*This template is for use by Parishes to conduct a risk assessment on any Parish activities involving children.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Activity** | |  | | | | | | | | | | | |
| **Date of Activity** | |  | | | | | **Is this a recurring event?** | | | | | yes  no | |
| **Risk Assessment Steps** | | | | | | | | | | | | | |
| **Step 1** | Identify the activity, then identify the risks: what could happen, how could it happen | | | | | | | | | | | | |
| **Step 2** | Consequence/s 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, what further mitigation strategies could be put into place What actions will be taken if an issue does occur during the activity? | | | | | | | | | | | | |
| **Step 4** | Completed Risk Assessment to be signed off by Parish Priest or Parish Safeguarding Officer. | | | | | | | | | | | | |
| **Step 5** | Share and discuss the Risk Assessment and Mitigation Strategies with those involved: the workers including volunteers and parent helpers, and the children and young people | | | | | | | | | | | | |
| **Step 6** | Evaluate the process: did it work, what more can be done to do to create a safe environment? Update the plan if improvements can be made for next time. | | | | | | | | | | | | |
| **Describe the activity in brief** | | |  | | | | | | | | | | |
| **Identify Risk/s** | | | | **Consequence of the Risk** | | | | **Mitigation Strategies** | | | | | **Person/s responsible** |
| *e.g. unsecured exit/entry points* | | | | *e.g child goes missing, strangers have access* | | | | * *Keep outside gates locked* * *Constant supervision* | | | | | *Insert name* |
| 1. | | | |  | | | |  | | | | |  |
| 2. | | | |  | | | |  | | | | |  |
| 3. | | | |  | | | |  | | | | |  |
| 4. | | | |  | | | |  | | | | |  |
| 5. | | | |  | | | |  | | | | |  |
| *Please add more rows above if / as needed* | | | | | | | | | | | | | |
| Emergency phone numbers for this activity | | | Name | | | | | | Contact number/s | | | | |
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|  | | | | | |  | | | | |
| **Plan prepared by** | | | | | | | | | | | | | |
| Name | |  | | | Sign |  | | | | Date |  | | |
| **Plan approved by Parish Priest or Parish Safeguarding Officer** | | | | | | | | | | | | | |
| Name | |  | | | Sign |  | | | | Date |  | | |