A group of planes flying in formation

Description automatically generated with medium confidence

**TPC Activity ‘XYZ’ - Hazard Analysis**

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| **Event Description:** ‘XYZ’  **Dates:** | | | |
| **Address and telephone number:**  TBA | **Prepared by:**  Organiser’s name | **Reviewed and Accepted by:**  TPC Committee of Management | |
| **Contact Numbers:**  Organisers 04xxxxxxxx | **Other:**  Safety Officers – TBA, all parents/adults  First aid officer – TBA | | **Poisons Information: 131126**  **Emergency: 000** |

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|  | **Relevant Activity/Procedure** | **Possible Hazards** | **Risk**  **L,M,H** | **Safety Control / Mitigation strategies** |
| 1 | Preparation and Registration | Youth or Adult attending without all forms of approval | Low | - Adult participant or Parental permission for under 18’s (Form A Higher Hazard Risk Event and Form B Risk Warning Form) to be obtained prior to the start of activities. No signed forms – no participation.  - Person Responsible – Organiser’s name  - Residual Risk – Low |
|  | Transport | Vehicle Accident  Leaving people behind. |  | -Consider transportation, including license requirements, insurance, vehicle maintenance.  -Never have more passengers than there are functioning seat belts.  -You will not drive a child or young person unaccompanied, unless they are a parent or guardian of that child or young person.  -All drivers must be licensed preferably with their full license. Provisional licensed drivers will be clearly stated on the permission note so that parents can make an informed decision.  -Drivers must be aware of their responsibility to provide safe transport and take every precaution to ensure passengers are safe. No mobile phone when driving.  -Head count of passengers before and after stopping.  - Person Responsible – Organiser / Parents  - Residual Risk – Low |
|  | Arrival and unloading bicycles/items at activity | Injury to youth slip/fall from car or trailer | Medium | - Parental supervision and direction for safety in carpark from other vehicles or people. Drop off point in designated parking at the venue. Youth to wait in safe areas.  - Person Responsible – Parents  - Residual Risk – Low |
|  | Supervision ratios and maturity | Child vulnerable to injury due to immaturity or lack of supervision | Medium | - Supervision ratio based on average parent/adult to youth ratio of 1:4. Youth to ride/participate in groups with at least one mature person for supervision / instruction.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
|  | General Risk | Safety / youth getting lost or separated | Medium | - Youth will use a buddy system (pairs) and each parent/adult will look after part of the group.  - Person Responsible – Parents/adults  - Residual Risk – Low |
|  | General Risk | Abduction / safety of youth and/or potential sexual abuse | High | - Age of students would mitigate against this possibility.  - Youth closely supervised at all times and leaders have WWVP.  - Youth to ask permission of parent/adult to go to the toilets so that parent/adult are aware of youth’s location, noting bike park is a contained area.  - Where possible, youth to visit the toilets in groups of two or more.  - Person Responsible – Parents/adults  - Residual Risk – Low |
|  | Safety Induction for leaders | Incident/injury because leaders not aware of what is expected of them. | Low | - Leaders to tour the facilities, including off-limit areas, hazardous areas, prior to event.  - Discuss Safe Ministry guidelines  - Discuss responsibility and management of first aid, medications and swimming.  - Discuss how to report incidents, injuries, near misses and hazards  - Person Responsible – Organisers/Parents/adults  - Residual Risk – Low |
|  | Bonfire | Cuts and burns | Medium | -Don’t light with or throw anything flammable or explosive into fire.  -Keep Youth back from fire  -Adult supervision at all times when fire is on.  -Extinguish fire at the end of the night.  - Person Responsible – Parents/adults  - Residual Risk – Low |
|  | Outdoor games | Collisions, falling over, twisting ankles, broken bones, bee stings | Medium | -Warn youth of potential risks and to be aware of others.  -Remove potential trip hazards from game play area.  -Keep first aid kit available  -Ensure leaders are aware of first aid procedures  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
|  | Bush walking | Falling on unlevel ground, abrasions, getting lost | Low | -Stay in group and carry mobile phone.  -Tell third party when leaving for bush walk and general area of walk.  - Person Responsible – Organiser/Parents/adults  - Residual Risk – Low |
|  | Cycling Incident | Incident/injury to a child or adult while cycling. Collisions, falling over, cuts/abrasions, twisting ankles, broken bones, bee stings | High | - Safety check of bicycles to be conducted based on (ABCDE – Air, Brakes, Chain, Drop test, Everything else). Air pump and tools to be available.  - Riding on tracks only in one direction to avoid collisions.  - Ensure all people are wearing the appropriate clothing, footwear and equipment, in particular helmets, to participate safely.  - Ensure all people have been briefed on safe use of equipment and appropriate behaviour.  - Youth will be warned of the possibility of and dangers associated with cycling, including road safety.  - Behaviour will be monitored carefully while cycling.  - Conduct brief on what to do if injured while cycling: get away from danger – if possible, call for help  - Provide first aid to injured person  - Person Responsible – Parents/Adults/Youth (All)  - Residual Risk – Low |

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|  | Biting insects, swooping birds and exposure to the elements | Allergic reaction, bites/scratch from nesting birds, exposure | Medium | - If a person is bitten by an insect and has an allergic reaction, phone 000 immediately.  - If a person is attacked by a bird, clean and dress the wound. If serious, consider taking them to a Walk in Medical Centre or Emergency Dept.  - Take and use sunhats and sunscreen.  - Person Responsible – Parents/Adults/Youth (All)  - Residual Risk - Low |
|  | Snakes | Bite | High | - Minimise people walking into long grass.  - Do not move to the person (except away from snake).  - Phone 000 immediately.  - Use a snake bite compression bandage as per the instructions on the packaging.  - Cover the person with a blanket or foil blanket, if they start shivering.  - Do CPR if they lose consciousness.  - Person Responsible – Organiser/ Parents/Adults  - Residual Risk - Low |
|  | First Aid | Accident/injury to a child or leader without someone competent to provide first aid and no first aid supplies | High | - Have first aid kit fully stocked and access to ice/ice pack.  - Person Responsible – Organiser  - Residual Risk - Low |
|  | Cooking BBQ | Burns, cuts, food poisoning | Medium | - Ensure adults involved in cooking and youth aware of potential dangers  - Have first aid kit available  - Adult supervision for food preparation  - All food to be appropriately stored and refrigerated.  - Person Responsible – Organiser  - Residual Risk - Low |
|  | Dehydration, sunburn, sun stroke | Sickness | Medium | -Provide and ensure reapplication of sunscreen  -Drink plenty of fluids throughout the day  - Person Responsible – Organiser/Adults  - Residual Risk - Low |
|  | Allergic Reaction | Sickness | Medium | -All parents to fill out allergies on permission form  -Be aware of youth with potential allergies  -If youth present with allergies ensure they manage allergy by avoiding allergens and carry own EpiPen, Ventolin, etc for self-administration.  -Leaders be aware of allergic reactions to food, bee sting, smoke, and dust.  - Person Responsible – Organiser  - Residual Risk - Low |
|  | Going to outside toilet at night | Getting lost or vulnerable to abuser | Medium | -Ensure youth inform a leader when they go to the toilet at night  -Create a buddy system where youth travel to and from the toilet together  - Person Responsible – Organiser/Adults  - Residual Risk – Low |
|  | Bushfire, severe weather, gas leak, etc. | Harm to leaders and youth if they were to stay at campsite | Consider season | -Ensure both youth and leaders are aware of emergency evacuation procedures and evacuation points both for fire/other emergency within the camp and for bush fire situations.  - Person Responsible – Organiser  - Residual Risk – Low |
|  | Gathering, eating, camp fire, travel | COVID or other sickness and transmission | Medium | -Campers are to be reminded of Covid safe procedures during the induction. No person with Covid symptoms will be allowed to attend the camp.  -Adhere site Covid plan including room and camp fire capacity as provided by the site owners for dining room, hall, fire side and sleeping areas.  -Food must be prepared and distributed by a person who has washed their hands and wearing disposable gloves.  -Areas are to be sanitised after use.  - Person Responsible – Organiser  - Residual Risk - Low |
| 12 | Safe ministry | Abuse | High | - Supervisors to have completed BTS training and annual top-up training and have current WWVP.  -A strict segregation by sex in accommodation.  -No adult to share accommodation with one child or young person unless family.  -No child or young person will be driven unaccompanied, unless by parent.  -‘Camp parents’ over 25 years of known maturity and Christian commitment will be present.  -No condoning or participation in bullying behaviour or any kind of abuse  - Person Responsible – Organiser/Adults  - Residual Risk - Low |
| 13 | Reporting incident, accident, near miss and hazard | Lack of reporting leads to poor follow up and liability. Fail to learn from incidents | Low | - All incidents, injuries, near misses and hazards will be reported to Church Offices.  - Small first aid uses e.g., minor cut requiring Band-Aid etc may be separately reported on a first aid usage sheet. If in doubt complete full incident report.  - Note a serious injury e.g., requiring immediate treatment as an in-patient in a hospital or immediate treatment for serious head injury, eye injury, burn, spinal injury, lacerations, separation of skin from underlying tissue, snake bite, magpie injury, etc must be reported immediately (within 48 hours).  - Person Responsible – Organiser  - Residual Risk - Low |

**Risk Assessment Matrix**

Use this risk matrix below to consider the likelihood of an incident or injury occurring and the severity (or consequence) of harm that could be caused. This risk assessment process has been developed in accordance with *AS NZS ISO 13,000:2018 Risk Management.*

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|  | | Severity (or Consequence) | | | | |
| **Severe** | **Major** | | **Moderate** | **Minor** |
| Likelihood | **A** | **E** | **E** | | **H** | **M** |
| **B** | **E** | **H** | | **M** | **M** |
| **C** | **H** | **M** | | **M** | **L** |
| **D** | **M** | **M** | | **L** | **N** |
|  | | | | | | |
| **Severity (or Consequence) : Amount of harm** | | | | **Likelihood: Injury or illness** | | |
| **Severe:** Death/ extensive injuries | | | | **A:** Event is expected to occur | | |
| **Major:** Medical treatment | | | | **B:** Event is likely to occur | | |
| **Moderate:** First aid | | | | **C:** Event could occur | | |
| **Minor:** No treatment | | | | **D:** Event is unlikely to occur | | |
| **Risk Rating: Determine where the two columns meet on matrix:** | | | | | | |
| **E =** **Extreme -** must action immediately | | | | | | |
| **H = High** - must action within 48 hours | | | | | | |
| **M = Medium -** must action within 1 month | | | | | | |
| **L = Low -** must action within 3 months | | | | | | |
| **N = Negligible –**general monitoring, no action required | | | | | | |

*NB: A documented risk assessment is not required for an identified hazard that can be eliminated easily and safely or where the likelihood and consequence of the identified hazard is low or negligible.*

All identified hazards must be risk assessed by the Committee of Management member/Site Manager/Work Coordinator to determine what control should be implemented or how the risk will be eliminated. These will be completed on the Hazard and Incident Notification Form.

Conduct a risk assessment using this risk matrix for each identified hazard.