Diocese Risk Assessment Template - Appendix 2

This online template is to be used following instructions outlined in the Hazard Identification Risk Assessment and Risk Control Procedure, as well as the Diocese's Workplace Behaviour and Psychological Safety Policy, and the Diocese's Children, Young People and Adults at Risk Safety Policy. Useful documents including Ballarat Risk Management Checklist for Parishes (Ensuring the Safety and Wellbeing of Children in Our Care) and other safeguarding resources can be accessed via Diocese of Ballarat Safeguarding Services. Guidelines for Completing a Risk Assessment and the Diocesan Hazard/Risk Register by Category can be accessed via Diocese of Ballarat OHS Training and Resources. For assistance, contact the Diocesan Work Health & Safety & Physical Asset Administrator. Email: aileen.toohey@ballarat.catholic.org.au Tel: (03) 53377131 (Tues & Wed only).

Name of parish	**Name of building/workplace & location**	**Date of Risk Assessment**
Name of person/s conducting assessment	**Consultation undertaken with**	**Next Review Date (if applicable)**
Task or activity being assessed	**Reason for risk assessment** **(new task / change in work / incident / inspection finding / reported concern / periodic review)**	
If event: name/title, date of event and specific location **If event, estimate no. of participants?**	**Will children and/or adults at risk participate and/or attend? Yes/No** **If yes, number of organisers/supervisors present?**	**Do all organisers/supervisors have valid police check/WWCC? Yes/No** **If no, what alternative arrangements have been made?**

Risk Assessment

	Identify and list the hazards and/or risks. Location? What could happen? Who may be harmed? (i.e. volunteers, parishioners, children, adults at risk, others)	**List Current Risk Controls What are you already doing?**	**Risk Rating**	**List Additional Controls to Reduce Risk (if any – where current controls are not adequately managing the level of risk).**
1				
2				
3				
4				
5				
6				

Risk rating guide

Use the risk matrix to support prioritisation and escalation. The rating does not determine legal acceptability. The assessor must consider whether the risk can be eliminated and whether any further reasonably practicable higher-order controls are available. Review the assessment if the task, activity, people affected, workplace, controls or circumstances change, or if an incident, near miss, report or concern occurs.