

Parish of \_\_\_\_\_

### Activity risk assessment - including holidays and trips

**Activity:**

**Location:**

**Name of leader with responsibility:**

**Date of first risk assessment:**

**Time/frequency:**

**Date to be reviewed:**

| What are the hazards?                         | Who might be harmed and how?               | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom? | Action by when? | Done |
|---|--|--|--|-----------------|-----------------|------|
| Inadequately supervised children/young people | Young people<br>Leaders/helpers<br>Parents | Ratio of staff to young people as per guidelines<br><br>All rooms that are being used to be adequately staffed<br><br>Any young people with special needs - do they need particular help for certain parts of the programme? | If a volunteer can't come at the last minute, how does that affect your evening's programme? |                 |                 |      |
| Accidents playing games                       | Young people<br>Leaders/helpers            | First aid kit and first aider on premises<br><br>Think through games - are they suitable for the age profile of young people?<br><br>Access to phone   | Re-assess risk<br><br>Is field clear of hazards?   |                 |                 |      |

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|   |   |   |  |  |  |  |
|---|---|---|--|--|--|--|
| <p>Confrontational behaviour / bullying, etc.</p>   | <p>Young people<br/>Leaders/helpers<br/>Parents</p> | <p>Prior to person joining the youth club ascertain any behavioural risk – what are the trigger points, what calms them down</p> <p>Remain calm and speak with the individual – listen and reassure</p> <p>Inform the leader of the activity so they manage the situation</p> <p>Call 999 / 101 if necessary</p> <p>Contacting parents/carers of the individuals involved – access to phone and contact details. Record</p> | <p>If someone else is in immediate danger, consider protecting the individual (s) – only using any contact that is reasonable in the circumstances and all other options have been used (communication / reasoning etc and someone is at risk of harm)</p> <p>Record any action taken, why that action was taken and any witnesses</p> <p>Inform someone immediately and parents</p> |  |  |  |
| <p>Safeguarding concern is witnessed / reported</p> | <p>Young people<br/>Leaders/helpers</p>             | <p>Safeguarding training is provided</p> <p>Policies are followed – PSO informed</p>  | <p>Maintain a spreadsheet re personnel requiring training, when trained and when training due</p> <p>Ensure PCC adopt safeguarding</p>   |  |  |  |

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|  |  |  |                                |  |  |  |
|--|--|--|--------------------------------|--|--|--|
|  |  |  | policy annually for the parish |  |  |  |
|--|--|--|--------------------------------|--|--|--|

**Please note – other examples of what could be included are available on the internet such as trips and spills; electrical hazards; manual handling etc**

SAMPLE