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| **Department / Parish** | **Site / Location** | **Specific Work Area** |
|  |  |  |
| **Date of Assessment** | **Job Task Description** | |
|  | Youth Group - Regular Activity | |

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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** |
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| 1 | Recruitment and induction of Youth Group leaders | Incomplete induction or recruitment process i.e. criminal history/blue card checks not performed | **Youth Group leader/s:**  Unknown to Parish;  Not a Blue Card holder;  Does not understand/follow role description;  Does not understand/use positive behaviour management approach;  Does not understand/use code of ethical behaviour | Archdiocesan recruitment and induction procedures followed | Medium |  |  |  |
| 2 | Gathering young people in the location | Inadequate supervision of young people | Young person wandering off from the group  Young person slipping/tripping | Two adults with the group (if only 1 adult ensure an additional adult i.e. parent is invited to sit with the group)  Establish and communicate expectations for participation in Youth Group | Low |  |  |  |
| 3 | Youth Group activities session | Unsafe behaviour of young person | Non-compliant behaviour of a participant  Disruption to activity  Inappropriate activities | Establish group rules  Document and deliver approved program of activities for session  Provision of engaging, age appropriate materials and activities  Assigning responsibilities to participants  Use of positive behaviour specific feedback  Youth Group leaders to understand the needs of the specific participants within the group | Low |  |  |  |
| 4 |  | Overly large number of young people in attendance | Youth Group Leaders unable to maintain adequate supervision resulting in:  Young person wandering from the group  Young person sustaining injuries  Inappropriate young person to young person behaviour | Maintain a manageable leader/participant ratio – e.g. 1:20, and invite extra adults if necessary  If necessary invite a parent to assist | Low |  |  |  |
| 5 | Impact of Youth Group physical environment | Hazardous manual handling (stacking of chairs and moving furniture) | Sprains and strains from lifting items and/or furniture  Injury from slip, trip and falls | No more than 5 per stack  Facing towards the wall  No more than 5 chairs per stack  Chairs facing towards the wall  Youth Group Leaders to assess the weight and size of objects to be lifted or moved, and control how they move items. Where necessary they are to seek assistance. | Low |  |  |  |
| 6 |  | Exposed flame from use of candles. | Burns  Uncontrolled fire | Candles should be held within a safe stable container e.g. glass container  No flammable items in close proximity  Use long matches  Lighting of candles to be well supervised by an adult  Ensure candles are properly snuffed after use | Medium | Consider using an alternate to a lit candle e.g. electric candle | Low |  |
| 7 |  | Use of scissors | Cuts and/or lacerations | Establish behaviour expectations – if necessary  Use round nosed scissors  Careful supervision of young children  Teach appropriate technique for use of and handing scissors to others | Low |  |  |  |
| 8 |  | Use of electrical equipment including power points and cords | Electric shock  Burns | Residual current device (circuit breaker) should be fitted to power supply of building  Annual checking of electrical equipment including cords | Low |  |  |  |
| 9 |  | Use of chemicals e.g. paints and glues | Contamination to eyes  Ingestion resulting in illness or injury | Ensure chemicals, paints and glues are for use by children and do not contain leads etc  Material safety data sheets must be kept for all chemicals used on site in greater than domestic quantities (these can be sourced from the manufacturer online) | Low |  |  |  |
| 10 |  | Meal Planning | Children consuming food they are allergic to resulting in illness or medical emergency | Consider removing foods that may compromise the health of children with food allergies.  Ensure Youth Group Leaders are aware of children with food allergies and make alternative meal arrangements.  Ensure all participants are aware of any allergens that are not to be brought to activities e.g. nuts | Medium |  |  |  |
| 11 |  | Food Preparation | Contamination  Food poisoning | Food kept at appropriate temperature  Food consumed within used by date  Appropriate food preparation PPE worn i.e. disposable gloves  Follow safe food handling principles  **For further information** <http://www.health.qld.gov.au/ph/documents/ehu/31556.pdf> | Low |  |  |  |
| 12 |  | Temperature of Environment | Environment either overly hot or cold | Ensure participants are well hydrated and suitably clothed for conditions.  Ensure space is well ventilated.  Use fans/heaters as necessary to modify conditions. | Low |  |  |  |
| 13 |  | Using off-site facilities & venues | Slips, trips and falls  Unknown persons  Unsuitable toilet facilities | Assess the hazards at the planned site & venue before committing to an activity.  Ensure any indemnity arrangements relating to inherent risks are known to and approved by parents  A separate Risk Assessment may be required. | Low - Medium |  |  |  |
| 14 |  | Motor vehicle travel associated with activities | Motor vehicle accident resulting in injury | Follow Risk Assessment for Volunteer Drivers  Arrange parents to transport children to / from any off-site venue | Medium |  |  |  |
| 15 | Toilet use by children | Children attending toilet facilities alone | If the facilities are located out of sight or away from where the group is meeting  Young person wandering away without letting the group leader know where they are going  Another unknown or unauthorised person at the toilet at the same time as the young person | Elements to consider:  Location of toilet – put into place an appropriate practice to ensure supervision and safety of those using the facilities  Consider young people attending the toilet in groups of two | Low |  |  |  |
| 16 | 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 |  |  |  |
|  | Workers (employees, volunteers or clergy) transporting participants. | Transportation of participants | Grooming Behaviour  Abuse  Exploitation  Unsafe/illegal driving practices  Unsafe/un-roadworthy vehicle | Adequate supervision arrangements (e.g. two adult rule)  Obtain formal consent to transport individual participants  Maintain a register of participants being transported  Screen drivers (e.g. appropriate & valid licence, driving history, medical issues, etc)  Confirm vehicle as safe/roadworthy & registered  Confirm vehicle hands-free mobile phone connectivity (Bluetooth or plug-in) is available  Confirm transport route, pick-up & drop-off locations & participant collection  Monitor driver’s physical condition | 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.** |