

## ACTIVITY RISK ASSESSMENT

|                                       |   |                            |  |
|---------------------------------------|---|----------------------------|--|
| <b>Activity Name and Description:</b> | Child Activity Risk Assessment Template – normally you would describe the activity here |                            |  |
| <b>Activity Location:</b>             | Where is the activity to be held?   | <b>Activity Date:</b>      |  |
| <b>Ministry / Dept. Responsible:</b>  | Who holds primary responsibility for the activity to be undertaken?                     | <b>Person Responsible:</b> |  |
| <b>Assessors:</b>                     | Who has conducted this risk assessment of the activity?                                 | <b>Assessment date:</b>    |  |

| Tasks  | Risks/Hazards   | Likelihood     | Consequence    | Risk Rating    | Proposed Control Measures  | Responsibility                          |
|--|---|----------------|----------------|----------------|--|---|
| <i>List each of the tasks for the activity</i>                     | <i>List the risks/hazards associated with each task</i>                         | <i>(L1-L5)</i> | <i>(C1-C5)</i> | <i>(L/M/H)</i> | <i>Nominate Control Measures</i>   | <i>Nominate the person responsible.</i> |
| <b>Before the Activity</b><br>Planning and set-up of the activity. |   |                |                |                |  |   |
| <b>People</b>  | Leaders not checked for child protection compliance                             |                |                |                | <i>Ensure all leaders hold current “working with children checks” / “blue cards”</i>   |   |
| <b>People</b>  | Leaders do not have the necessary skills to organise and supervise the activity |                |                |                | <i>Check relevant experience and skills of leaders; if necessary train them</i>  |   |
| <b>People</b>  | Drivers not licenced  |                |                |                | <i>Check all drivers have current drivers’ licence<br/>Check boat drivers are licenced<br/>Drivers’ declaration about accident history</i> |   |

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|---------------|---|--|--|--|---|--|
| <b>People</b> | Parents not provided with sufficient information about activity and associated risks  |  |  |  | <i>Application/permission form to describe activity and risks to enable informed consent to be provided by parents</i>  |  |
| <b>People</b> | Participants do not have permission to attend; leaders do not have authority to arrange medical treatment                       |  |  |  | <i>Obtain completed permission forms for all participants (ensure that these come from parent with custodial rights); obtain medical permission forms for all participant</i> |  |
| <b>People</b> | Leaders lack parents' contact data  |  |  |  | <i>Ensure contact details provided on permission forms</i>  |  |
| <b>People</b> | Inadequate first aid facilities for the activity  |  |  |  | <i>Ensure leaders include properly trained first aid practitioners; ensure first aid kit obtained</i>   |  |
| <b>People</b> | Leaders not trained in lifesaving (for water based activities)  |  |  |  | <i>Ensure leaders include trained lifesavers; arrange for local SLSC to monitor participants in water</i>   |  |
| <b>People</b> | Not enough leaders to adequately supervise campers  |  |  |  | <i>Determine the desired ratio of leaders to participants and recruit the required number of leaders (gender specific)</i>  |  |
| <b>People</b> | The activity increases the risk of injury to participants, e.g. collisions, drowning, anxiety, disorientation, and getting lost |  |  |  | <i>Develop procedures and instructions to minimise the risk</i>   |  |
| <b>People</b> | Activities beyond the capability of participants  |  |  |  | <i>Include appropriate questions in application forms; evaluate individual capacity prior to participation</i>  |  |
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| <b>Environment</b>  | Indoor venues with slip or trip hazards   |  |  |  | <i>Visually inspect the venue and have hazards removed or remedied</i>  |  |
| <b>Environment</b>  | Extreme weather conditions make the activity dangerous  |  |  |  | <i>Monitor weather 5 days out and the day prior to the activity<br/>Arrange shade for sun protection<br/>Have wet weather alternative plans in place with agreed "triggers" for implementation</i>  |  |
| <b>Environment</b>  | Watercourse water levels make the activity dangerous  |  |  |  | <i>Check creek / river levels before-hand</i>   |  |
| <b>Environment</b>  | Outside venue contains hazards that increase risk of injury, e.g. holes, uneven ground, roots, low branches |  |  |  | <i>Inspect the site and remedy hazards, prepare instructions for participants</i>   |  |
| <b>Environment</b>  | Increased risk of danger to property at the venue or to adjacent 3 <sup>rd</sup> party venues               |  |  |  | <i>Ensure location for activity clearly delineated; prepare instructions for participants; advise neighbours of proposed activity</i>   |  |
|   |   |  |  |  |   |  |
| <b>Equipment</b>  | Not able to provide sufficient equipment of the desired quality to participants                             |  |  |  | <i>Assign responsibility for equipment procurement; check equipment for suitability</i>   |  |
| <b>Equipment</b>  | Equipment safety requirements not properly understood or met  |  |  |  | <i>Equipment expert to provide explanation of required safety features (e.g. boats need fire extinguishers, life jackets)<br/>Assign responsibility to ensure required safety equipment is obtained (refer <b>Safety Equipment</b> below)</i> |  |
|   |   |  |  |  |   |  |
| <b><u>During the Activity</u></b><br>Actions undertaken during the period the activity is in progress |   |  |  |  |   |  |

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|                    |   |  |  |  |  |
| <b>People</b>      | Excessive exposure to sun by participants               |  |  |  | <i>Ensure hats are worn and sunscreen applied for outside activities</i>   |
| <b>People</b>      | Poor/bad behaviour of participants                      |  |  |  | <i>Communicate expectations to all participant<br/>Leaders actively monitor behaviour of participants<br/>Reinforce rules where appropriate, use "time out" sanction where appropriate</i> |
| <b>People</b>      | Outside parties cause problems to activity              |  |  |  | <i>Monitor behaviour of other people near to where the activity is being undertaken</i>  |
| <b>People</b>      | Lost participants                                       |  |  |  | <i>Account for people at regular intervals</i>   |
| <b>People</b>      | Participants do not know what they are doing and when   |  |  |  | <i>Leaders prepare rosters for participation in the activity plus any duties that need to be undertaken (e.g. meal preparation, washing-up etc.)</i>                                       |
| <b>People</b>      | Participants injured during activity                    |  |  |  | <i>Render first aid; follow <b>Emergency Response</b> steps set-out below</i>  |
| <b>People</b>      | Bad driving practices during transport to venue         |  |  |  | <i>Obtain drivers declaration regarding driving history and vehicle safety; record details of all incidents no matter how minor</i>  |
|                    |   |  |  |  |  |
| <b>Environment</b> | Environment causes injuries                             |  |  |  | <i>On day of activity check venue for hazards, e.g. holes and tree roots for outside venue, trip and slip hazards for indoor venues</i>  |
| <b>Environment</b> | Unexpected extreme weather impacts safety of activities |  |  |  | <i>On the morning of the activity check the weather forecast for the day; have wet weather alternative plans in place with agreed "triggers" for implementation</i>                        |

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| <b>Environment</b>   | Introduction of physical hazards to the venue during the course of the activity |  |  |  | <i>Leaders continue to visually monitor the venue for hazards</i>   |  |
|  |   |  |  |  |   |  |
| <b>Equipment</b>   | Equipment not being properly used or worn                                       |  |  |  | <i>Provide instruction to participants in the correct usage of any equipment; on-going monitoring of the activities of equipment users and operators</i>    |  |
| <b>Equipment</b>   | Equipment failure when being used   |  |  |  | <i>Check equipment and safety equipment before the activity and at regular intervals during the activity</i>  |  |
| <b>Equipment</b>   | Participants injured using unfamiliar equipment                                 |  |  |  | <i>Provide instruction to participants in the correct usage of any equipment<br/>On-going monitoring of the activities of equipment users and operators</i> |  |
|  |   |  |  |  |   |  |
| <b><u>After the Activity</u></b><br>Tasks to clean-up and finalise the activity. |   |  |  |  |   |  |
|  |   |  |  |  |   |  |
| <b>People</b>  | Lost / unaccounted for participants   |  |  |  | <i>Check participants are accounted for and are loaded onto transport or given into care of parents/guardians</i>   |  |
| <b>People</b>  | Participants traumatised  |  |  |  | <i>Arrange for formal debriefing and, possibly, counselling</i>   |  |
| <b>People</b>  | Unreported injuries to participants   |  |  |  | <i>Check for any injuries</i>   |  |

|   |                                 |    |    |    |  |  |
|---|---------------------------------|----|----|----|--|--|
| <b>People</b>   | Participants dehydrated         |    |    |    | <i>Arrange for supplies of water; ensure participants rehydrate</i>  |  |
|   |                                 |    |    |    |  |  |
| <b>Environment</b>  | Venue left in untidy state      |    |    |    | <i>Schedule clean-up of the area used</i>  |  |
|   |                                 |    |    |    |  |  |
| <b>Equipment</b>  | Equipment worn or damaged       |    |    |    | <i>Check equipment for damage<br/>Maintain where necessary</i>   |  |
| <b>Equipment</b>  | Equipment not returned to owner |    |    |    | <i>Assign responsibility for equipment pack-up and return</i>  |  |
|   |                                 |    |    |    |  |  |
| <b>Safety Equipment</b><br>What safety equipment is needed for this activity?   |                                 |    |    |    |  |  |
|   |                                 |    |    |    |  |  |
|   | Assemble safety equipment       | NA | NA | NA | <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• Water</li> <li>• Protective equipment suitable for the activity, e.g. life vests, helmets, eye protection</li> </ul> |  |
|   |                                 |    |    |    |  |  |
| <b>Emergency Response</b><br>The steps to be taken in the event of an emergency |                                 |    |    |    |  |  |
|   |                                 |    |    |    |  |  |

|  |  |    |    |    |  |  |
|--|--|----|----|----|--|--|
|  | Emergency response plan steps  | NA | NA | NA | <ul style="list-style-type: none"> <li>• Stop activity</li> <li>• Assess nature and extent of injury</li> <li>• Render first aid</li> <li>• Call ambulance</li> <li>• Contact other leaders</li> <li>• Contact parents</li> <li>• Keep remainder of group occupied</li> <li>• Record details in incident register</li> </ul> |  |
|  |  |    |    |    |  |  |
|  | <b>Emergency Contacts</b><br>Phone numbers of those to be contacted in the event of an emergency |    |    |    |  |  |
|  |  |    |    |    |  |  |
|  | Assemble list of phone contacts for use in an emergency.   | NA | NA | NA | <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Police</li> <li>• Medical centre / hospital</li> <li>• Leaders</li> <li>• Parents</li> </ul>   |  |

## ACTIVITY RISK ASSESSMENT

### RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

#### LIKELIHOOD FACTORS

| <i>Factors</i> |                       | <i>Values</i>  |
|----------------|-----------------------|--|
| <b>L5</b>      | <b>Almost certain</b> | The hazard /risk is expected to occur in most circumstances.                         |
| <b>L4</b>      | <b>Likely</b>         | The hazard / risk will probably occur in most circumstances (more than 50% of time). |
| <b>L3</b>      | <b>Possible</b>       | The hazard / risk should occur at some time (less than 50% of time).                 |
| <b>L2</b>      | <b>Unlikely</b>       | The hazard / risk could occur at some time, usually in exceptional circumstances.    |
| <b>L1</b>      | <b>Rare</b>           | The hazard / risk is possible but is not expected to occur.                          |

#### CONSEQUENCE FACTORS

| <i>Factors</i> |                      | <i>Values</i>  |
|----------------|----------------------|--|
| <b>C5</b>      | <b>Extreme</b>       | Death; high financial loss; sustained national media coverage  |
| <b>C4</b>      | <b>Major</b>         | Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media               |
| <b>C3</b>      | <b>Moderate</b>      | Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media |
| <b>C2</b>      | <b>Minor</b>         | First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage                         |
| <b>C1</b>      | <b>Insignificant</b> | No injuries or treatment; low or no financial loss; one off local media coverage   |



## ACTIVITY RISK ASSESSMENT

## RISK ANALYSIS & ESCALATION

### RISK MATRIX

|            |                   | Consequence         |             |                |             |               |
|------------|-------------------|---------------------|-------------|----------------|-------------|---------------|
|            |                   | C1<br>Insignificant | C2<br>Minor | C3<br>Moderate | C4<br>Major | C5<br>Extreme |
| Likelihood | L5 Almost certain | Medium              | Medium      | High           | High        | High          |
|            | L4 Likely         | Low                 | Medium      | Medium         | High        | High          |
|            | L3 Possible       | Low                 | Medium      | Medium         | High        | High          |
|            | L2 Unlikely       | Low                 | Low         | Medium         | Medium      | High          |
|            | L1 Rare           | Low                 | Low         | Low            | Medium      | Medium        |

### RISK ESCALATION & COMMUNICATION OPTIONS

| <i>Risk Rating</i> | <i>Escalation and Communication</i>   |
|--------------------|---|
| <b>High</b>        | Immediate escalation to church leadership (Board); active remediation activities in place; regular frequent (weekly) monitoring |
| <b>Medium</b>      | Church management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings     |
| <b>Low</b>         | Local management team monitoring; lower priority remediation activities   |