

Approval for Ministry

This is a written accountability tool for ensuring that you have done your risk management and are ready to run your program for the year/semester/ or event.

Name of Program: _____

Location: _____

Time: _____ Ongoing Seasonal One off Other _____

Coordinators name: _____ Ph: _____

Complete (and attach where appropriate) the following:

Part A – All Ministries

- Team members have been through recruitment process (including WWCC & CSS training if needed). Please see 'Ministry Leader Application' form.
- General Risk Assessment completed.
- Individual High-Risk Activities Risk Assessment (for activities outside the usual scope of your ministry activities e.g. excursions). These may be submitted at least 2 weeks prior to activity.
- Opportunities are available for feedback from program participants.

Part B – Ministries working with persons under the age of 18

- Participant information gathered (age appropriate information) & parental/caregiver consent obtained.
- Parental/caregiver consent forms for individual high-risk activities.
- Term program.
- First Aid Officer present. Please include as part of leadership details (see over page).
- Sign In/Out Procedure in place.

Note: For ministries working with junior team members (persons under 18), but not primarily working with persons under 18 (e.g. worship team) – the team coordinator and at least one team leader who is present at each meeting/event must have a WWCC and CSS training completed. The junior team member must not be isolated from the group at any time. Parental/caregiver consent should be obtained.

Leadership Details

Leader's Name	Contact No.	Availabilities	Ministry Application Completed
<i>e.g. Joe Blogs</i>	<i>0400 123 456</i>	<i>Every 2nd Friday</i>	<i>Y</i>

Additional leaders can be attached separately.

Comments / Action Required

Approval Requested By

Name: _____ Position: _____
 Signed: _____ Date: _____

Approval Granted

Name: _____ Position: _____
 Signed: _____ Date: _____

Risk Assessment Form

Activity Name and Description:						
Activity Location:					Activity Date/s:	
Ministry / Dept. Responsible:					Person Responsible:	
Assessors:					Assessment date:	
Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>	<i>Nominate the person responsible.</i>

Risk Assessment Information

Likelihood		
Factors		Values
L5	Almost certain	The hazard / risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	Possible	The hazard / risk should occur at some time (less than 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.

Consequence		
Factors		Values
C5	Extreme	Death; high financial loss; sustained national media coverage
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

Risk Rating Matrix					
	C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
L5 Almost certain	Medium	Medium	High	High	High
L4 Likely	Low	Medium	Medium	High	High
L3 Possible	Low	Medium	Medium	High	High
L2 Unlikely	Low	Low	Medium	Medium	High
L1 Rare	Low	Low	Low	Medium	Medium

Risk Escalation and Communication Options	
Risk Rating	Escalation and Communication
High	Immediate escalation to church leadership (Board); active remediation activities in place; regular frequent (weekly) monitoring
Medium	Church management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Local management team monitoring; lower priority remediation activities