



This form is to be completed:

- **For Youth Games and Activities:** By Ministry Leaders / Youth Leaders for each games/activity category. Form to be completed PRIOR TO game or activity occurring.

Games or activities may fall under more than one category, in which case all relevant risk control measures are to be taken. For one-off activities such as a Youth Camp, please complete the Risk Assessment Form appropriate for special events.

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

RISK ASSESSMENT (RA)

Ministry: _____

Ministry Leader (name): _____

Who is responsible for safety for this activity? _____

RA completed by: _____ Date: _____

GAMES / ACTIVITY CATEGORY	
Category	Games / Activities <i>Examples for category that RA will be applied to</i>
<input type="checkbox"/> Low impact games	4 Corners; Bang; Board games; Eye contact game; Going to the moon
<input type="checkbox"/> Active games	Balloon Chase; Boogie; Camouflage; Ninja Destruction; Octopus; Pictionary; Ship Shore Sand Sea; Towel Grab; Zombies
<input type="checkbox"/> Ball Chair Active games	Chair Basketball; Crab soccer; Days of the Week; Dodgeball; King Dodge; Floor is lava; Fruit Salad; Gaga ball; Golden child; Nesketball; Newspaper Hockey; Musical Chairs
<input type="checkbox"/> Food-based games	Messy Games; Progressive Dinner
<input type="checkbox"/> Outdoor games	Slip slides; Boogie; Fire pit; Outside movie
<input type="checkbox"/> Off-site activities	Progressive Dinner; Beach Volleyball; Photo Rally; Movie Night; Joining other Youth Group; Silent Disco; Commercial Venue activities (<i>including Bounce; Laser Tag; Roller or ice-skating; Escape Room; Movie Night etc.</i>)
<input type="checkbox"/> Overnight (<i>excl. camps</i>)	Youth sleepover at Basso; Overnight at other Youth Group

IDENTIFYING THE RISKS	EXAMPLES OF RISKS FOR CONSIDERATION
Premises/Venue	Outdoor/indoor considerations; Is venue/room suitable for activity (capacity/facilities)? Safety in set-up/pack-down; Slip, trip or fall hazards; Security considerations. Consideration for off-site risks; Risks associated with driving to a location (permissions/safe driving/know directions).
People impacted	Consider risks/impacts on leaders, volunteers, participants, public; Adequate supervision of participants; Management of known allergies/medical conditions (e.g. asthma, anxiety).
Activity	Adequate planning for activity. Is parent consent required? Can everyone participate? Do leaders/volunteers/people know what to do? Is there water activities involved? Is the activity physically, emotionally, spiritually safe?
Equipment	Is the equipment in good condition? Is it suitable for activity? Do people know how to use equipment?



RISK EVALUATION MATRIX

LIKELIHOOD FACTORS		
Factors	Values	
L5	Almost certain	The hazard / risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (> 50% of time).
L3	Possible	The hazard / risk should occur at some time (< 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.
CONSEQUENCE FACTORS		
Factors	Values	
C5	Extreme	Death; high financial loss; sustained national media coverage; being sued/investigated
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some negative media
C2	Minor	First Aid treatment on site; minor financial loss; minor media coverage
C1	Insignificant	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

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

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