

# Roman Catholic Diocese of East Anglia



Form Ref: CaSE 3

## RISK ASSESSMENT FORM

NB: The bullet points included in this form are examples to be considered under the headings in Boxes 1-5. The form should be completed using the guidance and considering the specific activity to be undertaken along with the needs of the children and young people who will participate in the planned activity.

### 1. Place to be visited:

e.g. retreat centre

#### Potential hazards:

- Environmental e.g. weather, terrain
- Health e.g. polluted water
- Human and behavioural e.g. violence
- Activity e.g. swimming
- Travel e.g. driving
- Accommodation e.g. fire exit

### 2. List groups of people who are especially at risk from the significant hazards you have identified e.g.:

- children
- young people
- event leader
- leaders
- impact of age/stamina/ability

### 3. List existing controls or note where information may be found e.g.:

- ensure sufficient supervision
- clear guidance to pupils
- exploratory visit or research – this will allow for unforeseen or unknown hazards to be identified.

### 4. How will you cope with the hazards which are not currently or fully controlled under (3) e.g.:

List hazards and the measures taken to control them.

- removal of hazard
- modifying the design of an activity
- supervising an activity more closely
- training
- emergency procedures

### 5. Continual monitoring of hazards throughout visit:

- Share plans with leaders prior to the event
- During the event, on-going assessment of risk and remedial action as required

Risk assessment completed by \_\_\_\_\_ (Print Name)

Review date \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_