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

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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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Selection and transporting of BBQ and gas cylinders | Selection and transporting of BBQ and gas cylinders (incorrect handling) | Gas leak  Projectile  Explosion  Fire  Sprains and Strains | Inspect BBQ to identify and control any hazards such as damaged wheels, taps, frames etc  Use appropriate manual handling when moving BBQ, gas bottles and equipment.  Gas cylinders checked and date stamped within last 10 years (check neck bottle for date stamp)  Hoses checked before use to ensure no gas leaks (e.g. spray soapy water on any suspect connections or hose and watch for bubbles. If bubbles appear, do not use hose. Check fitting at either end)  Cylinders are to stand upright at all times.  Cylinders not to be exposed to heat or left in an enclosed vehicle in direct sun for an extended period of time. Where possible transport in open vehicle.  Secure gas bottle to prevent moving during transport | Medium |  |  |  |
| 2 |  | Gas Cylinders (incorrect storage) | Fire  Explosion | On site, tall portable gas cylinders must be secured both top and bottom by ropes or chains to a structural post, wall, or similar anchor point.  Small portable BBQ gas cylinder to be secured to either the BBQ, or placed in a container to prevent unintended movement.  Area designated as a “no smoking” or “no naked flame” area where cylinders are stored/in use.  Turn off the BBQ before changing bottles. Cylinders are not to be connected or disconnected in the vicinity of a naked flame. | Medium |  |  |  |
| 3 | Establishing BBQ | Lay out and operation of BBQ site | Slips/trips/falls  Burns | If used, tents/covers are to be secured with ropes/pegs correctly positioned.  If power is provided to site, ensure cables are secured, tied down to eliminate trip hazards  Restrict access to BBQ area to prevent unauthorised people entering area  Do not allow children (under 18) in the BBQ site without adult supervision  Area around BBQ to be kept clear.  Provide a fire extinguisher, fire blanket and access to water source.  Provide access to a first aid kit and where possible a trained first aider.  Remove excess fat from BBQ after each use.  Use appropriate gas lighter or long match stick to light BBQ.  BBQ is to be used by adults only  Whilst flame is on, do not leave unattended.  When not in use, gas is to be turned off at both the tap and the cylinder. | Low |  |  |  |
| 4 |  | Smoke | Smoke inhalation | BBQ is not to be used indoors or in a confined space.  BBQ to be set up in well ventilated area. | Low |  |  |  |
| 5 |  | Exposure to BBQ flame and/or hot surfaces | Burns | Long handled BBQ utensils with heat insulation to be used.  Aprons are not to be made of plastic or nylon.  Hot surfaces are to be kept clear and/or labelled as ‘Hot Surface’ | Low |  |  |  |
| 6 | Food Handling | Food storage | Food spoilage | Store perishables in temperature controlled containers away from contamination.  Do not leave raw meat exposed to sunlight for more than 10 mins.  Consider the use of insect controls to repel flies. | Low |  |  |  |
| 7 |  | Food handling hygiene | Food poisoning  Food contamination | Provide hand-cleaning facilities, antibacterial solutions and gloves  Change gloves and clean hands and work surfaces regularly.  Avoid cross contamination of raw meat with other foods by using separate preparation area and tools such as knives and utensils.  Cooked foods such as onions, meats etc. are to be consumed within an hour of preparation or disposed. | Low |  |  |  |
| 8 |  | Waste management | Vermin/insects  Slips/trips/falls | Provide adequate enclosed rubbish bins and ensure covers are used.  Remove waste on a regular basis  Remove used containers / boxes to prevent the creation of trip hazards | Low |  |  |  |
| 9 | 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 |  |  |  |
| 10 | 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 |  |  |  |
| 11 | 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 |  |  |  |
| 12 | 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 |  |  |  |
| 13 | 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.** |