

# Risk Management

## Medical

## Child Safety




**SAFETY**

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# Risk Management

- What is a risk?
  - What is risk management?
  - Why do we manage risk?
  - Are you aware of the risks to your Pathfinder club?
- 



# Risk Management – Why?

- Risk-taking is important. Jesus took many risks in his ministry (walking on water, healing the sick, going to the cross). We need to take risks in our ministry.

## **HOWEVER**

- We also need to imitate Jesus as the good shepherd, caring for the sheep. Risk taking and safety go hand-in-hand. We are called to do both.

# Risk Management

## ➤ What is a Risk

A situation involving exposure to danger

[A Hazard is the source that poses the risk]



# Risk Management



## Risk Assessment:

- Systematic process
- Evaluating opportunities
- Makes you aware of the potential risks

# Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, e.g. on spills. Signed to indicate wet areas  Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor  Manager	From now on  xx/xx/xx	xx/xx/xx  xx/xx/xx

# Risk Assessments

- ▶ As a Pathfinder Leader what risks affect our clubs?






# Activity (10 minutes)

**You are managing your club at an Adventurer or Pathfinder event:**

- Group 1 – Environmental Assistance (clean-up)
- Group 2 – Camporee
- Group 3 – Hospital Visit
- Group 4 – Health Fayre
- Group 5 – Day Hike
- Group 6 – Weekly Club meeting



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- Where are you going? Pre visit, carry out a risk assessment
  - Look at travel plans to and from and also have a back up plan
  - Equipment needed is checked prior to going
  - Church Board consent, Parental Consent, Photography/Videography consent
  - Emergency contacts list
  - **All** staff, minibus driver, **All** DBS checked
  - Church Board aware and has authorised outing
  - Ensure the appropriate Insurance cover is in place
  - Ratio of adults to children
  - If camping – sleeping arrangements for tent
  - Consider activities that will be undertaken and risks
  - Medical information for all attending, and medication anyone on, i.e. Allergies
  - First Aiders / First Aid kit checked and items in date / Cook has food hygiene certification

# Inspections

<b>Section One - Club Information</b>		<b>Section Three - First Aid</b>	
Copy of Church Board Registration Form		First Aid at Work Certificate	
Individual Application Forms		<b>Section Four - Risk Assessment</b>	
Individual Medical Forms		Travel Plan from start to Campsite	
Named List with Emergency Contact Details (1 copy left with someone back at church)		Tent Allocation	
Club Registration Certificate		Counsellor allocations	
Insurance Certificate		Club Code of Conduct	
<b>Section Two - Cooks Information</b>		Emergency Plan to take someone to hospital	
Head Cook Health & Hygiene Certificate/ or In-house Food Awareness Certificate		Emergency Plan to take someone home	
Individual Meal Plan		Travel Plan from Campsite to finish point	
Cooking & Washing Up Rota		<b>Total Points</b>	

# Data Protection - GDPR

- Replaces Data Protection Act 1998
- Governs how organisations processes & stores personal data
- Personal Data
  - Identifies a living individual
  - Anything about the individual
- Came into Force May 25<sup>th</sup> 2018



**CONFIDENTIAL**

# GDPR

## Principles of Data Protection

1. Lawfulness, fairness and transparency



2. Purpose Limitations



3. Data Minimisation



4. Accuracy



5. Storage Limitations



6. Integrity and Confidentiality



# GDPR

## A Person's Rights



### RIGHT TO BE INFORMED

Be transparent in how you collect and process personal information and the purposes that you intend to use it for. Inform your customer of their rights and how to carry them out.



### RIGHT OF ACCESS

Your customer has the right to access their data. You need to enable this either through business process or technical means.



### RIGHT TO RECTIFICATION

Your customer has the right to correct information that they believe is inaccurate.



### RIGHT TO ERASURE

You must provide your customer with the right to be forgotten, provided that your legitimate interest to hold such information does not override theirs.



### RIGHT TO RESTRICTION OF PROCESSING

Your customer has the right to request that you stop processing their data.



### RIGHT TO DATA PORTABILITY

You need to enable the machine and human-readable export of your customers' personal information.



### RIGHT TO OBJECT

Your customer has the right to object to you using their data.



### RIGHTS REGARDING AUTOMATED DECISION MAKING

Your customer has the right not to be subject to a decision based solely on automated processing, including profiling.

# GDPR - So What?

- Relates to ANYONE who collects stores uses personal data about anyone

## SO YES Pathfinders are affected

- Completed Application/Health Forms – need to be securely locked away
- Annual Registration; once current years registration is done – destroy previous years forms. If a child is no longer in the club you no longer have a justifiable (legitimate) reason to keep their forms.
- Computer files, Excel spreadsheets, USBs, need to be secured – password protected/encrypted
- Previous Camp folders / Data - destroy



# Medical



- We recommend all your team are trained in First Aid
- Minimum 2 qualified First aiders



# Food Hygiene



- Your cook/s should all have Food Hygiene certification. (Level 2)

## 5 Steps to Food Safety

Get serious about food safety

- 1 Be Clean, Be Healthy**
- 2 Keep Food Hot or Cold**
- 3 Don't Cross Contaminate**
- 4 Cook, Cool and Reheat Safely**
- 5 Wash, Rinse and Sanitise**

## RULES of the GAME for Food Safety

**Keep it clean**  
Before you eat or handle food, wash your hands, food prep tools and surfaces.

**Cook to the right temperature**  
Use a food thermometer to check that foods are cooked to the right temperature:  
**165°F** for chicken and **160°F** for ground beef.

**Watch the clock**  
Throw out perishable food that has been sitting at room temperature for more than two hours, one hour if it's **90°F** or warmer.

**Serve at the right temperature**  
Keep hot foods at **140°F** or warmer, and cold foods at **40°F** or colder.

 [www.cdc.gov/foodsafety](http://www.cdc.gov/foodsafety)

03/2016 ©



# Child Safety



4Hrs SEC “Keeping the Church Family Safe” (KCFS) must be attended in order to complete this section.

## Virtual 2021 Dates TBC by SEC

- Vulnerable Sector Screening
- Protecting Children and the Church
- Child Abuse Prevention
- Sexual Harassment/Misconduct
- Duty to Report
- Accountability



## To Recap - Make sure that your club

- IS INSURED
- Your staff DBS checked
- You have First Aiders
- Cooks have hygiene certification
- You do your risk assessments of your premises, any outing etc.
- Have consent
- All accidents are recorded and reported

Cover all the bases and have a plan B

# Safety is a Key Priority

- At the end of the day the goals are simple, safety and security
- No safety – Know Pain
- Safety doesn't happen by accident
- Hindsight is a wonderful thing but foresight is better, especially when it comes to saving life, or some pain.



# Risk Management – Biblical View

- ▶ Prov. 14:16, “The wise are cautious and avoid danger, fools plunge ahead with great confidence.”
- ▶ Proverbs 22:3, “A prudent person foresees the danger ahead and takes precautions, the simpleton goes blindly on and suffers the consequences.”

**One important Take-away:**

## Think & Plan ahead