

The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North



Risk Assessment Form

Version 2.5 March 2025

Use the Risk Assessment procedure when filling out this Risk Assessment Form – complete this form for each type of activity.

What is the activity?					
Where is the activity held?					
Name/s of the Co-Ordinator/s of this ministry					
Names of Parish Volunteers involved in this ministry.					
When/how often is the activity held?					
Names of persons filling out this form?					
Date when this form was completed?					
Description of Risk	Existing Risk Control (if any)	Risk - Likelihood of causing harm <i>Likely (L) Possible (P) Remote (R)</i>	Risk -Possible Consequence of harm <i>Catastrophic (C) Serious (S) Minor (M)</i>	New Risk Control/ or Maintain Current Risk Control	Who is Responsible/Resources/ Implementation/ Maintenance
Example: Children are exited into the carpark following the Catechetical classes.	Supervisor stands at door to exit children.	P	C	Parent/guardian to collect child at the door following completion of session.	Activity leader to draft letter and send to parent/guardian informing of new process for dismissal. Activity supervisor to remain with children until collected. Activity leader to add new process to information booklet.
	Mandatory Risk Controls - Completed Essential Training - Current WWCC linked to the Parish - Police Check if required - Signed Code of Conduct - Access to First Aid Kit - Phone contacts				

Column 1 Description of Risk <i>Describe the Risk</i>	Column 2 Current Risk Controls if any. <i>How is this risk currently being managed?</i>	Column 3 Likelihood to cause harm <i>Likely (L)</i> <i>Possible (P)</i> <i>Remote (R)</i>	Column 4 Possible Consequence of harm <i>Catastrophic (C)</i> <i>Serious (S)</i> <i>Minor (M)</i>	Column 5 New Risk Control or Maintain Current Risk Control <i>How will this risk be eliminated or else minimized?</i>	Column 6 Who is responsible for controls? Resources required. How will control/s be implemented and maintained?
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