

ACTIVITY RISK ASSESSMENT

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

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>
Before the Activity Planning and set-up of the activity.						
People	Leaders not checked for child protection compliance				<i>Ensure all leaders hold current “working with children checks” / “blue cards”</i>	
People	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>	
People	Drivers not licenced				<i>Check all drivers have current drivers’ licence Check boat drivers are licenced Drivers’ declaration about accident history</i>	

People	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>	
People	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>	
People	Leaders lack parents' contact data				<i>Ensure contact details provided on permission forms</i>	
People	Inadequate first aid facilities for the activity				<i>Ensure leaders include properly trained first aid practitioners; ensure first aid kit obtained</i>	
People	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>	
People	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>	
People	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>	
People	Activities beyond the capability of participants				<i>Include appropriate questions in application forms; evaluate individual capacity prior to participation</i>	

Environment	Indoor venues with slip or trip hazards				<i>Visually inspect the venue and have hazards removed or remedied</i>	
Environment	Extreme weather conditions make the activity dangerous				<i>Monitor weather 5 days out and the day prior to the activity Arrange shade for sun protection Have wet weather alternative plans in place with agreed "triggers" for implementation</i>	
Environment	Watercourse water levels make the activity dangerous				<i>Check creek / river levels before-hand</i>	
Environment	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>	
Environment	Increased risk of danger to property at the venue or to adjacent 3 rd party venues				<i>Ensure location for activity clearly delineated; prepare instructions for participants; advise neighbours of proposed activity</i>	
Equipment	Not able to provide sufficient equipment of the desired quality to participants				<i>Assign responsibility for equipment procurement; check equipment for suitability</i>	
Equipment	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) Assign responsibility to ensure required safety equipment is obtained (refer Safety Equipment below)</i>	
<u>During the Activity</u> Actions undertaken during the period the activity is in progress						

People	Excessive exposure to sun by participants				<i>Ensure hats are worn and sunscreen applied for outside activities</i>
People	Poor/bad behaviour of participants				<i>Communicate expectations to all participant Leaders actively monitor behaviour of participants Reinforce rules where appropriate, use "time out" sanction where appropriate</i>
People	Outside parties cause problems to activity				<i>Monitor behaviour of other people near to where the activity is being undertaken</i>
People	Lost participants				<i>Account for people at regular intervals</i>
People	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>
People	Participants injured during activity				<i>Render first aid; follow Emergency Response steps set-out below</i>
People	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>
Environment	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>
Environment	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>

Environment	Introduction of physical hazards to the venue during the course of the activity				<i>Leaders continue to visually monitor the venue for hazards</i>	
Equipment	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>	
Equipment	Equipment failure when being used				<i>Check equipment and safety equipment before the activity and at regular intervals during the activity</i>	
Equipment	Participants injured using unfamiliar equipment				<i>Provide instruction to participants in the correct usage of any equipment On-going monitoring of the activities of equipment users and operators</i>	
<u>After the Activity</u> Tasks to clean-up and finalise the activity.						
People	Lost / unaccounted for participants				<i>Check participants are accounted for and are loaded onto transport or given into care of parents/guardians</i>	
People	Participants traumatised				<i>Arrange for formal debriefing and, possibly, counselling</i>	
People	Unreported injuries to participants				<i>Check for any injuries</i>	

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

	Emergency response plan steps	NA	NA	NA	<ul style="list-style-type: none"> • Stop activity • Assess nature and extent of injury • Render first aid • Call ambulance • Contact other leaders • Contact parents • Keep remainder of group occupied • Record details in incident register 	
	Emergency Contacts 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"> • Ambulance • Police • Medical centre / hospital • Leaders • Parents 	

ACTIVITY RISK ASSESSMENT

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

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

CONSEQUENCE FACTORS

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

ACTIVITY RISK ASSESSMENT

RISK ANALYSIS & ESCALATION

RISK MATRIX

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Low	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	High

RISK ESCALATION & COMMUNICATION OPTIONS

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