

# Youth group program: risk management tool

Program:

Activities:

Location:

Date:

## 1 Consultation

It is easier to maintain a safe environment when we consult with everyone involved. It is therefore very important to include staff, volunteers and contractors who will be involved in the youth group program in the risk management process.

## 2 Identify the hazard(s)

Yes

No

**Child Protection** (volunteers screened and trained in child safety, safe church requirements are followed)

**Emergency preparedness** (emergency plan, designated roles, evacuation points, headcount checks, contact lists)

**First aid** (ensure appropriate first aid kit, identify youth with medical conditions and establish a plan)

**Psychosocial** (establish processes to respond to mental distress, bullying and discrimination, expected behaviours)

**Infectious diseases** (adopt hygienic practices, establish measure to prevent outbreak i.e. Covid-19, gastro)

**Food safety** (ensure food safety practices are adopted, identify children at risk of allergies)

**Transportation** (drivers licenced for vehicle, vehicle inspection, seat belts, emergency readiness)

**Physical activities** (equipment installation / design / maintenance is safe and designed to allow supervision, safe games played and behaviours reinforced)

**Drop of and collection** (establish protocols to ensure permissions are in place for safe drop off and pick up)

**Temperature extremes** (review weather conditions, ensure appropriate clothes and supplies, shelter area)

**Sun protection** (use sunscreen and hats, sufficient water supply, drink and rest breaks, shaded area)

**Slips, trips and falls** (use cautionary signage, appropriate footwear, isolate fall zones)

**Online safety** (communication with young people, being transparent and safe)

## 3 Assess the hazard(s)

What is the probability of the risk occurring?

What are the consequences of the event occurring?

Calculate the risk using the Risk Assessment Matrix on page 2

What is the risk level? (H) = High (M) = Medium (L) = Low

(H) High or (M) Medium risks must be prioritised for action

## 4 Controlling the hazard(s)

Are all hazards removed or at a (L) Low level of risk?

Does this feel right?

## 5 Proceed safely



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## 1 Details

**Completed by** (list everyone who participated):

**Date submitted:**

**Reported by:**

## 2 Hazards and controls used

Description of the hazard	Initial hazard risk level (H/M/L)	List of controls used to reduce the risk level	Current hazard risk level (H/M/L)

## Risk assessment matrix

Likelihood rating



Consequence rating



	Catastrophic	Major	Moderate	Minor	Insignificant
Certain to Occur	High	High	High	Medium	Medium
Very Likely	High	High	Medium	Medium	Medium
Likely	High	High	Medium	Medium	Low
Possible	Medium	Medium	Medium	Low	Low
Rare	Medium	Medium	Medium	Low	Low

