|  |  |  |
| --- | --- | --- |
| **Department / Parish** | **Site / Location** | **Specific Work Area** |
|  |  |  |
| **Date of Assessment** | **Job Activity Description** | |
|  | Parish Working Bee | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Developed By / Consulted With** | | | |
| **Name** | **Signed** | **Position** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 activities 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 | Plan the activity | Management Control | Inadequate planning of activities resulting in injury or illness | A list of planned activities to be established and used in assessing the risks associated with each activity  Individuals identified and given responsibility to control activities  Regular monitoring of activity preparation  Safe work methods identified and used for each activity | Low |  |  |  |
| 2 | Identify hazards | Unidentified hazards in areas where activities are being conducted including:  High risk work  Asbestos  Unsafe plant and equipment | Unsafe and unplanned work resulting in:  Physical injury  Slips, trips fall  Electricity  Hazardous chemicals exposure  Machinery & equipment | An initial walk through inspection of the site is to be conducted to identify hazards, assess risks, develop control measures and allocated responsible person to control activity  Identify if other activities may be planned to be conducted concurrently during working bee and identify and hazards they may create e.g. traffic control  Check the Asbestos Register and Management Plan (AMP) are available and consulted to identify and manage any potential asbestos exposure  Workers are informed of location of asbestos on site to prevent accidental disturbance  Only work with authorised contractors to be conducted in accordance with AMP | Low |  |  |  |
| 3 | Engaged trained staff, volunteers and parishioners | Unskilled & unqualified workers engaged in working bee activities | Unqualified and/or untrained people performing an activity resulting in injury, illness or damage to property | Skills and qualifications are to be defined for all activities and allocated to workers / volunteers with matching competencies  Anyone under the age of 18 is not to be engaged in activities and kept clear of hazardous activities (i.e. working at height) and from using plant, equipment and chemicals. | Low |  |  |  |
| 4 | Engage contractors | Inadequate contractor induction to site  Contractors not prepared with safe work procedures in place | Inadequate induction resulting in injury, illness or damage too property. | Contractors managed in accordance with Archdiocese guidelines for contractor management including:   * Trades people, * Service suppliers, * Product/ materials suppliers, * Food vendors, * Waste management | Low |  |  |  |
| 6 | Emergency Response Planning | Workers unaware of how to respond to specific emergencies. | Lack of adequate emergency response resulting in injury, illness or damage to property. | An Emergency Response Plan ERP is to be developed for the working bee (ideally based on the Parish ERP) that plans for:   * Fire/explosion * Medical * Utilities failures   First Aid assessment to be conducted to identify resources required including first aid kits, qualified first aiders, a treatment area and an emergency evacuation area  Identify the requirements for fire extinguishers, fire blankets and hoses | Medium |  |  |  |
| 7 | Conducting the working bee | Unknown people and number of people on site during activity  Inadequate induction of workers on site | Inadequate induction resulting in injury, illness or damage to property. | A site sign in / sign out system is to be established  A start up briefing is to be conducted for all workers. All risks are to be conveyed to and acknowledged by all workers and participants | Medium |  |  |  |
| 9 | Traffic management | Uncontrolled traffic movement on and around site | Pedestrian injury  Vehicle damage  Property damage | All site locations, routes and designated areas are clearly signposted.  Speed restrictions established for vehicle and shared pedestrian/vehicle areas  “No parking” areas are clearly marked and controlled  Traffic attendant(s) to direct traffic and are provided with appropriate PPE. i.e. high visibility vests, traffic control signs etc | Low |  |  |  |
| 11 | Controlling use & operation of plant and equipment | Unsafe equipment brought onto site and used  Unqualified and unskilled workers operating machinery | Physical injury  Damage to property | All mechanical equipment is to be inspected by a qualified person to ensure equipment is safe for use (i.e. guards in place, electrical cables in good condition  Ensure appropriate precautions and PPE are used in accordance with manufacturer’s instructions and/or a safe work method statement developed and used  Manual handling of equipment is to be used in accordance  Ensure operaters of equipment are adequately qualified and trained  Only approved, licenced and insured plant and machinery operations to be conducted with qualified and where required licenced operators  A safe work method statement is to be developed/ used | Low |  |  |  |
| 13 | Use of Chemical | Hazardous chemicals used on site in an unsafe manner | Physical injury | No unlabelled chemicals are to be brought onto site.  All chemicals are identified and inspected to establish if it is hazardous and assessed for risk based on how it will be used  For non-domestic quantities of chemicals, an SDS is be provided and available for workers  Appropriate signage is to be established in areas where chemical are to be used  All chemicals are to be stored and secured to prevent unauthorised access/ use.  Waste chemicals and spills are to be controlled to prevent contamination and/ or unauthorised disposal. | Medium |  |  |  |
| 14 | Electrical | Working with unsafe/untested electrical equipment including power points and cords | Electrocution  Burns | All electrical equipment, cables, power distribution boards and extension cords that have or will be subject to harsh conditions are to be visually inspected and if required tested and tagged by a qualified person  All electrical equipment is protected by an inline RCD either within the building power supply system or by using a portable RCD  All RCDs are to be tested before any work commences | Low |  |  |  |
| 15 | High Risk Work | Contractors and workers involved in activities such as:  Working at Heights  Confined Spaces  Hot work  Asbestos | Physical injury or illness | Safe Work Permits are to be issued for work involving:   * Work at height, * Confined spaces, * Hot work, and * Asbestos | Low |  |  |  |
| 16 | Plant Operation | Physical injury |  | Only approved, licenced and insured plant and machinery operations to be conducted with qualified and where required licenced operators  A safe work method statement is to be developed and used | Low |  |  |  |
| 18 | Manual handling | Contractors or workers moving heavy equipment | Lifting large and awkward items resulting in sprains and strains  Slips, trips and falls | Manual handling awareness training provided to all workers  Mechanical aids if appropriate e.g. trolleys, forklifts, trucks etc (qualified operators required)  Two person lift for heavy items  Clear path to carry objects | Medium |  |  |  |
| 19 | 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 |  |  |  |
| 20 | 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 |  |  |  |
| 21 | 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 |  |  |  |
| 22 | 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 |  |  |  |
| 23 | 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 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation of Proposed Control Measures** | | | | |
| **Item No** | **Action Required** | **By Who** | **By When** | **Date Complete** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Read and Understood by / Sign Off** | | | |
| **Name** | **Signed** | **Position** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **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.** |