing additional security measures for high-value, portable items such as sound systems and musical instruments.
3. Regular Inspections: Conducting routine inspections of church property, including buildings, grounds, and equipment.
4. Maintenance: Regularly servicing and maintaining church equipment and systems.

Cyber Security

Data Protection and Cybersecurity Measures

In protecting our digital presence and the trust of our community, we implement these essential measures:

1. **Software Protection:** Installing and regularly updating anti-virus, anti-spyware, and firewall software.
2. **Email Safety:** Educating staff and volunteers about email safety, including not opening suspicious attachments or providing personal information via email.
3. **Password Management:** Implementing strong password policies and encouraging the use of unique passwords for different accounts.
4. **Two-Factor Authentication:** Enabling two-factor authentication for accounts where possible.
5. **Regular Updates:** Keeping all software, including operating systems and applications, up to date.
6. **Data Backup:** Regularly backing up important data to protect against loss. Consider using the '3-2-1 Backup Method' to ensure that data is protected against loss and can be recovered in the event of an incident
7. **Network Security:** Using secure networks and avoiding public Wi-Fi for sensitive activities.
8. **User Education:** Providing regular training on cybersecurity best practices, including recognizing phishing attempts and other common scams.
9. **Incident Response Plan:** Developing and maintaining a plan for responding to cybersecurity incidents.

These specialised risk management practices support our mission of creating discipleship communities while protecting our people, property, and digital assets. Regular review and updating of these measures ensures their continued effectiveness in managing risks across all areas of our operations.

Emergency and Incident Management

Emergency and Incident Management

At Generocity Church, we recognise that being prepared for emergencies and having clear procedures for managing incidents is crucial to our commitment to care for all people. While we remain prayerful in all situations, we also understand the importance of having robust, well-structured processes to ensure the safety of our community.

Emergency Preparedness and Response

Crisis Management Plans

1. Comprehensive Plan Development:

- We have developed a comprehensive Crisis Management Plan that outlines our response to various emergency scenarios.
- This plan is regularly reviewed and updated to ensure its effectiveness.

2. Role Allocation:

- Specific roles have been assigned to team members for emergency response, reflecting our commitment to being connected and accountable:
 - Critical Incident Response Manager
 - Media Liaison
 - Parental Liaison
 - Emergency Services Liaison
 - Pastoral Support
 - Supervision of children & young people
 - Emergency First Aid Officer

3. Communication Protocols:

- Clear communication protocols have been established for notifying relevant parties during an emergency, including senior church leadership, emergency services, and parents/guardians.
- Each Crisis Management Plan should be accompanied by a Crisis Communication Plan.

4. Regular Training and Drills:

- We conduct regular training sessions and drills to ensure all staff and volunteers are familiar with emergency procedures.

Evacuation Procedures

1. Evacuation Plan:

- A clear evacuation plan has been developed and is displayed prominently throughout each of our facilities.
- The plan includes:
 - Designated escape routes from each location
 - Assembly points outside the building
 - Reporting procedures once clear of the building
 - Instructions not to collect personal belongings

2. Signage and Equipment:

- Luminous or illuminated exit signs are installed over all doorways and emergency exits
- Fire-fighting equipment locations are clearly marked

3. Regular Drills:

- Fire and evacuation drills are conducted regularly, preferably when there is high occupancy.
- Observers are assigned to make notes during drills to identify areas for improvement.

4. Special Considerations:

- Procedures are in place for the safe evacuation of individuals with disabilities, reflecting our belief that every person is valuable and deserving of care.

Incident Reporting and Investigation

Incident Reporting Forms and Procedures

1. Mandatory Reporting:

- Reporting of incidents and near misses is mandatory for all workers, volunteers, visitors, and contractors.

2. Reporting Timeline:

- All incidents must be reported verbally immediately to supervisors
- Written reports must be submitted within 24 hours of the incident occurring
- Significant incidents must be reported to the Senior Pastor or delegate immediately

3. Incident Report Form:

- A standardised Incident Report Form is used to document all incidents.
<https://incident.generocitychurch.com.au>
- The form includes sections for incident details, injury/illness information, property damage, and witness statements.

4. Confidentiality and Privacy:

- All incident reports are treated confidentially, with information shared only on a need-to-know basis.

Investigation Processes

1. Investigation Initiation:

- Formal investigations are carried out for incidents involving:
 - Injuries/illnesses requiring medical treatment
 - Property damage exceeding a certain threshold
 - Potential contamination from biological hazards
 - Security breaches

2. Investigation Team:

- Investigations are conducted by the Senior Pastor or delegate, along with the person(s) involved in the incident and a WHS representative, demonstrating our commitment to connected accountability.

3. Root Cause Analysis:

- Investigations follow a Root Cause Analysis / 5 Why Methodology to identify underlying causes of incidents.

4. Timeline:

- Significant Incidents (e.g., major injuries, substantial property damage, or critical safety breaches): Verbal reports must be made immediately, followed by a written report within 24 hours, with the investigation commencing within 24-48 hours.
- Non-Significant Incidents: Written reports are required within 48 hours, and investigations must commence within 48 hours of the incident occurring.

5. Corrective Actions:

- Based on investigation findings, appropriate corrective actions and preventive measures are implemented.
- The Senior Pastor or delegate is responsible for ensuring actions are assigned, completion dates are set, and action close-out is monitored.

6. Reporting and Communication:

- Investigation findings and corrective actions are reviewed by the Senior Pastor or delegate and reported to the Generocity Church Board.

- Hazard Alerts may be issued to communicate lessons learned and preventative measures to the wider church community.

7. Follow-up and Review:

- Regular reviews of incident reports and investigation outcomes are conducted to identify trends and areas for improvement in our risk management practices.

While we maintain these comprehensive emergency and incident management procedures, we also recognise the importance of covering all our preparations and responses in prayer. This balanced approach of structured process and spiritual support helps create a safe environment for all members of our community while continuously improving our risk management practices.

Insurance and Risk Transfer

Insurance and Risk Transfer

Insurance is a crucial element of Generocity Church's risk management strategy. As stewards committed to protecting our people and resources, we use insurance as a means of risk transfer, where the financial burden of certain risks is shifted to our insurers in exchange for premium payments. This allows us to control our exposure to risks that cannot be eliminated through other strategies, providing financial compensation for loss after a risk event has occurred.

Understanding Insurance Coverage

Types of Insurance

Generocity Church maintains several types of insurance to cover various risks:

1. **Public Liability Insurance:** Covers legal liability arising from accidents or injuries that occur on church property or during church activities.
2. **Property Protection Insurance:** Protects church buildings, contents, and equipment from damage due to events such as fire, theft, vandalism, and natural disasters.
3. **Professional Indemnity Insurance:** Provides coverage for legal claims related to professional services or advice provided by church staff or volunteers.
4. **Voluntary Worker Personal Accident Insurance:** Covers accidental injury or death sustained by volunteers while carrying out their duties on behalf of the church.
5. **Management Liability Insurance:** Protects the church and its directors or officers from legal claims related to wrongful acts, employment practices, and other management-related liabilities.
6. **Motor Vehicle Insurance:** Covers church-owned vehicles and provides liability protection in the event of an accident.
7. **Corporate Travel Insurance:** Covers staff or volunteers traveling on behalf of the church, including trip cancellations, medical emergencies, and lost luggage.

8. **Workers' Compensation Insurance:** A separate, dedicated policy that covers medical expenses and lost wages for employees who are injured or become ill as a result of their work.
9. **Sexual Misconduct Liability Insurance:** Coverage for claims related to allegations of sexual misconduct involving church staff, volunteers, or members is embedded within the broader existing policies.

Annual Review and Adjustments

To ensure our insurance coverage remains adequate and up to date:

1. We conduct an annual review of all insurance policies to assess their appropriateness and adequacy.
2. During this review, we consider changes in:
 - Property values
 - Church activities and programs
 - Staff and volunteer numbers
 - Legal and regulatory requirements
3. We adjust coverage limits and types as necessary to reflect these changes and any new risks identified.
4. We consult with insurance professionals who specialize in church or nonprofit insurance to ensure comprehensive coverage and appropriate limits.

Working with Insurers

Maintaining a transparent and accountable relationship with our insurers is essential for effective risk transfer and management.

Reporting Incidents to Insurers

1. **Immediate Reporting:** We report any incidents or potential claims to our insurance provider as soon as possible, typically within 24 hours of the incident occurring.
2. **Documentation:** We provide all necessary documentation and information when required, including:

- Completed Incident Report Forms
 - Photographs or video evidence (if applicable)
 - Witness statements
 - Any other relevant information
3. Follow-Up: We maintain regular communication with the insurance provider throughout the claims process, ensuring all required information is provided promptly.
 4. Record Keeping: We keep detailed records of all communications and correspondence related to claims for future reference.

Maintaining Adequate Coverage

To ensure our insurance coverage remains adequate:

1. Regular Communication: We maintain open lines of communication with our insurance provider, informing them of any significant changes in our operations, activities, or assets.
2. Risk Assessment: We share the results of our regular risk assessments with our insurer to ensure our coverage aligns with our current risk profile.
3. Policy Updates: We promptly update our policies when there are changes in our operations, such as new programs or property acquisitions.
4. Claims History Review: We regularly review our claims history with our insurer to identify trends and areas for improvement in our risk management practices.
5. Coverage Gaps: We work with our insurance provider to identify and address any potential gaps in coverage.
6. Cost Management: While ensuring adequate coverage, we also work with our insurer to explore ways to manage insurance costs through risk mitigation strategies.

By maintaining comprehensive insurance coverage and working closely with our insurers, Generocity Church demonstrates responsible stewardship of our resources while ensuring the protection of our people. This approach helps safeguard all that God has entrusted to us, allowing us to serve our community with confidence and security.

Compliance and Continuous Improvement

At Generocity Church, we recognize that maintaining compliance with relevant regulations and continuously improving our risk management practices are essential for the safety and well-being of our community. This section outlines our approach to regulatory compliance and our commitment to ongoing improvement.

Regulatory Compliance

Overview of Relevant Regulations

Generocity Church is committed to complying with all applicable laws, regulations, and standards related to our operations. Key areas of regulatory compliance include:

1. Child Protection Legislation:

- We adhere to state and federal child protection laws, including mandatory reporting requirements and Working with Children Checks.
- Our policies and procedures align with the ACC Child Protection Policy and ACC Safer Churches Guidelines.

2. Workplace Health and Safety (WHS) Legislation:

- We comply with relevant WHS laws to ensure a safe environment for staff, volunteers, and visitors.
- This includes maintaining safe physical environments, managing hazards, and providing appropriate training.

3. Anti-Discrimination and Equal Opportunity Laws:

- We adhere to federal and state anti-discrimination laws, ensuring equal treatment and opportunities for all individuals regardless of race, gender, age, disability, or other protected characteristics.

4. Privacy Legislation:

- We uphold National Privacy Principles in handling personal information of staff, volunteers, and church members.

5. Financial Regulations:

- We comply with financial reporting requirements for non-profit organisations, including those set by the Australian Charities and Not-for-profits Commission (ACNC) and the Australian Tax Office (ATO).

6. Food Safety Regulations:

- For church events involving food preparation and service, we adhere to relevant food safety standards and guidelines.

7. Building and Fire Safety Codes:

- We ensure our facilities meet all applicable building and fire safety regulations.

Compliance Audits

To ensure ongoing compliance with these regulations, Generocity Church conducts regular compliance audits:

1. Internal Audits:

- We conduct annual internal audits of our policies, procedures, and practices to ensure alignment with regulatory requirements.
- The Senior Pastor or delegate is responsible for overseeing these audits.

2. External Audits:

- We engage external auditors or consultants as needed to provide an independent assessment of our compliance status.
- This may include specific audits for areas such as financial management, WHS, or child protection.

3. Documentation Review:

- All policies, procedures, and training materials are regularly reviewed to ensure they reflect current legislative requirements.

4. Compliance Reporting:

- Results of compliance audits are reported to the church board and relevant stakeholders.
- Any identified non-compliance issues are addressed promptly through courageous conversations and corrective action plans.

5. Staff and Volunteer Involvement:

- We involve staff and volunteers in the audit process to ensure a comprehensive review and to promote a culture of compliance.

Continuous Improvement

At Generocity Church, we are committed to continuously improving our risk management practices and overall operations.

Feedback Mechanisms

We have established several feedback mechanisms to gather insights and suggestions for improvement, recognising our commitment to learn from one another:

1. Open Door Policy:

- We encourage staff, volunteers, and church members to share their concerns, ideas, and suggestions with church leadership at any time.

2. Regular Surveys:

- We conduct annual surveys to gather feedback on various aspects of church operations, including safety practices and risk management.

3. Post-Event Evaluations:

- After major events or programs, we solicit feedback from participants, volunteers, and staff to identify areas for improvement.

4. Child and Youth Participation:

- We actively seek feedback from children and young people about our programs and safety measures, ensuring their voices are heard and considered.

Regular Policy and Procedure Review

To ensure our practices remain current and effective, we conduct regular reviews of our policies and procedures:

1. Annual Policy Review:

- All policies and procedures are reviewed at least annually by the church board or the Senior Pastor or delegate.
- This review considers feedback received, incident reports, and any changes in legislation or best practices.

2. Biennial Comprehensive Review:

- Every two years, we conduct a comprehensive review of our entire risk management practices.

3. Ad Hoc Reviews:

- Policies and procedures are also reviewed and updated as needed in response to significant incidents, changes in church activities, or new regulatory requirements.

4. Stakeholder Involvement:

- Reflecting our belief that people matter, we involve a wide range of stakeholders in our review process, including staff, volunteers, church members, and external sources as needed.

5. Training Updates:

- Following any policy or procedure updates, we provide training to ensure all staff and volunteers are aware of and understand the changes.

By maintaining a strong focus on compliance and continuous improvement, Generocity Church demonstrates its commitment to being connected and accountable while providing a safe, effective, and continuously evolving environment for all members of our community. This approach not only ensures we meet our legal and ethical obligations but also allows us to adapt to changing needs and circumstances, ultimately enhancing our ability to fulfil our mission and serve our community.

Resources and Appendices

This section contains a comprehensive collection of forms, checklists, and supporting documents to assist in implementing and maintaining our Risk Management Plan. These resources are designed to be practical tools that support our mission while being easily adapted and used within our church context.

Forms and Checklists

1. Incident or Hazard Report Form Description: Use this form to report any incidents, accidents, or identified hazards. <https://incident.generocitychurch.com.au> or a paper form is available here: [zz Incident or Hazard Report Form](#)
2. Annual Hazard Review Form Description: A yearly checklist to systematically review potential hazards in all areas of church operations. [zz Annual Hazard Review Form - fillable PDF.pdf](#) [zz Annual Hazard Review Form](#)
3. Church Assets and Contents Inventory Description: A comprehensive list of church property and assets for insurance and risk management purposes. Asset Registers are digital and reviewed annually the dedicated asset management app at <https://assets.generocitychurch.com.au>
4. Church Property Hire Agreement Description: A template agreement for external parties hiring church facilities. [zz Church Property Hire Agreement](#)

5. Church Risk Register and Risk Treatment Form Description: A central document for recording identified risks and their treatment plans. This is currently managed by the Business Manager using a specialised task management platform.
6. Hazard Identification List Description: A checklist of common hazards to assist in regular safety inspections. [zz Hazard Identification List](#)
7. Hazardous Substances Inventory Description: A register of all hazardous substances stored or used on church premises. [zz Hazardous Substances Inventory](#)
8. Housekeeping Checklist Form Description: A regular checklist to maintain cleanliness and order in church facilities.
[zz Housekeeping Checklist - fillable PDF.pdf](#) [zz Housekeeping Checklist](#)
9. Induction Checklist for New Employees and Voluntary Workers Description: A guide to ensure all new workers receive proper safety and procedural training. [zz Induction Checklist for New Employees/Voluntary Workers](#)
10. Job Safety Analysis and Safe Work Procedure Development Description: A template for analyzing job tasks and developing safe work procedures. [zz Job Safety Analysis / Safe Work Procedure Development](#)
11. Liability Release Form for Youth Activities Description: A waiver form for participants in youth activities. [zz Liability Release Form - Youth Activities](#)

12. Register of Contractors Description: A log of all contractors working on church premises, including their safety credentials. [zz Register of Contractors](#)
13. Safe Work Procedures Template Description: A template for creating Safe Work Procedures. [zz Safe Work Procedure Template](#)
14. Safe Work Procedures Register Description: A compilation of all safe work procedures developed for church activities. [Link to document]
15. Volunteer Child and Youth Leaders Application and Registration Form Description: An application form for potential child and youth ministry volunteers. [zz Volunteer Child/Youth Leaders Application & Registration Form](#)
16. Volunteer Driver Application Form Description: A form for volunteers who will be driving for church activities. [zz Volunteer Driver Application Form](#)
17. Volunteer Workers Application and Registration Form Description: A general application form for all volunteer positions within the church. [zz Volunteer Worker's Application & Registration Form](#)
18. Work Health and Safety Action Plan Audit Tool Description: A tool to audit the church's compliance with Work Health and Safety requirements. [zz Work Health and Safety Action Plan / Audit Tool](#)

Supporting Documents

Detailed Policy Documents

1. Risk Management Policy Statement Description: The church's overarching policy on risk management. [zz Risk Management Policy Statement](#)
2. Health and Safety Rules Description: A comprehensive set of health and safety rules for all church activities. [zz Health And Safety Rules](#)
3. Safety Data Sheets Guidance Document Description: Information on how to read and use Safety Data Sheets for hazardous substances. [zz Safety Data Sheets Guidance Document](#)

Training Materials

1. Emergency Response Plan Description: A detailed plan for responding to various emergency situations. [zz Emergency Response Plan](#)
2. Firefighting Equipment Guidelines Description: Information on the proper use and maintenance of firefighting equipment. [zz Firefighting Equipment Guidelines](#)
3. First Aid Guidance Document Description: Guidelines on providing first aid and maintaining first aid kits. [zz First Aid Guidance](#)
4. Hierarchy of Controls Description: An explanation of the hierarchy of risk control measures. [zz Hierarchy of Controls](#)

5. Hot Work Permit Description: A permit system for managing high-risk 'hot work' activities. [zz Hot Work Permit](#)

Relevant Legal and Regulatory Documents

Description: A collection of key legal and regulatory documents relevant to church risk management.

1. National Framework for Protecting Australia's Children 2009-2020
<https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business>
2. National Principles for Child Safe Organisations
<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>
3. Australian Human Rights Commission Act 1986 <https://www.humanrights.gov.au/our-work/commission-general/publications/know-your-rights-about-us>
4. Disability Discrimination Act 1992 <https://www.humanrights.gov.au/our-work/disability-rights/publications/disability-discrimination-act-25th-anniversary-easy-read>
5. Workplace Gender Equality Act 2012
https://www.dss.gov.au/sites/default/files/documents/11_2012/factsheet_amended_201112.pdf
6. Racial Discrimination Act 1975
<https://humanrights.gov.au/our-work/employers/racial-discrimination>
<https://www.legislation.gov.au/C2004A00274/latest/text>
7. National Framework for Protecting Australia's Children 2009–2020
<https://www.dss.gov.au/our-responsibilities/families-and-children/publications-articles/protecting-children-is-everyones-business>
8. Family Law Act 1975 <https://www.afp.gov.au/what-we-do/crime-types/family-law-kit>
9. Sex Discrimination Act 1984 <https://www.humanrights.gov.au/our-work/sex-discrimination/publications/guidelines-special-measures-under-sex-discrimination-act>

10. Australian Charities and Not-for-Profits Commission (ACNC) Governance Standards
<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>
11. Work Health and Safety
<https://www.safework.nsw.gov.au/legal-obligations/legislation>