Tool

Risk Assessment Guidelines: Planning for safe child-related activities and programs

C/2.1.4

Guidelines for completing a risk assessment

1. **Risk assessments**

   1.1. **List the activities**

      1.1.1. List the activities which are planned

      1.1.2. If possible complete the risk assessment in a group setting

      1.1.3. For each activity, anticipate what might happen that could affect what the activity is trying to achieve, i.e. consider what could go wrong—these are the 'risks'

      1.1.4. Write these under the 'Risks' column heading on the Risk assessment sheet (see example below).

   1.2. **Determine the likelihood for each risk**

      1.2.1. Refer to the likelihood descriptors and choose the one that best suits. This is the 'likelihood'. Write this in the 'Likelihood' column.

   1.3. **Determine what the potential consequences for each risk**

      1.3.1. Refer to the consequence descriptors and choose the one that best suits. This is the 'consequence'. Write this in the 'Consequence' column.

   1.4. **Determine the risk level, for each risk**

      1.4.1. Refer to the risk matrix and find the intersection of your risk consequence and likelihood to determine the Risk Level. Write this in the Risk Level column.

   1.5. **Determine the mitigations for each risk**

      1.5.1. Refer to the Actions to Take and find the corresponding action for the risk level

      1.5.2. Based on the Action for 3.5.1, consider and undertake the appropriate mitigation and note this in the Risk assessment sheet. Include additional mitigation measures you may have identified

      1.5.3. Write the Mitigations in the How to reduce risk column.

   1.6. **Determine the revised risk level, for each risk**

      1.6.1. Think about how the risk likelihood will change because of the mitigations you put in place. This is the revised likelihood if the mitigations are implemented

      1.6.2. Refer to the risk matrix and find the intersection of your risk consequence and the revised likelihood to determine the revised risk level

      1.6.3. Write the revised risk level in the Revised Risk Level column.

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The Uniting Church in Australia
QUEENSLAND SYNOD

SAFEMINISTRY
withchildren

Risk Assessment
Guidelines

2.   **Risks and mitigations to control for them (example)**

| Risks
What could go wrong during these activities? | Likelihood
Check the descriptors | Consequence
Check the descriptors | Risk level
Check the Risk Matrix | How to reduce risk
Check the 'actions to take' 'mitigations'
Do not alter Risks or Risk Ratings for shaded items a–d below. Mitigations are dictated in policy and process documents. Non-shaded Risks and Mitigations are suggested for consideration. | Revised Risk Rating
(mitigations in place)
Summarised in 5.A |
|---|---|---|---|---|---|
| Person(s) conducting activity is not safe to work with children | Possible | Major | High | All volunteers are screened and approved | Moderate |
| Person(s) conducting activity acts inappropriately towards children | Possible | Major | High | All volunteers are trained, work in pairs, sign Statement of Personal Commitment and supervised | Moderate |
| Person(s) conducting activity does not follow the plan for the activity | Possible | Minimal | Low | Volunteers are skilled for the task and well briefed on the purpose | Low |
| Person(s) conducting activity becomes aware of grooming, abuse or neglect and does not respond well | Possible | Major | High | Volunteers are aware of mandatory reporting processes and have received training | Moderate |

Revisions

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Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	10.09.2020	Risk and Compliance Manager	10.09.2020	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
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