



CATHOLIC DIOCESE OF BUNBURY

CONDUCTING RISK ASSESSMENTS - PROCEDURE

Step	Process	Responsible Party	Reference	Checkbox
The Bunbury Catholic Diocese is committed to the safety and wellbeing of all individuals involved in events or activities. The following Risk Assessment Guidelines will assist you when arranging an activity or event within your parish to ensure it runs smoothly, and to ensure the safety and wellbeing of all individuals involved.				
A. CHILDRENS ACTIVITY OR EVENT				
After the event move to Part 3 for evaluation and feedback.				
1.	Complete Risk Assessment Checklist – Children’s activity or event	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
2.	Allocate/identify Activity/Event organiser and Safeguarding Officer	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
3.	Identify Risks and take action to mitigate known risks using Risk Management Plan.	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy Risk Management Plan	☐
4.	Approve event/activity	- Parish Priest - Head of Mission - Safeguarding Coordinator	Chapter 15 - Safeguarding Master Policy	☐
5.	Collate, store and record supporting information/ documents appropriately including on the Activities/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 and Chapter 18 - Safeguarding Master Policy	☐
B. COMMUNITY / ADULT ACTIVITY OR EVENT				
Note: For significant events with factors including external contractors, vendors, venue hire, overnight accommodation or events with significantly larger crowds such as Youth Camp, Events on public land, pilgrimages please contact Safeguarding Coordinator who will assist in completing a specialised Risk Assessment, identifying additional risks and developing mitigation strategies for them.				
If alcohol is to be served, go to Part 2 a/b. After the event move to Part 3 for evaluation and feedback.				



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6.	Complete Risk Assessment Checklist – Community/Adult Activity or Event	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
7.	Allocate/identify Activity/Event organiser and Safeguarding Officer	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
8.	Identify Risks and take action to mitigate known risks using Risk Management Plan	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy Risk Management Plan	☐
9.	Approve event/activity	- Parish Priest - Head of Mission Safeguarding Coordinator	Chapter 15 - Safeguarding Master Policy	☐
10.	Collate, store and record supporting information/ documents appropriately including on the Activities/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 and Chapter 18 - Safeguarding Master Policy	☐
Part 2a – Alcohol to be served – no children present				
11.	Identify if alcohol is to be served	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
12.	Allocate a person to monitor responsible service of alcohol.	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
13.	Provide evidence of Responsible Service of Alcohol licence requirement (<i>if applicable</i>)	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐



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14.	Record information on the Activity/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 and Chapter 18 - Safeguarding Master Policy	
Part 2b – Alcohol to be served – children present				
15.	Complete Risk Checklist for Children's Activity in addition to Community/Adult Activity Checklist. <i>(note – sign in/sign out will not be required for community events)</i>	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
16.	Allocate a person to monitor responsible service of alcohol.	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
17.	Allocate a Safeguarding Officer	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
18.	Identify if there are known PCON attending the community event and seek guidance from Safeguarding Coordinator on PCON Risk Assessments.	- Parish Priest - Safeguarding Coordinator	Chapter 10 and Chapter 15 - Safeguarding Master Policy	☐
19.	Record information on the Activities/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 and Chapter 18 - Safeguarding Master Policy	☐
C. HOME VISITS				
20.	Complete Risk Assessment Checklist – Home Visit	- Parish Priest - Other responsible party	Chapter 15 - Safeguarding Master Policy	☐
21.	Log visits with the officer/supervisor	- Parish Priest - Other responsible party	Chapter 15 - Safeguarding Master Policy	☐



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22.	Collate, store and record supporting information/ documents appropriately within Parish records.	- Parish Priest - Other responsible party	Chapter 15 and Chapter 18 - Safeguarding Master Policy	☐
D. POST ACTIVITY/EVENT EVALUATION AND FEEDBACK				
23.	Review original Risk Assessment Checklist for the event and assess if controls were adequate.	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
24.	Document any incidents, near misses, or lessons learned with Safeguarding Coordinator and record on Activities/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
25.	Update the Risk Assessment Checklist accordingly for future use.	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 - Safeguarding Master Policy	☐
26.	Collate, store and record supporting information/ documents appropriately including on the Activities/Events Risk Register	- Parish Priest - Safeguarding Officer/Coordinator - Event/Activity organiser	Chapter 15 and Chapter 18 - Safeguarding Master Policy	☐