

## St Bernard's Catholic Parish, Bacchus Marsh – Risk Assessment Checklist for Parish Events and Activities as at July 1<sup>st</sup> 2022

Parishes, agencies and entities of the Catholic Archdiocese of Melbourne (CAM) recognise that child and young people safety requires a proactive approach that systemically identifies and assesses risk on an ongoing basis to minimise opportunities for child or young people abuse or harm to occur. Parish personnel are to be proactive in identifying and mitigating potential risks from child or young person to child or young person and from adult to child or young person interactions throughout this event.

Please complete and forward to St Bernard's Safeguarding Officer three days prior to the event.

<b>Event title:</b>	
<b>Event date:</b>	
<b>Location</b>	
<b>Number of participants</b>	
<b>Number of organisers/supervisors (Minimum two)</b>	

Names of Organisers/Supervisors	Valid Police Check/WWCC Yes/No	Contact number

Please note: The **WWCC** must be associated with St Bernard's Parish Church, Bacchus Marsh

Checklist items	Yes/No
Are all required participant forms completed, collected, stored and food allergies recorded and reported to appropriate personnel?	
If required, has a Risk and Hazard Assessment Form been completed?	
Is the First Aid Kit on hand for the event?	
Is the event space visible and within clear line of sight of another supervisor?	
During this event, are online materials to be used?	
If you have answered yes to the previous question, have the online materials been previewed and deemed appropriate for children and young people? If yes, please specify by whom .....	

Has **St Bernard's Parish Code of Conduct** been signed by any clergy, employees and volunteers associated with this event? **Yes/No**. If not done contact Safeguarding Officer – details in the bulletin

## St Bernard's Catholic Parish, Bacchus Marsh – Risk and Hazard Assessment for Parish Events and Activities as at July 1st 2022

Risk/Hazard Assessment Form for Proposed Event

Event: .....

Event date: ..... Start time ..... Finish time .....

Location: .....

Assessment completed by: .....

Date of Assessment: .....

What are the hazards and/or risks?	Who might be harmed and how?	What are you already doing? Do you need to do anything else to manage this risk?	Action by whom and when done?

General Emergency Contact: Police/Fire Brigade/ Ambulance: **000**

When an event/activity is held regularly, forms are required for the first occasion only unless any circumstances change.

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