

REDBOOK RISK MANAGEMENT MANUAL

If you are the owner of a building (other than a house or outbuilding), you are responsible for its upkeep and maintenance – particularly its safety features. These are known as essential safety measures. Maintaining the essential safety measures will ensure that the building's important safety systems are working at the required operational level throughout the life of the building. The type of maintenance needed depends on the complexity of the safety measure, equipment or feature, and on the maintenance program expected at the time of installation.

WHAT DOES REDBOOK DO?

- **Redbook creates a diary of inspection records for your building maintenance.** This allows you to easily assess what they are required to complete each month to keep your compliance on track.
- **Inspections and maintenance tasks are explained in an easy to understand way.** Each inspection record outlines the requirements of completing the task to the standards in easy to understand instructions, making it perfect for the lay person to complete.
- **Each Essential Safety feature fitted to your building is taken into account.** We tailor the essential safety inspections to meet the requirements of your building, so you can have the confidence that you are completing only what is necessary.
- **Annual reporting is made easier with Redbook.** Our software automatically adds the required elements to your Annual Report allowing for easy completion of your report each year.
- **With Redbook, all your maintenance records are organised and easy to keep track of.** Each building has a Redbook folder that stores, records, and organises all inspections and audits in an easily accessible way. You can also buy a Redbook Cabinet which is an ideal place to store your Redbook folder.
- **Audits or inspections from authorities are made easy.** Redbook's record organisation and management allows for easy auditing from internal and external parties.
- **Redbook complies with statutory requirements in Victoria for essential safety record keeping and reporting.**

DUTY OF CARE

With Redbook, you are also making sure that your church and church visitors are as safe as possible. RLink knows that it is not enough for a Church to just be monitoring and maintaining their essential services and building compliance. That is why Redbook also covers duty of care in every area of your Church's ministries.

Duty of care covers such categories as:

- child safety
- various ministry areas
- finances
- food safety
- grounds maintenance
- internal housekeeping
- playgrounds and equipment
- pastoral care
- privacy
- risk management
- screening and selection of persons
- staff reviews
- vehicles

WHAT, HOW & WHEN

Redbook tells you what to do, how to do it and when. This makes it an ideal safety solution for those who don't have building management experience to maintain a safe and compliant church.