



CHURCH EVENT RISK ASSESSMENT MANAGEMENT

When your church or ministry is planning an event, such as youth camp, church fete, kidsclub etc it is important that a Risk Assessment is performed for each event. In the case of an activity during an event, churches should complete an Activity Risk Assessment (see COCWA website for template).

Risk is the exposure to the possibility of such things as financial loss, physical damage, personal injury and serious incidents, as a consequence of pursuing or not pursuing a particular course or action.

Risk Management is the process by which risks are identified, evaluated and controlled.

Outlined below are the elements of the Risk Management process (derived from Australian Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines):

Process	Description
Identify Risks	Identify where, when, why and how events could prevent, degrade, delay, or enhance the achievement of organisational goals.
Analyse Risks	Identify and evaluate existing controls. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.
Evaluate Risks	Compare estimated level of risk against the pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.
Control Risks	Develop and implement cost-effective strategies and action plans for increasing potential benefits and reducing potential costs
Monitor and Review	Monitor the effectiveness of all steps of the risk management process and provision of feedback for improvement of the process.

Collectively these components are referred to as Risk Assessment.

IDENTIFYING THE RISKS

Risks can be categorised in many ways. Some examples are listed below.

Risk Category	Examples of risk included
People	Risk of injury or harm to staff (including volunteers) and the general public. WHS/OHS matters form part of this risk category
Property	Risk of damage or impairment to church buildings and other physical assets. Could include risk of fire, flood and storm. Could include vandalism, graffiti etc.
Professional	Breach of copyright, error in advice, inappropriate counselling
Public Liability	Risk of injury or damage to people on church property, participants in events, consumers of food from kitchen/cafe, trades people
Transport	Risks associated with use of church buses and cars, transporting people in private vehicles, transporting equipment.
Social Media	Risk of abuse, bullying, slander or vilification via internet
Governance	Risk of church failure, reputation, compliance with regulations, poor business practices

Risks can be identified by observation and judgement. Before each event that you plan, be sure to get together as a team to list and address the potential risks associated to that event.

**“WHAT CAN GO WRONG AND WHAT CAN WE DO TO
CONTROL, ELIMINATE OR MANAGE IT?”**

EXAMPLE OF A EVENT RISK ASSESSMENT

Event/Activity: _____

Ministry Involved: _____

Persons Responsible: _____

Completed By: _____ Date _____

Potential Risk	Who is likely to be affected by the risk?	Control Measures in place	Risk Rating (L,M,H)