

Example Risk Assessment Form

This form will be held in accordance with the data protection policy of the Diocese of Meath.

The data entered will be used only for the purposes indicated on the form.

- This risk assessment seeks to identify any potential for harm, as defined in the *Children First Act 2015*, to a child while participating in activities organized by _____ * to ensure that adequate procedures are in place to manage identified risks.
- It will be reviewed at least annually or as soon as practicable after there has been a new risk identified or any other relevant change.
- 'Risk' in the context of this risk assessment is the risk of harm to children as defined in the *Children First Act (2015)*.

Name of group/activity _____

Date of risk assessment _____ Date of review _____

Person completing the hazard assessment _____

Role _____

Others attending planning meeting: _____

Insert name of Activity or Church body here

Identified Risks	Controls/Procedures in place to manage risk	Persons responsible
<p>Supervision <i>(Failure to provide for appropriate supervision of children during arrival, during activity or on departure from the group/activity, may expose children to harm from adults, other children or environmental factors.)</i></p>	<p>Safe care procedures including joint consent, adequate supervision ratios; children and adults signing in; Codes of Behaviour for children and adults. training for personnel; dealing with accidents.</p> <p><i>(4.11 Consent form. 1.3 Maintaining adequate supervision ratios. 1.4 Codes of behaviour. 1.8 Dealing with accidents/incidents. 1.28 Training and support.)</i></p>	<p>Group Leader Volunteer Parent volunteer Responsible for: Supervision/ ensuring consent forms signed and logged/ sign-in and sign out book/agreeing COB/checking appropriate training completed.</p>
<p>Shared facilities <i>(Children may be exposed to risk of inappropriate behaviour which could cause them harm from visitors or other adults or bullying by other children in shared facilities eg changing area, toilets.)</i></p>	<p>Code of behaviour for adults including guidance on 1:1 contact with children; Complaints procedure; Boundary violation procedure; Anti-bullying policy; safe recruitment procedures.</p> <p><i>(1.1 Safe recruitment procedures 1.4 Code of behaviour 1.13 One-to-one contact with children 4.13 Complaints form 2.16 Protected disclosures)</i></p>	<p>Group Leader- Ensuring recruitment procedures followed/supervision etc</p> <p>PP/PSR</p>
<p>Accidental injury <i>(Risk of injury in setting up, clearing items, from fire or wet areas eg possibility of slips/trips if alb wrong size, possibility of burns).</i></p>	<p>Adequate supervision; Instruction for children; Health and Safety policy in place; First Aid provision; Accident procedure.</p> <p><i>(1.1 Adequate supervision ratios)</i></p>	<p>Group Leader First Aider Check for H+S issues/First Aid training/ Supervision.</p>

Identified Risks	Controls/Procedures in place to manage risk	Persons responsible
<p>Children`s behaviour (Harm to children from disruptive behaviour.)</p>	<p>Code of behaviour for children; Dealing with Breaches of the Code of Behaviour; Anti-bullying policy; Appropriate supervision. Training for relevant adults; Adequate supervision ratio.</p> <p>(1.28 Training and support 1.2 Adequate supervision ratios 1.5 Code of behaviour for children 1.6 Dealing with breaches of COB 1.7 Anti-bullying policy)</p>	<p>Group Leader Agree a code of behaviour and anti-bullying policy with children/ implementation of COB.</p>
<p>Communicating concerns. (Children experiencing harm or on-going harm as a result of not being aware of who to speak to if they experience inappropriate behaviour or have concerns re safeguarding. Risk of harm caused by staff not recognising the indicators of abuse or being unfamiliar with responsibilities and procedures for reporting child protection concerns)</p>	<p>Communications policy: Children advised of whom to speak to/information leaflet provided regarding concerns or complainants: Guidance provided to adult personnel on responding to a child and reporting allegations or concerns. Information displayed in Church properties.</p> <p>(2.6 Responding to an allegation by a child 2.2 Reporting an allegation 4.50 Child Safeguarding Statement)</p>	<p>Group Leader/PSR Safeguarding Committee.</p> <p>Providing information to children and parents/ ensuring relevant posters displayed/ ensuring all personnel have completed relevant training.</p>
<p>ICT Access to use of ICT in venue resulting in possibility of inappropriate contacts/accessing inappropriate content/online bullying resulting in harm to the child.)</p>	<p>Children not allowed to use their phones, email or other ICT applications while participating in activities. Procedures in place re use of ICT by personnel in contacting children. (1.33 Communications policy 1.20 1.21 1.22 1.23 1.24 Use of ICT)</p>	<p>Group Leader</p> <p>Ensure personnel aware of policy and procedures re ICT use/ agree protocol with children</p>