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

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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 | Recruitment and induction of Sacramental Coordinator and team members | Induction process not followed i.e. criminal history/blue card checks not performed | **Team members:**  Not a Blue Card holder;  Sacristan is untrained and unable to complete task;  Does not understand/use positive behaviour management approach;  Does not understand/use code of ethical behaviour  Not known to all Parish workers | Archdiocesan recruitment and induction procedures to be followed | Medium |  |  |  |
| 2 | Gathering children in the location for the sessions | Inadequate supervision of children | Child wandering off from the group  Injury from slip, trips and falls | Children signed into the session by their parent/guardian  Sacramental Team Coordinator ensures sufficient adults are present e.g. other Sacramental Team members or parents of the participants.  More than one adult is present at all times.  Recommended ratio: 1 adult : 6 children | Low |  |  |  |
| 3 | Sacramental Preparation session | Unsafe behaviour of children | Child injuring other child or themselves | Established group rules and expectations of behaviour e.g. children are not to leave the space without an adult  Assigning 1 adult leader to sit in close proximity to non-compliant child/ren  Provision of engaging material  Use of positive behaviour specific feedback (e.g. great sitting up, good listening)  Team members to understand the needs of specific children in the group | Low |  |  |  |
| Overly large number of children in attendance. | Supervisors unable to maintain adequate supervision resulting in:  Child wandering from the group  Children sustaining injuries  Inappropriate child to child behaviour | Maintain a manageable leader/child ratio | Low | If necessary invite a parent to assist |  |  |
| 4 | Preparation of Sacramental Environment | Hazardous manual handling (stacking of chairs and moving furniture) | Sprains and strains from lifting items and/or furniture  Injury from slip, trip and falls | No more than 5 chairs per stack  Chairs facing towards the wall  Sacramental team members to assess the weight and size of objects to be lifted or moved, and control how they move items. Where necessary they are to seek assistance. | Low |  |  |  |
| Exposed flame from use of candles. | Burns  Uncontrolled fire | Consider less hazardous alternatives to candles e.g. electric tea lights  Candles should be held within a safe stable container e.g. glass container  No flammable items in close proximity  Use long matches  Lighting of candles to be well supervised by an adult  Ensure candles are properly extinguished after use | Medium | Consider using an alternate to a lit candle | Low |  |
| Use of scissors | Cuts and/or lacerations | Use round nosed scissors  Careful supervision of children  Teach appropriate technique for use of and handing scissors to others | Low |  |  |  |
| Use of electrical equipment including power points and cords. | Electric shock  Burns | Residual current device(circuit breaker) should be fitted to power supply of building  Annual checking of electrical equipment including cords | Low |  |  |  |
| Use of chemicals e.g. paint and glue | Contamination to eyes  Ingestion resulting in illness or injury | Ensure chemicals paints and glues are for use by children and do not contain leads etc  Material safety data sheets must be kept for all chemicals used on site (these can be sourced from the manufacturer on line) | Low |  |  |  |
| Meal planning | Children consuming food they are allergic to resulting in illness or medical emergency | Consider removing foods from menus that may compromise the health of children with food allergies.  Ensure sacramental team members are aware of children with food allergies and make alternative meal arrangements. | Low |  |  |  |
| Food preparation | Contamination  Food poisoning | Considerations:  Food kept at appropriate temperature  Food consumed within used by date  Appropriate food preparation PPE worn i.e. disposable gloves  Follow safe food handling principles  **For further information** <http://www.health.qld.gov.au/ph/documents/ehu/31556.pdf> | Low |  |  |  |
| Temperature of Environment | Environment either overly hot or cold | Participants are hydrated and suitably clothed for conditions.  Adequate ventillation  . Use fans/heaters as necessary to modify conditions. | Low |  |  |  |
| 5 | Toilet use by Children | Children attending toilet facilities alone | Child wandering away  Unknown person at the toilet at the same time as the child  Child having difficulty with clothing or other matter | The toilet is within line of sight of Sacramental Preparation team  Parents to toilet child prior to  Sacramental Preparation session.  Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location | Low |  |  |  |
| 6 | 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 |  |  |  |
| 7 | 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 |  |  |  |
| 8 | 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 |  |  |  |
| 9 | 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 |  |  |  |
| 10 | 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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**Hierarchy of Controls**



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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** | **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** |

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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.** |