**Event Safety Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Activity** | | **Vietnamese Catholic Community – Vietnamese Eucharistic Youth Movement Sydney** | | |
| **[Insert name of activity]** | | |
| **Date & Time of Activity** | | **Click or tap to enter a date.**  **Start Time – End Time** | | |
| **Address of Activity** | | **[Insert address]** | | |
| **Est Number of Attendees** | | **Children – [Insert Quantity]  Adults – [Insert Quantity]** | | |
| **Recurring Event** | | **Yes  No** | | |
| **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 |

|  |  |
| --- | --- |
| **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| **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 |

**Definitions:**

* **HT:** Huynh Truong – Youth Group Leaders (18years old or above
* **LD:** Vietnamese Eucharistic Youth Movement NSW Chapter
* **XD:** Vietnamese Eucharistic Youth Movement Suburb Chapter
* **Tr:** Title for Leader

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please Note: Add or subtract the rows in the table below depending on how many risks you identify** | | | | | |
| **Task / Hazard** | **Identified Risk(s)** | **C** | **L** | **Risk** | **Mitigation Strategy** |
| **Driving to or from the activity** | Vehicle incident | 2 | 3 | **Medium** | * Vehicle in roadworthy condition * 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 insert venue Emergency Management Plan * Refer to insert venue Extreme Weather and Emergency Management Guideline |
| **Weather** | Extreme cold temperatures | 2 | 2 | **Low** | * 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 |
| **Weather** | Weather Sun burn / Heat stroke / | 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**   + **Address/Details** * **Nearest Hospital**    + **Address/Details** |
| **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 |
| **Equipment Construction** | Equipment Hazards | 3 | 3 | **High** | * Only approved members to use the required tools or equipment. * First aid personnel onsite to administer aid if required. * PPE to be worn where needed. * Tools to be handled in a safe and secure manner. * Work to stop if unauthorised individuals are in the area. |
| **Equipment Construction** | Equipment | 3 | 3 | **High** | * Reduce the chance of slippage on all wet pieces of equipment. * Ensure all overhanging objects are out of head range and securely fitted to prevent risk of falling. |
| **Setting Up / Packing Up Gas Tanks and floor gas stoves** | Lifting floor stoves | 3 | 4 | **High** | * Get help lifting heavy/awkward items * Testing for gas leakage once gas bottles are attached to floor gas stove * Ensuring flammable materials are taken away from set up area * Ensuring gas stove is turned off and gas bottle tightened after every use |
| **Setting Up / Packing up dining area** | Lifting and pushing chairs and tables | 2 | 2 | **Medium** | * Get help lifting/pushing heavy items |
| **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 and utensils being used are fit for the purpose they are being used for * Instruct users in proper knife handling methods and equipment use * 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 to 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 by leaders * 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 applied 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. |
| **Cooking at kitchen stoves** | Fire | 4 | 3 | **High** | * Fire Blanket at Kitchen stove area at all times * Instruct Ban Am Thuc how to use Fire Blanket * In event of fire Use fire blanket to cover flames immediately and turn off/tighten Gas Bottle to turn off heat source * Move everything away from stove and unplug all appliances near stove * Use fire extinguisher if flames don’t go away on their own |
| **Kitchen usage and floor cleaning** | Slips, Trips, and Falls | 2 | 2 | **Medium** | * All participants to wear appropriate footwear * First aid personnel onsite to administer first aid if required * Mop and bucket drained and stored after usage * Warning signs placed for caution of slippery floor |
| **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 injuries and Carbon monoxide poisoning | 3 | 4 | **High** | * Younger members are supervised around the fires by leaders * When handing fires and wood, proper equipment such as fire gloves are used * Always have a designated fire aider on standby. |
| **Campfires** | Fire spreading beyond its intended boundaries leading to wildfires | 3 | 4 | **High** | * Check fire regulations before starting – no fires on days of total fire ban * Email the local fire brigade to inform them of location and time frame for campfire * Campfire will be in designated campfire pit, where there is no overhanging trees. This helps contain the fire and reduced the risk of it spreading • Only use seasoned, dry firewood for your campfire. Green or damp wood can produce more smoke and sparks, increasing the risk of accidents. * There is always someone assigned to watch the fire at all times * Keep a bucket of water nearby or hose turned on |
| **Child Safety and Protection** | Under 18 years 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 and supervision * Designated bathroom facilities for under 18 that is separate - to be clearly labelled and explained to all entrants to the campsite upon signing in * 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) * Leaders will mark attendance on prepared attendance lists at the start and end of each day as well as regularly checking throughout the day. These rolls are to be handed in to the administrative team each day once completed. In the event of a missing participant without an explained absence, the matter is to be escalated immediately with parents (and emergency contacts if applicable) contacted and appropriate authorities contacted if required. |
| **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 | 3 | 3 | **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 |
| **Candles** | Flammable objects catching fire | 2 | 2 | **Low** | * Avoid curtains, wood and close objects. All candles are placed in glass holders. |
| **Candles** | Hot wax burn | 2 | 2 | **Low** | * Take caution when handling hot wax or lighting candles |
| **Paint** | Eye or mouth contact | 2 | 2 | **Low** | * Use acrylic water paint, washable |
| **Using bathrooms/kitchen** | Slipping | 4 | 3 | **High** | * Ensure floors are dry and any cleaning product residue is removed * Regularly check any smooth floor surfaces * Have rubber mats in bathroom if available * Check weather conditions, if raining, be on high caution of wet floors * Have first aid on site * On occasion of slip, perform first aid, contact Emergency services if injury is significant (e.g. head injury, broken bones, …) |
| **Dish/Hand-washing, Cleaning** | Contact/Consumption of cleaning products | 4 | 1 | **Low** | * Take care when dish washing with dishwashing liquid, washing hands with soap or hand sanitizer and using cleaning products (e.g. Glen 20, antibacterial surface cleaner etc.) * Make sure there is a safe distance and correct equipment (such as gloves and masks) is used when using products with chemicals * Ensure all products are safely sealed and used and stored correctly out of reach of young children. * Keep products in original packaging with labels. * Have sufficient ventilation in areas where chemical products are used with masks to be worn (where possible). * In case of consumption, do not induce vomiting and leaders to contact NSW Poisons Information Centre 13 11 26 * In case of chemicals entering eye, flood and flush eye with cool clean water for 15mins, with eyelids open. Call NSW Poisons Information Centre 13 11 26 * Contact Emergency Services if poison causes unconsciousness or difficulty breathing |
| **Using garbage bags** | Suffocation | 4 | 1 | **Low** | * When emptying and re-bagging bins, take care to perform in a safe manner, never placing bag over head. * Bags stored or discarded correctly * Bags flying around can cause obstruction of view to people and cars * If bag is caught on person or object, remove immediately and discard appropriately * If suffocation occurs, perform first aid, call emergency services if required |
| **Visitors** | Child Protection and Member safety | 4 | 3 | **High** | * Visitors are defined as any person (regardless of age) that enters the campsite for any period of time and is not:   (a) a participant; or  (b) a parent; or (c) a leader  that has signed up to assist the camp during the registration period.   * All visitors (including children under the age of 18) to be signed in at office (with name, signature and contact number) upon entry to the campsite before participating in any activity and must sign out upon exit of the campsite at office. * All children under 18 (who are not participants) must have a parent/guardian supervising at all times and checked in at the office by the parent/guardian otherwise they will be refused entry into the campsite * 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 * The sign in records (both physical and electronic) will be kept in accordance with standard record-keeping practices |

|  |  |  |  |
| --- | --- | --- | --- |
| ***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 Location Management Plan + Map |  | Ban Dieu Hanh |
| 5. | Activity Rules |  | Established by each Ban |
| 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 |