

Risk Assessment Activities Template

To be completed by Parish Group leader, annually or in response to a new event or procedure

Two examples of completing Risk Assessment Activities Form

Name of organisation/event: *Children's Liturgy Group*

Date undertaken:

By whom:

Review date:

Identify the Hazard	Who might be harmed?	What is the risk?	Action – how to minimise risk
Physical Hazard e.g. slippery steps following wet conditions	Children attending children's liturgy/group leaders/volunteers	Slip	On the morning before children's liturgy meet volunteers check premises – dry the water and inform Parish Priest or building manager
Scissors used for cutting work books	Children	Children who use scissors cut themselves or other children	Ensure age appropriate scissors are used and children are carefully supervised
Volunteer leader who is vetted is unexpectedly sick and unable to attend session as scheduled	Children/leaders	Lack of appropriate supervision	Use an existing volunteer (who is not on the rota for that Sunday who is available) to undertake the role or get 2 responsible adults to undertake the role as "one off event". Ensure there are at least 2 adults present, or cancel

Name of organisation/event: *Children's Folk Choir*

Date undertaken:

By whom:

Review date:

Identify the Hazard	Who might be harmed?	What is the risk?	Action – how to minimise risk
Fire exit in room where choir practice is currently blocked	Children/leaders/choir	Injury or death – children/leaders/choir members could not leave the building safely	1. Clear obstruction if possible 2. If obstruction cannot be cleared session cancelled or alternative room identified and inform Parish Priest

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

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