ARMIDALE DISTRICT BAPTIST CHURCH
Sharing Christ's Love in Community

Procedure for Risk Management

Approved: 12 July 2026

1. Persons of Concern

The Church will manage any person identified as a Person of Concern in accordance with *An Australian Baptist Response to Persons of Concern*.
See *2.7 Persons of Concern Policy*

2. Risk Assessments

a. The Leaders of ADBC have primary responsibility to manage hazards and risks. If a hazard cannot reasonably be eliminated the following hierarchy of controls can be used.
   1. Minimise the risk (e.g., via engineering solutions, substitution, etc).
   2. Implement administrative controls (e.g., training, etc).
   3. Provide personal protective clothing and equipment.

b. A Church Work Health and Safety Officer will be appointed by the Church Leadership who will be the primary contact regarding risk management matters and they will be in regular communication with the Diaconate. The Work Health and Safety Officer will conduct general risk assessments (Forms *4.18, 4.19, 4:20*) and formally report at least twice a year to the Diaconate using the *4.17 Church Safety Officer's Report to the Diaconate*.

c. The *4.15 Accident/Incident Report* form and *4.16 Hazard Report form* will be available to attendees of the church and its ministries for the reporting of hazards and any accidents/incidents.

d. The Church will ensure that Ministry Leaders complete, at least annually, a Ministry Review using the *4.6 Ministry Review form* and for events the *4.7 Event Application form* for any program or activity undertaken at, for or with the Church.
   - For regular activities, the *4.6 Ministry Review form* will be conducted at least annually in October and whenever there are significant changes in the program activities, attendance or location.
   - For special activities or events, the Ministry Leader will complete the *4.7 Event Application form*.
   - Ministry and Event Leaders, when needed, will also use the *4.18 Risk Assessment form* to review specific activities or potential hazards within a ministry or event.

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e. The Church will ensure that appropriate and reasonable precautions are adopted to address risks identified as part of a Risk Assessment. When considering what measures are appropriate, the Church will consider the likelihood of an incident occurring, the seriousness of the consequences and the difficulty of avoiding the risk.

f. The Church will store Risk Assessment Forms in a secure location for a period of at least 45 years (preferably 100 years).

See forms

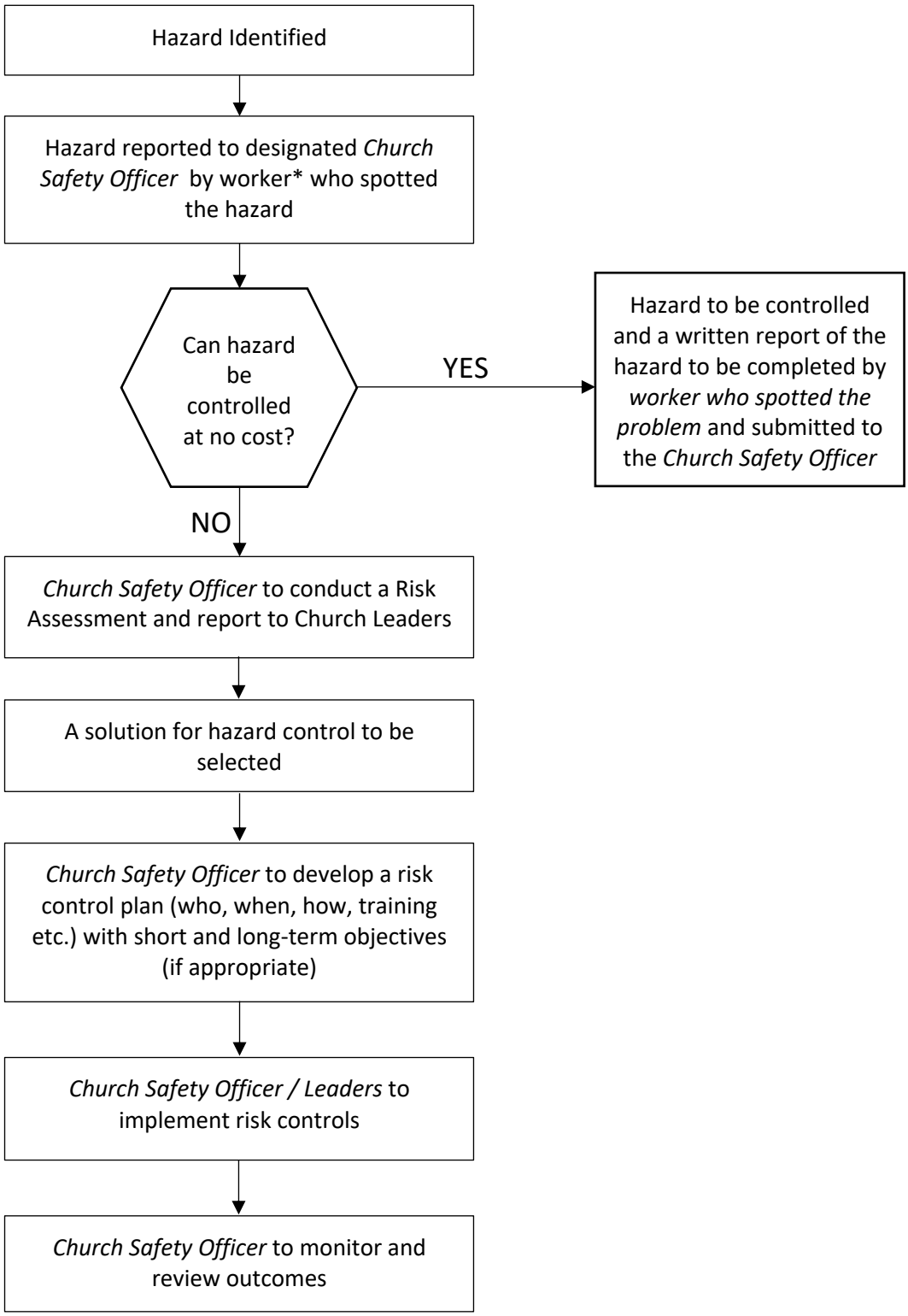
4.15 Accident/Incident Report
4.16 Hazard Report Form
4.17 Church Safety Officer's Report to the Diaconate
4.18 Risk Assessment Form
4.19 Risk Management Review
4.20 Safety Checklist

3. Risk Management Procedure (on the page below)



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3. Risk Management Procedure



* worker/s includes paid employees, volunteers, student observers, contractors, etc.

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