



Managing Program Risks

Risk assessment considers things that might be a risk or go wrong during a ministry activity.

Hazard identification and control measures relate to actual hazards that are present prior to the commencement of a ministry activity.

Where a hazard is identified, it is important to decide upon one or more measures that can be used to control or eliminate the hazard.

These measures are referred to as **Hierarchy of Control** measures.

The table below provides an overview of the elimination or control measures that may be used to address a hazard, along with some descriptions that may be aligned with each measure.

Hierarchy of Control Measures

Elimination or control measures	General description
Eliminate the hazard	Remove the hazard. Change the activity or stop using it.
Substitute the hazard	Replace the activity, material, or equipment with a less hazardous one.
Isolate the hazard	Isolate the hazard from the person at risk; isolate through distance.
Use engineering controls	Change the physical characteristics of the environment (with additions or subtractions) to remove or reduce the risk.
Use administrative controls	Establish procedures and safe practices.
Use personal protective equipment	Use appropriately designed and properly fitted equipment and clothing.

There are numerous ways to record hazards and control measures that have been implemented.



Activity Risk Assessment Template

Description of activity _____

To what degree is there potential for physical or emotional harm to the participants and/or leaders? (1 - low, 5 - high)	1	2	3	4	5	
To what degree is there potential to create personal discomfort for participants or leaders?	1	2	3	4	5	
To what degree is there potential for the activity to become emotionally or physically out of control?	1	2	3	4	5	
To what degree are the leaders confident that they know what the possible outcomes of activity might be?	1	2	3	4	5	
To what degree is there potential that the leader may lose control of the activity, resulting in one or more people [or the leader] being subject to trauma from others?	1	2	3	4	5	
Does the benefit of this activity outweigh the possible risks that may be involved for the participants, leader or church?					Yes	No
Can the activity be modified to reduce the possible risks?					Yes	No
Are there critical incident and emergency procedures in place if required?					Yes	No
Does the ministry have suitably trained people to address critical incidents or emergencies?					Yes	No
Has this activity been approved by the church?					Yes	No
What strategies or changes can be implemented to reduce the level of risk in this activity?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Overall level of risk for this activity	High	Medium	Low			



Hazard Identification Form

Name of Ministry Unit:	_____	
Date:	_____	
Venue:	_____	
Ministry Coordinator:	_____	
Contact Details:	_____	_____

Hazard details	Control measure implemented
Example: Legs of projector stand protruding into floor space	Engineering Control – Place chairs over protruding legs Administrative Control – draw hazard to the attention of children, young people, elderly and leaders. Request they are cautious moving near the area.
_____	_____
_____	_____
_____	_____
_____	_____

Ministry Coordinator to obtain original copy and if incident report is required, send completed form with Incident report to Church safety officer

Office Use:

Report submitted by:	_____	
Report submitted to Church Safety Team:	Date: _____	_____
Follow up action if required	_____	
Person responsible for follow up:	_____	Date Due _____