



Archdiocese Of Brisbane

Risk Assessment Tool

Department / Parish	Site / Location	Specific Work Area
Date of Assessment	Job Task Description	

Risk Assessment Developed By / Consulted With			
Name	Signed	Position	Date

Risk Assessment Approved By			
	Low Risk / Medium Risk – Local Manager / Coordinator / Parish Priest	High Risk - Regional or Area Manager / Director / Vicar General	Extreme - Executive Director / Vicar General
Signed			
Position			
Date			

Risk Assessment Steps

- Step 1. Identify the potential hazard and the sources of the hazard
- Step 2. Break the activity or tasks into logical steps
- Step 3. Identify and review the existing control measure for each hazard
- Step 4. Assess the risk given all control measures applying the risk matrix
- Step 5. Implement agree control measure applying the hierarchy of controls



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Step 6. Monitor and review control measuring

Item No:	Activity/Work Step	Type of Hazard	Description of Risk	Existing Control Measures	Existing Risk Score	Proposed Control Measures	Proposed Risk Score	By Who



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Item No:	Activity/Work Step	Type of Hazard	Description of Risk	Existing Control Measures	Existing Risk Score	Proposed Control Measures	Proposed Risk Score	By Who
The below risk assessment hazards focus on <u>Safeguarding</u>. If you believe this is not required for your risk assessment please delete.								
	Workers (employees, volunteers or clergy) engaging in the activity	Grooming Behaviour Abuse Exploitation	Unsuitable and/or unsafe individuals involved in the activity	All workers (employees, volunteers, clergy) are formally registered prior to the event with People & Culture (HR) [contact volunteers@bne.catholic.net.au for volunteer registration help] Screening checks that are required are complete (Blue Cards/Police Checks) Workers are made aware of acceptable and unacceptable behaviours (in an age/capacity/language appropriate manner where required)	Medium			
	Workers (employees, volunteers or clergy) are in contact with participants to organise event via mobile phone, email or social media	Grooming Behaviour Abuse Exploitation Breach of privacy/confidentiality	Secretive/inappropriate /unmonitored communications (including online or by any means of technology)	Restrict access to personal contact details of workers and participants Establish a formal communication process/protocol Obtain formal consent to communicate with individuals Use a shared parish email/phone/social media account that multiple other workers can access	Medium			



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Item No:	Activity/Work Step	Type of Hazard	Description of Risk	Existing Control Measures	Existing Risk Score	Proposed Control Measures	Proposed Risk Score	By Who
				Use group chats or group pages in social media to avoid one-on-one communication Limit the number of individuals to be in communication with Limit communications to specified personal/participants only				
	Workers (employees, volunteers or clergy) engage in a one-on-one capacity with participants	Grooming Behaviour Abuse Exploitation	One-on-one private interactions	Obtain formal consent for participant's engagement in activity/service. Adequate monitoring & supervision arrangements (e.g. two adults rule, clear line of sight, electronic surveillance, etc)	Medium			
	Workers (employees, volunteers or clergy) engage in direct physical contact with participants as part of the activity/event/service	Grooming Behaviour Abuse Exploitation	Direct physical contact	Obtain formal consent for participant's engagement in activity/service. Adequate monitoring & supervision arrangements (e.g. two adults rule, clear line of sight, electronic surveillance, etc) Workers and participants are made aware of acceptable and unacceptable behaviours (in an age/capacity/language appropriate manner where required)	Medium			
	Activity/event/service is in a location where uninterrupted line of sight of all workers & participants is not possible	Grooming Behaviour Abuse Exploitation	Private, secluded, concealed and/or out-of-sight locations	Restrict access to locations (e.g. lock doors, establish out-of-bounds zones) Increase visibility (e.g. lighting, direct line of sight)	Medium			



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Item No:	Activity/Work Step	Type of Hazard	Description of Risk	Existing Control Measures	Existing Risk Score	Proposed Control Measures	Proposed Risk Score	By Who
				Adequate monitoring arrangements (e.g. two adults rule, conduct regular checks)				
	Workers (employees, volunteers or clergy) transporting participants.	Grooming Behaviour Abuse Exploitation Unsafe/illegal driving practices Unsafe/unroadworthy vehicle	Transportation of participants	Adequate supervision arrangements (e.g. two adult rule) Obtain formal consent to transport individual participants Maintain a register of participants being transported Screen drivers (e.g. appropriate & valid licence, driving history, medical issues, etc) Confirm vehicle as safe/roadworthy & registered Confirm vehicle hands-free mobile phone connectivity (Bluetooth or plug-in) is available Confirm transport route, pick-up & drop-off locations & participant collection Monitor driver's physical condition	Medium			



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Implementation of Proposed Control Measures				
Item No	Action Required	By Who	By When	Date Complete



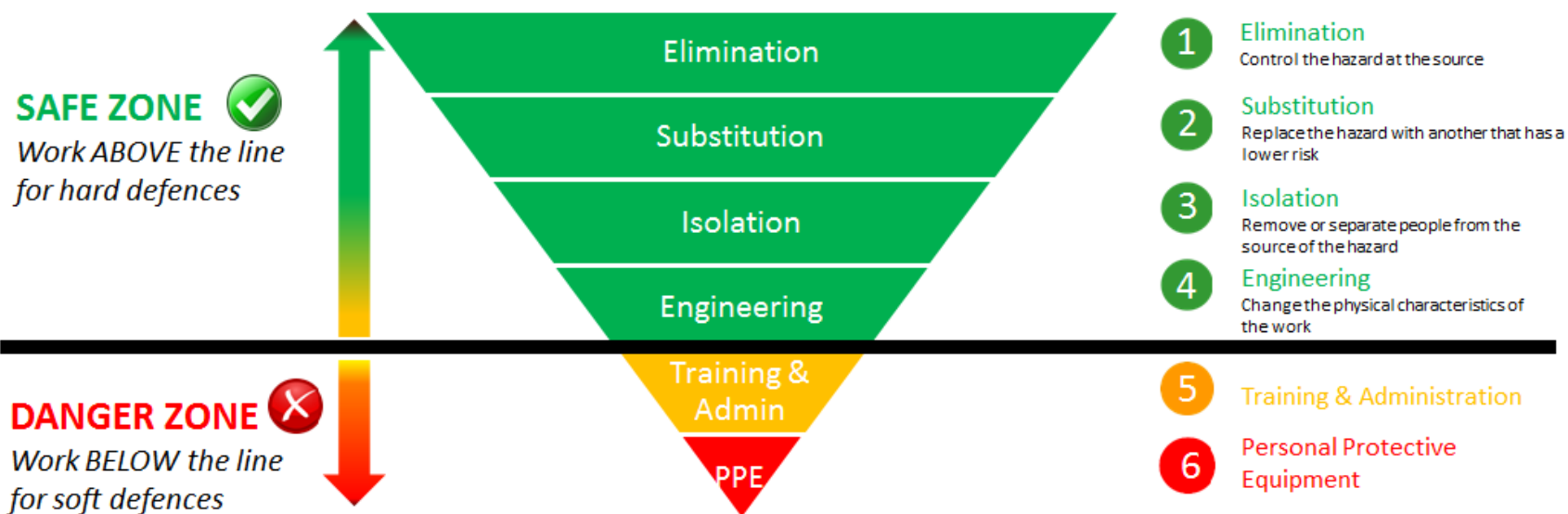
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Risk Assessment Read and Understood by / Sign Off

Name	Signed	Position	Date

Hierarchy of Controls





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CONSEQUENCE DESCRIPTORS	
Rating	Description
Insignificant	No Injury
Minor	First aid treatment
Moderate	Medical treatment required
Major	Serious Injury requiring hospitalisation/ serious illness requiring long term absence
Significant	Death or multiple serious injuries requiring hospitalisation

LIKELIHOOD RATING FOR RISKS		
Rating	Description	Occurrence
Almost Certain	Expected to occur in most circumstances	Multiple / 12 months
Likely	Will probably occur	Once / 12 months
Possible	May occur	Once/12 months - 5 years
Unlikely	Not likely to occur	Once / 5 - 10 years
Rare	May only occur in exceptional circumstances	Once / > 10 years

CONSEQUENCE						
LIKELIHOOD		Insignificant	Minor	Moderate	Major	Significant
	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	High	High	Extreme	Extreme
	Possible	Low	Medium	High	High	Extreme
	Unlikely	Low	Medium	Medium	High	High
	Rare	Low	Low	Low	Medium	Medium

RISK LEVEL	DESCRIPTION
Extreme	Risk level not acceptable. Immediate action required: If the activity continues, all possible mitigation strategies be analysed to reduce exposure to the risk. Active review and monitoring. Oversight by Executive Director.
High	Proactive management required: Risk mitigation strategies to be developed including contingency plans where relevant. Active review and monitoring. Oversight by Executive Director or Delegated Officer.
Medium	Potential action required: risk may be acceptable if reduced to as low as reasonably practical through application of acceptable controls. Review and monitoring by risk owner.
Low	Accept and monitor: Managed by routine procedures and controls. Periodically monitored by risk owners.