

Activity Checklist

General

- Is the "Management of Risk" on Meeting Agendas and particularly when there is a special event?
- Has the future requirement for assets been considered and in that light are the sums insured adequate?
- Is the Contents Inventory up to date in both items and values and have changes required been notified?
- Is the photographic record up to date?
- Has at least one Fire Service Inspection been made in the last 12 months and does the building have proper fire protection?
- Is the fire evacuation plan up to date and has it been practiced?
- Are non smoking signs displayed?

Inspection

- When was the last maintenance inspection done and is one due? Check the records.
- When was the last security inspection done and is one due?
- Are there any hazards that have been identified that have not been fixed?
- When was the last inspection done of the fire extinguishers? - are they full? - do they need maintenance? - are they the right ones for the risk (ask suppliers)? – Inspect hose reels – roll them out and check for leaks and kinks.
- When was the last inspection of the switchboard and the heating systems - do they need a professional maintenance inspection.
- Have the gutters been inspected and cleaned out.
- Are all the Exits working properly, marked and maintained?
- Are rubbish bins being cleared regularly and are they located away from the building?
- Are the alarm systems - smoke, burglar etc - working okay? – try them - set them off.
- Reconsider whether the system for offerings counting and accounting and banking is secure.
- Check that the lockup procedure is being followed and cannot be improved - do not hide keys on the premises.
- Is there any economic additional protection that could be taken to prevent or minimize vandalism?

- Are valuable items such as portable Audio Equipment, Computer, instruments of locked away or removed from the premises after use?
- Is the local Neighborhood Watch scheme being used?
- Are steps and paths in good condition?
- Is any activity equipment in good and safe condition?
- Are electrical appliances safe - when were they last checked over professionally?

Risk Management in Dioceses

1. What do we mean by Risk Management?

Risk Management is not about reacting to past events or taking out insurance; it is about recognizing opportunities and managing adverse effects. The church is exposed to many risks on a daily basis. Risk categories affecting the church include; financial, asset management, human resources, legal and regulatory compliance, ministry interruption, safe practices and ministry risks.

A simple definition of risk management for the church might be; “Dealing with those things that will prevent the church from achieving its mission objectives.” Failure to address risks will severely undermine the church’s capacity to focus on its core mission and to achieve ministry objectives.

Risk Management has evolved significantly over the last two decades and has become a major focus for all organizations. New risk management is about coordination and integration of activities with the aim of achieving core mission objectives.

<u>Old Risk Management</u>	<u>New Risk Management</u>
Fragmented	Integrated
Risk as individual hazards	Risk in context of organizational strategy
Focus on all risks	Focus on critical risks
Risk mitigation	Risk optimization
Reactive	Proactive
Ad hoc	Continuous
Risk with no owners	Defined risk responsibilities
Risk is not my responsibility	Risk is everyone’s responsibility
Cost-based	Value-based
Narrowly-focused	Broadly-focused
Functionally-driven	Process driven

2. What are the benefits of good risk management?

Effective risk management can provide unlimited benefits to the church. These benefits have a direct impact on the churches ability to achieve its mission and sustain mission activities in the longer term. An intentional and coordinated approach to risk management in your diocese will provide the following benefits:

- Protect people and property
- Focus on mission instead of distractions and crisis management
- Utilize and sustain valuable resources
- Create trust and confidence in the church from internal and external stakeholders
- Reduce the risk exposure of the diocese
- Build capacity and expertise in the diocese
- Significant cost savings

3. Key elements to ensure risk management is successful

Governance Activities <ul style="list-style-type: none">• Provide risk management education for diocesan leaders• Develop ownership of risk management oversight by diocesan council• Review progress of diocesan risk management
Management Activities <ul style="list-style-type: none">• Create a high level risk strategy policy aligned with mission objectives• Develop and assign responsibilities for risk management• Communicate the risk plan across the diocese
Establish a Common Risk Culture <ul style="list-style-type: none">• Use common risk language and concepts• Communicate about risk using appropriate channels and technology• Develop risk management training programs• Provide success stories and identify quick wins• Align risk management culture with diocesan culture• Develop a system to share knowledge and achievements
Empower parishes to manage risks <ul style="list-style-type: none">• Provide parishes with adequate resources and tools to manage risks• Provide training and development programs for parishes• Provide central support to parishes• Create consistent diocesan standards and compliance programs• Understand limitations and challenges faced by parishes
Measure and Monitor Risk <ul style="list-style-type: none">• Identify key risks that need to be managed• Establish diocesan standards for managing risks• Monitor and review compliance with diocesan standards• Provide a mechanism for constant feedback and communication

4. A risk management checklist for leaders

1. Do I know what my risks are?
2. Do we understand how risk impacts on our organization?
3. Do we have systems in place for measuring and monitoring risk?
4. Do we provide incentives for risk management?
5. Does each individual understand his or her role and responsibility for managing risk?
6. Have we taken full responsibility for risk management and allocated sufficient resources to manage risk effectively?