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

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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. Access the risk given all control measures applying the risk matrix

Step 5. Implement agree 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Recruitment and induction of Altar Server Trainers | Incomplete induction or recruitment process i.e. criminal history/blue card checks not performed | Unknown to Parish;  Does not understand/follow role description;  Displays unsafe or illegal behaviours | Archdiocesan recruitment and induction procedures followed  The trainer has a comprehensive understanding of the liturgy and the role of the Altar Server | Medium | Nil if controls are in place |  |  |
|  | Gathering children in the sacristy and or sanctuary | Inadequate supervision of children  Trainer being alone with child/ren | Child wandering off from group;  Injury from slips, trips & falls | If only one trainer ensure that another adult (i.e. parent) is present  Children signed into the session by their parent/guardian  Designated trainer ensures sufficient adults are present i.e. other clergy members or parents of the participants.  More than one adult is present at all times.  Recommended ratio: 1 adult : 6 children | Low | Nil if controls are in place |  |  |
|  | Altar Server Training session | Trainer being alone with child/ren | Inappropriate behaviour with child/ren resulting in:  Physical injury,  Emotional/Psychological  Sexual harm to child/ren  Perception of inappropriate touching while assisting children in donning the alb and tying the sash | If only one trainer ensure that another adult (i.e. parent) is present  Established group rules  Request that children don the alb themselves asking for assistance only if required  Use of positive behaviour specific feedback (e.g. good listening) | Low | Trainer is aware and understands the needs of specific children within the group |  |  |
|  | Impact of physical environment | Child carrying processional cross | Carrying cross resulting in sprains, strains or other physical injury i.e. slips, trips and falls | Ensure that child is strong enough with adequate motor skills & strength to carry the cross. | Low | Nil if controls are in place |  |  |
| Use of candles | Burns  Fire damage to property | Candles should be held within a safe stable container e.g. glass container  No flammable items in close proximity to flame  Use long tapers  Lighting of candles to be well supervised by an adult  Ensure candles are properly snuffed after use | Low | Nil if controls are in place |  |  |
| Use of electrical equipment including power points and cords | Electric shock  Burns | Residual current device should be fitted to power supply of building  Annual checking of electrical equipment including cords and cables | Low | Nil if controls are in place |  |  |
| Temperature of environment | Training environment either overly hot or cold | Ensure trainees and trainer are well hydrated and suitably clothed for conditions  Ensure space is well ventilated  Use fans/heaters as necessary to modify conditions | Low | Nil if controls are in place |  |  |
|  | Toilet practices for children | Children attending toilet facilities alone | Child going to toilet on their own  Child wandering away  Another person at the toilet at the same time as the child | Elements to consider:  Location of toilet  Parents to toilet the child prior to training session.  Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location | Low | Nil if controls are in place |  |  |
|  | 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 |  |  |  |
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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.** |