

# Church camp: risk management tool

Event:

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/providers who will be involved in the church camp in the risk management process.

## 2 Identify the hazard(s)

Below are some common hazards and suggested safety measures

Yes

No

**Child protection** (volunteers screened and trained in child safety, provide code of conduct, consider data storage)  Yes  No

**Emergency preparedness** (plan for emergencies, ensure first aid kit and aider is provided, evacuation points)  Yes  No

**Psychosocial** (plan response to self-harm/mental distress, identify mental health conditions, manage bullying)  Yes  No

**Behaviour or aggression** (develop procedures to report and respond to bullying and discrimination)  Yes  No

**Infectious diseases** (adopt hygiene practices, socially distance, plan for sick people to be collected)  Yes  No

**Food safety** (implement food safety measures, identify children and others at risk of allergies)  Yes  No

**Transportation** (drivers licenced for vehicle, vehicle inspection, seat belts, emergency readiness)  Yes  No

**Activities** (obtain permission, provide instruction, supervision and safety equipment, ensure adequate water supplies)  Yes  No

**Fire and burns** (avoid contact with fire where possible, plan for emergencies and first aid)  Yes  No

**Bites and stings** (first aid kits appropriate for bites and stings, ensure there are communication devices)  Yes  No

**Weather extremes** (review weather conditions, ensure appropriate clothing and supplies, shelter area, consider evacuation plans and communication channels)  Yes  No

**Sun protection** (use sunscreen and hats, sufficient water supply, drink and rest breaks, shaded area)  Yes  No

**Slips, trips and falls** (use cautionary signage, appropriate footwear, isolate fall zones)  Yes  No

**Health needs** (have emergency plans in place for conditions such as diabetes, anaphylaxis and asthma)  Yes  No

## 3 Assess the hazard(s)

If you ticked No or are aware of a hazard add it to the table on page 2.

What is the probability of harm occurring?

What are the consequences of the harm?

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?

Check: After the risk assessment is complete, do you feel confident that the plan is safe?

## 5 Proceed safely



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## 1 Details

**Completed by** (list everyone who participated in the risk assessment):

**Date:**

**Reported to church council by:**

## 2 Hazards and controls used

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

