



This form is to be completed:

- **For regular activities:** By Ministry Leaders at the start of each calendar year, for their ministry (e.g. Men’s and Women’s Fellowships, Community Craft, Creche, Kids Clubs, Youth Groups, Playgroup, and all other regular ministries that use the church facilities);
- **For special events:** By Ministry Leaders or event co-ordinators, at least one (1) week prior to the event date (e.g. Church camps, Easter Fairs, Carols, Fundraising events, Girls Big Day In, etc.).

The completed form is to be held by Ministry Leaders for reference. Copy of completed form to be either handed in person or emailed Church Administration E: [admin@bassochurch.org.au](mailto:admin@bassochurch.org.au)

## RISK ASSESSMENT (RA)

Ministry / Event name: \_\_\_\_\_

Ministry Leader (name): \_\_\_\_\_  
*or Event Coordinator*

Is this risk assessment for a regular ministry or one-off event?

Regular ministry   
*Complete annually before start of ministry year*

Event   
*Complete 1 week prior to event date*

RA completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### MINISTRY / EVENT DETAILS

Activity day and date: \_\_\_\_\_ Location: \_\_\_\_\_

Persons responsible of event: \_\_\_\_\_

Event leaders: \_\_\_\_\_

First Aid Certificate holders: \_\_\_\_\_

### QUICK CHECKS

- Planned activities will be suitable for target age group / demographic, and accessible for varying physical abilities.
- Consent for photography or video for use on church social media sites is obtained (either through obtaining consent forms, or displaying signs at entrance for events).  
*As relevant for ministries/events involving children < 18 yrs See Church Safe Procedures: Photography*
- Registration (including parent contact details/relevant medical information) and sign-in, sign-out procedures will be followed.  
*As relevant for ministries/events involving children < 18 yrs*
- If the ministry/event involves handling money, procedures and guidelines for handling and recording money will be followed.

### IDENTIFYING THE RISKS

#### EXAMPLES OF RISKS FOR CONSIDERATION

<b>Premises/Venue</b>	Outdoor/indoor considerations; Is venue/room suitable for activity (capacity/facilities)? Safety in set-up/pack-down; Slip, trip or fall hazards; Consideration for off-site risks; Security considerations.
<b>People impacted</b>	Consider risks/impacts on leaders, volunteers, participants, public; Adequate supervision of participants; Management of known allergies/medical conditions (e.g. asthma, anxiety).
<b>Activity</b>	Adequate planning for activity. Is parent consent required? Can everyone participate? Do leaders/volunteers/people know what to do? Is the activity physically, emotionally, spiritually safe?
<b>Equipment</b>	Is the equipment in good condition? Is it suitable for activity? Do people know how to use equipment?



Risks identified	Control measures in place	Responsibility	Risk rating See Risk Matrix		
			L1-L5	C1-C5	Low Med High



## RISK EVALUATION MATRIX

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

  

CONSEQUENCE FACTORS		
Factors		Values
C5	<b>Extreme</b>	Death; high financial loss; sustained national media coverage; being sued/investigated
C4	<b>Major</b>	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative media
C3	<b>Moderate</b>	Medical treatment required (may involve hospitalisation); moderate financial loss; some negative media
C2	<b>Minor</b>	First Aid treatment on site; minor financial loss; minor media coverage
C1	<b>Insignificant</b>	No injuries or treatment; low or no financial loss; no media coverage

		Consequence				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	L5 Almost certain	Medium	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	Medium

Risk Rating	Action
High	Immediate report to church leadership (Board); active remediation in place; regular frequent monitoring; quick resolve
Medium	Church management team advised; active mitigation plans in place; regular monitoring
Low	Ministry leader advised and monitoring



### ACTION POINTS IDENTIFIED TO REDUCE OR MITIGATE IDENTIFIED RISKS

If any risks have been identified that require further action from someone outside of your team, please note them below. *E.G. Church property in need of repair*

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### LEADER SIGN-OFF

As Ministry Leader | Event Coordinator, I have provided training and instruction for volunteers within my team so they:

Are aware of and know to follow Church Safe Policies, Procedures and Guidelines	<input type="checkbox"/>
Know where the first aid equipment and Incident Report forms are kept <i>First aid kits kept in both kitchens, defibrillator stored in breezeway (near Fire Hose)</i>	<input type="checkbox"/>
Know what Evacuation Plan to follow in event of emergency	<input type="checkbox"/>
Will follow kitchen and food handling procedures <i>If food / drink is being provided or prepared</i>	<input type="checkbox"/>
And we will plan a debrief after the event to check for areas of improvement, and any new risks identified to manage <i>For regular activities, plan a de-brief from time-to-time within your ministry. For events, de-brief after event</i>	<input type="checkbox"/>
Comments:	

### FOR MINISTRIES | EVENTS INVOLVING CHILDREN (< 18 YRS)

As Ministry Leader | Event Coordinator, I confirm myself and \*volunteers involved:

Have been approved by Elders for ministry with children <i>Volunteer Application Form-Children's Ministry has been approved by Elders</i>	<input type="checkbox"/>
Hold current Working With Children (WWC) checks <i>For volunteers aged 18+ Must provide proof of WWC or receipt from application for WWC prior to involvement</i>	<input type="checkbox"/>
Have signed off on and will abide by the relevant Code of Conduct <i>Code of Conduct for Staff and Ministry Leaders or Code of Conduct for Staff and Volunteers in Children's Ministry</i>	<input type="checkbox"/>
Have completed Church Safe Training within the last 2 years	<input type="checkbox"/>
Comments:	

*Records for screening checks on volunteers are held by Office Administration. If you are unsure of the screening or checks in place for volunteers involved in your ministry/event, contact Church Administration E: [admin@bassochurch.org.au](mailto:admin@bassochurch.org.au)  
\*Volunteers: For events, this applies to key volunteers or organisers. Excludes parent helpers.*

<b>Office Use Only:</b> Check any further action required for risk management and note who is actioning items outstanding. Comments: <i>Admin: Form scanned and filed.</i>
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