

Cornerstone Baptist Church

Risk Management Document (RMD)

Cornerstone
BAPTIST CHURCH

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Unless otherwise indicated, all Scripture is taken from the King James Bible.

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1. ACTIVITIES

1. All areas should be checked for any hazards, such as rocks, sticks, ditches, syringes, etc.
2. Equipment should be regularly maintained. Faulty equipment should not be used.
3. Children should be encouraged to report anything broken or not right.
4. Adult supervision of at least two workers should be present (depending upon the activity, more may be required).
5. Clearly state the rules to follow prior to conducting the activity.
6. Where possible, ensure proper signage is displayed.
7. Ensure water is readily available.

2. INJURIES

2A. Members and visitors:

1. Any injuries should be dealt with immediately.
2. The injured person must speak with the nearest adult or if possible someone in the leadership of the church.
3. A decision must be made upon the best course of action, i.e. call an ambulance, apply first aid, etc.
4. The WHS officer should always be told about any injuries. The WHS officer should record the details of the injury in a centralised injury log.

2B. Contractors and repairs/maintenance workers:

1. All paid contractors must have their own public liability insurance.
2. All volunteer/unpaid contractors will be covered by the church's public liability.

3. PEOPLE PROTECTION

3A. First aid-kits

1. The church must have a first-aid kit available inside the church and church owned vehicles at all times. These kits must be in good working order with the correct supplies, which are not expired.

3B. Transportation of people whilst using any of the church's vehicles

1. When dropping someone off or picking someone up, pull over away from trees and if it is difficult for other drivers to see you, use your hazards.
2. When driving people, all due caution and laws must be obeyed.
3. In the event of an accident:
 - a. Check for immediate risks and the well-being of your passengers and other motorists involved.
 - b. If needed, contact ambulance/police, etc.
 - c. If another motorist is involved, make sure you get their full name, telephone number, number plate numbers, details of the vehicle (e.g. make, model, colour), driver license number, insurance company's name, and any other information you think is needed.
 - d. If at all possible, take pictures of all damage.
 - e. Contact the WHS officer or someone from the leadership of the church asap to report the accident.
 - f. When appropriate time, ensure you fill out the accident form and return to the WHS officer. The WHS officer's job is to then log that report in the church's database.

4. Passengers must be driven directly to and from venues, unless prior verbal permission from a guardian has been given.

3C. Concerns for safety

1. Any member or visitor who has a concern with safety, i.e. broken floors, walls, lighting, wet floors, etc. should approach the WHS officer immediately for their consideration.

4. CHILD AND YOUTH LEADERSHIP

1. Children should be encouraged to report anything broken or not right.
2. Someone should check on the group from time to time without notification. This will keep the workers and children accountable.
3. Children should be encouraged to speak freely to other adults and their guardians about any concerns they may have about teachers, activities, or other peers. Furthermore, someone should speak to the classroom/youth group from time to time and ask them about the class and teachers. Some good questions to ask are:
 - What do you like most about your class?
 - What don't you like?
 - Does anybody make you feel happy?
 - Does anybody make you feel sad?
 - What makes you feel safe?
 - What makes you feel scared?
4. The children's guardians are to be allowed access to their children at all times.
5. Discipline of children and youth is dealt with in the book 'CBC's Working With Children Policy', every teacher should familiarise themselves with this book.
6. All individuals who work with children **MUST** have a WWC, which is kept on file and verified except for the following individuals:
 - a. Children (under the age of 18)

- b. Volunteers who are parents or close relative (this exemption does not apply where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability, or when volunteering on overnight camps).
 - c. Very short term workers who work for a period of not more than a total of 5 working days in a calendar year, if the worker is supervised when children are present.
 - d. Interstate visitors can work at a one-off event such as a jamboree, sporting or religious event or tour, for up to 30 days a year without a NSW Working With Children Check.
 - e. A person who works only with their close relative. That means they must be sibling, step-sibling, parent, step-parent, grandparent, step-grandparent, aunt, uncle, niece or nephew of the child/children.
7. Any person convicted of child abuse must NEVER work with any child or children.
8. It is suggested that guardians take children to the toilet before entering into the crèche and children’s classes to prevent a shortage of adult supervision in the event of needing to take children to the toilet.
 - a. In the event that a pre-schooler or infant needs to go to the toilet, a guardian, or two respected adults or an adult and a child should take the child.
 - b. In the event that the adults are not close relatives to the child then it is advisable that a female worker accompany the pre-schooler or infant. Further, if at all possible, it is advisable that the worker should avoid being alone with a child in the toilets—take another worker or child with you.
9. Before a worker of Cornerstone Baptist Church visits a child that is under the age of 18 years of age, they must first get permission from the child’s guardian.
10. The church must actively encourage the reporting of all abuse of any kind.

11. You should report any and all reasonably suspected child abuse to your coordinator and a member of the leadership (normally this will be the Pastor). Note: There are times when you will need to go straight to the police first. If you have to go to the police first then inform your ministry coordinator and a member of the church's leadership as soon as possible.

- a. Report this to the Pastor. (The Pastor will let each person in the leadership know).
- b. Write up a report and have the person making the complaint sign the report. This report should be logged into the church's database. The report must include who made the complaint and the nature of the complaint and who was involved.
- c. The person who has had the complaint made against them is to be notified immediately of the complaint and if needs be told they are suspended of their position of service until at the least the investigation is completed. (Note: if the person who had the complaint made against them is found innocent, then they are allowed to return back to their position of service at the Pastor's discretion).
- d. If needs be the authorities are to be called immediately. If the police or government officials are to be called then we shall let them tell the guardians of a minor involved in a situation.

The church should cooperate fully with all authorities and investigations. The victim is of the upmost importance in this situation.

12. People who volunteer to work with children in the youth ministry who have not been coming to the church for 12 months or more must produce two references before being allowed to work with the youth.

5. HAZARDS

5A. Manual handling hazards

1. Lifting and handling a load
 - a. Look for mechanical assistance or team lifting.
 - b. Ensure there is plenty of room to complete the lifting task.
 - c. Always ensure you use proper posture when lifting a heavy object.

5B. Ergonomics and computer usage.

1. Setting up of computers
 - a. A chair with proper support and properly adjusted is highly recommended.
 - b. Adjust monitor for proper viewing distance.
 - c. Put all peripherals in easy to reach access.
 - d. Look away from the screen regularly to prevent eye strain.
 - e. Try stretching regularly.
 - f. Position arms/hands properly.
2. Computer information security
 - a. Ensure computer is protected by a proper, up-to-date antivirus/firewall software.
 - b. When sending emails, consider it as a postcard, which can be easily read by other individuals.
 - c. Do not open unknown attachments.
 - d. Be cautious not to disclose any information over the Internet.

6. PROPERTY PROTECTION

6A. Keys

1. The number of keys issued should be kept to a minimum.

6C. Storm protection

1. In the event when someone is caught outside during a thunderstorm
 - a. Move inside a building or vehicle.
 - b. If there is nowhere to take shelter, stay in an open space as close to the ground as possible.
 - c. Keep away from power lines and conductive items, towers, fences, etc.
 - d. Avoid lakes and other water sources.

6D. Handling of church money (handling offering).

1. The offering should be removed from the worship area as soon as possible after the services are complete, by at least two physically fit members.
2. All monies should be counted by at least two highly reputable members of the church who are well-known to the leadership. If they are not a regular counter, they should be approved by the Pastor or at least two men of leadership before doing so.
3. Banking should take place at the earliest opportunity.
4. Do not accumulate offerings over weeks, no matter how small the amount is.

6E. Transporting money to bank

1. Travel by vehicle rather than by foot.

2. Minimise walking at both ends of the journey.
3. Vary the time and route to the bank frequently.
4. Aim to transport and bank during working hours.
5. Always proceed directly to the bank and never leave money unattended in vehicles.

6F. If confronted by thieves when handling church money

1. Security of the individuals is paramount.
2. Obey the instructions of the assailants and hand over the money.
3. Under no circumstances argue, or use force.
4. If possible, take information about the appearance of the person, if they drive off in a car try to take details about the make, model, year, colour, plate number, etc.
5. Report this to the WHS officer and Police immediately.

