



PHONG TRÀO THIẾU NHI THÁNH THỂ VIỆT NAM
TỔNG LIÊN ĐOÀN ÚC CHÂU
VIETNAMESE EUCHARISTIC YOUTH MOVEMENT IN AUSTRALIA
BAN CHẤP HÀNH LIÊN ĐOÀN NỮ VƯƠNG HÒA BÌNH – SYDNEY

Mọi chi tiết xin liên lạc: Tr. Valentino Trần Hữu Trung | Mob: 0431 698 873 | Email: ldnvhb@tnttsydney.org

Event Safety Risk Assessment

Name of Activity	Vietnamese Catholic Community – Vietnamese Eucharistic Youth Movement		
	Xu Doan Picnic		
Date & Time of Activity	26/02/2023 09:00AM – 05:00PM		
Address of Activity	Plough and Harrow, Western Sydney Parklands Elizabeth Dr, Abbotsbury NSW 2176		
Est Number of Attendees	50		
Contact Person/Number	First Name, Last Name 0401 234 567		
Risk Assessment Steps			
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 and the children and young people for 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	[Insert Name]	Date	20/02/2023
	[Insert Signature]		
Plan Approved by Chaplaincy Priest	Francis Nguyen	Plan Reviewed by Safeguarding Officer	Select One
	Signature		Signature



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Add or subtract the rows in the table below depending on how many risks you identify

Risk	Identified Risk(s)	Consequence of the Risk	Mitigation Strategy
1.	Play Equipment and Games	Slip, trip and falls Injuries	<ul style="list-style-type: none">- Ensure all activities are safe for all ages- Leaders are to supervise games/stations at all times- Area is checked prior to remove trip hazards- Designate First Aid Officer for any injuries
2.	Toilet access	Slip, trip and falls Inappropriate verbal and physical contact by members of the public	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Leaders are positioned where it is visible for them to see all children during service- Entry and exit monitored by designated leaders and unsupervised (by leader or parents) children will not be allowed exit- Roll call pre and post picnic- Ensure no members of the public approach the children
5.	Food hygiene	Slip, trip and falls Food poisoning	<ul style="list-style-type: none">- Keep food servicing area clean at all times- Food preparation requirements explained to leaders assisting



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			<ul style="list-style-type: none">- 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
6.	Weather	Dehydration Illness (wet weather)	<ul style="list-style-type: none">- Ensure undercover is available for break time and/if raining- Drinking water available at all times- First Aid Provision available if required- Back-up plan if weather disrupts event (cancel if raining)



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

#	Mitigation Strategies Checklist	Completed	Comments (if applicable)
1.	Designated First Aid Officer	<input type="checkbox"/>	Name of First Aid Officer: _____
2.	Food Hygiene Cleaning Equipment	<input type="checkbox"/>	Gloves, Wipes
3.	First Aid Kit	<input type="checkbox"/>	
4.	Job Allocation of Leaders	<input type="checkbox"/>	
5.	Roll Call List	<input type="checkbox"/>	
6.		<input type="checkbox"/>	
7.		<input type="checkbox"/>	