

## St Ursula's Church, Berne

# Risk Assessment - <Activity>

(for a recurring activity / event)

### Activity Description

<b>Activity:</b>	
<b>Location:</b>	
<b>Dates and Times:</b>	
<b>Leader(s):</b>	
<b>Participants:</b>	

### Assessment / Review Carried Out:

On:	By:	Approved On:
<Date>	<Name(s)>	
<Date>	<Name(s)>	
<Date>	<Name(s)>	

<b>Assessment to be reviewed:</b>	<Date>
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### Summary

*Currently free-format – add lines and columns as necessary  
(Can identify areas of concern, actions to be taken, or anything else that needs to be highlighted)*

Notes:

1. A review of this assessment will be undertaken every <n> years.

### Risks for this Activity

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<b>General</b>			
<Topic 1>			
<b>Location</b>			
<Topic 2>			
<b>Travel</b>			
<b>Food</b>			
<b>Activities</b>			
<b>Safeguarding Aspects</b>			
<b>Medical</b>			
<b>Other</b>			

### General Risk Assessments

The general risk assessments for buildings, kitchen, medical etc. can be found in the folder in the Outer Office.

**The following contains notes and hints to help you fill in this form. They do not need to be included with the form – so delete the remaining page(s) before sending the form for approval.**

### **Notes - Aspects to Consider**

1. *Location - consider the risks of fire, water activities, traffic etc.*
2. *Does the planned activity have an accident risk? If so, what? And what precautions have been taken? Is there a trained first-aider available and known?*
3. *How is the travel organised? Do we have permission forms, where needed?*
4. *Is food on offer? What kind of food? Is allergy information available?*

### **Safeguarding Aspects to Consider**

- a) *Who will be present? Does this include children or other vulnerable people?*
- b) *Are there sufficient adults present?*
  - *in general there should be one adult (with clearance) for each 4 – 5 children, with a minimum of 2 adults*
  - *state if parents are to be responsible for their children*
- c) *Do we have contact details for each participant? And, where needed, a permission form?*

Template updated 2.6.2023 / TC