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| **Department / Parish** | **Site / Location** | **Specific Work Area** |
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| **Date of Assessment** | **Job Task Description** | |
|  | Special Ministers of Communion to the Sick in Hospitals or Accredited Nursing Homes | |

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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 | Recruitment and induction of Special Ministers of Communion to the Sick | Incomplete induction or recruitment process i.e. criminal history/blue card checks not performed | **Special Minister of Communion:**  Unknown to Parish;  Does not understand/follow role description;  Displays unsafe or illegal behaviours | Archdiocesan recruitment and induction procedures followed | Low |  |  |  |
| 2 | Visiting the facility | Entering unfamiliar environment | Injury sustained from slips, trips or falls | Facility to provide thorough induction to visiting Minister.  Ministers are to ensure they sign in and follow all directions/ procedures of the facility.  Coordinators of Special Ministers must ensure they alert Ministry volunteers of possible hazards in the environment they are visiting.  Special Ministers must report hazards to the Ministry Coordinator.  The Coordinator must consult with the Parish Priest who will take appropriate action to reduce the risk for the volunteer. | Low |  |  |  |
| 3 |  | Ministers entering patients rooms on their own (of opposite gender). | Sexual assault or physical injury of patient or Minister. | Ministers are not to enter private rooms alone..  Patients door to be left open whilst visit in progress. | Low |  |  |  |
| 4 |  | Medical incident | Patient not receiving adequate treatment due to Special Minister being unaware of appropriate action to take. | Special Ministers facility induction to include appropriate action when responding to a medical incident. | Low |  |  |  |
| 5 |  | Contagious patient and/or minister (biological) | Illness can be passed between patient and Minister | Ministers are to inform Ministry Coordinator if they become unwell.  Unwell Ministers are to be suspended temporarily from visiting patients  Minister is to provide a health clearance certificate from a doctor before returning to their duties.  Ministers are to follow medical hygiene and control procedures.  Ministers are to be provided medical standard gloves and face shields where necessary. | Low |  |  |  |
| 6 | 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 |  |  |  |
| 7 | 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 |  |  |  |
| 8 | 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 |  |  |  |
| 9 | 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 |  |  |  |
| 10 | 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.** |