

AUUA CERTIFICATION PROGRAM

RISK MANAGEMENT MODULE

Section 1

Goal/Area of Focus:

Level 1: Pick two of the following issues (one from each group) and describe current plans and procedures within the organization. If no plans exist, describe what would happen in the event of such an emergency.

Level 2: Write a plan for one of the emergencies.

Physical Plant Issues

- Building Safety
- Playground Equipment
- Transportation

Personal Safety Issues

- Emergency Plans - Fire, natural disaster, Evacuation
- Food Safety
- Theft: cash & property
- Allergies,
- Alcohol
- Violence

Section 2

Goal/Area of Focus:

Insurance

Level 1: Meet with a representative of the insurance provider and discuss the organization's coverage. Also discuss any risk assessment tools they provide.

Level 2: Investigate to determine if there are any gaps and make recommendations.

Section 3

Goal/Area of Focus:

Legal & Tax Issues

Level 1: Choose one of the issues listed below and describe the current practices and policies in the organization.

Level 2: Research legal requirements and best practices. Describe your findings.

- Copyright Law
- Human Resources/Labor Law
- Unrelated Business Income Taxes

Section 4

Goal/Area of Focus:

Safe Congregation Policies, mandatory reporters, background checks
(volunteer/employee)

Level 1: Determine if your congregation has a Safe Congregation Policy and note its key features. Determine what state requirements regarding mandatory reporting for staff and volunteers apply to your organization.

Level 2: If a safe congregations policy exists, verify that the requirements are up to date. If no such policy exists, describe how the organization would go about writing one (note: this does not mean that you should write it) AND create a method for ensuring that all those who are mandatory reporters are aware of it.

Suggested Reference Materials

This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.

Basic Risk Management

Lai, Mary L. et. al. *Am I Covered for . . . ? A Guide for Non-Profit Organizations*. San Jose, CA: Consortium for Human Services, Inc. 1992.

www.churchmutual.com - - Safety Resources

www.guideonecenter.com

Workplace Conditions

www.nonprofitrisk.org. *Workplace Safety Checklist*. Washington, DC: Nonprofit Risk Management Center

www.OSHA-Safety-Training.net. *OSHA Information and Training Materials (source)*. National Safety Compliance.

Safe Congregations:

Hoertdoerfer, Patricia and William Sinkford, eds. *Creating Safe Congregations*. Boston: UUA, 1997.

Food Safety

AUUA. *AUUA Guide Book*. 2000. Section on Risk Management

Partnership for Food Safety Education. *Fact Sheets on Safe Food Handling*.
www.fightbac.org --- Simple downloadable fact sheets

The Educational Foundation of the National Restaurant Association. *SERVSAFE®
Serving Safe Food Certification Coursebook. A Practical Approach to Food Safety*.
Dubuque, IA: Kendall/ Hunt Publishing.

www.fsis.usda.gov/Fact_Sheets/Safe_Food_Handling . *Cooking for Groups: A
Volunteer's Guide to Food Safety*. Food Safety and Inspection Service, US Department
of Agriculture

www.nonprofitrisk.org. *Workplace Safety Checklist*. Washington, DC: Nonprofit Risk
Management Center

Your Public Health Department

Response to Accident

Cobble, James F. Jr. and Richard M. Hammer. *Risk Management Handbook for
Churches and Schools*. Checklist Appendix 4. Matthews, NC: Christian Ministry
Resources, 2001.

www.churchlawtoday.com

www.churchmutual.com

www.guideonecenter.com

Your Congregation's Liability Insurance Carrier

Fire Safety

www.churchmutual.com – Safety Resources

www.guideonecenter.com

Disaster Preparedness:

www.fema.gov/Library

www.RedCross.org