

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 others who will be involved in the youth group program 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, 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 hygiene practices, establish measures to prevent outbreak i.e. Covid-19, gastro)

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

Transportation (drivers licensed 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 off 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)

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

