



RISK MANAGEMENT PROFILE AND PLAN

Version: May 2026

Risk at Northridge Vineyard Church (NVC)

This assessment has been completed to review the level of risk associated with the operation of NVC in the context of overall risk management and compliance with the Workplace Health and Safety Legislation (WHS).

Objectives

This document is intended to be a working profile to identify the actions required to be taken in connection with the following objectives. These objectives were determined by the Senior Pastor in consultation with the NVC Board and a team of people including members of staff, a risk management professional and people involved in the areas of operation targeted.

The **overall objective** is to have adequate protections against, and minimize the consequences of, the risk of harm to:

- people who come onto NVC property or attend NVC events offsite;
- NVC's property (or property of others lent to NVC which is located on NVC property ; or
- NVC's reputation (including when caused by poor management of resources (including financial resources).

This includes the following specific objectives:

Objective 1: Provide for the personal safety and minimisation of physical harm to anyone who comes onto NVC's property or attends NVC events not held on NVC property AND Protect NVC's real and personal property and the personal property of others lent to NVC which is located on NVC property.

Objective 2: Honestly, accurately, effectively and efficiently manage NVC's financial resources and transactions.

Objective 3: Protect, and organise well, NVC's intellectual property and other information generated and accessed by NVC.

Assessment of Risk

The team of people then acted to identify individual risks associated with each objective and any measures currently in place to achieve the goal of minimising both the risk and consequences of an event occurring. The team then assessed each risk by first determining the inherent risk and then determining the adequacy of the current controls.

This risk profile is subject to regular review to take account of changes in circumstances which may necessitate changes to this profile and plan.

1. Determination of Inherent Risk Rating

Is a combination of the Likelihood (the probability that a given event will occur) and the Consequence (the impact of the event occurring).

LIKELIHOOD

Rating		Illustrative description
5	Almost Certain	over 80% probability that the event will happen in the next 12 months

4	Likely	High probability that the event will happen in the next 12 months
3	Possible	10-50% probability that the event will happen in the next 12 months
2	unlikely	The event is expected to occur sometime within the next 5 years
1	Rare	The event is not expected to occur within the next 5 years

CONSEQUENCE

Rating	Illustrative description	
5	Catastrophic	An event or situation that substantially impacts objectives
4	Major	An event or situation that materially impacts on objectives
3	Moderate	An event or situation that impacts objectives
2	Minor	Limited impact on the achievement of objectives
1	Insignificant	No tangible impact on objectives – readily resolvable by management

INHERENT RISK RATING:

L I K E L I H O O D	5	H	H	E	E	E
	4	M	H	H	E	E
	3	L	M	H	E	E
	2	L	L	M	H	E
	1	L	L	M	H	H
		1	2	3	4	5

CONSEQUENCE

L=Low

M=Medium

H=High

E=Extreme

2. Determination of Current Controls

Control Adequacy

Determines whether or not the controls which currently exist reduce the risk to a level which is deemed adequate/acceptable. This determination is made on the following basis:

CODE	CONTROL ADEQUACY	PRIORITY OF ACTION
A	Adequate	Nil required
L	Limited	Low Priority
D	Deficient	High Priority

3. Action Plan

Following this assessment, additional control improvement plans were determined where appropriate. These plans now form part of an action plan to be prioritised and carried out, under the supervision of the NVC Administrator, by the maintenance team or others, as required and processes put in place to ensure those plans are given effect to.

4. Re-Assessment

It is intended that this Risk Assessment Profile is reviewed by the NVC Administrator not less than every 12 months. The Administrator is expected to give regular updates to the NVC Board on the implementation of this policy and provide an annual report to the NVC Board in or about November each year.

5. Associated Documents

The following documents should be read in conjunction with this Risk Management Plan. Copies of these documents are not included in this document but can be obtained from the offices of Northridge Vineyard Church.

- NVC Child Protection Policy
- NVC Emergency Evacuation Policy
- Asbestos Register, prepared by Safe Work and Environments

OBJECTIVE 1: PERSONAL SAFETY & PROTECTION of PROPERTY

1.1 General

ITEM	RISK EVENT	L*	C*	INHERENT RISK RATING	CURRENT CONTROLS & RESPONSE	CURRENT CONTROL ADEQUACY	ACTION PLANS
1.1.1	Falling down stairs causing injury	2	3	M	• Emergency lighting • Handrails and balustrades to Building Code Australia (BCA) • Non slip edge on each stair (Office) • Disabled dots (top and bottom) (Office) • Disabled dots to BCA (Warehouse)	A	
1.1.2	General Injury	3	2	M	• Asbestos Audit completed • Tagging of Electrical equipment (AMS) • First Aid kit available • No kids in kitchen policy – signage • No kids running in buildings	A	
1.1.3	Electrocution	2	4	H	• “Earthing” switch on all sockets • Tagging of all electrical equipment • Regular inspection of all GPOs • Safety plugs in all unused GPOs – inspected monthly	A	
1.1.4	Injury to External Contractors working on site	2	3	L	• Copy of Liability Insurance received from Contractor • Sighting of the contractor’s appropriate trade registration • Show Contractor the asbestos schedule • Contractor to fill in hot work permit if required (refer to Appendix 1)	A	

*L= Likelihood

*C= Consequence

1.2 Carpark and external landscaped areas

ITEM	RISK EVENT	L*	C*	INHERENT RISK RATING	CURRENT CONTROLS & RESPONSE	CURRENT CONTROL ADEQUACY	ACTION PLANS
1.2.1	Vehicular accident causing damage to vehicle/s.	3	2	M	- Traffic cones - Clear car park lines - Attendants (on Sundays and major events) - Speed limiting signage clearly visible	A	
1.2.2	Vehicular accident causing injury to person/s.	2	4	H	- Behaviour policy for children - Attendants (Sundays and major events) - Speed limit signage clearly visible	A	
1.2.3	Vehicular accident causing damage to other property	2	2	L	- Bollards to warehouse entries - Appropriate location of garbage bins	A	
1.2.4	Play equipment failure at events causing injury to person/s	2	4	H	- Maintenance as required - Inspection by Event Coordinator of hired equipment - Hired bouncy castle no longer used in carpark - Hired bouncy castle used in auditorium requires training and close supervision	A	
1.2.5	Falling tree branches causing injury	2	2	L	Annual inspection (refer AMS)	A	
1.2.6	General injury to person/s in carpark	2	3	M	- Adequate lighting for evenings - Locked access to side of warehouse - Signage warning skateboard riders	A	
1.2.7	General injury to person/s in other external area	1	3	M	Nil	L	Consider lighting to front external areas
1.2.8	Inappropriate use of volatile substances and/dangerous equipment	3	3	H	Items stored in separate locked shed	A	

*L= Likelihood

*C= Consequence

1.3 Office Building

ITEM	RISK EVENT	L*	C*	INHERENT RISK RATING	CURRENT CONTROLS & RESPONSE	CURRENT CONTROL ADEQUACY	ACTION PLANS
1.3.1	Fire	2	4	H	- Fire extinguisher (each level). Externally checked 6 monthly (AMS) - Fire hose reel mid floor Externally checked 6 monthly (AMS) - Emergency & Exit lights - External fire escape from mid floor - Smoke detection system - Evacuation Plan and signage - Annual Fire Drills (ATS) - Training to use fire extinguisher and hose reels (ATS)	A	
1.3.2	Child Abuse/Assault	3	4	E	Refer to Child Protection Policy for controls	A	
1.3.3	Harm to Office Staff from unknown person	2	4	H	- Front door is locked if only one person is in the office. - Office video door bell/intercom - Key control (restricted key issue and register)	A	
1.3.4	Injury to person/s leasing part of the office building	2	3	M	- Signed leasing contract in place prior to start or usage - Site Orientation presentation	A	
1.3.5	Theft	2	3	M	- Lockable entry doors - Lockable site gates - Entry key control	A	

*L= Likelihood

*C= Consequence

1.4 Warehouse/Auditorium

ITEM	RISK EVENT	L*	C*	INHERENT RISK RATING	CURRENT CONTROLS & RESPONSE	CURRENT CONTROL ADEQUACY	ACTION PLANS
1.4.1	Fire	2	4	H	• Fire extinguishers, hose reels (foyer & and upstairs) externally inspected 6 monthly • Emergency & Exit lights externally inspected 6 monthly • 2 Fire escape stairs for 1st floor • Fire blanket in kitchens • Smoke detection system • Evacuation Plan and signage • Annual inspection of GPOs and electrical boards • Annual inspection of ducting • Annual Fire Drills (ATS) • Training to use fire extinguisher and hose reels (ATS)	A	
1.4.2	Allergic Reactions	4	3	H	• Encouragement of parental supervision • Identification of people at risk • Separate cutting boards and knives in kitchen (signage) • Guidelines for food brought into and prepared in the kitchen • First Aid kit (in kitchen) • Cold pack in freezer • Defibrillator in kitchen • All staff holding first aid certificates	A	
1.4.3	Burns	3	3	H	• Movable lights placed out of reach of children or removed to storage • No kids in kitchen policy • Guidelines for storage and use of items containing hot liquid including coffee cups lids • First Aid kit available • Access to emergency services • Stove cover installed	A	

					Matches and or lighting equipment stored out of reach and sight of children.		
1.4.4	Threatening behaviour	2	4	H	- Refer to Child Protection Policy for controls - See Emergency Evacuation Policy for lock down procedure	L	Training required
1.4.5	Slipping causing injury	3	2	M	'Wet floor' signs available and used when necessary	A	
1.4.6	Injury as result of falling off/through roof	1	4	H	- Fall arrest system installed - Use of certified external contractors for all roof work - Signed disclaimer by contractors if not using FAS.	A	
1.4.7	Theft	2	3	M	- Security keys to building (Key register for external doors) - Lockable external entry doors - Lockage rooms containing expensive equipment - Giving box secured to wall. 2 locks	L	Consider external security lighting

1.5 OFFSITE

ITEM	RISK EVENT	L*	C*	INHERENT RISK RATING	CURRENT CONTROLS & RESPONSE	CURRENT CONTROL ADEQUACY	ACTION PLANS
1.5.1	General Injury	2	3	M	- Risk assessment form completed prior to event - Adherence to any site specific rules and guidelines - Instructions given by leadership to participants relevant to potential risks	A	
1.5.2	Vehicle accident in transit of NVC participant	3	3	H	Refer to Child Protection Policy for controls	A	
1.5.3	Child goes missing	3	4	E	Refer to Child Protection Policy for controls	A	
1.5.4	Injury and/or damage caused by NVC member when volunteering offsite	2	3	M	Instructions given by leadership to participants relevant to potential risks	A	

					• Check insurance coverage for volunteers working at the location		
--	--	--	--	--	---	--	--

*L= Likelihood
*C= Consequence

APPENDIX A – ANNUAL MAINTENANCE SCHEDULE

YEAR: 2026

NVC Risk Policy Reference	Control Item	Frequency	NVC Responsibility	Due date	Date done	Verified (NVC Person)
1.3.1 1.4.1	Annual Fire safety statement (Eagle Fire) - fire extinguishers and fire reels - emergency exit signs - emergency lighting	Annual	Chris Chilton	April 2026	16 April 2026	
1.1.3	Electrical switchboard hot spot test - camera	2 years	Chris Chilton	Aug 2026		
1.1.3	Electrical appliances - test & tag	5 years	Darryl Semmler	Aug 2026		
1.1.3	Inspect electric points - visual check of General Purpose Outlets (GPOs)	2 years	Darryl Semmler	Jun 2027		
1.1.3	Check there are safety plugs in all unused GPOs	Monthly	Chris Chilton	Monthly		
1.4.6	Check roof (sky hooks) Annual certification	Annual	Chris Chilton	Sept 2026		
1.4.1	Kitchen range / oven hood filters & ducting - inspect & clean	Annual	Chris Chilton	Dec 2026		
1.1.2 1.4.2 1.4.3	Check all First-Aid kits	6 Monthly	Kate Burdon	June 2026 Dec 2026		
1.4.2	Check defibrillator	Monthly	Chris Chilton	Monthly		

APPENDIX B – ANNUAL TRAINING SCHEDULE (not including child protection)

YEAR: 2026

NVC Risk Policy Reference	Control Item	Frequency	Trainees	NVC Responsibility	Due date	Date done	Verified (NVC Person)
1.3.1 1.4.1	Use of fire extinguisher and hose reel	Biannual	Staff and other relevant leaders	Chris Chilton	2026	3 June 2026	
1.3.1 1.4.1	Emergency evacuation training	Annual	All staff (and other leaders)	Rob Giles	TBC 2026		
1.3.1 1.4.1	Evacuation drill	Annual	All community	Rob Giles	TBC 2026		
1.1.2 1.4.2 1.4.3	First Aid (including defibrillator)	Every 3 years	All staff (and other leaders)	Chris Chilton	June 2028		

