

PART 1: ACTIVITY REGISTER

Group:

Date: Location:

Activity	Instructor(s)/Supervisor(s)	Risks (Potential Losses)*
Activity 1:		
Activity 2:		
Activity 3:		
Activity 4:		

***Risks to consider:** death, injury, psychological or emotional damage to participants, damage to the environment, damage to property or equipment, unsatisfactory experience

PART 2: CAUSAL FACTORS

Causal Factor	Risk Reduction Strategies
<p>People-related factors:</p> <ol style="list-style-type: none"> 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 <p>Additional People-related factors:</p>	<ul style="list-style-type: none"> • Some effort to be made to ascertain health/fitness of participants. Medical forms may be appropriate. • Assessment of the factors in items 2-9 should be made and programme adapted where felt necessary. Empathetic approach to concerns of students. • 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. • Ensure participants are wearing appropriate clothing and have the equipment necessary to enjoy the activity in safety. <p>Additional People-related risk reduction strategies:</p>
<p>Equipment-related factors:</p> <ol style="list-style-type: none"> 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 <p><i>(continued on next page)</i></p>	<ul style="list-style-type: none"> • Maintained sufficient and appropriate equipment for the activity. • Ensure First-Aid kits are adequately supplied and regularly maintained • Send out parent newsletter and facilitate information meeting. • Ensure 24 hour access to adequate toilet facilities. • Cater appropriately for numbers and any special dietary needs (medical form) and ensure safe drinking water. • Ensure adequate sleeping arrangements for numbers, ages, gender and cultural safety. <p><i>(continued on next page)</i></p>

PART 2: CAUSAL FACTORS (CONTINUED)

Causal Factor	Risk Reduction Strategies
<p><i>Additional Equipment-related factors:</i></p>	<p><i>Additional Equipment-related risk reduction strategies:</i></p>
<p><i>Environment-related factors:</i></p> <ol style="list-style-type: none"> 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 <p><i>Additional Environment-related factors:</i></p>	<ul style="list-style-type: none"> • 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 • Identify hazards and manage accordingly. • Ensure participant clothing/footwear is appropriate for weather and environmental conditions and changes that may take place. • Provide list of emergency contacts and access to mobile phone. • Ensure sufficient adult supervision and seek outside security presence if deemed necessary. <p><i>Additional Environment-related risk reduction strategies:</i></p>
<p>Other factors to consider:</p>	

PART 3: EMERGENCY GUIDELINES

- Any First-Aid is to be carried out by an activity leader and emergency back-up called if required.
- If emergency back-up is required, the School Management or Parish/Diocese Youth Coordinator will be notified and will inform and liaise with next of kin. The activity leader must ensure the safety of the remaining participants.
- Activity leaders must have access to a basic First Aid kit and appropriate medical equipment which may include a mobile phone, spare clothing, spare food, and water/drink.
- Activity leaders should be familiar with the activity location and if possible have 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.

Identified Risk	Emergency Procedure	Emergency Equipment Required

SKILLS REQUIRED BY STAFF/VOLUNTEERS

- Personal experience relating to activity
- First Aid certification
- Communication, leadership and instructional skills
- Approval from an appropriate member of the school senior management team or Parish/Diocese Youth Team
- Appropriate safeguarding training or vetting

PART 4: FINAL GUIDELINES AND APPROVALS

APPLICABLE NATIONAL STANDARDS

Empty box for applicable national standards.

**RECOMMENDED POLICIES AND GUIDELINES
(PROGRAMME SPECIFIC)**

Empty box for recommended policies and guidelines.

COMMENTS

Empty box for comments.

FINAL APPROVAL

Name: Title/Position:

Signature: Date: