



Job's Daughters
QUEENSLAND

GENERAL ACTIVITY RISK ASSESSMENT
Jurisdictional Guardian Council of Queensland
Job's Daughters International

This General Risk Assessment helps Bethels plan and review safe, appropriate Job's Daughters Queensland activities. It supports safeguarding, duty of care, and insurance requirements by ensuring risks are identified, managed, and recorded.

Use this form for approved Job's Daughters Queensland activities that are outside routine Bethel meetings or involve travel, public venues, physical activity, or community interaction. Complete it before the activity, then finalise the review section after the activity.

This document is not about eliminating all risk. It is about planning thoughtfully, supervising appropriately, and showing that reasonable care has been taken to support the safety and wellbeing of all participants.

This risk assessment must be completed prior to the activity, shared with supervising adults, and available during the event (printed or digital). Participants must be briefed on boundaries, supervision arrangements, and safety expectations. Following the event, the review section must be completed and submitted in line with Job's Daughters Queensland reporting requirements.

DETAILS OF ACTIVITY			
Activity Type		Host Bethel	
Activity Overview			
Location for Activity		Date and Time of Activity	
Responsible Adult		Contact Details	
Anticipated Attendance		Supervision Required	CAV - Approved Adults
First Aid Officer		Qualifications of First Aid	
Nearest hospital		JGC emergency contact	
Aims of activity		Risk assessment prepared by	
POLICE / AMBULANCE / FIRE: 000			

RISK ASSESSMENT					
Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Behaviour and conduct of participants	Disruption, unsafe play, peer conflict, or emotional distress	Moderate	• Expectations and behaviour standards explained before activity. • Positive conduct modelled by adults at all times. • Supervision ratio and visibility maintained per JDQ Safeguarding Policy. • Clear, respectful redirection used for minor issues; follow escalation pathway for major concerns.	Supervising adults / Before activity	Low
Health needs or medical conditions	Allergic reaction, illness, or unmanaged medical needs	Moderate	• Health and consent forms reviewed before event. • Required medication accessible and stored safely. • First aid kit available; supervising adult with first aid training present • If medication is required: Form 13 (Medication) completed before the event and all medication is handed to the First Aid Officer at the start of the event (unless an agreed exception applies, e.g. emergency medication as per plan). Medication administration is recorded.	Responsible adult / Before and during activity	Low
Physical abilities or fatigue	Injury, strain, exhaustion, exclusion from participation	Moderate	• Activities planned within ability range of participants • Rest breaks offered • Alternative, supervised options available for participants who cannot safely continue • Parents advised of physical nature of activity in advance.	Activity coordinator / Before activity	Low
Personal safety and injury prevention	Minor cuts, trips, slips, falls, equipment accidents	Moderate	• Venue inspected prior to use; unsafe areas restricted. • Participants wear suitable footwear and clothing. • First aid and emergency contacts accessible. • Two approved adults present at all times	Supervising adults / Before and during	Low
Venue hazards	Unsafe surfaces, steps, weather exposure, restricted access	Moderate	• Venue checked prior to arrival and monitored during use. • Clear boundaries and meeting points established. • Weather monitored; contingency plan in place. • Emergency exits identified.	Responsible adult / Before activity	Low

Public access or interaction	Stranger approach, crowd exposure, or loss of participant	Moderate	• Participants stay in supervised group at all times. • Approved adults monitor entry and exit points. • Clear instructions for arrival/departure and sign-in procedures. • No one-on-one contact with youth members outside approved ratios.	Supervising adults / During activity	Low
Use of equipment or venue facilities	Misuse of materials, unsafe handling, equipment failure	Moderate	• Venue/facility safety briefing followed. • Equipment inspected and used as intended. • Venue-provided instructors or staff consulted when required. • Participants given safety instructions before use.	Activity coordinator / Before and during	Low
Travel or transport (if applicable)	Vehicle incident, separation from group, delays	Moderate	• Travel approved by Bethel Guardian Council. • Parental consent obtained for all transport arrangements. • Supervision maintained from departure to return. • Emergency plan includes contact details and arrival/departure times.	Responsible adult / Before activity	Low
Safeguarding – supervision and boundaries	Inadequate supervision, inappropriate adult–youth contact	High	• Minimum two approved adults present. • Roles and supervision zones assigned. • Private conversations or physical contact avoided unless required for safety or care. • Concerns reported via Safeguarding Reporting Pathway immediately.	All supervising adults / Ongoing	Low
Safeguarding – communication	Unapproved or unsafe communication with youth	Moderate	• All communication through approved JDQ channels (email, closed groups or official messaging). • No direct private messaging between adults and youth. • Social media interactions follow JDQ Digital Media Policy.	Supervising adults / Ongoing	Low
Reputation and organisational risk	Activity not aligned with Job’s Daughters Queensland values, inappropriate venue or imagery shared	Moderate	• Activity approved by Bethel Guardian Council. • Public-facing behaviour reflects JDQ Code of Conduct. • Photos shared in line with media consent and privacy standards. • Review and debrief after each activity to identify learnings.	Responsible adult / After event	Low

Complete only the tables that match the add-ons ticked in Appendix A. Add extra rows if your activity has unique risks.

PUBLIC PARK / PLAYGROUND / OUTDOOR GATHERING					
Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Public setting and boundaries	Participant wanders off; separation from group	Moderate	Set clear physical boundaries and a designated meeting point Regular headcounts at set times and transitions Assign adults to visibility zones (entry/exit, toilets, play area).	Responsible adult + supervising adults / Before and during	Low
Playground equipment condition	Falls, cuts, equipment-related injury	Moderate	Inspect equipment on arrival; Restrict unsafe equipment/areas; Supervise higher-risk equipment closely Reinforce safe play (no pushing/unsafe climbing).	Supervising adults / On arrival and during	Low
Environmental exposure (sun/heat/weather)	Sunburn, dehydration, heat stress, storm risk	Moderate	Sun safety plan (hats, sunscreen, shade breaks) Water available; Monitor weather; Modify/cancel if conditions unsafe.	Responsible adult / Before and during	Low
Toilets and transitions in public	Separation; unsafe interaction; safeguarding risk	Moderate	Plan for toilet access; Girls move in pairs/groups Adults supervise transitions (avoid one-on-one isolated situations);Maintain visibility where possible.	Supervising adults / During	Low
COMMERCIAL VENUE ACTIVITY (INCLUDING VENUE INDEMNITY/WAIVER)					
Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Venue safety briefing and rules	Injury from unsafe participation	Moderate	Ensure venue safety briefing is completed; participants follow venue rules; confirm restrictions (age/height/medical) and adjust participation accordingly.	Activity coordinator / Before	Low
Venue indemnity/waiver requirements	Participation without consent;	Moderate	Confirm parent consent and venue waiver/indemnity completion (if required); keep record of completion; do not allow participation without required consent.	Responsible adult / Before	Low
Supervision within a commercial setting	Separation; safeguarding risk; poor visibility	Moderate	Maintain JDQ supervision (group stays together); assign adults to zones; set meeting point for breaks/end; headcounts at transitions.	Supervising adults / During	Low
Incident response at venue	Delayed response; confusion in emergency	Moderate	Know venue first aid process; keep JDQ emergency contacts accessible; document incidents/near misses and complete after-event review.	Responsible adult + first aider / During and after	Low
Toilets and transitions in public	Separation; unsafe interaction; safeguarding risk	Moderate	Plan for toilet access; Girls move in pairs/groups Adults supervise transitions (avoid one-on-one isolated situations);Maintain visibility where possible.	Supervising adults / During	Low

SWIMMING / POOL ACTIVITY					
Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Water safety – ability and confidence	Drowning risk; panic in water	High	Confirm lifeguards on duty (where applicable); set water boundaries; identify non-swimmers and apply extra supervision; enforce rules (no running/diving unless permitted).	Responsible adult + supervising adults / Before and during	Low
Change rooms and transitions	Separation; safeguarding risk; distress	Moderate	Clear plan for change rooms; girls move in groups; adults supervise entry/exit and transitions; maintain appropriate boundaries and privacy.	Supervising adults / During	Low
Wet surfaces around pool	Slips/falls; injury	Moderate	No running rule; supervise high-traffic areas; first aid kit accessible; follow venue safety instructions.	Supervising adults / During	Low
Sun/heat exposure (if outdoor)	Sunburn, dehydration, heat stress	Moderate	Sunscreen, hats when not in water, shade breaks, water available; monitor heat and modify session length.	Responsible adult / Before and during	Low
Water safety – ability and confidence	Drowning risk; panic in water	High	Confirm lifeguards on duty (where applicable); set water boundaries; identify non-swimmers and apply extra supervision; enforce rules (no running/diving unless permitted).	Responsible adult + supervising adults / Before and during	Low
BEACH / WATERWAYS					
Identify the hazard	What harm could result?	Current level of risk	Controls already in place or additional actions required	Responsible (who/when)	Reassess after controls
Water conditions and hazards	Drowning; rip/current exposure; injury	High	Check conditions and warnings (signs, surf conditions, hazardous areas) ; Swimming only at patrolled beaches, between the flags, while lifeguards are on duty. ; If unpatrolled, water activity is limited to shoreline play in ankle to knee depth only (no deeper), within a clearly defined boundary ; Adults positioned to maintain clear sight lines; frequent headcounts, including before/after any water activity ;	Responsible adult / Before and during	Moderate
Separation in open public area	Lost participant; unsafe interaction	Moderate	Designated meeting point; adults assigned to visibility zones; headcounts at set intervals; buddy system; clear instruction to stay with the group.	Supervising adults / During	Low
Sun/heat exposure	Sunburn, dehydration, heat stress	Moderate	Sunscreen, shade breaks, water available; hats when not in water; monitor for heat illness.	Responsible adult / Before and during	Low
Marine stings / bites / allergies	Stings, allergic reaction	Moderate	First aid kit accessible; confirm allergy/epi-pen arrangements; brief participants; follow first aid guidance if stung/bitten.	First aider + responsible adult / Before and during	Low
Water conditions and hazards	Drowning; rip/current exposure; injury	High	Cancel, relocate, or modify immediately if conditions change or supervision cannot be maintained.	Responsible adult / Before and during	Low

ACCESSIBILITY & INCLUSION																										
Outline any adjustments, sensory needs, or accessibility considerations for participants or venue.																										
POST-EVENT REVIEW																										
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This form is required for all Job's Daughters Queensland activities that occur outside routine Bethel meetings, including fundraisers, community events, or public venues. It ensures compliance with the Job's Daughters Queensland Risk Management Strategy, Safeguarding Policy, and insurance requirements. It must be completed before the event, shared with supervising adults, and available on the day. After the activity, complete the review section and submit to the Jurisdictional Guardian Council with the Monthly Report.