

Churches and Industry Group Birmingham and Solihull

RISK MITIGATION

It is good practice for our own safety, and for the safety of those with whom we exercise chaplaincy, that we consider and mitigate any major risks. Insurance cover also requires this.

So, we are asking that chaplains complete an assessment (overleaf) of the risks you may encounter whilst engaged in your chaplaincy work. This means thinking about what possible risks there are, how dangerous they are, how likely and if/what sort of action to be taken to reduce that risk. In terms of danger score on a scale of 1 to 5, where 1 is a minor injury that would only need minimal first aid and 5 is death. In terms of reputational damage, 1 is minor embarrassment, 5 is so severe the whole chaplaincy would cease to exist. Similarly in likelihood, 1 is less than once every 50 years, 5 would happen several times a chaplaincy session.

The main point of this exercise is to engage thought, discussion and planning: not to give a complete statement of all the nuances or implications of every possible risk. A risk list could be endless, and assessment is a matter of opinion. Our understanding is that best practice requires reasonable thinking/planning and demonstrable forethought / behaviour change for significant risks.

Chaplaincies in different workplaces will encounter different risks – although some are common to all – so each chaplain is asked to do their own assessment. It is suggested that chaplains consider their top 5 most likely/dangerous risks, which can be found by multiplying your impact and likelihood scores.

This list can then be reviewed once a year by each chaplaincy team (whatever that means in each chaplaincy) to discuss appropriate mitigating actions and to check that everything that should be in place still is, in the light of any changes within the chaplaincy. A copy of the risk assessments also needs to be held by CIGB Management Council.

Overleaf is a framework that can be used to record significant risks. As examples below, we have suggested some possible risks to consider. When completed, please keep a copy yourself, give a copy to your team leader and return a copy to TeamAdmin (teamadmin@cigb.org.uk) for reviewing and recording.

Examples

	Possible risk	Possible impact	Likelihood	Actions to take to reduce risk
	Accident whilst working alone	Severe injury (4)	Less than once in ten years (2)	Avoid places where you may be isolated and in danger. Always carry charged phone.
	Trip or fall while on stairs	Moderate injury (3)	Less than once in five years (3)	Follow health and safety guidelines issued by company.
	Loss of notebook containing names / comments of staff	Loss of confidential info – reputation (2)	Less than once in ten years (2)	Use codes to hide individuals' identity. Complete after visit or in quiet spell during visit.

NAME:			CHAPLAINCY:	
			Date:	
	Possible risk	Possible impact	Likelihood	Actions to take to reduce risk
1				
2				
3				
4				
5				
6				
7				
8				
9				