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

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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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S A F E G U A R D I N G** | | | | | | | | |
|  | Any Parish worker (including employees, volunteers or clergy) facilitating meetings or activities with parishioners (including adults and children) or other participants via mobile phone, email or social media | Secretive/  inappropriate/  unmonitored communications using online technology | * Grooming Behaviour * Abuse * Exploitation * Breach of privacy | * 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 ensuring all participants are clearly identified. * Appoint an administrator to manage Parish social media accounts. * Use group chats or group pages in social media to avoid one-on-one communication * Limit communications to specified personnel/participants for online closed group communications. | **MEDIUM** | Refer to the below Federal Government Guide Tips for staying safe online during the COVID-19 pandemic  [e-Safety Commissioner – Tips on How to Stay Safe Online during Covid 19](https://www.esafety.gov.au/key-issues/covid-19?fbclid=IwAR2XpI3I2UWtvb9lSoR6fbMDAAz7J5Dfhkrmgyy5oe87t-a0RWErYBQ-cC0)  [Privacy Compliance Manual](https://ai.catholic.net.au/policy/Documents/Archdiocesan/Privacy%20Handbook.pdf)  [Archdiocesan Services – Use of Communication Mediums Policy](https://ai.catholic.net.au/ads/wr/Employment%20Guidelines/SS%20PCPL17%20Use%20of%20Communication%20Mediums%20Policy.pdf#search=Use%20of%20communication%20mediums) |  |  |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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** |  |  |  |
|  | Workers (employees, volunteers or clergy) engage in an online 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, record keeping etc) | **MEDIUM** |  |  |  |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **W O R K H E A L T H & S A F E T Y** | | | | | | | | |
|  | Conducting Online Sessions | Unsuitable areas to participate in online meeting activity | * Slips, trips and falls | * Participants to select suitable areas to conduct and participate in meeting or activity * Where applicable electrical cords are tied back or adhered to the floor with an adequate cable protector | **LOW** |  |  |  |
|  |  | Working with unsafe/untested electrical equipment including power points and cords | * Electrocution or Burns | * Install RCD’s to protect participants. Surge protected power boards used to protect connected 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 can’t be used. | **LOW** |  |  |  |
|  |  | Unsuitable meeting location (consider lighting, seating, monitor and table surface) | * Poor ergonomics resulting in muscular strain * Poor lighting resulting in eye strain | * If the meeting extends beyond 30 minutes, take regular breaks. * Participants advised to use the work-from-home checklist to offer guidance in the safe set up of the meeting environment. (located in A.I.>employee resources>WHS>Working from Home Checklist) * If an outdoor setting is used ensure adequate sun protection is provided | **LOW** |  |  |  |

| **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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| **I C T** | | | | | | | | |
|  | Conducting Online Sessions | Lack of understanding by Parish facilitators of technology being utilised. | * Inadequate/insufficient controls being put in place * Reputational damage | * Leaders to competently understand how online tools are being used (provide adequate training and experience) | **LOW/**  **MEDIUM** |  |  |  |
|  |  | Lack of Application Security | * Some consumer file sharing products have security problems * Devices do not have appropriate protective applications installed * Privacy settings on an app or device have not been reviewed or updated | * Show caution when putting anything private online * Verify and gain approval for use of apps and social media platforms with ICT before use * Minimum standards to be utilised for device protection * Training and guided configuration of privacy control settings to be implemented | **MEDIUM** |  |  |  |
|  |  | Inadequate device security | * Devices and software not up to date resulting in cyber risk * Devices being used in locations where others cannot monitor * Installation of unsecured apps which may contain malware | * Consult ICT for support in ensuring updates are current * Optional locking installation of un-approved applications | **LOW/**  **MEDIUM** |  |  |  |
|  |  | Unknown Audience | * Uncontrolled access to activity and use of apps by a third party | * Request support from ICT/Learning and Development for training and awareness to control this risk. | **LOW/**  **MEDIUM** |  |  |  |
|  |  | Permanence of what you post/write | * Inappropriate/controversial comments can be copied and recorded by third parties | * Request support from ICT/Learning and Development for training and awareness to control this risk | **LOW/**  **MEDIUM** |  |  |  |
|  |  | Code of Conduct Breach | * Exposure cyber-bullying | * Training and awareness raising * Offline standards apply - Just apply standards you adopt offline to the on-line world and this will increase safety online | **LOW/ MEDIUM** |  |  |  |
|  |  | Inadequate filtering and monitoring | * Access to inappropriate sites | * Seek assistance from ICT to ensure internet access is filtered and monitoring tools are in place | **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.** |