**Event Safety Risk Assessment**

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| **Name of Activity** | **Vietnamese Catholic Community – Vietnamese Eucharistic Youth Movement Sydney** |
| **Picnic**  |
| **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 |

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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 |

**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

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| **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** |
| **Play Equipment and Games** | Slip, trip and fallsInjuries | 4 | 4 | **High** | * 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
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| **Toilet access** | Slip, trip and fallsInappropriate verbal and physical contact by members of the public | 2 | 3 | **Medium** | * 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
 |
| **Candles used during Bible procession** | BurnsSomething could catch on fire | 2 | 2 | **Low** | * First aid kit
* Designated first aid officer
* Purchase candles with enclosed flame
* Have fire extinguisher/blanket ready
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| **Unsecured exit/entry points** | Child goes missingParents take child home without advising leadersInappropriate verbal and physical contact by members of the public | 4 | 3 | **High** | * 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
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| **Food hygiene** | Slip, trip and fallsFood poisoning | 2 | 3 | **Medium** | * 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
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| **Weather** | Dehydration Illness (wet weather) | 2 | 3 | **Medium** | * 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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| **Accident** |  | Select | Select | Select Risk | * List nearest Hospital/Medical Centre details
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|  |  | 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 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 |