Risk Assessment Guide

CATHOLIC ARCHDIOCESE OF SYDNEY

Safe People · Safe Programs · Safe Places

Parish / Community / Agency:	
Name of Activity:	
Brief Description of Activity:	

Activity Date:		Activity Time:		Location:		Participants:	☐ Children (under 18) ☐ Combined adult and child	Type of Activity:	☐ In person ☐ Online	Activity Frequency:	☐ Single event ☐ Reoccurring

Workers Involved (First name/last name) *Please attach a separate list if required*	

Name and role of person completing risk assessment:		Date:		Signature:		Approved by: (Name of Parish Priest/Chaplain/Agency Head)		Date:		Signature:	

Post Activity Review Date:		Reviewed by:		Amendments have been noted/attached as necessary.

Risks

Risks	Checklist			Actions to reduce risks and by whom?	Completed	Useful Links
	Yes	**No**	**N/A**			

🏛 SAFE PEOPLE

Personnel

Risks	Yes	No	N/A	Actions to reduce risks and by whom?	Completed	Useful Links
Have specific roles been identified, allocated and communicated to workers in a pre-activity briefing?	☐	☐	☐	• When will a pre-activity briefing be held? • Have workers been given adequate information and training for their roles? • How will role specific information be communicated to workers?	☐	Fact Sheet: Office of the Children's Guardian 10 Child Safe Standards
Do workers who require screening have a current and verified Working With Children Check (WWCC) and/or National Police History Check (NPHC)?	☐	☐	☐	• Workers will have a verified WWCC and/or NPHC. • This information will be recorded in CRAR.	☐	https://wwccemployer.ocg.nsw.gov.au/Login Overview of Archdiocese's Safeguarding Policy Chart of Archdiocesan Safeguarding Roles and Responsibilities. Fact Sheet: Reporting Crimes to the NSW Police Fact Sheet: Reportable Conduct Scheme Fact Sheet: Mandatory Reporting Fact Sheet: Keeping and Sharing Safeguarding Records Flowchart: Screening of Workers WWCC FAQ
Have workers signed the Code of Conduct?	☐	☐	☐	• All workers have been provided with and signed the Code of Conduct (CoC). • Where will signed CoC be filed? • Have recruitment procedures been followed prior to the workers engagement in the activity/event?	☐	Code of Conduct
Have workers completed safeguarding training?	☐	☐	☐	• Have workers completed safeguarding training applicable to their role? • Has the worker provided their training certificate? • Where has this information been recorded and filed?	☐	Safeguarding Training Schedule
Will clergy, lay ministers and/or external visitors be visiting to publicly minister or provide a service at the activity? How will this information be recorded?	☐	☐	☐	• Visiting clergy register is completed and information sent back to the Chancery. • How will external visitor information be collected and filed?	☐	Protocols for Faculties, Ministry Cards, Safeguarding Statements and ACMR ID Numbers Form: Priests visiting from a Diocese within Australia Form: Priests visiting from Overseas Fact Sheet: Dealing with volunteers and contractors Protocol: Dealing with volunteers and contractors
Have requirements and expectations of roles been communicated to workers?	☐	☐	☐	• Ensure each worker has completed the appropriate Safeguarding Training before commencing their role. • Arrange a pre-activity briefing to ensure everyone understands the responsibilities of their role. • Ensure workers been given adequate information and training for their roles.	☐	

Care of children

Risks	Yes	No	N/A	Actions to reduce risks and by whom?	Completed	Useful Links
Has adequate supervision of participants has been considered?	☐	☐	☐	• Will carers be required to supervise their children/youth? • What are the ages of the children/youth involved? • Younger children may require additional supervision dependent on the activity. • Additional verified workers are required in environments that involve hazards or where line of sight is limited. • Supervision by a minimum of two verified adult workers is required at all times. • Have you considered breaks for workers and supervision needs? • Arrange a pre activity briefing prior to the activity to ensure everyone understands the responsibilities of their role.	☐	
Have emergency contact details of participants been collected, collated and communicated to the relevant people in case of an emergency?	☐	☐	☐	• Who will collate emergency contact details? • Who will share emergency contact details? • Who will have access to this information during the activity? • Where will these details be kept?	☐	Fact Sheet: Keeping and Sharing Safeguarding Records
Where possible, is there separate bathroom facilities for children and adults?	☐	☐	☐	• Allow parent or guardian to take their own child to the toilets, if a parent/guardian is not available, then a minimum of two verified supervisors are to accompany participants to the bathroom and wait outside. • Designate separate male and female bathroom facilities. • Have you planned toilet breaks during the activity? • Will there be sufficient hand washing facilities? • Will there be public access to bathrooms? • Is signage required to direct people to facilities? • Are sanitary bins required?	☐	
Is there a system in place for ensuring safety in isolated areas including toilets and/ or out of bounds areas?	☐	☐	☐	• Is additional signage required? • For children who are too young to read have they been provided with verbal instruction? • Is additional supervision or lighting required to improve safety? • Are isolated /out of bounds areas able to be closed off? • Is frequent checking of these areas required? • How will you ensure safety of participants when moving between activities and/or sites? • Do you have CCTV?	☐	
Are there sign in and sign out procedures in place?	☐	☐	☐	• Does the consent form state who will drop off and pick up the participants? • During the activity, who will ensure sign in/sign out procedures occur?	☐	Form: Consent for children and youth taking part in Ministry Activities
How will behavourial expectations be communicated to participants and their caregivers?	☐	☐	☐	• Will the consent form include a set of expected standards of behaviour? • Will the consent form provide details of what will occur should there be unsuitable behaviours?	☐	Fact Sheet: Behaviours to Encourage and Avoid Poster: Behaviour Code for Young People
Do participants and/or their carers know how to raise a concern or complaint?	☐	☐	☐	• How will participants and parents know who to raise a concern with? • Written consent from participant's carer is to be obtained before communicating with the participant using technology.	☐	Reporting Any Concerns Poster: Someone Will Listen To You Overview of Archdiocese's Safeguarding Policy Flowchart: Reporting Safeguarding Complaints Fact Sheet: Managing Safeguarding Complaints Support Services
Will workers wear high visibility clothing and / or name tags to be easily identified by participants?	☐	☐	☐	• How will the participants be able to identify workers at the activity?	☐	Fact Sheet: Relevant Government Agencies

Consent

Risks	Yes	No	N/A	Actions to reduce risks and by whom?	Completed	Useful Links
Have consent forms been completed and returned by caregivers for participants attendance and involvement at the event/activity?	☐	☐	☐	Consent forms have been modified to include (but not limited to):- • Attendance and participation, transportation, behavioural expectations, online interaction, to include other adults to sign in or out their child, involvement in activities provided by external contractors, permission to administer medications, photography, videoing and other media and emergency contact details.	☐	Form: Consent for children and youth taking part in Ministry Activities Fact Sheet: Keeping and Sharing Safeguarding Records
Has consent has been provided and returned for photography, video, and audio recordings?	☐	☐	☐	• Will your event be using a professional photographer who will provide their own consent forms via an order form system? • Will additional signage be required at the event to advise participants of photography/video and CCTV? • Display photography /videography notice around venue where the event is being held.	☐	When does my Parish need Consent to Film or Photograph Children at Parish/Parish Events? Notice: General Consent Form to Film or Photograph Notice Form: General Consent Form to Film or Photograph Notice

First Aid

Risks	Yes	No	N/A	Actions to reduce risks and by whom?	Completed	Useful Links
Have first aid personnel identified, and certificates sighted and recorded?	☐	☐	☐	• List names of personnel with current first aid certificate • How and who will ensure first aid personnel have current and relevant qualifications?	☐	
Is the first aid kit checked, stocked and available, clearly signposted and easily accessible?	☐	☐	☐	• Who will ensure the First Aid kit is stocked and available? • Where will the First Aid kit be kept during the activity?	☐	
Have medical response plans for participants with known medical conditions (eg. anxiety, asthma, epilepsy, diabetes, anaphylaxis) been received and shared with the first aid responder?	☐	☐	☐	• Consideration is given to how to manage major medical conditions in consultation with the carers. • Is there a process in place to respond to physical injuries?	☐	Fact Sheet: Use of alcohol, tobacco, and other drugs

Emergency Management

Question				Considerations		Resources
Is there a nominated person in charge?	☐	☐	☐	• Consider how workers and participants will be advised of the person in charge of the activity or event. • Consider having a pre-briefing with workers to ensure they are aware of their responsibilities as mandatory reporters and how to escalate concerns or incidents. • Who will be responsible for ensuring an incident report is completed, a child protection report is made, the safeguarding team has been consulted, or police should be notified?	☐	
Have workers been informed of incident procedures?	☐	☐	☐	• Conduct a pre-briefing with workers to inform them of incident procedures.	☐	
	☐	☐	☐		☐	

🏠 SAFE PLACES

Online space

Question				Considerations		Resources
Are workers adequately trained to host online activities and skilled in implementing strategies to ensure respectful online behaviour?	☐	☐	☐	• Have screening and recruitment processes been followed - WWCC, CoC signed, training completed and suitability to the role in an online space? • Are workers suitably skilled to ensure respectful online behaviour? • Consideration given to managing cyberbullying and inappropriate contact between participants. • Ensure Children and/or Adults at Risk are aware of rules for appropriate social media use.	☐	Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk Fact Sheet: Information for Young People about Online Safety Fact Sheet: Behaviours to Encourage and Avoid Behaviour Code for Young People Fact Sheet: Cyberbullying Poster: Online Safety
How do you moderate content?	☐	☐	☐	• Ensure that there is a minimum of two workers moderating and checking content on any online forum. • Disable comments and direct messaging where applicable. • How will content be moderated? • How will online activities be chosen and approved?	☐	Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk
Has parental consent been obtained stating that their child is allowed to interact and communicate with other participants and workers on social media platforms?	☐	☐	☐	• Consider adding specific activity based information to the consent form outlining clearly what the digital interaction and communication will be. • Consider providing a link to e-safety commission for parents to make their own enquiries. • Consider providing information to parents on online safety that they can discuss with their children prior to the activity.	☐	Fact Sheet: Information for Young People about Online Safety https://www.esafety.gov.au/
Do participants and/or their carers know how to raise a concern or complaint?	☐	☐	☐	• How will participants and parents know who to raise a concern with? • Written consent from participant's carer is to be obtained before communicating with the participant using technology.	☐	Reporting Any Concerns Poster: Someone Will Listen To You Flowchart: Reporting Safeguarding Complaints Fact Sheet: Managing Safeguarding Complaints Support Services

Site requirements and amenities (You may wish to attach your WHS risk assessment to this Safeguarding risk assessment)

Question				Considerations		Resources
Have site requirements been identified, including but not limited to; power, water, internal and external lighting, electrical – test & tagging, kitchen, other equipment, toilets, parking, entry and exit points and emergency assembly points?	☐	☐	☐	• Have you completed a site visit? • Has WHS assessment been completed for relevant site? • Consider contacting WHS should you need further advice and guidance.	☐	
Has a site plan/map been made available with clear directions on where amenities and emergency assembly points are?	☐	☐	☐	• Attach emergency assembly points for the event/activity.	☐	
Are there enough toilets and hand washing facilities to cater for anticipated participants?	☐	☐	☐	• Will additional facilities be required?	☐	
If required, has an amenities cleaning and maintenance plan been prepared to ensure that amenities are kept clean throughout the activity?	☐	☐	☐	• Who will ensure the facilities are maintained throughout the activity? • How has this been communicated?	☐	
Has disability access been considered (lifts, ramps, etc)?	☐	☐	☐	• Have you considered your participants access needs? • How will these needs be managed?	☐	
Are there suitable and safe parking areas?	☐	☐	☐	• Consider the need to have disability parking. • Will a person be required to manage traffic or parking issues?	☐	
Have adequate rubbish and recycling bins been provided?	☐	☐	☐	• Who will ensure the bins are available throughout the activity? • How has this been communicated?	☐	

Hospitality/Catering

Question				Considerations		Resources
Have food requirements been clearly articulated with caterers?	☐	☐	☐	• Ensure caterers are advised of food allergies and/or dietary requirements.	☐	
Are adequate hygiene supplies available, including gloves, hand soap, antibacterial gel, etc.?	☐	☐	☐	• Who will provide the hygiene supplies? • Where will the hygiene supplies be kept?	☐	
Is proper food storage/food handling equipment available (fridge, oven warmers, bain maries, tongs, double walled coffee cups for hot drinks, etc)?	☐	☐	☐	• Who will provide food handling/ storage equipment? • Consider safe storage of food ie. Refrigeration.	☐	
Is alcohol to be served?	☐	☐	☐	• Name of person and evidence of Responsible Service of Alcohol licence required. • How will participants be supervised around alcohol? • How will alcohol affected people be managed?	☐	

Weather

Question				Considerations		Resources
Have contingencies been considered for unexpected or extreme weather conditions?	☐	☐	☐	• Is there adequate shelter in the event of extreme weather? • Has consideration for additional water and sunscreen been factored? • Consider checking the weather forecast in the days leading to the event to be prepared?	☐	

Security

Question				Considerations		Resources
Is security necessary?	☐	☐	☐	• Consider the type of event and potential numbers of participants – will paid security be required. • Workers in the role of security will require a pre activity briefing to discuss sign in and out procedures, de-escalation techniques, limitations to their role.	☐	
Have you considered how money will be handled?	☐	☐	☐	• Consider how money will be managed and stored securely.	☐	

Technical/IT/Audio

Question				Considerations		Resources
Have technical requirements been identified and tested, including but not limited to data projector & screen, laptops, USBs, presentations, specific cables and dongles, microphones, speakers and public address systems?	☐	☐	☐	• Ensure equipment is checked prior to the event. • Who will check the equipment?	☐	
	☐	☐	☐		☐	

🚣 SAFE PROGRAMS

Question				Considerations		Resources
Is the language appropriate, inclusive and suitable?	☐	☐	☐	• Language should be free from judgement and shame. • Do not use offensive language or language that could be perceived as rude. • Consider appropriate use of humour. • Consider cultural norms.	☐	Togetherness - Celebrating Diversity and Inclusion
Is a pre briefing for participants required?	☐	☐	☐	• How will behavioural expectations be communicated to participants? • Consider whether the resources are suitable for the activity. • How will information regarding appropriate clothing and footwear be communicated - consider weather and activity. • Are activities inclusive of all ages and ability levels?	☐	Fact Sheet: Behaviours to Encourage and Avoid
Has the content of the activities been reviewed and approved by the appropriate person?	☐	☐	☐	• Participants are always supervised by two verified workers. • Ensure each participant's carer provides written consent to participate in the activity. • Ensure you understand what activities or performance will be delivered by the visitor - who will be reviewing the content to decide on appropriateness? • Who will approve external visitor?	☐	
Has the content provided by external visitors and/or presenters been reviewed and approved?	☐	☐	☐	• Participants are always supervised by a verified worker when they are in the presence of the visitor. • Ensure each participant's carer provides written consent to interact with the visitor. • If a Third Party Agreement is not in place:- - verified the visitor's Working With Children Check - ensure the visitor has signed the Code of Conduct - ensure the visitor has completed Safeguarding Training • Visitors need to sign a visitors log before commencing their visit or performance. • Ensure you understand what activities or performance will be delivered by the visitor - who will be reviewing the content to decide on appropriateness? • Who will approve external visitor?	☐	Code of Conduct
	☐	☐	☐		☐	