

St Ursula's Church, Berne
Risk Assessment - <Activity>
(template for a one-off activity / event)

Activity Description

Activity:	
Location:	
Date and Times:	
Leader(s):	
Participants:	

Assessment Carried Out

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

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)*

Risks for this Activity

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

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 15.6.2023 / TC