

Assessing the Risks & Mitigation Measures

The Diocese of Nova Scotia and PEI resources identified a framework for assessing potential risks which could be faced by Christ Church. This framework divided the work into two areas of consideration:

1. Probability and Impact

- a. **Probability:** Some risks are more likely to be realized than others.
- b. **Impact:** Some risks have potentially catastrophic consequences, others minor ones, and others might cause harm, injury, loss, or damage that falls somewhere in between these two extremes.

2. Obligation and Importance

- a. **Obligation:** How extensive or intensive an obligation does the parish owe the people involved in this situation?
- b. **Importance:** How important is the situation in which this risk arises to the parish? How central to its mission? Identity?

What We Learned:

The audit process showed that the probabilities and impacts may vary from group to group and activity to activity, however similarities exist in many areas.

Types of Risk:

Risk	Probability	Impact	Mitigation Measures
Physical Injury	Medium ▾	High ▾	<ul style="list-style-type: none"> ● Regular inspection of property buildings and campus grounds for risks - lighting, structure, etc ● Proper storage and handling of cleaning supplies and other products with WHMIS or HHPS designation. At least one member of the parish is trained in WHMIS. ● Activity/Ministry/Outreach organisers trained in First Aid and how to create a safety plan. ● Group/Organisation leaders identify and implement appropriate supervision ratios of leaders:participants. ● Leaders/Volunteers working with youth or other vulnerable people are required to have a Criminal Record Check and Vulnerable Sector Check. ● Group/Organisation leaders review both Diocesan and Christ Church policies regarding abuse and harassment. ● Food preparation and handling ensures that all food is safe. Regular review of Food Safety Handling regulations. At least one member of the parish is certified for Safe Food Handling.
Personal Injury	Medium ▾	Medium ▾	<ul style="list-style-type: none"> ● Group/Organisation leaders develop codes of conduct ● Group/Organisation leaders and/or volunteers who work with vulnerable people are required to have a Criminal Record Check and Vulnerable Sector Check submitted to the Parish Office ● Groups/Organisations review Christ Church policies for SafeRChurch, Harassment, and Abuse. ● Group/Organisation leaders review and implement FOIPOP regulations when personal information is learned or disclosed.
Loss of Reputation etc	Low ▾	Low ▾	<ul style="list-style-type: none"> ● Creating a safe and inclusive environment for all members of both the parish and the community.

Risk	Probability	Impact	Mitigation Measures
Financial Loss	Medium ▾	High ▾	<ul style="list-style-type: none"> ● All cheques require 2 signatures for all groups/organisations ● Groups/Organisations review Christ Church Financial Policy ● Group/Organisation leaders who work with money/funds are required to have a Criminal Record Check ● Money collected is to be secured at all times and deposited (bank or safe) after an event/activity and money count is completed. ● Counting of money must be completed by two people. ● All budgets must be submitted to the Finance Committee.
Property Damage	Medium ▾	High ▾	<ul style="list-style-type: none"> ● Regular inspection of property buildings and campus grounds for risks - lighting, structure, fire alarms, smoke detectors, fire extinguishers, etc ● Regular maintenance of property buildings and campus grounds (snow/ice removal, minor/major repairs, cleaning, etc) ● Regular inspection and maintenance of liturgical supplies. ● Creating and maintaining an up to date and accurate list of all memorials and donations including description and where they are currently located. ● Regular inspection and maintenance of technology and audio-visual equipment. ● Installation of security cameras outside of property. ● Access to property buildings is regulated through access to keys and security alarm codes (Parish Office and Church). Access to keys is overseen by the Parish Administrator. ● Key holders sign a contract outlining their responsibilities and expectations. ● Clear signage for Exits and emergency procedures. ● Clear signage of building capacity limits. ● Emergency exit and protocols reviewed at the start of an event/activity.

Risk	Probability	Impact	Mitigation Measures
Legal Liability	Low ▾	High ▾	<ul style="list-style-type: none"> ● Maintenance and review of insurance policies. ● Review, update, and disseminate Christ Church Policy Handbook. ● Review, update, and disseminate Christ Church covenants with staff and Parish Council. ● Review and disseminate NS & PEI Diocese Canons. ● Group/Organisation leaders review and implement FOIPOP regulations when personal information is learned or disclosed.

Mitigation Measures

Policies & Documents:

Mitigation Measures	Obligation	Importance	Implementation	Completion
Review, Update, Disseminate Church Policy Handbook	High ▾	High ▾	<ul style="list-style-type: none"> Policy Handbook to be reviewed every three years 	In Progr... ▾
			<ul style="list-style-type: none"> Policy Handbook to be printed and given to Parish Council members at the start of their term 	Not Star... ▾
			<ul style="list-style-type: none"> Policy Handbook to be published on the Christ Church website 	Not Star... ▾
Development, review, and implementation of Codes of Conduct	High ▾	High ▾	<ul style="list-style-type: none"> Codes of Conduct developed annually with each committee/organisation 	Not Star... ▾
			<ul style="list-style-type: none"> Codes of Conduct distributed to members yearly 	Not Star... ▾
Review and implement FOIPOP regulations	High ▾	High ▾	<ul style="list-style-type: none"> Development of a FOIPOP policy for Christ Church which indicates type of information collected, purpose of collection, who manages/has access, and where information is stored 	Not Star... ▾
Creation, review, and implementation of budgets	High ▾	High ▾	<ul style="list-style-type: none"> Budgets are developed yearly and submitted to the Finance Committee for review 	Completed ▾
			<ul style="list-style-type: none"> Budgets are approved annually at the AGM 	Completed ▾
Creating and maintaining an up to date and accurate list of all memorials and donations	High ▾	High ▾	<ul style="list-style-type: none"> Development of a policy for Christ Church which indicates who manages the list, where it is stored, criteria for donations, management of donations. 	Not Star... ▾
Key holders contract	High ▾	High ▾	<ul style="list-style-type: none"> Update policy regarding Key Holders contract indicating where information is stored, frequency of review, details of the contract. 	Not Star... ▾

Mitigation Measures	Obligation	Importance	Implementation	Completion
Clear signage for Exits and emergency procedures	High ▾	High ▾	<ul style="list-style-type: none"> Exit signs should adhere to current regulations around size, sign style, and placement. 	Not Star... ▾
			<ul style="list-style-type: none"> Emergency and evacuation plans to be developed and posted clearly in each building. 	Not Star... ▾
Clear signage of building capacity limits.	High ▾	High ▾	<ul style="list-style-type: none"> Signage capacity signs should adhere to current regulations around size, sign style, and placement. 	Not Star... ▾
Emergency exit and protocols reviewed at the start of an event/activity	High ▾	High ▾	<ul style="list-style-type: none"> Leaders for each event will be made aware of the emergency and evacuation protocols. 	Not Star... ▾
			<ul style="list-style-type: none"> Leaders to inform all participants at the start of the event/activity of what to do in the case of an emergency. 	Not Star... ▾
Maintenance and review of insurance policies.	High ▾	High ▾	<ul style="list-style-type: none"> Insurance policy to be reviewed yearly by the Executive and Finance Committee. 	In Progr... ▾
Review, update, and disseminate Christ Church covenants with staff and Parish Council	High ▾	High ▾	<ul style="list-style-type: none"> Covenant with staff to be reviewed annually at performance review. 	In Progr... ▾
			<ul style="list-style-type: none"> Covenant with Parish Council to be reviewed annually after the AGM. 	In Progr... ▾
			<ul style="list-style-type: none"> Covenants should be published on the Christ Church website. 	Not Star... ▾
Review and disseminate NS & PEI Diocese Canons	High ▾	High ▾	<ul style="list-style-type: none"> Links to the Canons to be added to the Christ Church website. 	Not Star... ▾
			<ul style="list-style-type: none"> Relevant Canons to be provided to the leaders of each group/organisation. 	Not Star... ▾
			<ul style="list-style-type: none"> Review Christ Church Policy Handbook following changes to the Canons to ensure continued compliance. 	In Progr... ▾

Training:

Mitigation Measures	Obligation	Importance	Implementation	Completion
First Aid Training	High ▾	High ▾	<ul style="list-style-type: none"> Development of a Policy indicating who manages and where to store information on who holds current CPR certification. 	In Progress ▾
			<ul style="list-style-type: none"> All leaders of groups/organisations should have current CPR certification. 	Not Started ▾
WHMIS Training	High ▾	High ▾	<ul style="list-style-type: none"> Development of a Policy indicating who manages and where to store information on who holds current WHMIS certification. 	In Progress ▾
			<ul style="list-style-type: none"> Sexton and any others who may use chemicals are to hold WHMIS certification 	Not Started ▾
Food Safety Handling Training	High ▾	High ▾	<ul style="list-style-type: none"> Development of a Policy indicating who manages and where to store information on who holds current Food Safety and Handling certification. 	In Progress ▾
			<ul style="list-style-type: none"> When planning an activity which uses the kitchen, at least one person should have Food Safety and Handling certification. 	Not Started ▾
Criminal Records Check and Vulnerable Sector Checks	High ▾	High ▾	<ul style="list-style-type: none"> Development of a Policy indication who manages and where to store information on who has submitted and passed a Criminal Records Check and Vulnerable Sector Check. 	In Progress ▾
			<ul style="list-style-type: none"> Any person who works with vulnerable persons shall have a Criminal Records Check and Vulnerable Sector Check. 	In Progress ▾
			<ul style="list-style-type: none"> Any person who manages money/funds in the name of Christ Church shall have a Criminal Records Check. 	Not Started ▾

Actions

Mitigation Measures	Obligation	Importance	Implementation	Completion
Regular Inspection or Property buildings and Campus Grounds	Med... ▾	High ▾	<ul style="list-style-type: none"> Buildings and grounds to be inspected every quarter and a report provide to Parish Council. 	Not Started ▾
Proper Storage of WHMIS and HHPS products	High ▾	High ▾	<ul style="list-style-type: none"> All products with a WHMIS designation shall be stored in a locked room/cupboard. 	Not Started ▾
			<ul style="list-style-type: none"> MSDS sheets should be available in the room where products are stored and in the Parish Office. 	Not Started ▾
			<ul style="list-style-type: none"> All products with an HHPS designation shall be stored in a locked room/cupboard. 	Not Started ▾
Collection, counting, and maintenance of money and funds	High ▾	High ▾	<ul style="list-style-type: none"> All funds should be counted by a minimum of two persons. 	In Progress ▾
			<ul style="list-style-type: none"> All funds should be properly secured at all times. 	Completed ▾
			<ul style="list-style-type: none"> Following counting of funds, they should be deposited into either the bank or the Church safe until it can be deposited at the bank. 	In Progress ▾
Regular maintenance of property buildings and campus grounds	High ▾	High ▾	<ul style="list-style-type: none"> Buildings and grounds are maintained to ensure safe access and use of buildings. 	Not Started ▾
Regular inspection and maintenance of liturgical supplies	High ▾	High ▾	<ul style="list-style-type: none"> Liturgical supplies are inspected weekly when they are cleaned and set up for the next service. 	In Progress ▾
			<ul style="list-style-type: none"> Liturgical supplies are repaired or replaced on an as needed basis. 	In Progress ▾

Mitigation Measures	Obligation	Importance	Implementation	Completion
Regular inspection and maintenance of technology and audio-visual equipment	High ▾	High ▾	<ul style="list-style-type: none"> Audio-visual equipment is inspected weekly when setting up for the next use. 	In Progress ▾
			<ul style="list-style-type: none"> Technology is regularly updated and maintained to ensure proper functioning. 	Not Started ▾