**Church Event and Activities Risk Assessment Resource and Template**

Churches are encouraged to pursue ministry and mission opportunities and seek positive outcomes, and to consider the risks and threats of these activities.

A risk assessment is a useful tool to help think through how to make activities and events safer. It is not meant to be a deterrent to doing events that have favourable opportunities for mission or managing negative outcomes, but rather a proactive way of controlling any threats and potential sources of danger or harm and to make things as safe as possible.

**Churches are required to contact Church of Christ Insurance to ensure that they have adequate insurance cover for ALL events.**

You will need to identify your risk sources, determine the level of the risk and decide if the precautions (treatments) are adequate. If they are not, you may need to identify further action to prevent any harm.  When done formally, this is known as a ***risk assessment.***

The **Risk Assessment Record** is to help you keep a simple record of your risk assessment.

When completing the Risk Assessment Record you will need to:

1. **Identify the risk** - who might be harmed and how.
2. **Assess the risk** - what is the level of risk, how likely it is that someone could be harmed and how serious it could be.
3. **Control the risk** - what further action (if any) you need to take to control the risk so that harm is unlikely.
4. **Responsible person** - who needs to carry out the action.
5. **Risk event** - when the risk becomes an event what action is needed.

**Included in this document:**

The **Risk Consequences and Likelihood, and Rating Tables** indicates the level of priority to be given to the risk event based on the risk rating. For example, a high-risk rating will require immediate attention and action.

The **What to Consider When Organising an Event** list includes many topics that should be considered depending on the type of event or activity. It isn’t a definitive list but is included as a prompt to assist you.

The **Risk Assessment Record Template** is to be used as needed for your church’s various events and activities.

**Risk Consequences and Likelihood, and Rating Tables**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | | **Consequences** | | | | |
| 1=Slight | 2=Minor | 3=Moderate | 4=Major | 5=Severe |
| **Likelihood (L)** | **5 = Almost Certain**  is expected during activity | Low (L) | Medium (M) | High (H) | Very High (VH) | Very High (VH) |
| **4 = Very Likely**  expected more often than not | Low (L) | Medium (M) | High (H) | Very High (VH) | Very High (VH) |
| **3 = Likely**  will occur on occasion | Low (L) | Medium (M) | High (H) | High (H) | Very High (VH) |
| **2 = Unlikely**  May occur but more likely not to | Low (L) | Low (L) | Medium (M) | High (H) | High (H) |
| **1 = Very Unlikely**  Practically impossible to occur | Low (L) | Low (L) | Low (L) | Low (L) | Low (L) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Risk Rating Table** | | |
| **Risk rating & Action** | **Very High** | Activity **must NOT proceed** while any risk is rated **VERY HIGH** |
| **High** | Activity can only proceed while any risk is rated **HIGH** with a risk action plan approved and signed by Safety Officer and Church Board |
| **Medium** | Risk action plan must be in place before activity begins |
| **Low** | No further action required |

**What to Consider when Organising an Event**

|  |  |  |  |
| --- | --- | --- | --- |
| **Management of** | Pandemic risks | **Operational** | Slips, trips and falls – hazards |
| **Event** | Medical emergency |  | Pre-ground (facility) inspections |
|  | Emergency evacuation plans |  | Electrical leads |
|  | Emergency incident |  | Signage |
|  | Emergency evacuation locations |  | Safety barriers |
|  | Emergency vehicle access |  | Security fencing |
|  | Traffic management |  | Crowd control |
|  | Traffic management plan |  | Protesting at event |
|  | Event site plan |  | Security |
|  | Heat plan |  | Anti-social behaviour by public |
|  | Communication plan |  | Prohibited substances (drugs, alcohol etc.) |
|  | Weather |  | Broken glass, litter etc. |
|  | Child safety standards - mandatory risk |  | Waste Management |
|  | First aid including staff/volunteers - mandatory risk |  | All abilities access |
|  | Notify emergency services, in particular, larger events |  | Toilet facilities |
|  | Trees – consider location when erecting tents. etc. |  | Violence, aggression, threatening behaviour, etc. |
|  | Hazardous materials |  | Noise |
|  | Do you have a contact **list of all stakeholders attending** |  | Manual handling |
|  | Does the venue cater for people with **limited mobility?** |  | Lighting (sufficient and working etc.) |
|  |  |  |  |
| **Permits** | Council permits – Local Laws | **People/** | Who are the key stakeholders involved in delivering the event? |
|  | Vic Roads permits | **Stakeholders** | What are their needs and values with your event? |
|  | Food vendors including permits |  | Volunteers |
|  | Excessive noise impacting external environment |  | Community engagement |
|  | Have you received **proof of insurance** |  | Stakeholder engagement |
|  | from contractors (stall holders, food |  | Register with Vic Police |
|  | vendors, ride operators, security, sound & lighting |  |  |
|  |  | **Structural** | Erection of portable equipment (grand stands etc.) |
| **Qualifications** | First Aid |  | Staging areas - stages |
|  | Electrical |  | Scaffolding |
|  | Food Trader | **Natural** | Pollution |
|  |  | **Environment** | Sacred and Indigenous lands |
| **Financial** | Public liability insurance |  | Hazardous materials |
|  | Property damage |  | Waste |
|  | Liabilities |  | Water |
|  |  |  | Flora and Fauna |
| **Health and Safety** | Safety of staff |  |  |
|  | Contractors and volunteers | **Legal and** | Compliance with regulatory requirements |
|  | OH&S legislative requirements | **Compliance** | Compliance with legislative obligations |
|  | Public safety |  |  |
|  | Overhead powerlines/cables etc. |  |  |
|  | Dial Before You Dig |  |  |

**TEMPLATE: Risk Assessment Record and Action Plan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Church Name:** | | |  | | | | | | | **Date of assessment:** | | |  | | | |
| **Activity or Event Name:** | | |  | | | | | | | **Date of event or activity:** | | |  | | | |
| **Risk ID** | **Identified Safety Risk** | | | **Likelihood level** | **Consequence level** | **Risk level (colour)** | **Treatment Action Plan (what we will do to further reduce this risk to an acceptable level)** | | | | **Who is Responsible** | **When** | | | **Incidence Strategy (what we’ll do if this risk becomes a reality)** | |
| *1* | *Slips, trips and falls*   * *Trips/falls from obstacles, e.g. guide ropes, electrical cords* * *Slips/falls on wet or uneven ground*   ***Example line*** | | | *2* | *4* | *H* | * *Inspection to be undertaken prior to the start of the event.* * *Obstacles to be removed where possible or secured (high visibility hazard tape to be used where necessary).* * *Particular attention to be paid to guide ropes (high visibility hazard tape to be used where necessary). First Aid Officer on site.* | | | | *Volunteer Mr Andy Jones* | *Event date prior to start time* | | | * *Call first aid officer in charge.* * *Transport to emergency if required.* * *Complete incident report.* | |
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| ***Risk Assessment completed by:*** | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | Position: |  | | | | | Date: | |  |
| ***Risk Assessment approved by:*** | | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | Position: |  | | | | | Date: | |  |

***Use this template for different types of activities and events and review at least annually.***