



Anglican Diocese of Newcastle

WH&S Newsletter

September 2015

WELCOME TO THE SEPTEMBER WH&S NEWSLETTER, INCORPORATING PROPERTY & RISK.

OP SHOPS

Op Shops, well it seems I have only skimmed the surface on how to set up an Op Shop in last months Newsletter. I would like to thank all those who have contacted me with helpful suggestions on how to run an Op Shop from the outset. It is always good to hear from people from across the Diocese who have a working knowledge and experience in Op Shops or in fact from any area to provide useful and helpful information for the benefit of others.

It would seem that another detailed booklet or publication will need to be undertaken alongside the upcoming Catering information, however I have added some of the major items that should be included in any Op Shops day to day running procedures and policies from the advice received so far to get people started.

Op shops should have a clear Op Shop specific policy outlining;

- Anglican Faith – the Op Shop is there to support the anglican parish and should be run with the values of the Anglican Church in mind and in practice.
- code of conduct
- inductions for new starters

- valuable goods/lost property – what to do if you find an item in the shop or on the grounds that is valuable and has been obviously dropped or misplaced by someone? Have a register and a cooling off period where it needs to be securely held for a time
- takings procedure
- rules for sorting areas and donations
- breaks
- op shop vehicles and insurance procedure – any vehicles owned by the Op Shop should be insured with the Diocese through VERO
- who has authority for signing invoices/receipts/ anything
- insurance details – you should be nominating the number of volunteers that you have on an op shop volunteers register to streamline any claims if they should happen to come about
- volunteer responsibilities/parishes responsibilities toward volunteers
- drugs and alcohol.

DID YOU KNOW.....?

That "Church Resources" is an independent organisation that specialises in providing a whole manner of services for not-for-profit organisations like us? They are able to get better than advertised prices from "Good Guys" on all their products and also provide a large range of other services from building quotes to office fit outs to utility and mobile phone service provider contracts. If you wanted to go through "Church Resources" to save money on Good Guys products or other products and services you can contact Julie McKeown via e-mail at: jmckeown@cr.org.au or phone her on 02 9478 1443.

If you wanted more information on what "Church Resources" can provide your parish at excellent prices you can check out their impressive range of services on the web at: <http://cr.org.au/> or you can contact them on 1300 248 724.



FREQUENTLY ASKED QUESTIONS

HERE ARE 5 QUESTIONS FOR THIS MONTH

Q.1: - WHAT DOES THE PARISH NEED TO MAKE SURE IS INCLUDED IN AN UPGRADE OF THE CATERING FACILITIES AT THE HALL -

A.1: - We should be striving towards complying with all the requirements that the local council of your area specifies. Not all local councils have the same minimum requirements for a food premises run by charities – ie a parish hall with a kitchen that sells food. It is important to contact your local council if you are undertaking a major kitchen renovation or refurbishment to check what they require.

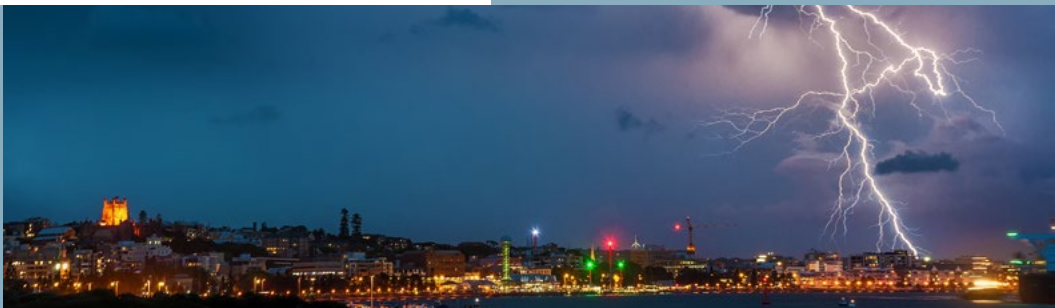
One of the most important inclusions in any kitchen upgrade is the installation of a dedicated and obviously separate hand washing ONLY hand basin in the area of the kitchen. This basin or sink needs to also have a separate; soap dispenser, paper towel dispenser and bin. The rules are quite clear in that you are not to wash cutlery, dishes, food or hands in the same sink or hand basin. A double sink doesn't count as a separate basin. There are a great deal of small requirements if you need more information contact Parish Services at the Diocesan Office for more information, guidance or help.

Q.3: - WHAT SHOULD WE DO IF THERE IS DAMAGE TO A BUILDING AS A CONSEQUENCE OF A STORM OR HAIL STORM THAT HAS DAMAGED THE BUILDINGS ROOF OR GUTTERS ALLOWING WATER TO ENTER THE BUILDING CAUSING CONTINUING INTERNAL DAMAGE

A.3: - if there is a storm or hail storm or anything that causes such damage to a building that could allow further damage to the interior of the building you should call The Diocese immediately so that we can organise our Loss Adjuster to get on site and mobilise emergency measures and repairs as soon as possible.

If it is out of business hours you will need to contact the SES. You may need to.

We are currently working on an out-of-hours agreement with McLarens Assessors to allow an assessor to visit sites that have suffered damage out-of-hours. Watch this space.



Q.4: - WE HAVE A LARGE PLOT OF LAND THAT HAS A CEMETERY ON IT, CAN WE SELL THE LAND?

A.4: - You are not able to sell the land that any parts of the registered cemetery are located on, but if you have a large parcel of land you may be able to sub-divide the land and sell or develop that land. This is something that you will most definitely need to discuss with the Diocesan Property Services Unit as there are a whole host of regulations and minimum lot sizes depending upon where you are located. There are fees as well to be considered for surveyors etc. and the sub-division will most definitely need approval from the Property Approvals Board (PAB).

Q.2: - HOW LONG AFTER WE KNOW OF ANY DAMAGE TO CHURCH PROPERTY SHOULD WE NOTIFY THE DIOCESE (OR INSURER)? WHAT DO WE NEED TO DO WHEN WE KNOW OF DAMAGE?

A.2: - Our insurer should be notified of any impending insurance claims within a reasonable time, be it for property damage, personal injury, workers compensation, volunteers insurance all kinds of insurance claims. It is generally accepted that a reasonable amount of time is 48 hours after becoming aware of the damage or injury/incident. This would mean that the parish should be lodging an incident form or formal letter outlining the damage or incident as soon as possible.

Q.5: - WE HAVE SUSTAINED SOME MINOR DAMAGE IN A STORM. CAN WE JUST GET THE DAMAGE REPAIRED STRAIGHT AWAY AND MAKE A CLAIM LATER?

A.5: - No, unless it is an emergency repair and the damage may cause further damage if not repaired – like a roof leak or broken windows etc If it is an emergency and the damage is going to cause more damage you should call Parish Services at The Diocesan Office so we can organise a Loss Adjuster to get on site and mobilise emergency measures and repairs as soon as possible as per Q.2.

You will need to get several quotes for the repairs and send on with the Property Insurance Claim Form.

As ever, if you have any queries regarding building issues, development, property, risk, WH&S, insurance or anything else that you may need advice or help with, please do not hesitate to contact me or Parish Services.

Best regards,

Brendon Lowndes
Property and Risk Officer

or if you have any WH&S specific questions you can e-mail me at: whs@newcastleanglican.org.au

