

## REDBOOK RISK MANAGEMENT MANUAL

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Redbook is an easy to use risk management system made for churches. Redbook Risk Management is an affordable, up-to-date solution that is tailored for each Church's specific needs. Redbook was created in response to the unique needs of the Australian Church. It works in line with the current government regulations and specifications of each state, and the policies of your Church. When you use the Redbook system, you are making sure that you are caring for each member of your church and your staff.

### WHAT DOES REDBOOK DO?

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- **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

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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

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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.