Parish Activities Risk Assessment Toolkit

Purpose

This Parish Activities Risk Assessment Toolkit (Toolkit) is to assist you when arranging an activity within your parish to ensure that the event or program runs smoothly, and to ensure the safety and wellbeing of all individuals involved.

This tool kit is to be **used for 'regular' parish activities and events**, including but not limited to:
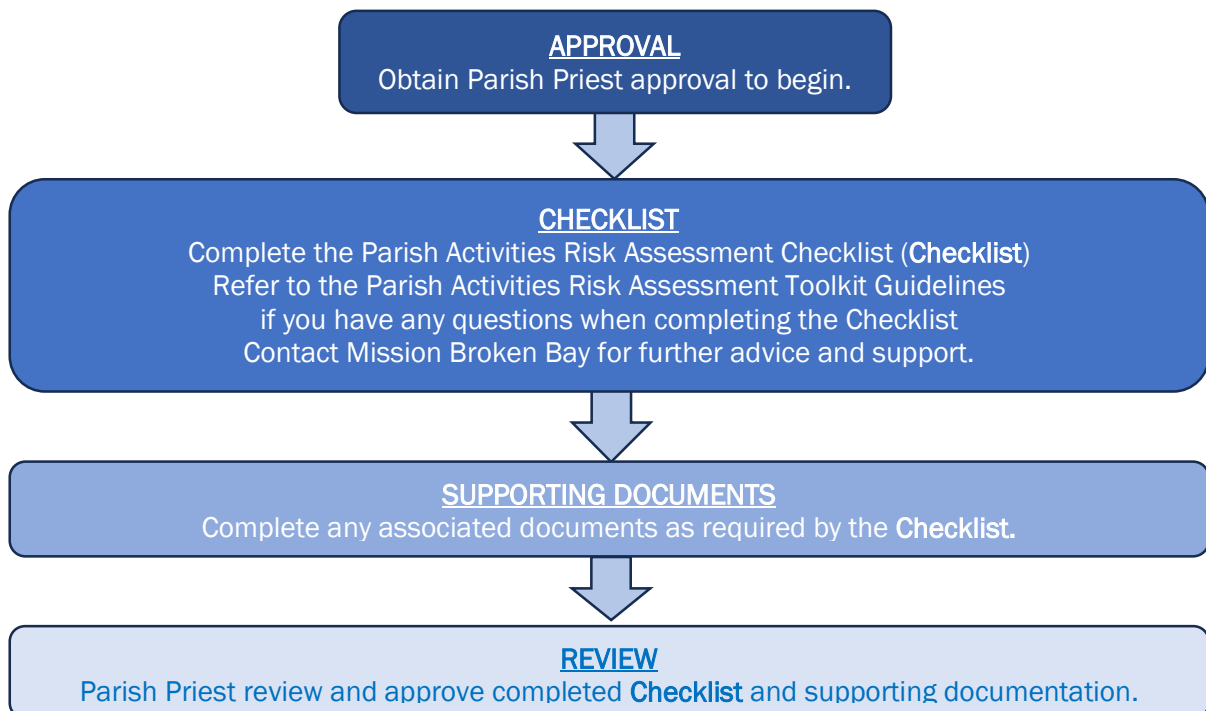
- Faith formation programs e.g. Alpha
- Sacramental formation programs
- Bible studies
- Regular Youth Group meetings
- Parish community gatherings e.g. dinners

If you are planning a **more significant event**, with factors including external contractors or vendors, venue hire, overnight accommodation, transportation of participants, or significantly larger crowds, please **contact Mission Broken Bay** who will assist you completing a specialised Risk Assessment, identifying additional risks, and developing mitigation strategies for them. Examples of these activities would include:

- Youth Camp
- Parish Group 'excursion'
- Parish Fete
- Event on public land or external venue
- Event that may affect traffic.

Process

When planning for any parish activity or event, the steps below should be followed:

APPROVAL
Obtain Parish Priest approval to begin.

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CHECKLIST
Complete the Parish Activities Risk Assessment Checklist (**Checklist**)
Refer to the Parish Activities Risk Assessment Toolkit Guidelines
if you have any questions when completing the Checklist
Contact Mission Broken Bay for further advice and support.

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SUPPORTING DOCUMENTS
Complete any associated documents as required by the **Checklist.**

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REVIEW
Parish Priest review and approve completed **Checklist** and supporting documentation.

If you have any questions, contact Mission Broken Bay (mission@bbcatholic.org.au)

PARISH ACTIVITIES RISK ASSESSMENT CHECKLIST

Please fill out this form **before** any in-person event, ministry or online event.

For inter-parish activities, each parish should complete a Checklist.

This Checklist should not be used for events of significant size e.g. a fete, an event with external contractors, an event with overnight accommodation, or an event held outside Parish Grounds.

For these events contact Mission Broken Bay, (mission@bbcatholic.org.au) who will provide guidance and support, as well as engaging other Chancery staff as required.

Name of Activity:		
Participants: ☐ Adults ☐ Children (under 18)	**Type of Activity:** ☐ In-person ☐ Online	**Activity Frequency:** ☐ Reoccurring ☐ One off activity
Activity Date:	Activity Time:	Location:
Name and role of person completing checklist:		
Date checklist commenced:	Date checklist finalised:	

Approved by: (Parish Priest reviews and approves once finalised)	Name:	Signed:	Date:

CRITERIA	Checklist			What action has been taken? Diocesan resources linked for assistance
	Yes	No	N/A	
PRIVACY				
a. Reviewed Privacy Policy and identified areas that need to be addressed.				*Policy – Privacy* *Guidelines – Privacy Chancery & Parishes*
b. Consent forms have been provided for photography, video, and audio recordings, if required.				*Guidelines - Consent to Film or Photograph a Child* *Form – Consent to Film and Photograph a Child (Activities)* *Form – Consent to film and photograph an adult (Activities)*
PERSONNEL				

| CRITERIA | Checklist | | | What action has been taken? |
	Yes	No	N/A	Diocesan resources linked for assistance
a. Adequate staff/volunteers have been identified.				*Policy – Engaging Volunteers*
b. Specific roles have been identified and allocated to staff/volunteers.				*Template – Volunteer Register*
c. Is a Working with Children's Check (WWCC) required for any role within the activity?				*Policy – Working with Children Check*
d. Is a National Police History Check required for any role?				*Policy – National Police History Check*
e. Have all workers who required screening (WWCC or NPHC) completed Safeguarding Induction?				*Policy - Safeguarding Education and Training (Chancery and Parish)* *Induction - Safeguarding ePack (Child related role)* *Induction - Safeguarding ePack (General)*
f. Are Volunteer Agreement's appropriate for this activity?				*Template – Volunteer Engagement Letter - Parishes*
g. Will clergy from another Diocese or a lay minister be visiting to minister publicly at the Activity?				*Policy – Visiting Lay Guest speaker & Minister*
h. Have requirements and expectation of roles been communicated to staff/ volunteers				
i. Have Staff / volunteers been given adequate information and training for their roles?				*Induction - Volunteer WHS*
j. Have staff / volunteers been provided with relevant policies such as the Policy pertaining to their role.				*Booklet – Expectation of attitudes and behaviours when engaging with children and young people in your role.* *Code of Conduct - Integrity in our Common Mission* *Policy – Code of Conduct* *Policy – Work Health and Safety* *Policy – Diocesan Complaint Handling Framework*
k. Has the method of communication between organisers and key people (staff, volunteers, etc) been arranged/agreed e.g. email, text message, phone?				
SITE REQUIREMENTS & AMENITIES				
a. Site requirements identified, including but not limited to; power, water, internal and external lighting, electrical – test & tagging, kitchen, other equipment, toilets, parking, emergency assembly points, etc				

| CRITERIA | Checklist | | | What action has been taken? |
	Yes	No	N/A	Diocesan resources linked for assistance
b. Site plan/map made available with clear directions on where amenities and emergency assembly points are.				*Attach emergency assembly points given for activity*
c. Are there enough toilets and hand washing facilities to cater for anticipated participants				
d. If required, has an amenities cleaning and maintenance plan been prepared to ensure that amenities are kept clean throughout the activity?				
e. Has disability access been considered (lifts, ramps, etc)?				
f. Are there adequate parking spaces?				
HOSPITALITY / CATERING				
a. Hand washing facilities provided				
b. Adequate hygiene supplies available, including gloves, hand soap, antibacterial gel, etc				*Guidelines - Washing Hands using Soap and Water* *Guidelines - Sanitising Hands using Alcohol Liquid*
c. Proper food storage/food handling equipment available (fridge, oven warmers, bain maries, etc)				
d. Proper food serving supplies provided (tongs, double walled coffee cups for hot drinks, etc)				
e. Water provisions have been considered and included in catering management plan				
f. Is alcohol to be served?				*Name of person and evidence of Responsible Service of Alcohol licence required*
TECHNICAL – IT / AUDIOVISUAL				
• Technical requirements identified and tested, including but not limited to data projector & screen, laptops, USBs, presentations, specific cables and dongles, microphones, speakers and PA				
ONLINE ACTIVITIES				
a. Are workers adequately trained to host online activities and skilled in implementing strategies to ensure respectful online behaviour?				*Guidelines - Social Media* *Fact Sheet - Diocesan Workers Engaging in Online Forums with Children*
b. Is there a system in place for moderating content and allowing a participant to raise a concern?				

	CRITERIA	Checklist			What action has been taken?
		Yes	No	N/A	Diocesan resources linked for assistance
SIGNAGE					
	a. Are there clear signs for fire extinguisher locations and emergency exits?				*Guidelines - Fire Prevention*
	b. Are there clear and easy to follow signs for guests to locate activity?				
	c. Are guests made aware of their possible photography?				*Guidelines – Event Signage*
WEATHER					
	a. Have contingencies been considered for unexpected weather?				
SECURITY					
	a. Is security necessary?				
	b. Have the Cash handling guidelines have been considered?				
FIRST AID					
	a. First Aid personnel identified, and certificates sighted				*List names of personnel*
	b. First Aid kit is stocked and facilities available, clearly signed and easily accessible				*Template - First aid Register of treatment* *Guidelines - Handling Sharps*
EMERGENCY MANAGEMENT					
	a. Nominated person in charge if a matter of concern arises				*Template - Emergency Contact*
	b. Guests informed of exits via housekeeping				
	c. Have Staff / Volunteers been informed of incident procedures?				*Procedure - Work Health & Safety Emergency Preparedness and Response*
	d. Is there a process in place for responding to misbehaviour, inappropriate physical contact or injury?				
	e. Incident report forms available on the day and designated to specific staff				*Form- Volunteers, Contractors, Visitors – Incident – Injury Report* *Form- Safeguarding Notification*
ADDITIONAL REQUIREMENTS IF CHILDREN (under 18) ARE PARTICIPATING IN ACTIVITIES					
	a. Will children be alone or supervised by a person who is not their parent/guardian?				
	b. Has the Diocesan Parent/Guardian Participation Consent Form template been used for this activity, when supervision is being undertaken by staff / volunteers?				*Form – Parent-Guardian Participation Consent* *Form – Consent Online Communication Event with Children and Young People*
	c. Has adequate supervision for children been considered?				
	d. Are there appropriate bathroom facilities to ensure, where possible, that children				

| CRITERIA | Checklist | | | What action has been taken? |
	Yes	No	N/A	Diocesan resources linked for assistance
and adults are not sharing the same facilities?				
e. Is there a system in place for checking isolated areas including toilets or out of bounds areas?				

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
29/02/24	1.	Parish Activities Risk Assessment Checklist	New	09/04/2024	09/04/2024

1.   APPROVED DATE/REVISION SCHEDULE

Approved by: Fr David Ranson

Date: 09/04/2024
To be Revised: 09/04/2027

Parish Activities Risk Assessment Checklist

Linked Documents:

1. **Policy** – Privacy
2. **Guidelines** - Privacy Chancery and Parishes
3. **Guidelines** - Consent to Film or Photograph a Child
4. **Form** – Consent to Film and Photograph a Child (Activities)
5. **Form** – Consent to film and photograph an adult (Activities)
6. **Policy** - Engaging Volunteers
7. **Template** - Volunteer Register
8. **Policy** - Working With Children Check
9. **Policy** - National Police History Check
10. **Policy** - Safeguarding Education and Training (Chancery and Parish)
11. **Induction** - Safeguarding ePack (Child related role)
12. **Induction** - Safeguarding ePack (General)
13. **Template** - Volunteer Engagement Letter - Parishes
14. **Policy** - Visiting Lay Guest Speaker and Minister
15. **Induction** - Volunteers WHS
16. **Booklet** - Expectations of Attitudes and Behaviours when engaging with children and young people in your role
17. **Code of Conduct –** Integrity in our Common Mission
18. **Policy** – Diocesan Code of Conduct
19. **Policy** - WHS - Work Health and Safety
20. **Policy & Protocols** - Diocesan Complaint Handling Framework (combined)
    a. *Level 1 Complaints Management Protocol*
    b. *Level 2 Complaints Management Protocol*
    c. *Level 3 Complaints Management Protocol*

d. *Level 4 Complaints Management Protocol*
e. *Managing Unreasonable Complainants Protocol*
21. **Guidelines** - Washing Hands using Soap and Water
22. **Guidelines** - Sanitising Hands using Alcohol Liquid
23. **Guidelines** - Social Media
24. **Fact Sheet** - Diocesan Workers Engaging in Online Forums with Children
25. **Guidelines** - Fire Prevention
26. **Guidelines** - Event Signage
27. **Template** - First Aid Register of Treatment
28. **Guidelines** - Handling Sharps
29. **Template** - Emergency Contacts
30. **Procedure –** Work Health and Safety Emergency Preparedness and Response
31. **Form -** Volunteers, Contractors, Visitors - Incident - Injury Report
32. **Form** - Safeguarding Notification
33. **Form** – Parent-Guardian Participation Consent
34. **Form** - Consent Online Communication Event with Children and Young People