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| **Department / Parish** | **Site / Location** | **Specific Work Area** |
|  |  |  |
| **Date of Assessment** | **Job Task Description** | |
|  | Ministry in the Home | |

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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 Ministers of Consolation | Induction process not followed i.e criminal history/blue card checks not performed | Minister of Consolation:  unknown to Parish;  Does not understand/follow role description;  Personality or motivation is unsuitable to this sensitive ministry  No background check i.e. does not have a criminal history check or a Blue Card | Archdiocesan recruitment and induction procedures to be followed Careful selection to ensure a ‘good match’ for this role.  Careful induction and training for the role | Low | Nil if controls are in place |  |  |
| 2 | Visiting the person’s home | Entering unfamiliar private home | Slips, trips or falls  Unrestrained animal may bite worker;  Assault/violent behaviour by people in home | Coordinator of Ministers must ensure that they alert Ministry volunteers of possible hazards in the environment they are visiting.  Request that the residents restrain all animals before the Minister visits.  Minister must report hazards to the Ministry Coordinator.  The Coordinator must consult with the Parish Priest who will take appropriate action to reduce the risk for the Minister. | Low | Nil if controls are in place |  |  |
| 3 |  | Medical incident | Person being visited does not receive adequate treatment due to Minister being unaware of appropriate action to take. | Minister to :  Alert the primary in-house carer (if there is one)  Seek medical help (calling 000 if necessary) | Low | Nil if controls are in place |  |  |
| Minister asked to purchase supplies (e.g. milk, bread) for person being visited and is asked to take cash from the house | Accusation of misappropriation of money | Minister training includes following steps:  Training in Archdiocesan Code of Ethical Behaviour in relation to this specific ministry  Adherence to the set roster for visiting unless alternative time of visits are approved  Adequate record keeping (e.g. ensure diary is kept of date, time of purchase)  Ministry Coordinator/Parish Office must be made aware of transactions carried out on behalf of the person  Consent form to be co-signed & dated by Minister & person declaring the amount of money and the request for what is to be purchased. | Low | Nil if controls are in place |  |  |
| 4 |  | Ministers visiting person in isolated environment with no other person present | Sexual assault or physical injury of person or Minister. | Ministers are not to enter private homes alone. | Low |  |  |  |
| 5 |  | Minister performing domestic tasks in unsafe or unknown environment or using unfamiliar equipment | Sprains and strains  Slips trips and falls  Manual handing tasks resulting in injury  Chemical exposure resulting in injury or illness  Working at heights | Coordinators of Ministers must ensure that they alert Ministry volunteers of the need to be aware of possible hazards in the environment they are visiting.  If they become aware they must report these hazards to the Ministry Coordinator.  The Coordinator must consult with the Parish Priest who will appropriate action to reduce the risk for the Volunteers.  Encourage home owners to provide non-hazardous chemicals (avoid bleach based chemicals where possible)  Minister not permitted to use damaged or not fit for purpose equipment and to wear appropriate PPE (i.e. gloves, non-slip footwear)  Remove obstacles, but do not move heavy items such as furniture  Where possible eliminate any working at heights, however, if necessary to use a stepladder then ensure three points of contact | Low |  |  |  |
| 6 |  | Nature of the relationship changes from visiting Ministry to close friendship | Professional boundaries are breached and behaviours occur which are not consistent with the Ministry  Unclear boundaries between Ministry in the name of the Parish and personal friendship | Ministers must inform Coordinators of changes in the relationship resulting from their ministry.  Ministers training includes following steps:  Training in Archdiocesan Code of Ethical Behaviour in relation to this specific ministry  Training to recognise when a friendship has developed and the Minister needs to enact their Ministry with a different person enabling them to maintain their friendship | Low |  |  |  |
| 7 | 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 |  |  |  |
| 8 | 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 |  |  |  |
| 9 | 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 |  |  |  |
| 10 | 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 |  |  |  |
| 11 | 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.** |