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| **Name of Activity:** | | | **Vietnamese Catholic Community - Vietnamese Eucharistic Youth Movement** | | | **Date of Activity:** | | Every Sunday | |
| Weekly Activities - St Mary Queen of Heaven, Georges Hall NSW | | |
| **Risk Assessment Steps** | | | | | | Reoccurring Event: | | YES | |
| 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: Phung Hai Son** | | **Plan Approved ByChaplaincy Priest or Head of Agency:** | **Name: Francis Nguyen** | | **Date:** | | 01/08/2019 |
| **Sign:** | | **Sign:** | |
| **Safeguarding officer** | | **Xinh Truong-Pham** | |  |  | |  | |  |
| **Emergency Nos:** | | 000 | | |  | | | | |

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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. | 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 regardingexpectations of behaviour and conduct during class and in school grounds |
| 2. | Unsecured exit/entry points | Child goes missing  Parents take child home without advising leaders  Strangers have access | * Leaders are positioned where it is visible for them to see all children during class * Entry and exit monitored by designated leaders and unsupervised children will be questioned and escorted back to class * Roll call * Leaders to provide clear instructions to children regardingexpectations of behaviour and conduct during class and in school grounds |
| 3. | Crossing the carpark from school grounds to the church | Slip, trip and falls  Being injured by cars | * Leaders to supervise and control traffic using traffic cones * Leaders to provide clear instructions to children regardingexpectations of behaviour and conduct during class and in school grounds |
| 4. | Provision of foods and drinks | Allergic reactions  Choking hazrads  Slips, trips and falls | * Allergy list available each week * Discuss with parents of children with allergies course of action for suspected allergic reaction and record on file * Train all leaders on proper food handling procedures * Ensure nut free environment * Consider suitable treats for appropriate age group * No physical activity during consumption of food * First aid kit * First aid officer |
| 5. | Physical activity | Slips, trips and falls | * Leaders to provide clear instructions to children regardingexpectations of behaviour and conduct during class and in school grounds * Conduct most physical activities in soft grounds where possible * First aid kit * First aid officer |
| 6. | Rope lessons | Slips, trips and falls  Choking | * Leaders to provide clear instructions to children regardingexpectations of behaviour and conduct during class and in school grounds |

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

| Mitigation Strategies Checklist | Completed  Y/N or N/A | Date Completed |
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| * Unsecured exit/entry points |  |  |
| * Toileting |  |  |
| * Food |  |  |
| * Crossing carpark |  |  |
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