|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Activity:**  **E.g.:** Outdoor Liturgy Group | | | |  | | | **Date of Activity:** | | | |  | | |
| **Activity Participants:**  (Tick all that apply) | | | | **Children**  **Adults** | | | **Type of Activity** (circle): | | | | **In person** or **Online** | | |
| **Risk Assessment Steps** | | | | | | | **Reoccurring Event** (circle): | | | | **Yes** or **No** | | |
| **Step 1** | Identify the activity, then identify the risks: What could happen? How could it happen? | | | | | | | | | | | | |
| **Step 2** | Consequence of the risk: What could happen? How could it happen? | | | | | | | | | | | | |
| **Step 3** | Mitigate the risk: What mitigation strategies are in place to minimise or control the risk and what further mitigation strategies could you put in place? **Completed Risk Assessment to be signed off by Parish Priest or Head of Agency.** | | | | | | | | | | | | |
| **Step 4** | Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity; the Workers, Volunteers, helpers, and all participants including Children and/or Adults to ensure a safe and successful activity. | | | | | | | | | | | | |
| **Step 5** | Evaluate the treatment: Did it work? Is there more we need to do to create a safe environment? Update your plan if improvements can be made for next time. | | | | | | | | | | | | |
| **Plan**  **Prepared by:** | | | **Name:** | | | **Plan Approved by Parish Priest or Head of Agency:** | | **Name:** | | | | **Date:** |  |
| **Sign:** | | | **Sign:** | | | |
| **Emergency Contact No.:** | | |  | | | | | |  | | | | |
| **Please Note: Add or subtract the rows in the table below depending on how many risks you identify** | | | | | | | | | | | | | |
| Risk  Reference | | 1. Identify Risk(s) | | | 1. Consequence of the Risk | | | | | 1. Mitigation Strategies | | | |
| Examples: | | 1. Sunburn | | | Person is unwell, sunstroke, burns, dehydration | | | | | * Find shady area to sit if possible. * Encourage hats and sunscreen to be worn. Provide water. | | | |
|  | | 1. Unsecured exit/entry points | | | Child goes missing, strangers have access | | | | | * Keep outside gates locked. * Constant supervision | | | |
| 1. | |  | | |  | | | | |  | | | |
| 2. | |  | | |  | | | | |  | | | |

**Insert your mitigation strategies individually into this checklist. Mark them off when completed.**

| Mitigation Strategies Checklist | Completed  Y/N or N/A | Date Completed |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |