

RISK CHECKLIST – CHURCHES YOUTH ACTIVITIES

Youth activities are central to the ministry of most churches. Typically they involve innovation and a sense of adventure and at times push the boundaries of what might be considered acceptable. It is important that the inherent riskiness of activities be assessed before they commence in order that appropriate control measures might be established.

This checklist sets out topics for consideration in conducting a risk analysis of an activity.

Premises / Venue

- Is the activity included in the existing church insurance cover? Has the proposed activity been reported to / discussed with your local state insurance representative?
- What issues are associated with the set-up of the venue, e.g. manual handling?
- Are there slip, trip or fall hazards, e.g. electrical leads?
- Are hazardous materials (chemicals, gas bottles etc.) protected?
- Will the activity adversely impact neighbours (noise etc.)?
- Consider the impact of technology (social media, sound and video equipment, computer use, electricity) on the activity and participants.
- Is the impact of the physical environment on activities understood?
- What issues are associated with venue clear-up?
- Does the venue have appropriate toilet and washing facilities? Are these checked during the event?
- If the activity is residential, have we considered sleeping, bathing and toileting arrangements?
- Do participants have access to other parts of a complex?
- Have we catered for participants with physical disabilities?
- Are first aid kits available? Are trained first aid practitioners on duty?

Leaders

- What leader induction and training processes are in place?
- Have all leaders completed required “working with children” checks?
- Will proposed numbers of leaders enable an appropriate level of supervision to be maintained?
- Are leaders appropriately licenced or trained?
- What parent / guardian communication channels are proposed?

RISK CHECKLIST – CHURCHES YOUTH ACTIVITIES

Participants

- Does the registration process properly communicate risks associated with activities to parents / guardians? Does the process include indemnity clauses?
- Have the ages and capabilities of youth attending been considered in the design of the activity, particularly in relation to riskier activities?
- Has consideration been given to the potential for inappropriate contact / comments between participants and/or leaders?
- Has consideration been given to the potential for psychological harm to participants?
- What processes are contemplated to managing pre-existing medical conditions (allergies, asthma, diabetes, special needs, other)?

People Movement

- What check-in / check-out procedures are in place?
- What are the risks associated with people entering or leaving the venue?
- Do you have appropriate traffic management protocols in place for participants and leaders moving around the venue?
- Will transport assistance be provided to participants?
 - If a church bus is used, are existing controls complied with, e.g. licencing of drivers, police checks, etc.?
 - If private vehicle use is contemplated, what are the risks (e.g. P plate drivers)? What are the insurance implications? What are the expectations of drivers in relation to road safety?
 - What car parking arrangements are in place?

Specific Activities

- Does the activity require specially trained or licenced instructors / supervisors?
- Where specialist equipment is used, has it been appropriately maintained and will safety inspections be carried out by qualified staff?
- Some planned activities are inherently riskier; have additional risks been included in the Activity Risk Assessment? e.g. archery, bush walking, rock climbing, overnight camping, high ropes, low ropes, trampoline, rock concert, mountain bikes
- Water sports and swimming have enhanced risks; do you have trained life guards available?
- The risk profile of some riskier activities will be impacted by weather conditions (rain, wind, sun); does the Activity Risk Assessment consider those impacts?

The information provided is of a general nature only and may not identify all matters that need to be included in the design of effective controls for the subject area. Professional advice should be obtained on individual circumstances.

RISK CHECKLIST – CHURCHES YOUTH ACTIVITIES

Security

- Has the potential for theft of equipment, food or belongings been considered? The potential for property damage?
- What cash handling protocols exist for the activity?
- Is there potential for intruders or outside parties to disrupt the activity?
- Is there a smoking policy?
- What is the policy for dealing with participants who might be drug or alcohol affected? What is the policy for dealing with participants who bring substances to the venue to use / consume or possibly deal?
- What are the implications of conflicts between participants? Between participants and leaders? Between leaders?
- What emergency contact arrangements do you have in place?
- What incident reporting processes do you have in place?

Food

- If food is provided, have associated risks been considered, e.g. food preparation and handling, allergic reactions etc.?