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

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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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Traffic Management | Vehicles moving around property and pedestrians within carpark  Car boot patrons parking outside of designated parking area | Pedestrian injury  Vehicle damage  Property damage | All routes and designated areas are clearly signposted.  For the Car Boot Sale: two traffic attendants will be employed to direct traffic flow safely.  Car park attendant(s) to direct traffic and are provided with appropriate PPE. i.e. high visibility vests, torches.  Use of hazard warning ‘**witch hats’** will designate specific areas for those selling items and separate them from any moving vehicles.  “No parking” and “Disabled Car Parks” are clearly marked and controlled  Speed restrictions established for vehicle and shared pedestrian/vehicle areas | Medium |  |  |  |
|  | Cash Handling:  Collecting payment from vendors upon arrival at the sale site.  Collection of money from cake sale. | Unsecured cash | Theft | Entry attendants will collect money from vendors and by way of a receipt issue a raffle ticket, recording the car’s registration number, and then submit the raffle ticket book and the money to the office. Money collected should reflect the number of tickets issued.  Limit cash held by attendants (regular pick-up/lock-up of cash from attendants)  Secured and locked facility available (e.g. a locked cash room or safe provided)  Cash not to carried to safe alone  Nominate person(s) to patrol the event to monitor crowd behaviour and respond it incidents  Establish who is authorised to contact police  Consider informing police in advance of event  Reconcile float money and income against the number of cakes donated | Low |  |  |  |
|  | Provision of first aid | Attendees or event workers requiring first aid | Attendees and or workers unaware of location of first aid kit, defibrillator or how to perform first aid | Provide adequate First Aid cover (perhaps SES volunteers or St John Ambulance) or appoint a person with First Aid qualifications to be on duty for the duration of the Car Boot Sale.  Inform all car boot sale workers of the location of first aid equipment and identify any trained first aiders  Consideration of a defibrillation machine to be kept on site  Provision of first aid kits  Emergency vehicle access/egress to be clear at all times | Low |  |  |  |
|  | BBQ | Physical injury | Injury to a volunteer or community member from the heat or spatter from the BBQ.  Food poisoning due to incorrect temperatures for stored and cooked food. | Check that the BBQ is in good working order and that the gas bottle is sound. (New BBQ is being borrowed from the school.)  Locate the BBQ away from volunteers.  Ensure that appropriate food handling procedures are followed.  Follow BBQ Safe Work Procedure and ensure that any persons operating BBQ have received instruction and signed the Safe Work Procedure | Low |  |  |  |
| Theft | Money stolen from proceeds of sales | Appoint one person to be responsible for the handling of money.  Reconcile float money and income against the food & stock purchased & sold. | Low |  |  |  |
|  | Cake Sale – bring and buy | Food Preparation/  Consumption  Unknown food preparation controls  Food handling practices  Preparing food known to cause intolerances or allergies | Food poisoning due to incorrect temperatures for stored and cooked food.  Allergic reaction due to inadequate / incorrect labelling | Specify safe food-handling procedures to be followed by the food donor.  All ingredients to be displayed on foods sold |  |  |  |  |
| Unsecured cash | Theft of money from cake sales | Appoint one person to be responsible for the handling of money.  Limit cash held at cake stall  Secured and locked facility available (e.g. a locked cash room or safe provided)  Consider multiple collection/regular pick-up/lock-up of cash from stall  Event volunteer not to carry cash to safe alone  Nominate person(s) to patrol the event to monitor crowd behaviour and respond it incidents  . | Low |  |  |  |
|  | 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) 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 |  |  |  |
|  | 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 |  |  |  |
|  | 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 |  |  |  |
|  | 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.** |