**Event Safety Risk Assessment**

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| **Name of Activity** | | **Vietnamese Catholic Community –  *Vietnamese Eucharistic Youth Movement Sydney*** | | |
| **Xu Doan Camp** | | |
| **Date & Time of Activity** | | **XX/XX/2023 – 4:30PM**  **XX/XX/2023 – 5:30PM** | | |
| **Address of Activity** | | **[Insert address]** | | |
| **Est Number of Attendees** | |  | | |
| **Contact Person/Number** | | **First Name, Last Name | Contact Number** | | |
|  | | | | |
| **Plan Prepared By** | Name | | **Date** | Click or tap to enter a date. |
| Signature | |
| **Plan Approved by Chaplaincy Priest** | Francis Nguyen | | **Plan Reviewed by Safeguarding Officer** | Name |
| Signature | | Signature |

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| **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. |

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment.

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| **Likelihood (L)** | **Consequence (C)** | | | | |
| **1 - Insignificant** | **2 - Minor** | **3 - Moderate** | **4 - Major** | **5 Critical** |
| **5 - Almost Certain** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |
| **4 Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **3 Possible** | **Low** | **Medium** | **High** | **High** | **High** |
| **2 Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **1 Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |

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| **Risk Level** | |
| **Low** | Little chance of incident or serious injury |
| **Medium** | Some chance of an incident and injury requiring first aid |
| **High** | Likely chance of a serious incident and injury requiring medical treatment |
| **Extreme** | High chance of a serious incident resulting in highly debilitating injury |

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| **Task / Hazard** | **Identified Risk(s)** | **C** | **L** | **Risk** | **Mitigation Strategy** |
| **Driving to or from the activity** | Vehicle incident | 2 | 2 | **Low** | * Vehicle in roadworthy condition and insured appropriately for transport * Manage fatigue – share driving, sufficient breaks (min every 2 hrs) * Check the road conditions and plan the journey in advance * Follow road rules - seat belts, mobile phones, speed limits, etc * Parents/fully licensed drivers to drive and pick up under 18 years of age participants |
| **Weather** | Bushfires, Storms | 2 | 2 | **Low** | * Monitor the weather conditions and fire danger ratings leading up to and during the activity and implement trigger actions based on the conditions. * Plan for relocation or evacuation of the activity (including transportation) away from the location in a timely manner, evacuation route, temporary refuge nearby, shelter-in-place, etc) * Review XXXX Campsite Emergency Management Plan * Refer to XXXX Extreme Weather and Emergency Management Guideline |
| **Weather** | Extreme hot / cold temperatures | 3 | 3 | **High** | * Suitable clothing and equipment for the conditions * Appropriate food and drink available * Monitor weather conditions before and during the activity * Monitor for symptoms of shivering, body temperature changes (hypothermia) / fever, overheated body temperature (hyperthermia) * First Aid for hypothermia / hyperthermia * First Aid personnel onsite to administer aid if required. |
| **Weather** | Sun burn / Heat stroke / Dehydration | 3 | 3 | **High** | * Apply sunscreen regularly. * Wear appropriate clothing (long sleeve, hat/cap) * Access to sufficient water |
| **Medical condition** | Allergies, anaphylaxis  Reaction (bee sting, ant sting, insect bites) | 3 | 3 | **High** | * Review camp registration records prior to the event * Design menu with options for food allergies * Participants with allergies carry their own EpiPens. * Wear appropriate protective clothing when sleep in the tents * First aid bed bugs, insects bites/sting (repellent) * Designated First Aider * **Medical Centre/Hospital Near By**   + **XXXX Medical Centre  (Address – XX distance away)** * **XX Hospital  (Address – XX distance away)** |
| **Setting Up / Packing Up Camp** | Lifting and moving tents and gear into  place and on/off trailers/vans | 2 | 2 | **Low** | * Get help lifting heavy/awkward items. * Supervision of for younger participants |
| **Setting Up / Packing Up Tents** | Tents with bugs / insects | 3 | 4 | **High** | * Unpacked the tents and air dry before use. * Spray bug/insect chemical and leave 2- 4 hours before use (wear protective gear when to spray the chemical) |
| **Setting Up / Packing Up Camp** | Falling tree branch | 2 | 3 | **Medium** | * Designated camping areas at campsite * Monitor wind conditions and consider changing the site or cancelling the camp. * Avoid heavily treed areas during periods of high wind. * Report unsafe trees to camp management. * Refer to campsite tree management plan |
| **Food Preparation** | Food handling | 2 | 2 | **Low** | * Safe food handling and storage practices are followed * Safe water sources are available * No sharing of water bottles, cutlery and crockery to reduce the risk of cross-infection * Personal hygiene practices |
| **Food Preparation** | Burns, cuts etc | 2 | 3 | **Medium** | * Supervision of young participants during food preparation * Ensure that knives etc. being used are fit for the purpose they are being used for * Instruct users in proper knife handling methods * Briefing on the safe use of fuel stoves or other sources of heat, including cooking areas * Designated First Aider |
| **Food Preparation** | Gas Bottles | 3 | 3 | **High** | * Fire Extinguishers and Fire Blankets * Do not store gas cylinders near sources of ignition * Transport, store and use in an adequately ventilated area * Check the gas bottle and all piping prior use * Instructions in how to use gas bottles * Supervision of young participants during food preparation |
| **Mealtime** | Choking, Allergies, Burns | 2 | 2 | **Low** | * Supervision of all members during mealtime * Allergy conditions are recorded and shown on badges to identify members with allergies * Alternate food will be provided for anyone with allergies * Food handling safety procedures to be observed and applies during all mealtimes. * Personal hygiene observed during mealtime * Multiple first aid personnel to observe and present during all mealtimes to administer first-aid when required |
| **Campfires** | Burn / Collecting wood / Starting a bushfire | 3 | 4 | **High** | * Supervision of younger members around fires * Wear appropriate gloves * Designated First Aider * No fires on days of Total Fire Ban or based on campsite rules * Have fire extinguishers / water + water hoses nearby to put out fire * Don't light fires on hot and windy days * Make sure the ground surrounding the fire is clear * All campfires to have a leader present at all times |
| **Child Safety and Protection** | Under 18 of Age Participants | 2 | 2 | **Low** | * All under 18 of age participants must have a consent permission from parents/guardians to participate the activity * Designated sleeping tents/areas for under 18 participants + supervision * Allocated personal hygiene (shower) time to under 18 participants * All leaders/helpers/over 18 of age participants must hold an appropriate Working With Children Checks and follow the child protection guidelines (NSW legislations) |
| **Water Activities** | Slip, Drowning | 3 | 3 | **High** | * Supervision for all participants when in and around water * Briefing for all participants before entering sites which contain water * Allocated person/s certified and trained to administer CPR * Designated first aider for any injuries * Floatation devices available for all participants |
| **Games** | Slips, Trips, and Falls Injuries | 2 | 2 | **Low** | * All participants wear appropriate footwear * Pre-planning activities briefing * Leader in charge to give clear instructions to all participants * First aid personnel onsite to administer aid if required. * **Medical Centre/Hospital Near By**   + **XXXX Medical Centre  (Address – XX distance away)** * **XX Hospital  (Address – XX distance away)** |
| **Visitors** | Child Protection and Member safety | 4 | 3 | **High** | * All visitors to be signed in at office before participating in any activity * Visitors are to be supervised by leaders/security team at all times * Visitors will have separate form of ID/Badge to be worn at all times |
|  |  | Select | Select | Select Risk |  |
|  |  | Select | Select | Select Risk |  |
|  |  | Select | Select | Select Risk |  |

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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. | First Aider |  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | First Aid kit suitable for the activity |  | Ban Y Te |
| 3. | Activity Registration Records Review |  | Ban Hanh Chanh |
| 4. | Review Campsite Management Plan + Map |  | Ban Dieu Hanh |
| 5. | Activity Rules |  | Established by each Ban  Ban Trat Tu |
| 6. | Activity Equipment / Gear well maintained, Cleanliness |  | Ban Ky Tuat |
| 7. | Food Menu Prep (Allergies) |  | Ban Am Thuc |
| 8. | Games Plan Instructions |  | Banh Sinh Hoat |