



Section 5: Safe Church Procedures

Adopted by MBC Leadership Council on: 27/05/20
Ratified by the Church Membership on

- i) Risk Management
- ii) Emergency Procedures
- iii) Safe Food Handling and Hygiene

1. Risk Management

Menai Baptist Church has both a legal and moral responsibility to undertake Risk Assessments by identifying potential risks, assessing the likelihood and severity of the risk, and managing the procedures and environment to minimise the risk to all concerned.

In Children's Ministries, it is a team effort to ensure that the environment is safe. All leaders need to be involved in modifying environments and practices when risks are identified. This is a continuous process and Creating Safe Spaces Training covers information about how to identify and manage risks.

More formally, each specific Children's and Youth Ministry needs to undertake a general Risk Assessment on a yearly basis. Further Risk Assessments may be required if new activities and events are provided throughout the year.

It is the responsibility of the Ministry Leader to undertake the Risk Assessment. It is the responsibility of the Children's and Youth Pastors to ensure all ministries have completed their Risk Assessments and to provide support in completing them.

MBC uses the Baptist Financial Services Church Child Activity Risk Assessment tool. Copies of this can be found at the Church Office.

EXAMPLE ONLY

ACTIVITY RISK ASSESSMENT

Activity Name and Description:	Child Activity Risk Assessment Template – normally you would describe the activity here		
Activity Location:	Where is the activity to be held?	Activity Date:	
Ministry / Dept. Responsible:	Who holds primary responsibility for the activity to be undertaken?	Person Responsible:	
Assessors:	Who has conducted this risk assessment of the activity?	Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
List each of the tasks for the activity	<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>
Before the Activity Planning and set-up of the activity.						
People	Leaders not checked for child protection compliance				<i>Ensure all leaders hold current "working with children checks" / "blue cards"</i>	
People	Leaders do not have the necessary skills to organise and supervise the activity				<i>Check relevant experience and skills of leaders; if necessary train them</i>	
People	Drivers not licenced				<i>Check all drivers have current drivers' licence Check boat drivers are licenced Drivers' declaration about accident history</i>	

2. Emergency Procedures

While MBC makes every attempt to ensure its ministries and events are safe and risks are minimised, we understand that there are times when unforeseen emergency situations arise. All ministry leaders and volunteers should familiarise themselves with the following emergency procedures detailed for specific ministry situations.

First Aid Administration

- All paid staff at MBC must hold a current First Aid Certificate
- There must be at least one person trained in first aid at every MBC run ministry.
- When an incident arises, the First Aid officer and MBC staff / Ministry Coordinator should direct people as appropriate to ensure the safety of ALL participants. This may include administering aid, calling an ambulance, requesting assistance from any medical staff present and removing others from the space
- An Incident Report Form must be completed by the Ministry Coordinator and the person administering First Aid at the first practicable time after the event.

Ministry Safety Equipment

- There must be at least one mobile phone at all MBC ministries
- A fully stocked First Aid Kit must be accessible at all MBC ministries
- A megaphone and safety vests must be accessible at Sunday Services to assist evacuation. These should be located in the 'Welcome Desk'
- Children's ministries should have access to 2-way radios for any events spread over a large area such as Kidsfest.

Sunday Service Evacuation

There may be a number of reasons to evacuate some or all participants at a Sunday service in the PAC which include the fire alarm sounding, smoke or toxic fumes, irate persons who may cause harm, or persons having a medical episode. If the fire alarm sounds, or if there is another identified emergency:

- The Senior Pastor (or designated person in charge in their absence) should alert the congregation to the need to evacuate.
- The congregation should be calmly ushered to the assembly point on the astro turf behind the PAC and wait for further instructions.
- The 'Duty L.C Member', along with the Senior Pastor should complete a sweep of the building to ensure all people are out, and contact emergency services for assistance. Where practicable, they should wear a safety vest for easy identification
- The Children's Pastor (or designated person in their absence) is responsible for the evacuation of all children from their programs if these have commenced:
- All school age groups need to move out the northern doors adjacent to their classrooms and down the path to the circle patch of astro turf next to the preschool. Leaders to take the sign in/out folder.
- Preschool children need to leave their classroom and also move to the circle patch of astro turf. Leaders to take the sign in/out folder.

- No child is to leave the circle patch until all rolls have been marked and all children accounted for. This may mean parents need to wait to collect their children.
- The Children's Pastor needs to have direct communication with those in the preschool either via mobile or 2-way radio during operation.

Sunday Service Lockdown

A lock down may be necessary at a Sunday Service if there is an outside threat to the congregation:

- The Senior Pastor should alert emergency services of the threat and instruct the congregation as to where to assemble in the auditorium.
- The 'Duty L.C. Member??' should secure the entry gate, the carpark gate, and the PAC glass doors
- Children's programs if they have commenced:
 - In the northern classrooms, the blinds need to be shut and doors secured, and children moved into the internal corridor. If safe, children can be returned to their families in the main auditorium via the internal doors.
 - In the Preschool, the blinds should be shut, doors secured, and children ushered under tables. Only if deemed safe, the preschool children can be moved to the PAC with their families via the lower classroom doors.

Kidsfest Evacuation and Lockdown

Inaburra Site Evacuation Procedures need to be followed as there are Inaburra staff present on site.

Friday Youth Evacuation and Lockdown

(No Youth Programs operating at present)

Incident Report Forms

Incident Report forms are to be made available at all MBC ministries and must be completed for all emergency situations.

3. Safe Food Handling and Hygiene

Children and youth ministries regularly involve the preparation and serving of food. There are a few key principles that all people handling food should be aware of:

Gloves and good hand washing practices are essential for all those preparing and serving food. REMEMBER TO WASH YOUR HANDS AND CHANGE DISPOSABLE GLOVES REGULARLY!

Hand washing should be encouraged for all participants before eating. Anti-bacterial gels can be used as a substitute where running water access is difficult.

Avoid cross contamination of food by using separate chopping boards, knives and storage for raw and cooked foods, and for different food types (eg meat v fruit and veg).

Tongs, spatulas, serving tools and / or gloves should be used for serving food, not bare hands.

Read labels and instructions for heating foods.

Store food at recommended temperatures (frozen at -15°C; refrigerated at 5°C or cooler) prior to serving and for left over food.

Avoid leaving served food out for lengthy periods (eg during meetings) where food can spoil (eg cheeses and dips). Shelf stable foods (such as biscuits) should be covered if they are left for lengthy periods.

ALLERGIES

- MBC events are nut free, so recipes and packaged food must not contain nuts or nuts products. (This does not include “may contain traces of nuts” as is placed on some packaging).
- Where possible, gluten free options should be provided for participants, with clear labels when serving.
- At MBC Kids events (such as Kidsfest), families with children with allergies should be encouraged to either discuss options with leaders or provide their own food in a labelled container.

HYGIENE KITS

Each kids and youth ministry should provide a small hygiene kit with:

- Gloves
- Tissues
- Antibac gel
- Antibacterial surface wipes.