

*'to live by Faith, to be a voice of Hope and to share God's Love'*

*The Reverend Dr Philip Bentley - Priest in Charge*

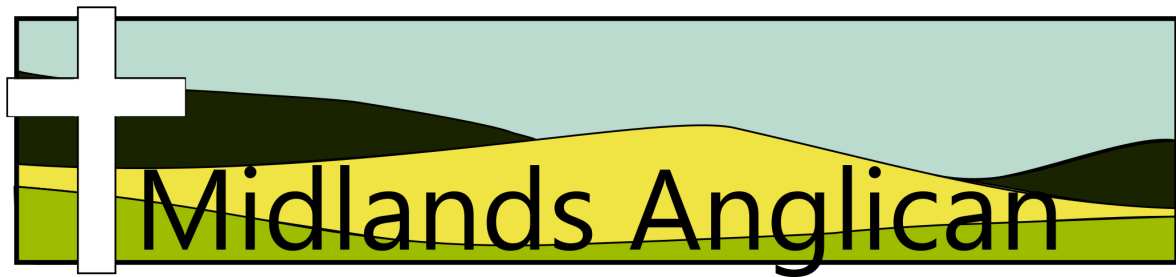
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## **The Op Shop - Midlands Anglican Parish**

### **Hand Book**

The Anglican Opportunity Shop, hereinafter referred to as the Op Shop is owned and managed by the Midlands Anglican Parish, it offers second hand clothing and goods to the local community. The Op Shop as one of its ministries to the community. It is not just concerned about buying and selling and making money. This ministry also provides the financial backing required for mission and for local parish causes. Of equal if not greater significance to fundraising, is the reality that the Op Shop is concerned about people, who are in themselves [places] of purpose. As such, the Op Shop offers more than goods for sale, it also offers hospitality, builds community and practices social inclusion.

The Op Shop provides for engagement with people from outside of our congregation and parish. The Op Shop is a perfect place to meet people, and share with them some of the prospects our Church offers for social contact, to hear the Gospel, and to receive support and encouragement. Our Op Shop is so much more than a place to simply fundraise or keep our Church 'going.'



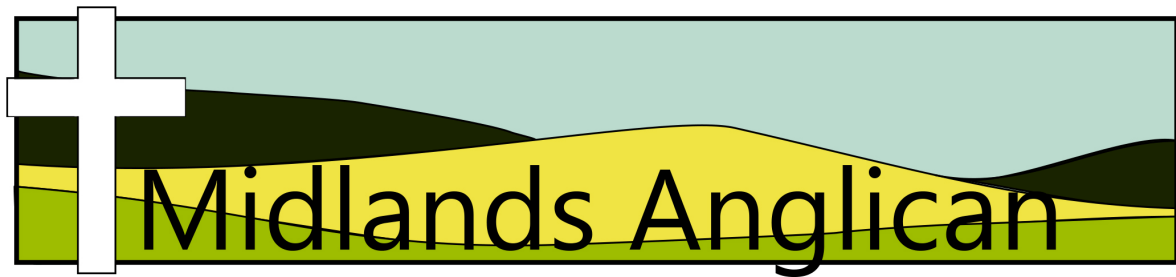
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## **CONTENTS**

1. Management Arrangements
2. Constitution
3. Op Shop Management Committee
4. The Op Shop Supervisor's Responsibilities and Duties
5. Volunteers
6. Emergency Contact Numbers
7. Store Opening Hours
8. Sorting of Goods
9. Goods Not to Be Sold
10. Pricing and Sale of Goods
11. Reserving Goods and Purchasing
12. Sale of goods by commission
13. Delivery of Large Items into Shop
14. Cash handling and Petty Cash
15. Banking
16. Shoplifting



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17. When People Ask for Money or Other Forms of Help

18. Security

19. Offender apprehension and minimising dangers

20. Risk Assessment

21. Occupational Health and Safety

22. First aid

23. Financial Management

24. Insurance

25. Training New Volunteers

26. Safe Church - Minors and Volunteering

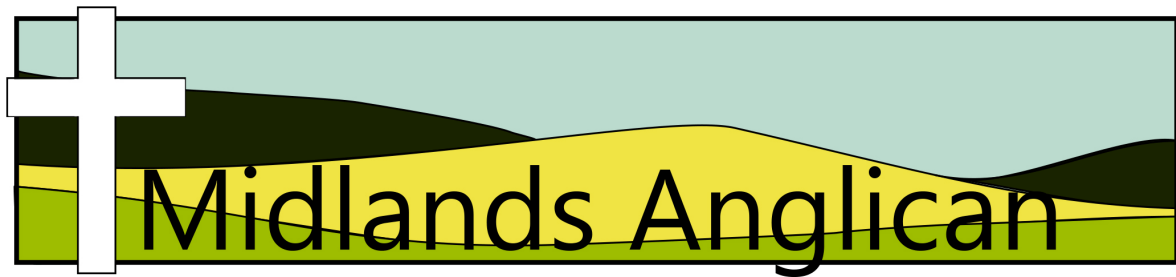
27. Safe Church - Working with Children Check

## **APPENDICES**

Appendix A: Statement of Purpose and Guidelines for Operating

Appendix B: Emergency Fire Procedure

Appendix C: Diocesan Incident Report Form



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## **1. MANAGEMENT ARRANGEMENTS**

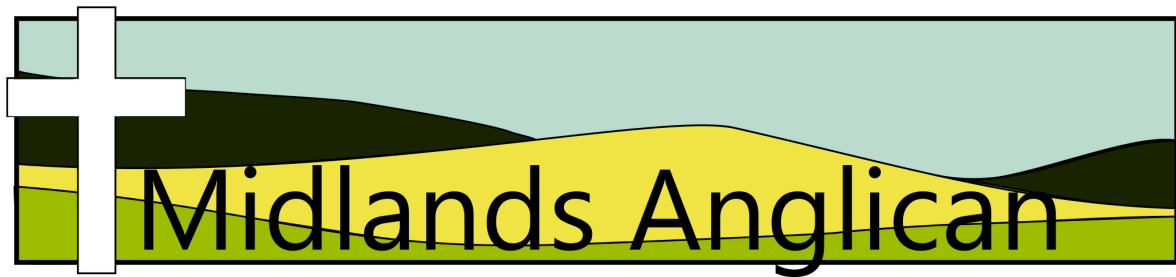
The management the Op Shop is overseen by the Op Shop Management Committee, who appoints a supervisor to oversee all management on the shop floor. From time to time, a relief supervisor will be appointed for when the supervisor is on annual leave or to serve when the supervisor is not present.

## **2. CONSTITUTION**

The Op Shop does not have a constitution as it operates under the auspices of the Midlands Anglican Parish. As such it has a Statement of Purpose and Guidelines for Operating.

### **The statement of purpose**

- To raise funds for the general use of the Midlands Anglican Parish.
- To use such funds to benefit the parish and its work, to maintain the Op Shop operations and for any future development of the Op Shop.
- To provide a service to the community with cheap clothing and goods for sale.
- To acquire stock by donation for sale.



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- To acquire stock by donation for distribution without charge to needy people.
- To provide funds for mission.
- To provide support for a specific project or ministry.

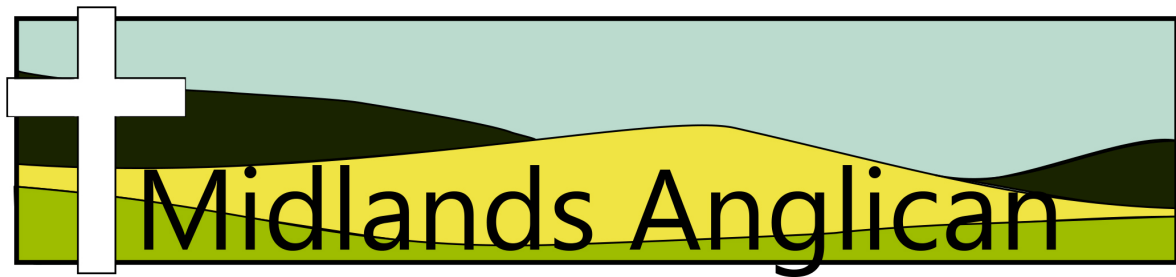
This Statement of Purpose is approved by Parish Council and endorsed at the [AGM] Annual General Meeting of parishioners. Having a Statement of Purpose and guidelines of operation will prevent conflicts due to perceived confusion as to the use of the income.

### **3. OP SHOP MANAGEMENT COMMITTEE**

The Op Shop Management Committee consists of the Parish Priest, the Supervisor, Church Wardens, Parish Council Treasurer. These appointed persons may be appointed for particular business or retail skills they may have. The Supervisor, will be under guidance and support from the Parish Priest, Church Wardens. This will form the Committee.

The main role of the Committee is to provide support to the Supervisor and volunteers by:

- reviewing the Op Shop activities, to determine where improvements and changes are desirable or required,



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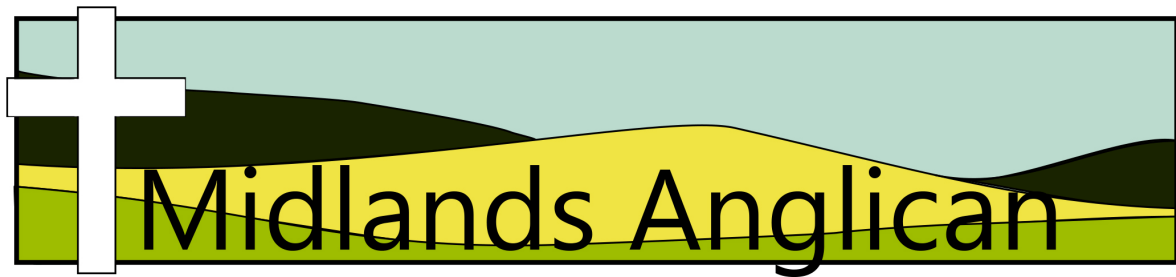
- attending to matters of “*due diligence*” such as insurance, security, safety, council requirements, police matters, etc.,
- reviewing the opportunities for “*sales*”, and the trends in the Op shop business in the locale,
- attending to Op Shop needs, such as advertising, new shelving, equipment, etc.,
- reporting to the Parish Council on a range of topics, including trading activity, of the Op Shop requirements, repairs etc.

#### **4. THE OP SHOP SUPERVISOR'S RESPONSIBILITIES AND DUTIES**

The Op Shop Supervisor (the Supervisor) is responsible for the day to day running of the Op Shop including budgets, controlling costs and stock, overseeing volunteers in the Op Shop.

The duty includes:

- Ensuring that there are at least two people running the Op Shop at any given time.
- Maintain a roster of volunteers for duties in the Op Shop, including cover for absentee volunteers, and maintain volunteer morale and wellbeing. A copy will be placed in the kitchen.

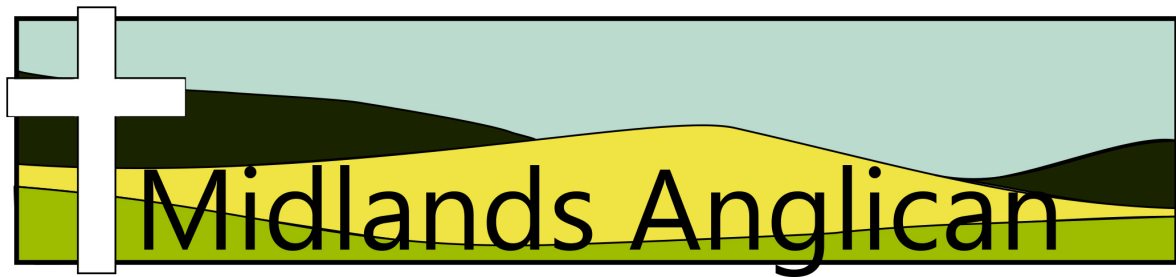


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- Exercise informed judgment when deciding the number of volunteers to be rostered on together.
- Maintain the list of volunteers, including addresses and other contact details.
- Coordinate the volunteer training so that they understand and follow the Op Shop procedures
- Identify and maintain volunteers to undertake specific roles in the Op Shop.
- Lead and coordinate the sorting of goods donated for sale in the Op Shop, including the distribution of unwanted goods to other charities such as Anglicare.
- Maintain the register of antique and collectable stock.
- Coordinate cleaning of the Op Shop.
- Attend regular Committee meetings.
- Meet regularly with the Committee.
- Visit other Op Shops in the locale and compare displays, prices and other issues of interest to maintain the Op Shop's competitiveness.
- Maintain supplies of consumables such as tea coffee, milk, etc.
- Maintain First Aid Kit.



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- Organise additions to the Midlands Parish Newsletter and/or other forms of communications to volunteers.
- Record and report all incidents to the Committee and Parish Council.

## **5. VOLUNTEERS**

Every volunteer, whether a member of the church or not, is considered a “church worker.”

Volunteers play an essential role in our churches and ministries, as well as in op shops, hospitals and schools.

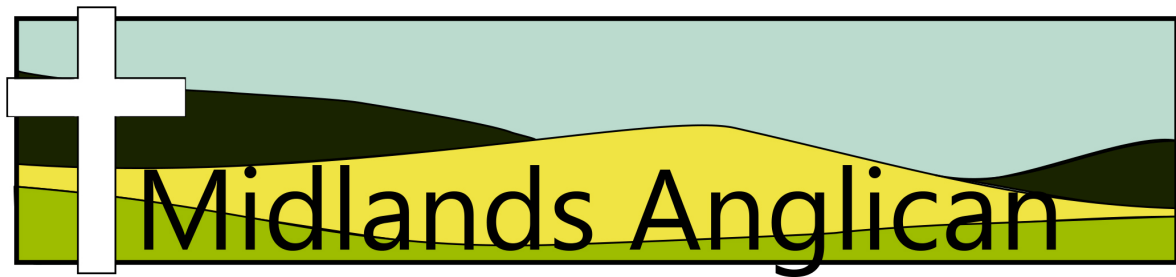
Please discuss your volunteer role and endorsement requirements with your Parish Safe Church Communities Co-ordinator before completing any forms.

**We require all volunteers to be endorsed according to the following steps:**

### **[1. Obtain a Working with Vulnerable People Card](#)**

Under Tasmanian State legislation those caring for children must have a current Working with Vulnerable People (WWVP) card. It is your responsibility to keep this card current (as of February 2021, WWVP cards have a five-year expiry date; this is an increase from the three year expiry date many people have been complying with).





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Please add the Anglican Diocese of Tasmania as your employer and your role capacity as 'volunteer' or 'employee', as appropriate.

The application form is available online at

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people>

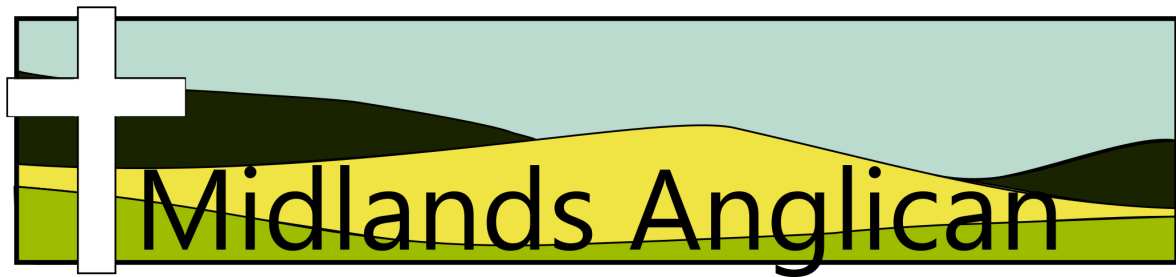
When you receive your WWVP card, **you will need to notify the Professional Standards Unit** so your record can be updated. You can notify them by email at [psu@anglicantas.org.au](mailto:psu@anglicantas.org.au) or by calling (03) 6220 2020.

## [2. Complete the Volunteers Safe Ministry Check Questionnaire \(SMCQ\)](#)

Complete the Volunteers Safe Ministry Check Questionnaire (SMCQ) which can be [found online at this link](#). You will be required to select the appropriate form for your age group. If you are 16 or 17 years old, you will need to fill in the **Volunteer U18** form.

Once you have completed and submitted the SMCQ, you have **three months** to complete the relevant training through the Safe Ministry Online platform. If you have not completed your training and received a current Working with Vulnerable People card (see step 1) within three months, your application will be archived and a new application for endorsement will need to be made.

**Note: The online application form can only be completed in one sitting. You cannot save a partially completed form.**



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## **FILL IN THE SMCQ NOW**

The form asks you to answer several questions, some of which are personal and sensitive. If any question raises an issue for you, please seek help from a trusted friend or the contact below.

- If you cannot access the form online, please contact your Safe Church Communities Parish Coordinator or your Minister.

*Please note: before you fill in this form, you will need to know the name of the church/organisation you intend to volunteer with, your role, your referees (please notify them you intend to use them as a reference) and one copy of an identity document (e.g. drivers' licence, passport, or photo ID).*

Please note that your application is conditional on the outcome of an **Anglican National Register Check**.

For pastoral support, please contact your minister.

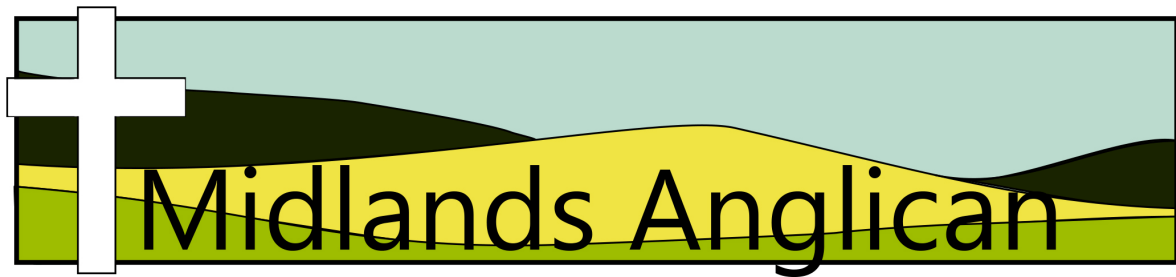
**To make a complaint about abuse please contact the Director of Professional Standards on 1800 017 286.**

### **3. Complete a Childsafe™ training program**

For people who are working with children, ChildSafe™ training is required.

Your local parish may have a trainer who can offer training sessions as required.

Training is available year-round, on-demand, through the **Safety Management Online** tool (SMO).



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#### 4. Keep your SCC endorsement up-to-date

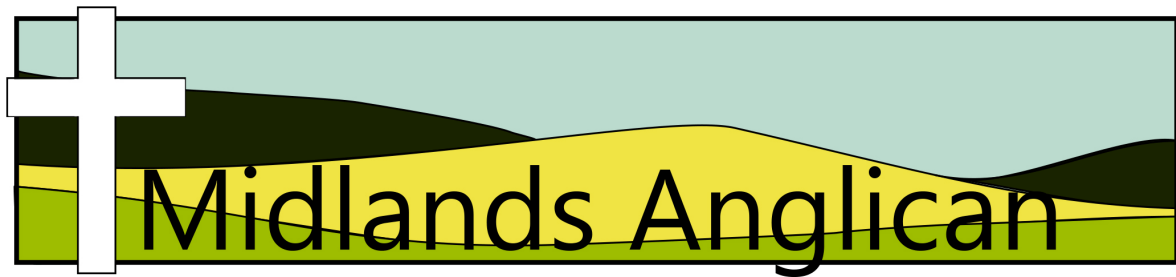
If you are working with children and young people you will need to:

- update the State Government WWVP card before it expires (as of February 2021, WWVP cards have a five year expiry date; this is an increase from the three year expiry date many people have been complying with)
- work through the SCC re-endorsement process every three years. Schedule 1 of the [Safe Church Communities Ordinance](#) sets out the re-endorsement requirements.

A reminder to renew your endorsement (either the screening or training requirement) will be sent both 30 days and 15 days prior to it expiring.

**When renewing your endorsement, please discuss with your Safe Church Communities Parish Coordinator as there may be a change in the required level of training.**

The level of endorsement required for different roles is outlined in the [Safe Church Communities Ordinance](#).



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Volunteers are a resourceful commodity and so in appreciation of their contribution, the management committee may agree that volunteers can enjoy a discount up to 50% when goods are purchased at the Op Shop. The percentage should be agreed to by the management Committee and endorsed by Parish council.

All items purchased by volunteers must be priced, placed in a bag with name and taken to the counter and paid for at end of shift. The co-worker must witness the volunteer paying for the goods.

Tea, coffee, biscuits and toiletries should be provided to volunteers while at the Op Shop.

## **6. EMERGENCY CONTACT NUMBERS**

The following is to be displayed at a convenient place:

### **POLICE, AMBULANCE AND FIRE SERVICES 000**

Op Shop: Supervisor: Ruth Phinn 0404992236

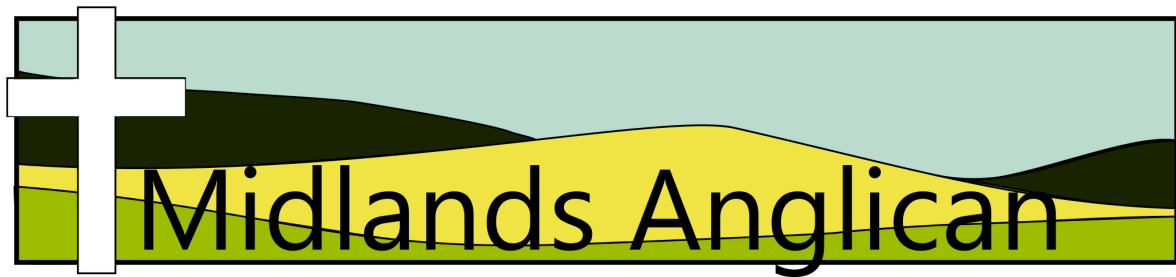
Parish Priest: The Reverend Dr Philip Bentley

Mobile: 04771 70516. Email: [rector@midlandsanglican.org.au](mailto:rector@midlandsanglican.org.au)

Churchwardens: Brian Miller, mobile 0414692791

Jill Davies, mobile 0417591230

Police Station: 0246201199



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*This list needs to be kept up to date and relevant names and numbers available to all staff.*

A current list of all volunteers needs to be recorded in the Op Shop.

## **7. OP SHOP OPENING HOURS**

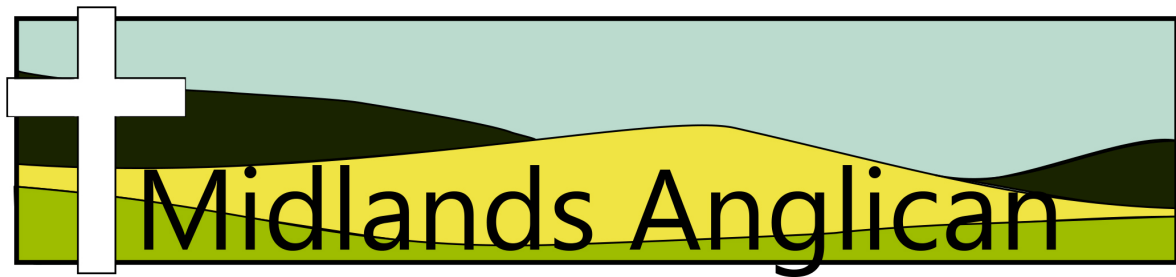
The trading hours.

- Tuesday 10:00am to 4:00pm.
- Wednesday 10:00am to 4:00pm
- Thursday 10:00am to 4:00pm
- Friday 10:00am to 4:00pm
- The Op Shop is closed on Sundays and public holidays.
- During the traditional Christmas and New Year Holiday period, the Op Shop is closed.
- In the second week of January, the Op Shop re-opens.

## **8. SORTING OF GOODS**

• Goods donated will be sorted and priced, all sorting and pricing is to be organised by the Op Shop Supervisor. Sorters will determine whether:

- Items are to be scrapped because of poor quality,
- Items require cleaning or checking for safety,



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- Old clothing may best be sold for use as rags, etc.,
- Items are better sold on commission through another outlet (refer to the Supervisor).

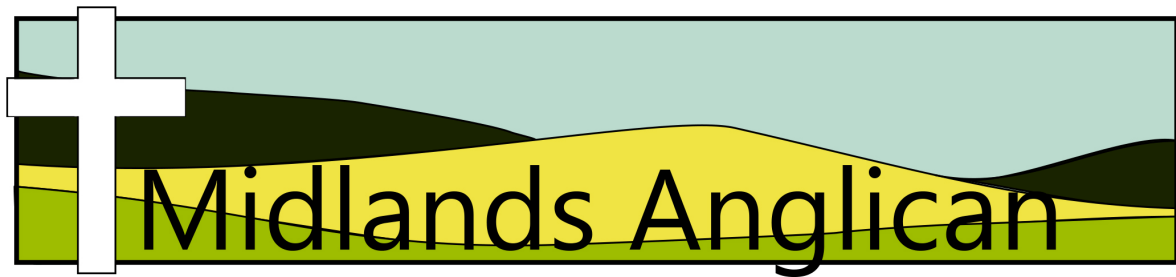
### **Please adhere to the following WHS**

- Whilst sorting stock, it is advisable to wear protective gloves.
- The Committee is to ensure suitable gloves are provided as part of personal protective equipment.
- All clothing that has been sorted and is appropriate for sale must be tagged, hung and placed ready for sale on the shop floor.

## **9. GOODS NOT BE SOLD**

The following items must not be sold by the Op Shop as they may be unsafe - thereby making the Op Shop and Diocese liable for any injuries, or have difficulty meeting the appropriate re-sale health and other regulations:

- **Cots – children or baby**
- **Electrical Goods of any description** *-must be tagged and tested*
- **Helmets – cyclists or motor cyclists**
- **Baby capsules**
- **Car booster seats**
- **Prams and Strollers**



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- **Sharp Knives**
- **Mattresses**
- **Official military / police clothing**
- **Underwear**

## **10. PRICING AND SALE OF GOODS**

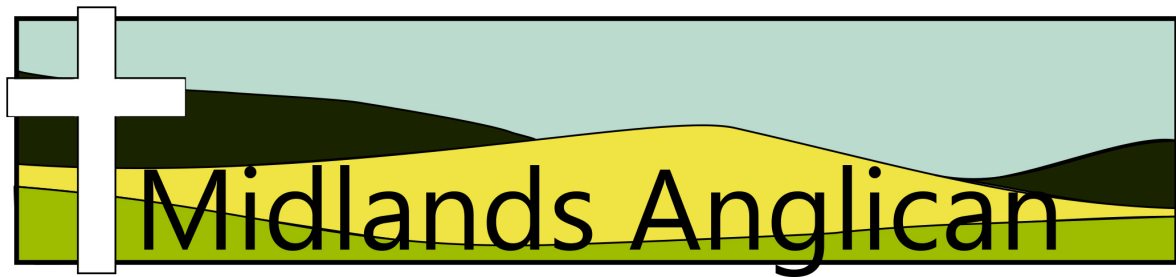
Items should be priced and sold according to a price schedule approved by the Committee. Pricing of most goods sold in the Op Shop must be in accordance with the prices on the pricelist.

Valuables such as antiques should be independently valued by a reputable dealer prior to pricing or sale.

All goods sold from the Op Shop shall be on a non-return basis *and are sold as is*. Therefore, the Op Shop shall operate on a "No Refunds" basis.

## **11. RESERVING GOODS AND PURCHASING**

The Op Shop will not provide for 'Lay-bys'. However, for customers who do not or cannot pay for goods they wish to purchase, the Op Shop may reserve these goods on hold for (two weeks) to allow the customers to return with payment. Payments or deposits for goods going into 'on-hold' storage must NOT be accepted. Instead, the customer must be advised that full payment is only required when the goods are collected.



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## **12. SALE OF GOODS BY COMMISSION**

Goods are not to be sold by the Op Shop on behalf of third parties for a commission.

## **13. CASH HANDLING AND PETTY CASH**

Employees and volunteers are employed on the basis that they will be diligent and honest during the course of their work. Cash may only be handled by a competent and appointed staff member. During business and after hours all cash must be securely stored in the Op Shop safe until it can be banked.

All items purchased must be registered/recorded and receipts issued to the buyer.

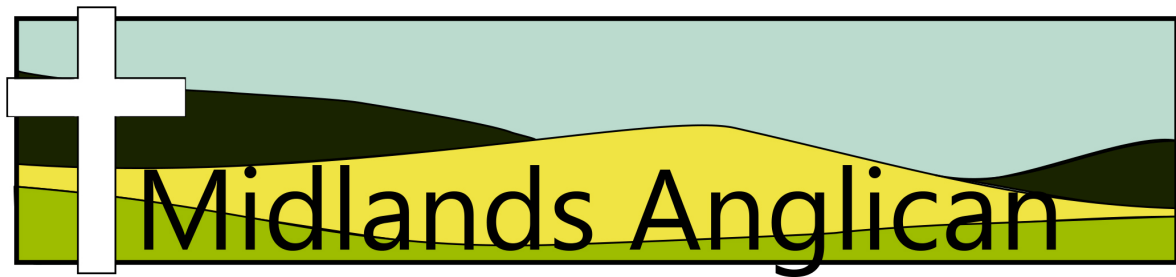
The Op Shop takings are never to be taken to a private residence. Any losses, thefts and unexplained shortages must immediately be reported to the Supervisor and subsequently to the Committee. It is a Diocesan Policy that two people, unrelated to each other, count the takings together.

Items required for the Op Shop will be purchased from the IGA account and receipts be provided to the Parish Treasurer for the purposes of balancing and auditing accounts.

This would cover purchases of requisites such as:

- tea, coffee, milk, sugar





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- biscuits
- stationery and hygiene supplies
- cleaning materials
- first aid supplies

#### **14. BANKING**

At the end of each shift, the takings for the shift must be tallied against the record of sales in the register, the [receipt] shall be signed by those who used the till, and the takings shall be placed in a bag and secured in the safe.

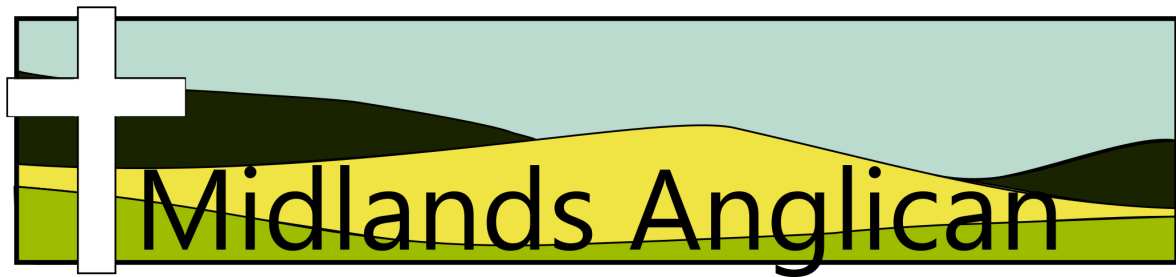
The Supervisor, collect the takings and deliver them directly to the bank for banking at least twice a week.

#### **15. SHOPLIFTING**

- expensive merchandise will be placed under lock and key.
- signs will be placed saying that shoplifters will be prosecuted.

What should you do if you suspect someone of shoplifting? To prevent false arrest and establish probable cause for detaining a suspected shoplifter, there are six steps a [Supervisor or volunteer] must follow:

- 1) You must see the shoplifter approach the merchandise.



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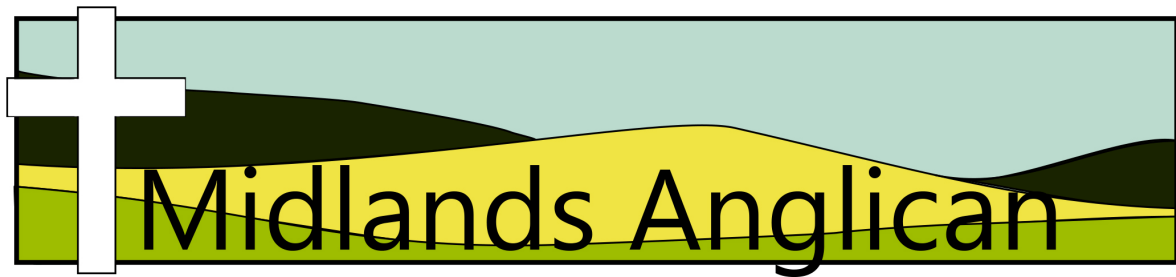
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- 2) You must see the shoplifter select the merchandise.
- 3) You must see the shoplifter conceal, carry away or convert the merchandise.
- 4) You must maintain continuous observation of the shoplifter.
- 5) You must see the shoplifter fail to pay for the merchandise.
- 6) You must approach the shoplifter outside of the store.

## **16. WHEN PEOPLE ASK FOR MONEY OR OTHER FORMS OF HELP**

Volunteers working for charities, including the Op Shop, may be approached by people with requests for cash to help them over a tide of bad luck, or to see them through an emergency. Often, they claim to be without food, or they need money to travel urgently to visit family members. There may be other reasons for the need to get some cash in a hurry. Experience shows that sometimes they may not be telling the truth. In the past, churches have provided some cash to people who have been verified as having a genuine need. Very often a food parcel or clothing provided to the person proves to be of more assistance at the time. We are obliged to account carefully for the money coming into the Op Shop by way of sales and donations, through the proper keeping of the books, banking, accounting and audits.



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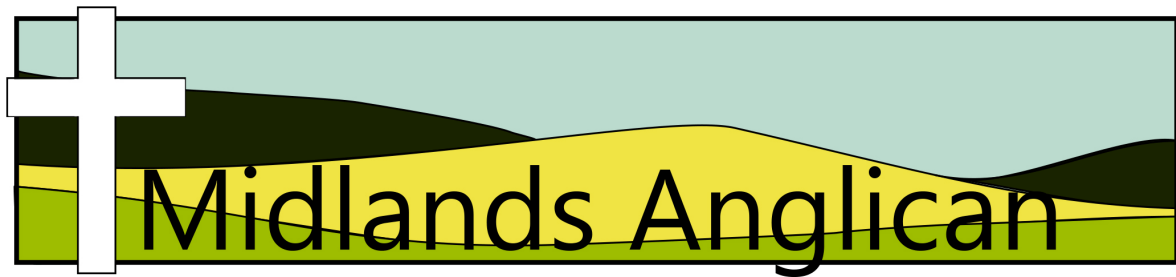
Giving money from the Op Shop proceeds runs the risk of “opening the flood gate”, as word spreads quickly that money is available at the shop. As hard as it may seem, money is NOT to be given out of the Op Shop funds to people in need of assistance.

However, because we aim to be charitable, in keeping with our Christian ideals, we should continue to assist people who come to us with a request for help. Parishes often support various services, whose responsibility it is to assist such people in need. It is definitely best to refer these people on to such services, which will make sure the requests are genuine and work out the best form of assistance for them. Free clothing can be provided to the needy and food vouchers of \$25.

## **17. SECURITY**

Guidelines to be observed in the shop are:

- Monitor the front door at all times.
- Money is to be kept secure in the Op Shop safe.
- Large amounts of money are to be put away securely until collected for banking.
- Counting of money must be undertaken after the shop door is locked at the end of the day, or in the locked shop if done during opening hours.



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- Jewellery and valuables to be kept in cabinets under lock and key and supervised when customers are viewing item(s).

## **18. OFFENDER APPREHENSION AND MINIMISING DANGERS**

When a business is subject to a robbery, staff can help to protect themselves while gathering information that will greatly assist police.

### **‘CODE A’: STAY SAFE**

During a robbery, the most important thing to do is **STAY SAFE**.

Learn the principles of **‘CODE A’**:

#### **C CALM**

Try to remain calm. Do not invade the personal space of the offender.

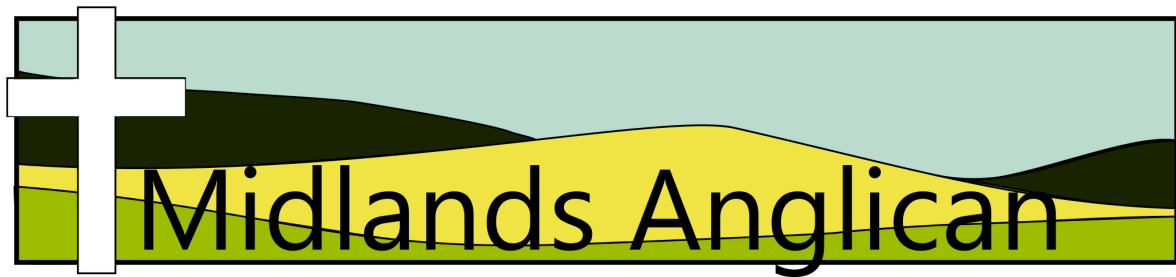
#### **O OBEY.**

Obey instructions but do not provide any cash or goods that are not asked for.

Advise the offender of any movements you have to make to comply with instructions. Do not make any sudden or unexpected movements.

#### **D DESCRIPTION**

Make a mental note of the offender's features, including height, hair colour, scars, tattoos, accent and speech. Also note the description of



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the offender's clothing and any description of weapons used. Record observations on the Suspect Description

## **E EVIDENCE**

Be aware of what the offender touched and do not touch it yourself. After the offender leaves, lock the entry point of the building and ask any witnesses to await the arrival of police.

## **A ALARM**

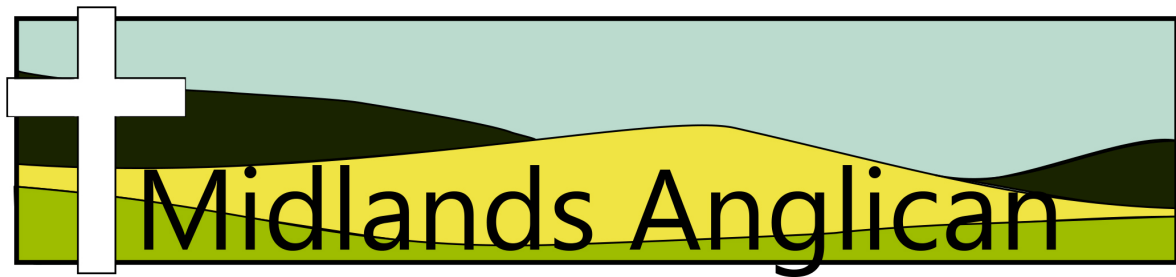
Only when it is safe to do so, activate the alarm, call Triple Zero (000) and ask for the police

## **STAY CALM AND OBEY – DON'T BE A HERO**

## **19. RISK ASSESSMENT**

What is risk assessment? A risk assessment is simply a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Volunteers and customers have a right to be protected from harm caused by a failure to take reasonable control measures.

A risk assessment is an important step in protecting volunteers and program participants. It provides us with important information which can then be used to offer due care to volunteers, staff and those who visit us. In many instances, straightforward measures can readily



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control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. You are not expected to eliminate all risk, but you are required to protect people as far as reasonably practicable.

#### Follow the five steps:

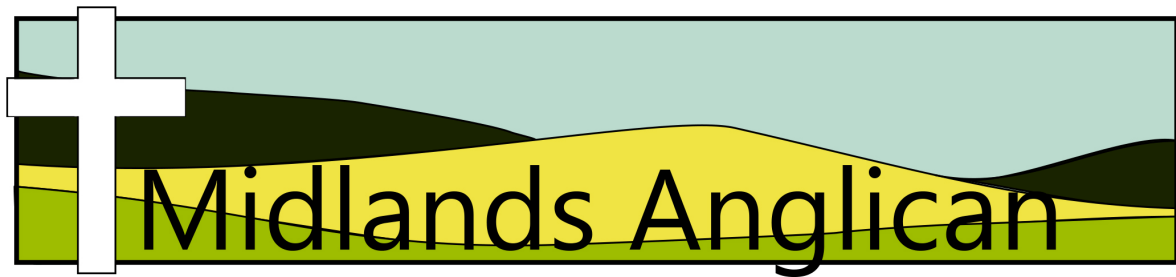
- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

#### Step 1: Identify the hazards

First you need to work out how people could be harmed. Visit the venue and look at what could reasonably be expected to cause harm.



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Ask others what they think. They may have noticed things that are not immediately obvious to you.

#### Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g., 'people walking past the storeroom'). In each case, identify how they might be harmed, i.e., what type of injury or ill health might occur. For example, 'children might pull the cord for the kettle' etc

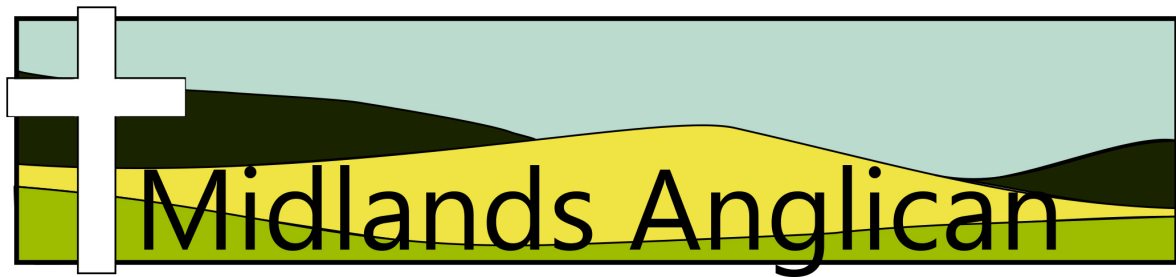
#### Step 3: Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. You are required to do everything reasonably practicable to protect people from harm. You can work this out for yourself, but the easiest way is to ask yourself this:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

#### Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people. Writing down the results of



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your risk assessment on the form. When writing down your results, keep it simple, for example 'tripping over rubbish: bins provided'

#### Step 5: Review your risk assessment and update if necessary

Few venues stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis.

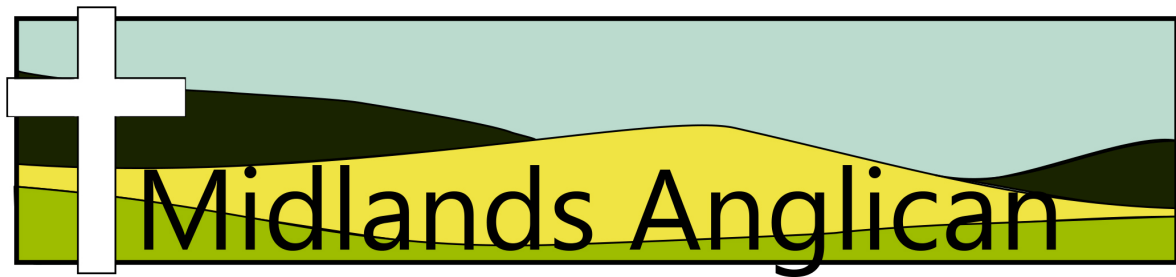
## **20. OCCUPATIONAL HEALTH AND SAFETY**

All Op Shop staff, including volunteers, should be aware of safe working practices.

Attention must always be directed to:

- Tidiness of work areas. (Is your floor clear of obstacles? The shop should be arranged so as to provide a safe environment for all employees, volunteers and customers. The correct placement of tables, shelving and racks will minimise the risk of a person injuring themselves. Routine checking of equipment is also recommended if using second-hand items.)
- Clear floor to avoid people tripping over
- Does your storage area have clutter on the floors?



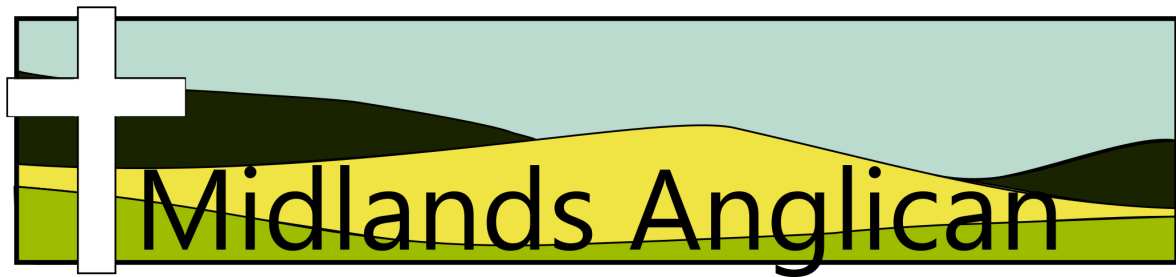


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- Do you have an up-to-date first aid kit? Is it accessible? Does someone know how to use the kit? Location of First Aid kit should be known by all staff.
- Clear exits - Are all fire exits clear? I.e., nothing in front of the doorways.
- Careful stocking of shelves – ensure you have safety procedures for reaching high items.
- Correct equipment for reaching such higher areas.
- No stretching beyond the capacity of the person i.e., within easy reach.
- Avoid repetitive tasks for extended periods.
- Be aware of best practice for manual handling of goods.
- Correct placement of appropriate fire extinguishers. Are the extinguishers checked regularly by Tas Fire. Does the staff know how to use them? Do you know the emergency services number?
- Existence of smoke alarms.
- Preparation of an evacuation plan. Does the staff know about it?
- Ensure that your shop is a safe environment for your volunteers to work in. e.g., no dark corners in the shop.



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## **21. FIRST AID**

The Op Shop should have a standard, basic First Aid Kit - to be used for treating minor ailments and afflictions. The Supervisor must check the contents on a weekly basis to ensure that it has sufficient supplies and that the contents are in good condition. The cost of replenishments is to be borne by the Parish. Whenever the kit is used, it is recommended that a note be left in the daily diary for the Supervisor (for re-ordering purposes).

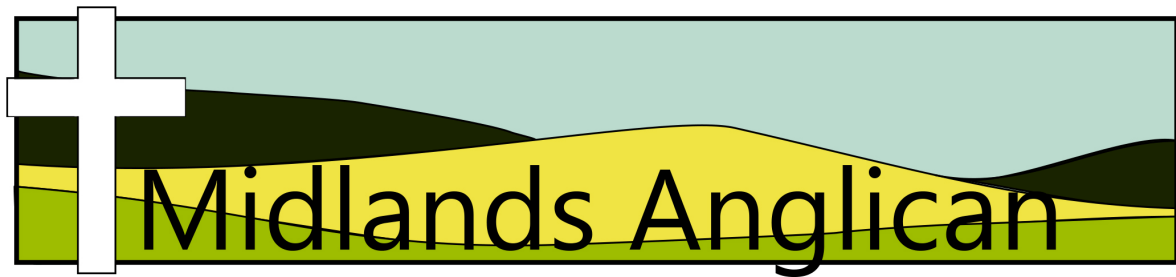
### **All staff and volunteers must know the following:**

- Who the designated first aid person is.
- Location of Air conditioners.
- Location of First aid box.
- Location of Smoke alarms.

All staff and volunteers need to know that any incident/accident or hazard needs to be reported to the Supervisor straight away. All incidents are to be reported.

## **22. FINANCIAL MANAGEMENT**

Accounts: The Parish Church Wardens with the Treasurer are responsible to the Parish Council for the financial accounting of the



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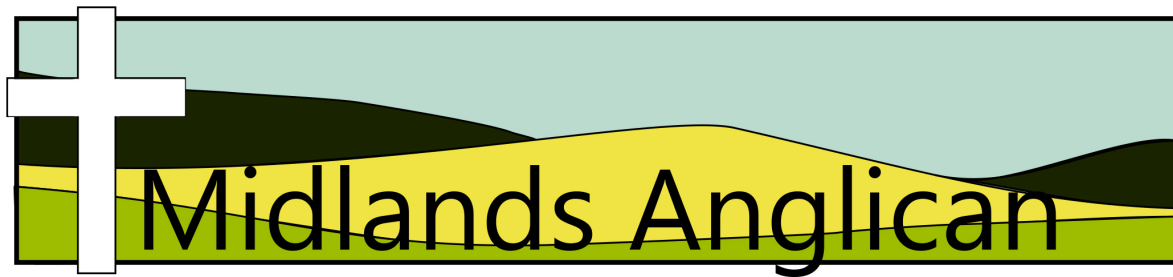
Op Shop's activities - with the banking and accounting for the Op Shop being included in the processes and accounts of the Parish.

The auditing of Op Shop activities is included in the auditing of parish accounts, which are reported to the Annual Meeting of Parishioners each year.

### **Reports to Parish Council**

The Committee will report to Parish Council monthly on the following:

- Trading results.
- Mission issues.
- Security concerns and incidents.
- Expenditure.
- Requests for special expenditure.
- Requests for events.
- Changes to significant Op Shop arrangements.



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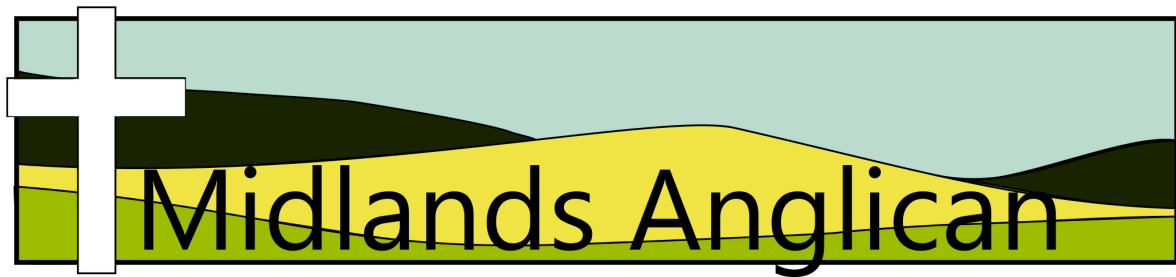
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### **Of priority- Legal Agreements**

The Management Committee is not an independent body and may not enter into employment, leasing /rental or other contracts, except under the authority the Diocesan Office for approval.

## **23. INSURANCE**

On Parish Property All workers in the Op Shop are covered under the Diocese's Public Liability insurances and also for injury under the Volunteers Personal Accident policy. These insurances cover all volunteer Clergy and Lay volunteers between 7 and 95 years of age, whilst actually engaged in volunteer activity officially organised or authorised by the Parish/Diocesan Entity. Necessary direct travel to, from and during such volunteer activity is also covered. Please Note: for volunteers over 75 years of age, benefits are limited to non-Medicare medical expenses, home help, additional travel expenses, home improvements/hire of equipment and funeral expenses only. The limit of cover for property of Employees and Volunteers whilst on Parish/Diocesan. Entity duties and whilst such property is on Parish/Diocesan Entity property is \$5,000 per person, provided not otherwise insured. A claim will be accepted only upon production of evidence that there is no other insurance, such as Home Contents, in force.



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## **Off Site**

When a Parish/Diocesan Entity conducts an activity, such as a Street Stall, on someone else's property there is usually a request for a Certificate of Currency for Public Liability.

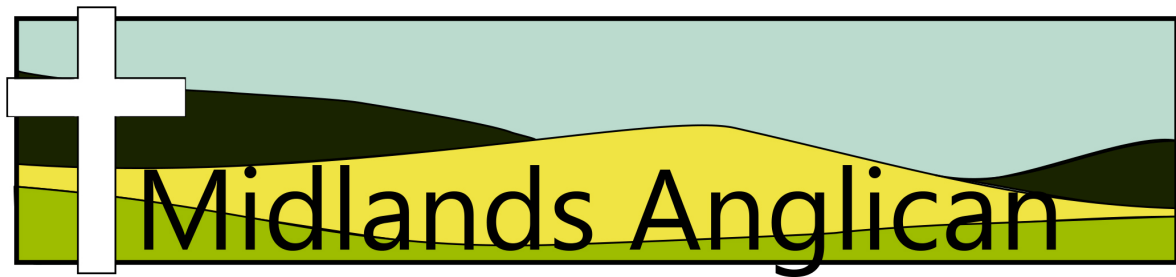
## **Insurance.**

The Op Shop is covered by the Parish Insurance and the volunteers are covered by the Parish Volunteers Insurance whilst on duty.

## **24. TRAINING NEW VOLUNTEERS**

The Op Shop is founded on the basis of '*our care for others*' - so it is crucial for new volunteers to grasp the importance of being helpful and pleasant to everyone in the shop.

New volunteers are to be given clear explanations to assist them in their duties - to become effective as soon as possible. Therefore, for the first two or three shifts, a new volunteer should be rostered alongside – regularly rostered staff to allow opportunity to understand shop procedures, generally familiarise themselves with the shop and to read this manual.



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During these first few shifts, money should not be handled by the new volunteer, neither should they be informed of where the cash is kept overnight or prior to banking. This is intended to protect the staff and shop. It is not meant to be offensive to our new volunteers!

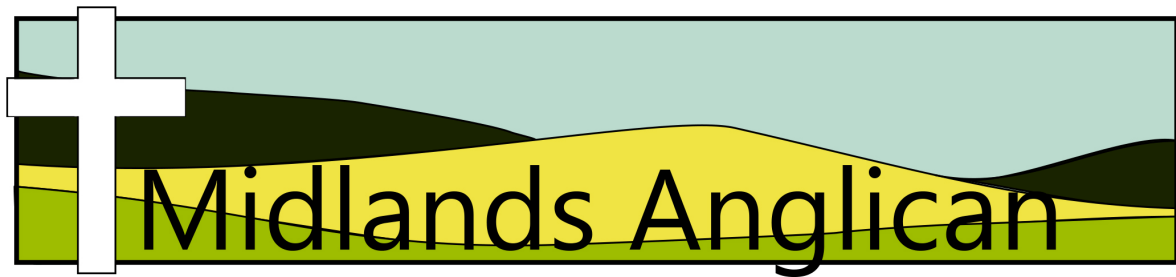
Staff with whom a new volunteer is working must inform the Supervisor about the person's progress, including any relevant suggestions. All new staff must adhere to the policies and regulations as set out by the Anglican Diocese of Tasmania. *all members irrespective of whether they are Christians must uphold the ethos of the Anglican faith, and not bring the church into disrepute.*

## **25. SAFE CHURCH - MINORS AND VOLUNTEERING**

Where a minor without a parent or legal guardian present is on duty as a volunteer, a volunteer who has obtained a Police check and a Working with Vulnerable Person Check must be in sight of the minor at all times during their shift. If the minor has a parent or legal guardian present, they are responsible for the welfare of the minor. The Supervising Volunteer must also have attended a Safe Church Training Workshop, read and understood the Safe Church 'Handbook'.

There are also some general guidelines which apply to children who volunteer:

- Minimum age



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The minimum age would generally be recommended as 13 years; however, you can use your discretion on an individual basis. The Volunteer's insurance policy covers volunteers from age 7 to 95 with some restriction on what is covered at both ends of the scale.

- Employment during school hours

A minor must not volunteer during school hours on a school day except with school permission.

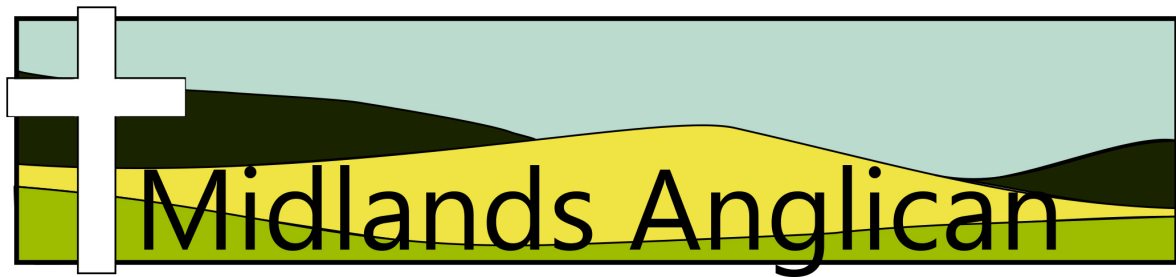
- Hours of work

It is recommended that a minor work no longer than 3 hours at a time, and has a rest break of at least 12 hours between shifts. We would also recommend that a minor works only during daylight hours.

## **26. SAFE CHURCH - WORKING WITH VULNERABLE PERSON CHECK**

Volunteers who are working in an Opportunity Shop all require a WWVP Card as the activity could be-related work within the meaning of the Working with Children Act 2005 (the Act). If a minor volunteers at the shop they need to be within sight of a supervisor who has a Working with Children Check at all times. See above section.

Under section 9 of the Working with Children Act 2005 (the Act), child-related work is defined as work that usually involves, or is



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likely to usually involve, regular direct contact with a child that is connected with a service, body, place or activity specified in the Act, in circumstances where that contact is not directly supervised by another person.

## **Appendix**

Appendix A: Statement of Purpose and Guidelines for Operating

Appendix B: Emergency Fire Procedure

Appendix C: Diocesan Incident Report Form

## **Appendix A**

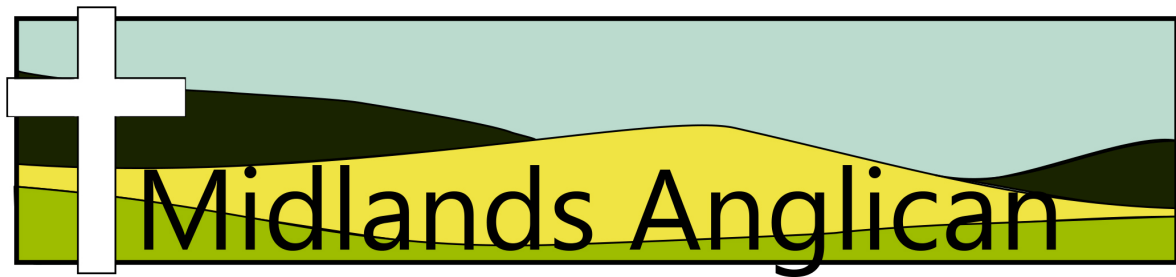
### **STATEMENT OF PURPOSE AND GUIDELINES FOR OPERATING**

#### **Statement of Purpose and Guidelines for Operating**

The name of the organisation is THE MIDLANDS ANGLICAN OPPORTUNITY SHOP, hereinafter referred to as the OP SHOP.

The Coordinator, Church Wardens Parosh Priest and Parish Council are always responsible for the operation of the Op Shop; with the Op Shop Supervisor this is the Committee. Anyone who tries to operate outside this framework puts themselves at considerable personal risk.





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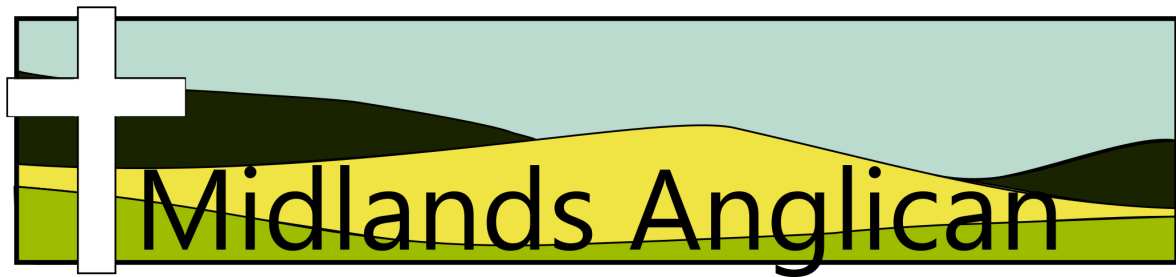
## **AIMS**

- To operate, staff and manage the aforesaid Op Shop.
- To raise funds for the Midlands Anglican Parish.
- To use such funds to benefit the parish and its work, to maintain the Op Shop operations and for any future development of the Op Shop.
- To provide a service to the community with cheap clothes and goods for sale.
- To acquire stock by donation for sale.
- To acquire stock by donation for distribution without charge to needy people.
- To provide funds for mission.
- To provide support for a specific project.

## **OP SHOP MANAGEMENT COMMITTEE**

The Management Committee of the Op Shop shall comprise the following:

- The Parish Priest



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- The Church Wardens, one of whom shall be the Chairperson of the Committee.
- The Supervisor of the Op Shop.
- The Parish Council Treasurer.

Meetings of the Management Committee are to be held monthly and Minutes must be kept and a report made to Parish Council for information.

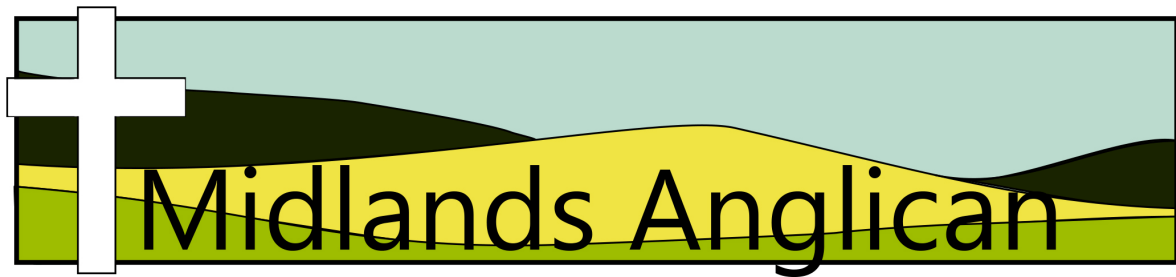
## **POLICY AND OPERATION**

The Management Committee shall:

- Operate and manage the Op Shop.
- Acquire stock, by donation, for sale in the Op Shop
- Acquire stock, by donation, for distribution without charge to needy people.

## **AGREEMENTS**

The Management Committee is not an independent body and may not enter into employment contracts or leasing contracts, except under the authority of the Parish Priest, Parish Council, Church Wardens/Vestry and the Diocese. All lease/rental contracts must be sent to the Diocesan Office for approval.



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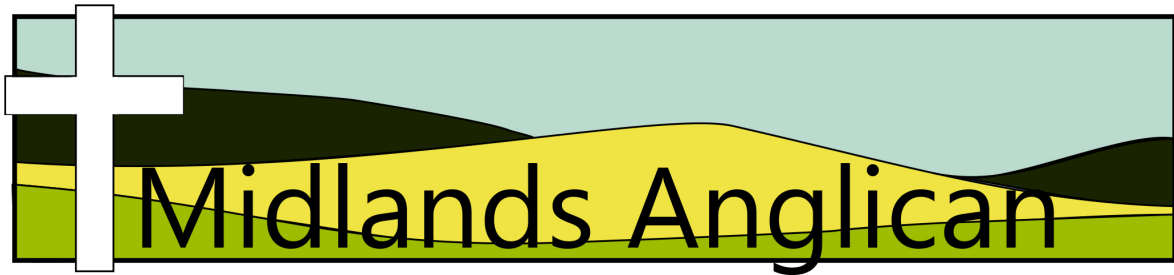
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## **FINANCE**

- All monies must be banked at a bank designated by the Management Committee.
- Proper accounts must be kept of all transactions in the Op Shop, and these accounts must be audited by the Parish auditors and an audited statement of account presented to the Annual Meeting of Parishioners of the Parish.
- It is the duty of the Supervisor to inform the Parish Treasurer if financial difficulties are foreseen.
- Good Governance shall be adhered to.

## **ALTERATIONS TO STATEMENT OF PURPOSE AND GUIDELINES FOR OPERATING**

The Statement of Purpose and Guidelines for Operating may only be amended by Parish Council; this must not be done without giving the Management Committee adequate opportunity to comment upon a written draft of the amendment(s).



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## **CESSATION OF OPERATIONS**

In the event of the Op Shop ceasing operations all assets are to be returned to Midlands Anglican Parish for disposal.

**SIGNED:**

---

**PARISH PRIEST NAME:**

---

**DATED:** this \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_

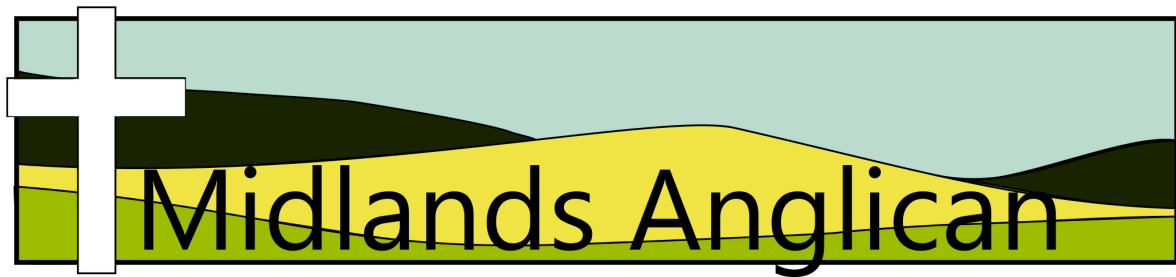
**COUNTERSIGNED:**

---

**OP SHOP SUPERVISOR NAME:**

---

**DATED:** this \_\_\_\_\_ day of  
\_\_\_\_\_ in the year \_\_\_\_\_



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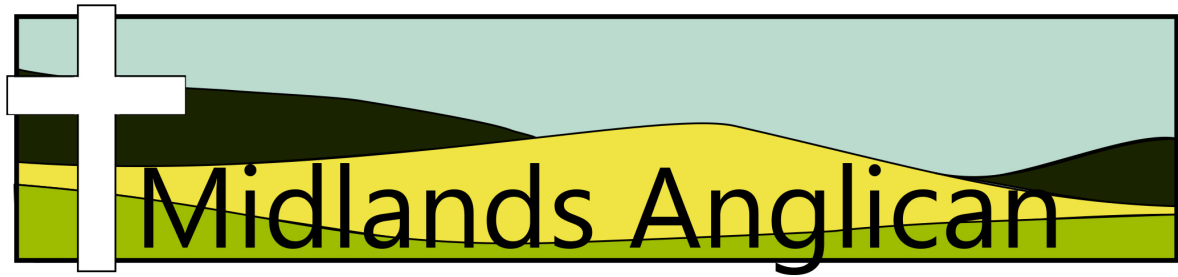
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## **APPENDIX B: EMERGENCY FIRE PROCEDURE**

### **EMERGENCY FIRE PROCEDURE**

#### **MIDLAND ANGLICAN PARISH OP SHOP**

- 1) In the event of a fire or smoke alarm sounding, the Supervisor will usher staff and customers to nearest exit.
- 2) The Supervisor if present at the time is or other designated volunteer to ring 000 to alert the necessary authority and inform the Parish Priest.
- 3) The till operator will close the till down immediately and hand key to the Supervisor.
- 4) The Shop to be emptied of customers quietly and calmly to avoid panic and personnel to muster in the designated area.
- 5) Take head count to ensure all staff on duty are accounted for.
- 6) Once the authorities have given the necessary all clear, personnel may proceed back into the shop.
- 7) Emergency drill to take place once every 4 months in case of staff changes.
- 8) All Staff to read the Emergency Procedure.



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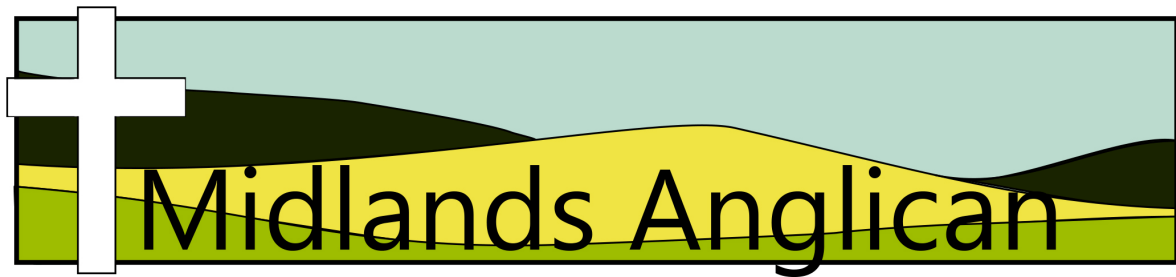
Signed:

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Parish Priest/Church Wardens

---

Date \_\_\_\_\_



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## **APPENDIX C: DIOCESAN INCIDENT REPORT FORM**

### **ANGLICAN DIOCESE OF TASMANIA – INCIDENT REPORT FORM**

Date:

Parish/Diocesan Entity: Midlands Anglican Parish

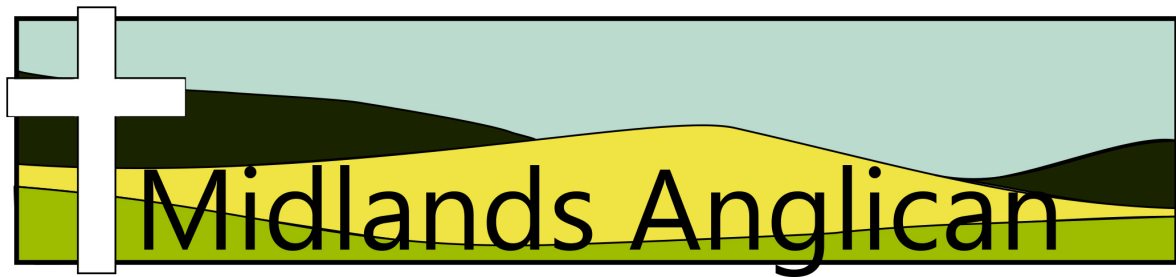
Reported by:

Address:

Post Code:

Incident Details

Name of Injured Person and/or Owner of damaged property:



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Is this person: Employee/Volunteer/Other

Details:

Address:

Date of Incident:

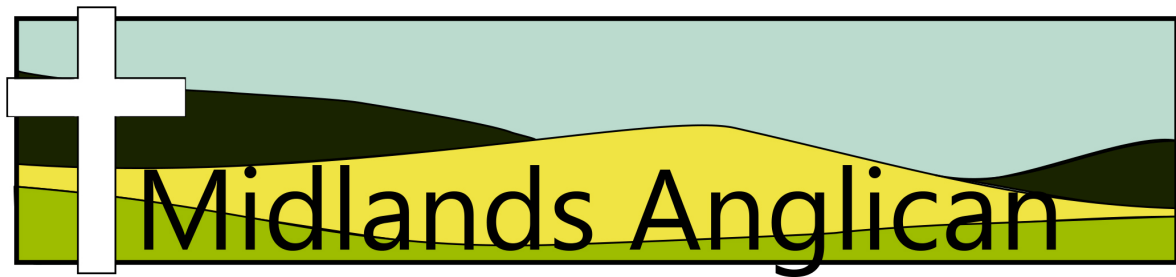
Time of Incident: am/pm

Location:

Describe how the incident occurred:

Details of injury or property damage:





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Details of subsequent events (e.g.: treatments received/given, name of doctor, name of hospital)

Who/what do you consider caused the incident?

Name:

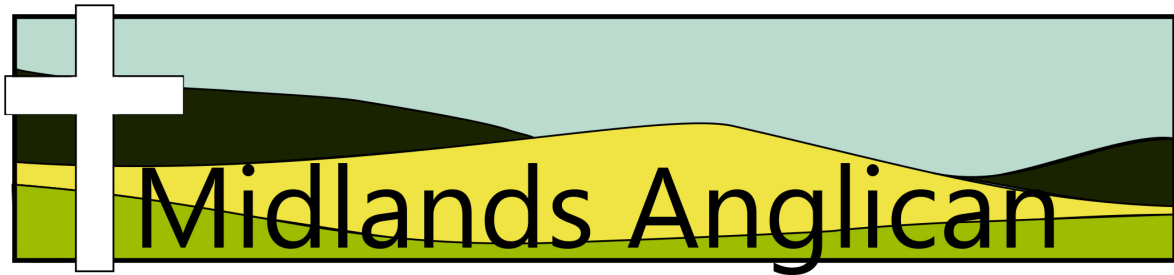
Position:

Phone No:

Email:

Signature:

Date:



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## **HAZARD INCIDENT REPORT FORM**

### **Hazard Details**

Is the hazard preventable? Yes/No

Describe the hazard that exists:

Detail any action taken:

Can the hazard be removed to prevent future occurrences? Yes/No

If yes, has it been done? Yes/No

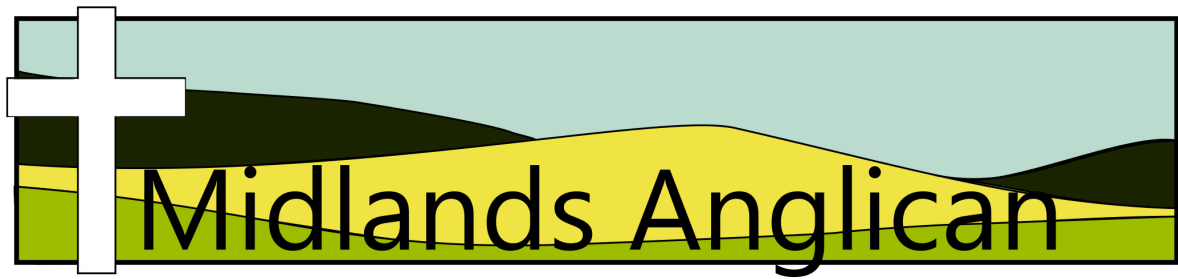
What corrective action has been identified or taken?

Who is responsible for completing corrective action?

What is the target date for completion?

Comments:

Signature of person completing Hazard Details:



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