



CARITAS CHALLENGE

SAFETY AND RISK MANAGEMENT

For the purposes of running the Caritas Challenge, you will need to:

- Seek Approval from Senior School Management or Youth Group leadership (example included).
- Check the safety of the activity, venue, staff/volunteers involved, before running the activity.
- Complete a Risk Management Plan form outlining possible risks and procedures should they eventuate (example included).
- Make parents, students, leaders and other helpers aware of the emergency procedures and possible risks at the beginning of the event.
- Keep an Injury Register of accidents that happen (example included).
- Compile an emergency information sheet listing student health information and emergency contacts (example included).
- Ensure that the coordinating teacher, youth group leader or another helper has an up to date First Aid Certificate.
- Have a communication system in place to facilitate actions during an emergency.
- Obtain consent from parents for their child's involvement in the Caritas Challenge (example included).

In completing a Risk Management Plan or other assessments, an activity planner is expected to identify and manage a number of hazards, regardless of activity. The following pages contain guidelines for risk management strategies, as well as space to fill in your own details for your Caritas Challenge event. You may also choose to copy and paste the information from this template into a Risk Management Plan from your own organisation.