



Ministry/Program/Event: _____

*This form may be completed electronically if desired. If completed by hand, and there is insufficient space, please attach additional information.
Once complete, submit to the Secretary, Church Council for consideration*

Activity	Actual risk identified	Risk level before	Measures to control the risk	Risk level after

Note: Please add as many risks as you can identify using the attached risk matrix to assess the likelihood of the risk occurring and the consequences if it does. It helps to think of risks in categories, eg kitchen, movement of furniture, activities, car park etc.

Risk Matrix (Table 1)

Likelihood	Consequence →				
	1 Minor	2 Considerable	3 Substantial	4 Critical	5 Catastrophic
5 Certain	Moderate risk	Significant risk	Significant risk	High risk	High risk
4 Likely	Moderate risk	Moderate risk	Significant risk	Significant risk	High risk
3 Possible	Low risk	Moderate risk	Significant risk	Significant risk	Significant risk
2 Unlikely	Low risk	Low risk	Moderate risk	Moderate risk	Significant risk
1 Rare	Low risk	Low risk	Moderate risk	Moderate risk	Significant risk

Likelihood Descriptors (Table 2)

1 Rare	May occur only in exceptional circumstances. It is theoretically possible but increasingly unlikely.
2 Unlikely	Is not likely to occur in normal circumstances. You have heard of it happening somewhere once.
3 Possible	Could occur at some time. You have heard of it happening from time to time
4 Likely	Will probably occur in some circumstances. It might happen on a handful of occasions in your experience.
5 Certain	Can be expected to occur with some frequency. It is not a surprise when it happens.

Consequence Descriptors (Table 3)

1 Minor	Very minor or no injury occurs, property damage is less than \$100 and there is a very limited chance of reputational impact. It does not make the news.
2 Considerable	First aid is required, minor property damage (greater than \$1000) is sustained and there is only a low reputational impact. There is only very limited news coverage.
3 Substantial	Paramedics or comparable medical treatment is required, moderate property damage (greater than \$10,000) occurs and it may have some reputational impact. This may include public embarrassment and moderate news coverage.
4 Critical	Hospital admission is required, major damage (greater than \$100,000) is sustained and it may have major reputational impact. This may include public embarrassment, high news profile and third party actions.
5 Catastrophic	It may result in a fatality or permanent disability to one or more people, significant damage to property (greater than \$1m) and it may have very severe reputational impact. This may include public embarrassment, high widespread multiple news reports and third party actions

Actions to Take (Table 4)

High	Activity must not proceed as planned. Final approval must be provided by insurer after steps are taken to reduce the risk. Contact Risk and Insurance team for guidance.
Significant	Activity can only proceed if more risk control steps are taken to reduce risk. All steps taken must be documented and review of effectiveness of the controls should happen after the event.
Moderate	Activity can proceed with risk control steps in place. All steps taken must be documented and review of effectiveness of the controls should happen after the event.
Low	Activity can proceed. Routine management procedures should still be in place to minimise the risk of even a minor incident occurring.

START by listing things which could potentially go wrong. Consider the likelihood (Table 2) of it actually happening and the consequences (Table 3) thereof. Align the likelihood and consequence to establish the risk level (Table 1). Knowing the risk, plan according to “Actions to take” (Table 4).

IF YOU STATE YOU WILL UNDERTAKE CERTAIN REMEDIAL ACTIONS AND FAIL TO DO THEM, REPERCUSSIONS CAN BE SERIOUS.