**Purpose**.

Events may for example include small public events such as barbecues and other informal activities. However, they may also include larger planned events such as funerals and Easter Mass.

Tasks can include the engagement of contractors for minor works, working bees, or work activities to be done by volunteers in the Church or community.

This Procedure is a resource to outline the responsibilities of those involved in managing an event or task.

The accompanying Task Planner has been devised to assist people in planning for such tasks and events so that they may run efficiently and without incident.

The intent is not to generate paperwork for even the smallest of low risk activities, but to have the means to manage potential risks that have been identified for those activities.

**Responsibilities**

|  |  |
| --- | --- |
| **PCBU** | * Ensure effective resources and systems are in place to manage any planned task or event. * Ensure workers and others are aware of what the task or event is, and entails. * Actively identify potential hazards and risks that may arise during events and activities, and ensure there are appropriate controls in place to manage those hazards. * Identify key people with the capability to manage tasks and events. * Ensure any learnings from tasks or events are incorporated into future activity planning. |
| **Officer** | * Officers are to exercise due diligence to ensure that the PCBU meets its responsibilities as above |
| **Workers** | * Be actively involved in the identification of hazards relating to tasks and events, and implementation of controls. * If, during a task or event, a worker identifies a hazard they are to take all reasonably practicable steps to manage that hazard. * Be involved in any debrief required. |
| **Others in the workplace (eg visitors)** | * Report any hazards they see, and incidents that have harmed or may have harmed. |

This procedure consists of 4 sections that should be followed:

* Scoping
* Planning
* The activity
* Review

**Step 1. Scoping**

This first step is simply identifying what activity is going to happen. It may be, for example, being informed a funeral is to take place, a social committee deciding on a barbecue, a contractor coming to do some work, or a group of Parishoners doing some maintenance work or repairs.

It is important to be clear what the task is so that there is no ambiguity and confusion.

At this stage it is likely that the key people that need to be involved will be identified.

**Step 2. Planning.**

The key people get together to plan the activity. They may use the Task Planner form to assist.

It is important to get input from all those key people as they are likely to have previous knowledge of how previous activities have worked most efficiently.

At this stage all resources required for the activity should be identified, for example volunteers required, equipment needed, contractors for specialised work, first aid requirements etc.

**Step 3. Activity**

The better the planning has been done the more likely the activity will run efficiently and without incident.

The duration of the activity is from when it begins (eg first people arriving), to after the last person has left and the area has been cleared up.

During the activity the persons tasked with managing it should monitor how it is going, and if any changes need to be made. The wellbeing of the workers involved should also be checked.

**Step 4. Review.**

At some stage after the activity a debrief should be held so that any learnings can be utilised for any future activities of a similar nature.