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| **Name of Activity:** | | | **Vietnamese Catholic Community - Vietnamese Eucharistic Youth Movement** | | | **Date of Activity:** | | 10/09/2019 | |
| **Reconciliation Confirmation - St Therese Church, Miller NSW** | | |
| **Risk Assessment Steps** | | | | | | Reoccurring Event: | | NO | |
| Step 1 | Identify the activity, then identify the risks: what could happen, how could it happen | | | | | | | | |
| Step 2 | Consequence of the risk, what could happen, how could it happen | | | | | | | | |
| Step 3 | Mitigate the risk, what mitigation strategies are in place to minimise or control the risk and what further mitigation strategies could you put in place. Completed Risk Assessment to be signed off by Chaplaincy Priest. | | | | | | | | |
| Step 4 | Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity, the workers including volunteers and parent helpers andthe children and young peoplefor a safe and successful activity | | | | | | | | |
| Step 5 | Evaluate the treatment, did it work, is there more we need to do to create a safe environment. Update your plan if improvements can be made for next time. | | | | | | | | |
| **Plan**  **Prepared by:** | | **Name: Xinh Truong-Pham** | | **Plan Approved ByChaplaincy Priest or Head of Agency:** | **Name: Francis Nguyen** | | **Date:** | | 01/08/2019 |
| **Sign:** | | **Sign:** | |
| **Safeguarding officer** | |  | |  |  | |  | |  |
| **Emergency Nos:** | | 000 | | | XĐT Bien Truong | | | | |

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| **Please Note: Add or subtract the rows in the table below depending on how many risks you identify** | | | |
| Risk  Reference | 1. Identify Risk(s) | 1. Consequence of the Risk | 1. Mitigation Strategies |
| 1. | Poor lighting exterior | Slip, trip and falls | * Lights to be set up for pathway from back door to bathroom * Leaders to provide clear instructions to children regarding expectations of behaviour and conduct inside the church and outside grounds |
| 2. | Toilet access | Slip, trip and falls  Inappropriate verbal and physical contact by members of the public | * Child to be supervised by 2 adult leaders; one to stand outside the toilet and one with line of site to both * Leaders to provide clear instructions to children regarding toilet access |
| 3. | Candles used during Bible procession | Burns  Something could catch on fire | * First aid kit * Designated first aid officer * Purchase candles with enclosed flame * Have fire extinguisher/blanket ready |
| 4. | Unsecured exit/entry points | Child goes missing  Parents take child home without advising leaders  Inappropriate verbal and physical contact by members of the public | * Leaders are positioned where it is visible for them to see all children during service * Front and back door are to be the only doors used * Entry and exit monitored by designated leaders and unsupervised (by leader or parents) children will not be allowed exit * Roll call pre and post service |
| 5. | Food hygiene | Slip, trip and falls  Food poisoning | * Keep food servicing area clean at all times * Food preparation requirements explained to leaders assisting * Gloves to be worn at all times * Storage and transportation of food must be done in a clean and safe manner * Only leaders to handle food when handing out to children |

**Insert your mitigation strategies individually into this checklist. Mark them off when completed.**

| Mitigation Strategies Checklist | Completed  Y/N or N/A | Date Completed |
| --- | --- | --- |
| * Set up lights for pathway of back door to bathroom |  |  |
| * Purchase candle with enclosed flames |  |  |
| * First aid kits |  |  |
| * Designated first aid officer on duty |  |  |
| * Job allocations of leaders |  |  |
| * Buy gloves and cleaning equipment |  |  |
| * Food storage and transport to be clean and safe |  |  |
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