**Event Safety Risk Assessment**

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| **Name of Activity** | **Vietnamese Catholic Community – Vietnamese Eucharistic Youth Movement Sydney** |
| **[Insert name of activity]**  |
| **Date & Time of Activity** | **Click or tap to enter a date.****Start Time – End Time**  |
| **Address of Activity** | **[Insert address]** |
| **Est Number of Attendees**  |  |
| **Contact Person/Number** | **First Name, Last Name | Contact Number** |
|  |
| **Plan Prepared By** | Name | **Date** | Click or tap to enter a date. |
| Signature |
| **Plan Approved by Chaplaincy Priest** | Francis Nguyen | **Plan Reviewed by Safeguarding Officer** | Name |
| Signature | Signature |

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| **Risk Assessment Steps** |
| **Step 1** | Identify the activity, then identify the risks: what could happen, how could it happen |
| **Step 2** | Consequence of the risk, what could happen, how could it happen |
| **Step 3** | Mitigate the risk, what mitigation strategies are in place to minimise or control the risk and what further mitigation strategies could you put in place. Completed Risk Assessment to be signed off by Chaplaincy Priest. |
| **Step 4** | Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity, the workers including volunteers and parent helpers and the children and young people for a safe and successful activity |
| **Step 5** | Evaluate the treatment, did it work, is there more we need to do to create a safe environment. Update your plan if improvements can be made for next time. |

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment.

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| **Likelihood (L)** | **Consequence (C)** |
| **1 - Insignificant** | **2 - Minor** | **3 - Moderate** | **4 - Major** | **5 Critical** |
| **5 - Almost Certain** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |
| **4 Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **3 Possible** | **Low** | **Medium** | **High** | **High** | **High** |
| **2 Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **1 Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |

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| **Risk Level** |
| **Low** | Little chance of incident or serious injury |
| **Medium** | Some chance of an incident and injury requiring first aid |
| **High** | Likely chance of a serious incident and injury requiring medical treatment |
| **Extreme** | High chance of a serious incident resulting in highly debilitating injury |

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| **Task / Hazard** | **Identified Risk(s)** | **C** | **L** | **Risk** | **Mitigation Strategy** |
|  |  | Select | Select | Select Risk |  |
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| ***Insert your mitigation strategies individually into this checklist. Mark them off when completed.*** |
| **#** | **Mitigation Strategies Checklist** | **Completed** | **Comments (if applicable)** |
| 1. | First Aider | [ ]  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | First Aid kit suitable for the activity | [ ]  | Ban Y Te |
| 3. | Activity Registration Records Review | [ ]  | Ban Hanh Chanh |
| 4. | Review Location Management Plan + Map | [ ]  | Ban Dieu Hanh |
| 5. | Activity Rules | [ ]  | Established by each Ban |
| 6. | Activity Equipment / Gear well maintained, Cleanliness | [ ]  | Ban Ky Tuat |
| 7. | Food Menu Prep (Allergies) | [ ]  | Ban Am Thuc |
| 8. | Games Plan Instructions | [ ]  | Banh Sinh Hoat |