

RISK ASSESSMENT CHECKLIST

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FACTORS TO CONSIDER:

In completing a Risk Management Plan or other assessments, the following are some of the hazards an activity planner is expected to identify and manage regardless of activity.

UNDESIRED EVENTS (ACCIDENT, INJURY, OTHER FORMS OF DAMAGE)

- Death
- Injury
- Psychological or emotional damage to participants
- Programme fails to reach participant expectation
- Participant has unsatisfactory experience
- Damage to the environment
- Damage to property/equipment

CAUSAL FACTORS

PEOPLE

1. Fitness/Health
2. Emotional state/anxiety level
3. Size and age of group
4. Disabilities
5. Adult/student ratios
6. Volunteer helpers
7. Experience level of group leaders
8. Skill level of individuals
9. Cultural or gender issues
10. Unsafe act/s by participants
11. Receptiveness to following instructions
12. Participants' clothing and equipment

EQUIPMENT

1. Inappropriate resources
2. Poorly maintained equipment
3. Insufficient equipment for the enjoyment and safety of the party
4. Condition and appropriateness of First-Aid kit
5. Information to caregivers
6. Toilet facilities
7. Food and drink
8. Sleeping facilities

ENVIRONMENT

1. Weather-season, forecast
2. Hazards of environment that activity takes place in (natural or unnatural)
3. Accessibility to help and emergency services
4. Security

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FACTORS TO CONSIDER:

RISK MANAGEMENT STRATEGIES (NORMAL OPERATION)

PEOPLE

1. Some effort to be made to ascertain health/fitness of participants. Medical forms may be appropriate.
- 2-9. Assessment of these factors should be made and programme adapted where felt necessary. Empathetic approach to concerns of students.
- 10-11. Ensure participants have a clear understanding of instructions and reinforce if necessary particularly instructions pertaining to participant safety and disciplinary consequences. A progressive and well sequenced instruction programme will enhance receptiveness.
12. Ensure participants are wearing appropriate clothing and have the equipment necessary to enjoy the activity in safety.

EQUIPMENT

- 1-3. Maintained sufficient and appropriate equipment for the activity.
4. Ensure First-Aid kits are adequately supplied and regularly maintained
5. Send out parent newsletter and facilitate information meeting.
6. Ensure 24 hour access to adequate toilet facilities.
7. Cater appropriately for numbers and any special dietary needs (medical form) and ensure safe drinking water.
8. Ensure adequate sleeping arrangements for numbers, ages, gender and cultural safety.

ENVIRONMENT

1. Activity leader to have general understanding of weather and be aware of local conditions and changes that may affect the safety of a programme. The programme may be altered accordingly
2. Identify hazards and manage accordingly.
- 1-2. Ensure participant clothing/footwear is appropriate for weather and environmental conditions and changes that may take place in either of these areas.
3. List of emergency contacts and access to mobile phone.
4. Ensure sufficient adult supervision and seek outside security presence if deemed necessary.

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FACTORS TO CONSIDER:

EMERGENCY

Injury or any need for First-Aid to be carried out by an **activity leader** and emergency back-up called in if required. If emergency back-up is required, the School Management or Parish/Diocese Youth Co-ordinator will be notified and will inform and liaise with next of kin. The activity leader must ensure the safety of the remaining participants.

Activity leader to have easy access to a basic First-Aid kit and appropriate emergency equipment which may include:

Mobile phone • Spare clothing • Spare food • Drink/water

Activity leader is familiar with the activity location and if possible has had some form of contact with someone who has led a similar activity before. This could range from reading a report to personal participation in a previous activity.

Staff should have the following skills:

- Personal experience relating to activity
- First Aid certification
- Communication, leadership and instructional skills
- Be approved by an appropriate member of the school senior management team or Parish/Diocese Youth Team

Using these guidelines for possible risk management strategies, fill in the following Risk Management Plan (or one from your own organisation) for your Caritas Challenge event.