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| **Department / Parish** | **Site / Location** | **Specific Work Area** |
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| **Date of Assessment** | **Job Task Description** | |
|  | **Overseas Mission / Travel Description:**  **Parish volunteer group travel to xxx on a mission to xxxx.** | |

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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 / Parish Priest** | **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** |
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| 1 | Preparation for mission | Parish workers and Priest are not aware of travellers contact details or their Next of Kin Details (NOK). | Traveller unable to be contacted by parish prior to travel.  Travellers NOK unable to be contacted. | Documents containing travellers critical information including contact information (including NOK), passport details etc. to be provided to Parish Priest &/or Secretary.  Travellers must also ensure their travel documents are still valid (passports) | Low |  |  |  |
| 2 |  | Lack of disclosure of pre-existing medical conditions & disabilities i.e. diabetes, asthma, mental health. | Traveller not receiving immediate or adequate medical attention. | Ensure travellers declare any medical conditions that may impact on their ability to travel  A medical management plan is developed for the mission including plans to provide first aid, medical treatment, medical evacuation  Travel insurance required for all travellers  Medical clearance certificate if necessary | Medium |  |  |  |
| 3 |  | Countries with restrictions on traveller’s medication.  Traveller does not carry sufficient medication. | Lack of available medicine resulting in illness. | Have all medication listed and assessed for acceptance for entry/exit to all destination countries.  Recommend travellers pack adequate quantities of medication and are carrying on their person required medication during transit.  Travellers to plan for non-prescription medication e.g. pain management | Low |  |  |  |
| 4 |  | Mission leader becomes ill, recalled, detained or otherwise. | Mission leader unable to function in role. | Leadership hierarchy established with succession plan  Critical information held by specifically appointed participants in addition to the Mission Leader | Low |  |  |  |
| 5 |  | Unforeseen incident | Unforeseen incident resulting in the serious injury or death of a traveller | Mission leaders are taught and acknowledge their responsibilities for managing and reporting serious injury or death of a traveller(s)  Ensure travel insurance covers repatriation of seriously injured or deceased travellers  Embassy contact details are provided to the team. | Medium |  |  |  |
| 6 |  | Termination of traveller’s role during mission | Unforeseen situation requiring the traveller to return home ahead of schedule resulting in traveller’s mission responsibilities not being met. | Travellers are to provide a written commitment / indemnity to acknowledge the conditions for participation in travel and agree to bare additional costs for early return | Low |  |  |  |
| 7 | Motor vehicle / transport arrangements | Travelling in a motor vehicle | Traffic incident / accidents or breeches road laws resulting in injury or damage to property | Travellers who need to drive are to have a current Australian Driver’s Licence or equivalent.  Ensure travel insurance covers driving of motor vehicles. | Low |  |  |  |
| 8 | Departure/entry to other country | Government travel restrictions. | Departure/re-entry denied due to passports/visas not valid for travel to chosen destinations. | Group travel registered with DFAT and individual travellers with Smart-Traveller | Low | Copies of critical travel documents are held while overseas separate to the originals and another set available to someone at home |  |  |
| 9 | Conducting overseas mission work | Unrest, criminal activity or violence i.e. protests, strike action or theft | Traveller victim of criminal activity including assault, abduction, theft of property | Monitor DFAT website for current travel advisories for destination countries including political unrest  Travellers informed of local risks such as pick-pockets, and high risk crime areas. | Low |  |  |  |
| 10 |  | Unplanned extreme weather event such as cyclone, earthquake, tsunami, bushfire, etc | Any extreme weather event resulting in potential loss of accommodation. | Monitor DFAT website for destination weather conditions.  Identify emergency evacuation procedures and locations of control centres for each destination  Embassy contact details are provided to the team. | Low |  |  |  |
| 11 |  | Traveller involved in illegal/criminal behaviour. | Criminal activity resulting in possible incarceration. | Travellers informed of activities that are considered to be criminal conduct and the potential action that may be taken against them. | Low |  |  |  |
| 12 |  | Use of communication (phones, email, social media) | Failure of telecommunications resulting in loss of contact between Parish and mission members | Establish an agreed method and timing to report to the parish to reassure priest that all is going according to mission plan | Low |  |  |  |
| 13 | Financial arrangements | Traveller has insufficient funds | Traveller has insufficient funds to sustain themselves while on mission | Travellers to verify they have adequate funds prior to departure | Low |  |  |  |
| 14 | Travel and accommodation arrangements | Travellers depending on 3rd party organisation (travel agency) to arrange accommodation payment/bookings | Travel agent / suppliers become insolvent and unable to deliver contracted services resulting in traveller’s accommodation being cancelled | Ensure travel insurance covers cost of providing alternative services  Consider booking and paying direct to accommodation provider. | Low |  |  |  |
| 15 |  | Luggage in transit | Lost luggage | Ensure travel insurances covers these situations | Low |  |  |  |
| 16 |  | Cancellation or delay of transport and/or accommodation | Unplanned financial expenses to rebook flights / accommodation | Ensure travel insurances covers these situations | Low |  |  |  |
| 17 | Working with others outside of mission team | Working with children and vulnerable adults. | Travellers act in a way that is contrary to the Catholic Archdioceses of Brisbane Code of Conduct and Safeguarding of Children and Vulnerable Adults  Travellers are unaware of Code of Conduct, Safeguarding policies and procedures | All volunteers in leadership roles are registered  Police checks and Blue Cards are held by all volunteer leaders  All participants are provided an awareness briefing detailing the Archdiocese Code of Conduct and Safeguarding policies  Breaches of the Code of Ethical Behaviour must be reported to the Parish and Archdiocesan Safeguarding Officer and/or police. | Medium | Ensure children who are away from their non-travelling parents keep in regular contact with their parents |  |  |
| 18 | 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 |  |  |  |
| 19 | 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 |  |  |  |
| 20 | 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 |  |  |  |
| 21 | 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 |  |  |  |
| 22 | 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** | |
| **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.** | | | | | |