

Newsletter

September 2008

2008 REGIONAL TRAINING PROGRAM

During July and August, 8 regionally based training seminars were held across the Diocese. It was very well supported with **57% of the Diocese** represented and about **380 people** attending! **Many thanks** to those that attended.

The subjects covered were –

“Getting back to basics in parish risk management”, presented by Petar Ankucic, State OH&S Inspector from WorkCover NSW and *“The Top 10 legal risks facing parishes”*, presented by Steve Lucas, Manager, SDS Legal Services.

Some key points raised:

- Risk management must be **driven from the ‘top’**, that is the rector and churchwardens.
- 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 support a **Parish Risk Management Coordinator**.
- If risk management practices **aren't enforced they easily become optional**.

For more information and other practical tips that came out of the 2008 Regional Training Program go to our web site www.sds.asn.au/Site/103398.asp?ph=cp

****NEW MODULE RELEASE****

Module 4 – Building Environment 3 was released at the seminars. The Module essentially wraps up the OH&S component of the risk management program and covers a wide range of subjects such as:

- | | |
|----------------------|-----------------------|
| - Working bees | - First Aid |
| - Working at heights | - Safe playgrounds |
| - Manual handling | - Working environment |

On receipt of the new module:

1. **Read** through it thoroughly;
2. **Discuss** it at your next Parish Council meeting;
3. **Start planning** how to address the subjects covered;
4. **Place** the module in the risk management binder, which should be kept in a **central parish location**.

Parishes that did not attend the Regional Training Program should have received their copy of Module 4 in the post.

If you have any queries after reading the module please contact Warren Stanley on 9265-1512 or Michael Newman on 9265-1680.

The Parish Asbestos Inspection Program

The Parish Asbestos Inspection Program is well underway with over **80 parishes inspected to date!**

With the assistance of our Archdeacons and the Property Trust, priority has been given to certain parish sites that have immediate asbestos issues, however please contact us if you believe your parish should be inspected sooner rather than later!

You can contact us by calling Scott Lincoln on 9265-1633 or Michael Newman on 9265-1680.

2007 Risk Management Annual Return

On 30 November 2007, the **2007 Risk Management Annual Return** was sent for the parish to complete. To date over 80% of parishes have sent in their return.

The Annual Return covers both Modules 1 & 2 and was due for return on 28 April 2008 - please **send it in as soon as possible, if you haven't done so.**

Over time we will be contacting parishes to **follow up the treatment plans** identified or risk areas not yet assessed. This will be particularly the case where there has been no progress made on **untreated risks identified in the 2006 return.**

Please note that **our Insurers** take an **active part in assisting parishes manage risk**, and on a regular basis undertake risk surveys throughout the Diocese.

Your feedback please!

We are very aware that **implementing the Parish Risk Management Program** while of significant importance, can be **time consuming**.

We would therefore value **your feedback on the Program** and any way we can be of assistance, in particular:

- **What other information or services could be provided to assist your parish?**

Please take the time to tell us what you think of the Program and how it can better serve your parish.

You can provide feedback by contacting Warren Stanley on 9265-1512 or Michael Newman on 9265-1680 or email us at riskmanagement@sydney.anglican.asn.au

One last thing...

If your **Risk Management Coordinator** 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.



Produced by SDS Parish & Property Services

ANGLICAN CHURCH DIOCESE OF SYDNEY