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

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| **Risk Assessment Developed By / Consulted With** | | | |
| **Name** | **Signed** | **Position** | **Date** |
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| **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 agreed control measure applying the hierarchy of controls

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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Traffic Management | Vehicle moving around property and people (within event areas).  Fete attendees parking outside of designated parking area | Pedestrian injury  Vehicle damage  Property damage | All routes and designated areas are clearly signposted.  Speed restrictions established for vehicle and shared pedestrian/vehicle areas  “No parking” and “Disabled Car Parks” are clearly marked and controlled  Car park attendant(s) to direct traffic and are provided with appropriate PPE. i.e. high visibility vests, torches | Medium |  |  |  |
| 2 | Site Access / Egress | Uneven surfaces  Equipment and objects obstructing vehicle access | Slips, trips and falls | Site inspection conducted prior to and regularly during event to identify potential trip hazards  Entry and exit areas are clear, well defined and clearly marked  Entry and exit areas are sufficient for emergency services | Low |  |  |  |
| 3 | Food Stalls/Preparation/Consumption | Unhygienic food handling practices  Preparing food known to cause intolerances or allergies | Food contamination/poisoning  Allergic reaction to food  Cuts and lacerations  Cooking equipment catching fire | Food handling conducted in accordance with Qld Govt Guide ‘Food safety for fundraising events – Food Act 2006’ and ‘Food safety in non-profit organisations Apr 2015’  Food ingredients clearly labelled  Food preparation areas should have their own first aid kit and fire safety equipment (blanket/fire extinguisher) | Low |  |  |  |
| 4 | Serving Alcohol | Inebriated people | Breeching alcohol service law  Underage drinking  Irresponsible service of alcohol  Excessive alcohol consumption resulting in injury or illness | Specify if alcohol laws apply i.e. no alcohol, no BYO, limits on sale times and quantity, ‘open can/bottle’ policy  Consider use of plastic cups  Establish ‘alcohol only’ areas  Exclude children from alcohol only areas  Supply of only light to mid strength beer & wine (no spirits) | Low |  |  |  |
| 5 | Use of Electrical Equipment | Working with unsafe/untested electrical equipment including power points and cords | Electrocution  Burns | Electrical work performed by qualified electricians  Portable RCD’s used for electrical equipment  Visual inspection of electrical equipment prior to use to ensure cords and plugs are in good working order  Damaged electrical equipment is identified, tagged and placed in a location where it cannot be used.  Fit for purpose extension cords are used for outside work  Weather-proof fittings are used where required  Have cable covers or alternative management system in place for exposed cables | Medium |  |  |  |
| 6 | Provision of Toilets/Amenities | Amenities not cleaned regularly  Event attendance numbers greater than expected  Unexpected number of attendees at event  Toilets not maintained during event | Insufficient toilets to cater to the number of people attending event  Unhygienic toilets resulting in biological hazards | Appropriate number of toilets (by gender) available and if required additional toilets hired and sited away from food stalls  Provision of disabled toilets  Adequate hand cleaning materials provided and maintained  Program and conduct regular cleaning and inspection | Low |  |  |  |
| 7 | Manual Handling Tasks | Moving equipment e.g. supplies, tables, chairs  Setting up marquees, stalls and equipment  Other miscellaneous hazardous manual handling | Lifting large and awkward items resulting in sprains and strains  Slips, trips and falls | Manual handling awareness training provided to all workers/volunteers  Mechanical aids if appropriate e.g. trolleys, forklifts, trucks etc (qualified operators required)  Two person lift for heavy items  Clear path to carry objects | Medium |  |  |  |
| 8 | Lighting | Insufficient / inadequate lighting | Inadequate or damaged lighting resulting in slips, trips and fall.  Electrocution or burns | Provide temporary lighting in areas where lighting is inadequate.  If provided, ensure portable lighting is tested & tagged and plugged into portable RCD  Plan for emergency lighting onsite (generator onsite)  Ensure electrical cords that run along the ground are secured with either cable covers or clips to reduce the risk of a trip hazard |  |  |  |  |
| 9 | Weather | Weather event /exposure | Heat stress  Sunburn  Exposure  Flying debris | Check Bureau of Meteorology weather forecast before the event. Arrange plans to deal with the following extreme conditions:  **Hot weather**   * Drinking water available * Shaded areas available * Staff and volunteers to wear hats, sun protective clothing and sunscreen * Fans provided for stallholders   **Stormy weather**   * Umbrellas and undercover areas available * Identify suitable shelter inside building for use during thunderstorms * Warning signs for slippery surfaces   **Strong winds**   * Ensure equipment and furniture are secured * Cancel activities such as jumping castles | Low |  |  |  |
| 10 | Waste Management | Bins not emptied on a regular basis  Flammable items placed in bins  Hazardous Manual Handling | Attraction of pest/ vermin due to inadequate waste removal  Sprains and strains from unsafe lifting and removal of waste | Appropriate number of bins provided  Waste bins emptied on a regular basis using appropriate lifting techniques / devices  Waste company arranged to collect waste at conclusion of event  Waste oils to be placed in suitable container and removed by waste contractor | Low |  |  |  |
| 11 | Cash Handling/Event Security | Unsecured cash at event  Inappropriate/threatening behaviour from attendee/s | Theft  Assault  Damage to property | Limit cash held at stalls  Secured and locked facility available (e.g. a locked cash room or safe provided)  Regular pick-up/lock-up of cash from stalls  Event volunteer not to carry cash to safe alone  Nominate person(s) to patrol the event to monitor crowd behaviour and respond it incidents  Consider if security guards are necessary to patrol area overnight if equipment set up  Establish who is authorised to contact police  Consider informing police in advance of event | Low |  |  |  |
| 12 | Smoking | Smoking outside of designated areas  Disposal of cigarette butts | Fire  Passive smoke inhalation (breathing complications i.e. asthma) | Event is to be smoke free  No smoking signs to be displayed  Designate an area away from the event for smokers with cigarette bins | Low |  |  |  |
| 13 | Emergency Management | Fete activities that may initiate fire i.e. BBQs, fireworks etc  Elderly/frail attendees  Unplanned illness  Ineffective communication strategy  Communicating emergency management requirements during an emergency | Fire resulting in damage to property or injury to people  Elderly/frail attendees that may slip, trip or fall  Various injuries or illnesses i.e. heart attack  Attendees unaware of what is required during an emergency resulting in injury | An Emergency Management Plan in place with a designated assembly point identified and signage in place  Adequate number of trained first aiders identified and available on site  First aid kits accessible  Emergency vehicle access/egress to be clear at all times  Consideration of a defibrillation machine to be kept on site  Provide a public address and/or two-way communications system to coordinate and control activities | Medium |  |  |  |
| 14 | Safeguarding | Harassment / assault of children and vulnerable people | Person(s) with harmful intentions | Apply safeguarding principles  Insure activities conducted specifically for children have ‘blue card’ cleared operators  Implement a ‘two adults’ procedure when dealing with child/ren | Low |  |  |  |
| 15 | Management of children | Insufficient supervision | Child become lost | Establish ‘lost child’ protocol including a safe holding/pick-up area & inform attendees via public address system of ‘lost child’ protocol  Have an process to inform public when a lost child/ren are found and where to collect them (using security staff, posters, or PA system) | Low |  |  |  |
| 16 | Managing Volunteers and Contractors | Un-inducted / unqualified people on site | Workers unknown to Parish;  Workers do not understand/follow role description;  Workers displays unsafe or illegal behaviours | Register all volunteers and contractors to participate in the event  Record and check contractor details, qualifications and licences prior to their participation  All volunteers and workers are to be inducted/ briefed to the activity and site prior to their participation | Medium |  |  |  |
| 17 | Workers (employees, volunteers or clergy) engaging in the activity | Unsuitable and/or unsafe individuals involved in the activity | Grooming Behaviour  Abuse  Exploitation | All workers (employees, volunteers, clergy) are formally registered prior to the event with People & Culture (HR) [contact [volunteers@bne.catholic.net.au](mailto: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 |  |  |  |
| 18 | Workers (employees, volunteers or clergy) are in contact with participants to organise event via mobile phone, email or social media | Secretive/inappropriate/unmonitored communications (including online or by any means of technology) | Grooming Behaviour  Abuse  Exploitation  Breach of privacy/confidentiality | 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  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 | Medium |  |  |  |
| 19 | Workers (employees, volunteers or clergy) engage in a one-on-one capacity with participants | One-on-one private interactions | Grooming Behaviour  Abuse  Exploitation | 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 |  |  |  |
| 20 | Workers (employees, volunteers or clergy) engage in direct physical contact with participants as part of the activity/event /service | Direct physical contact | Grooming Behaviour  Abuse  Exploitation | 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 |  |  |  |
| 21 | Activity/event/service is in a location where uninterrupted line of sight of all workers & participants is not possible | Private, secluded, concealed and/or out-of-sight locations | Grooming Behaviour  Abuse  Exploitation | Restrict access to locations (e.g. lock doors, establish out-of-bounds zones)  Increase visibility (e.g. lighting, direct line of sight)  Adequate monitoring arrangements (e.g. two adults rule, conduct regular checks) | 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** |
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| **CONSEQUENCE DESCRIPTORS** | |  | **LIKELIHOOD RATING FOR RISKS** | | |
| **Rating** | **Description** |  | **Rating** | **Description** | **Occurrence** |
| **Insignificant** | No Injury |  | **Almost Certain** | Expected to occur in most circumstances | Multiple / 12 months |
| **Minor** | First aid treatment |  | **Likely** | Will probably occur | Once / 12 months |
| **Moderate** | Medical treatment required |  | **Possible** | May occur | Once/12 months - 5 years |
| **Major** | Serious Injury requiring hospitalisation/ serious illness requiring long term absence |  | **Unlikely** | Not likely to occur | Once / 5 - 10 years |
| **Significant** | Death or multiple serious injuries requiring hospitalisation |  | **Rare** | May only occur in exceptional circumstances | Once / > 10 years |

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|  | **CONSEQUENCE** | | | | | |
| **LIKELIHOOD** |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Significant** |
| **Almost Certain** | **5** | **10** | **15** | **20** | **25** |
| **Likely** | **4** | **8** | **12** | **16** | **20** |
| **Possible** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **Rare** | **1** | **2** | **3** | **4** | **5** |

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| **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.** |