

# Campbelltown City Baptist Church – Authority to Proceed



<b>Activity Name and Description:</b>		<b>Date of Activity:</b>	
<b>Person Responsible:</b>		<b>Ministry / Group:</b>	
<b>First Aid Persons for this event</b>		<b>Activity Location:</b>	
<b>Assessment date:</b>		<b>Permission Forms Required? Yes / No</b>	<b>Assessors:</b>

<b>Tasks</b>	<b>Risks/Hazards</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	<b>Proposed Control Measures</b>	<b>Person Responsible</b>	<b>Initial when Actioned</b>
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>		

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Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Person Responsible	Initial when Actioned
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>		

Emergency Procedure:			
Plan prepared by:	Role:	Date: / /	
Prepared in consultation with:			
Original sent to Church Safety Officer (at least 4 weeks prior to the event.)		Yes / No	Date: / /
Received By:	Date Received: / /	Date Forwarded to Diaconate: / /	
Authority to Proceed: Diaconate Representative		<input type="checkbox"/> Yes / No <input type="checkbox"/>	Date: / /



## ACTIVITY RISK ASSESSMENT

### RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

#### LIKELIHOOD FACTORS

<i>Factors</i>		<i>Values</i>
<b>L5</b>	<b>Almost certain</b>	The hazard / risk is expected to occur in most circumstances.
<b>L4</b>	<b>Likely</b>	The hazard / risk will probably occur in most circumstances (more than 50% of time).
<b>L3</b>	<b>Possible</b>	The hazard / risk should occur at some time (less than 50% of time).
<b>L2</b>	<b>Unlikely</b>	The hazard / risk could occur at some time, usually in exceptional circumstances.
<b>L1</b>	<b>Rare</b>	The hazard / risk is possible but is not expected to occur.

#### CONSEQUENCE FACTORS

<i>Factors</i>		<i>Values</i>
<b>C5</b>	<b>Extreme</b>	Death; high financial loss; sustained national media coverage
<b>C4</b>	<b>Major</b>	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
<b>C3</b>	<b>Moderate</b>	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
<b>C2</b>	<b>Minor</b>	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
<b>C1</b>	<b>Insignificant</b>	No injuries or treatment; low or no financial loss; one off local media coverage



## ACTIVITY RISK ASSESSMENT

## RISK ANALYSIS & ESCALATION

### RISK MATRIX

#### Consequence

		Consequence				
		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Medium	Medium	High	High	High
	L4 Likely	Low	Medium	Medium	High	High
	L3 Possible	Low	Medium	Medium	High	High
	L2 Unlikely	Low	Low	Medium	Medium	High
	L1 Rare	Low	Low	Low	Medium	Medium

### RISK ESCALATION & COMMUNICATION OPTIONS

<b>Risk Rating</b>	<b>Escalation and Communication</b>
<b>High</b>	Immediate escalation to church leadership (WHS Committee); active remediation activities in place; regular frequent (weekly) monitoring
<b>Medium</b>	Diaconate advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
<b>Low</b>	Local management team monitoring; lower priority remediation activities