



<b>Person conducting assessment:</b>		<b>Date:</b>	
<b>Location of Activity or Event:</b>		<b>Date:</b>	<b>Time:</b>
<b>Activity Co-ordinators/Leaders:</b>			
<b>Describe the activity or event:</b>			
<b>First Aid Officers if required:</b>			

**Assess the risks and hazards of the activity**

This tool is designed to assist\* you to assess all events, programs and other activities to ensure they are conducted safely and to minimise or mitigate associated risks. It is not compulsory to use this particular tool, however, risk assessment must be conducted for all events, programs and other activities using a recognised risk assessment methodology or tool.

\*Please note that the methodologies provided in this tool are intended to assist you and your management team to assess risk and it is up to each individual management team to determine the level of risk and the appropriate risk management strategies based on your specific circumstances.

Questions to consider when assessing the activity or event: (Note the following is not an exhaustive list)

1. Is this activity occurring on Parish grounds or in an external location not under Parish control?
2. How many persons will be involved in this activity or event at the one time?
3. Will children/young people be involved and have persons supervising children completed all Diocesan Safe Ministry requirements and been approved for this ministry?
4. Is there anything on the site or used in the activity or event that has the potential to cause harm to a person?
5. Are amusement devices included in the activity e.g. jumping castles, climbing equipment, compressor, machinery etc? Have maintenance records been provided and reviewed? Is equipment or machinery isolated from access? Have you obtained copies of public liability insurance, etc from operators/owners?
6. Will food be supplied for sale or consumption? Consider food safety measures?
7. Is a traffic plan required where pedestrians and traffic will interact?
8. Consider the security of the event, adequate lighting, handling of money, storage of valuables?
9. Electrical safety, use residual current devices or safety switches where possible, check condition of leads, and keep leads away from water and walkways.
10. Are there clearly outlined rules and instructions on how the event will operate, and have supervisors or leaders been briefed on the activity and their roles to ensure safe practice?

**Complete the assessment on the next page.....**



*This is a useful tool for assessing risk. Once you have identified the possible risks associated with your event/activity, assess each of the risks on a rating of 1 (low) to 5 (High) for likelihood and impact. Then use the matrix (on the next page) to identify the Risk Rating. For each risk, identify appropriate control measures/ actions to be take.*

Area Assessed	Risks Identified	Likelihood (L=1 to H=5)	Impact (L=1 to H=5)	Risk Rating (L/M/H)	Control Measures/Actions to be Taken	Person Responsible

**Outcome of Risk Assessment ( apply the legend above and tick ✓)**

Safe	<input type="checkbox"/>	Unsafe (requires review of controls)	<input type="checkbox"/>	Unsafe (activity is not to be attempted)	<input type="checkbox"/>
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**Sign-off to confirm activity and controls are acceptable and able to occur**

Parish Leader (Priest/Parish Council/Warden)		Date:
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## Risk Matrix

		Impact				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme
Likelihood	5 Almost Certain	Medium	Medium	High	High	High
	4 Likely	Low	Medium	Medium	High	High
	3 Possible	Low	Medium	Medium	High	High
	2 Unlikely	Low	Low	Medium	Medium	High
	1 Rare	Low	Low	Low	Medium	Medium
	<b>Low - Medium = Safe to proceed</b>		<b>High = Unsafe, controls must be reviewed</b>			<b>Extreme = Unsafe do not attempt activity</b>

## Identifying the Risks

*In addition to the questions on page 1, the following can help identify any possible risks that might be associated with your event/activity.*

Area Assessed	Risks Identified
<u>People</u> (e.g. organiser, facilitator, participants, event staff, Child Safe evaluation)	
<u>Environment</u> (e.g. venue, weather, terrain, surrounding area, parking/access, signage)	
<u>Equipment</u> (e.g. vehicles, tools, safety clothing, safety signage)	
<u>Food/Catering</u> (e.g. cooking equipment, food allergies, food handling)	
<u>Other</u>	