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| **Name of Activity:**  **E.g.:** Outdoor Liturgy Group (see examples below) | | | |  | | | | | **Date of Activity:** | | |  | |
| **Activity Participants:**  (Tick all that apply) | | | | **Children**  **Adults** | | | | | **Type of Activity (circle) :** | | | **In person** or **Online** | |
| **Risk Assessment Steps** | | | | | | | | | Reoccurring Event (circle): | | | YES or NO | |
| Step 1 | Identify the activity, then identify the risks: What could happen? How could it happen? | | | | | | | | | | | | |
| Step 2 | Consequence 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 and what further mitigation strategies could you put in place? **Completed Risk Assessment to be signed off by Parish Priest or Head of Agency.** | | | | | | | | | | | | |
| Step 4 | Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity; the workers including Volunteers and parent helpers and the Children and/or Adults to ensure a safe and successful activity. | | | | | | | | | | | | |
| Step 5 | Evaluate the treatment: Did it work? Is there more we need to do to create a safe environment? Update your plan if improvements can be made for next time. | | | | | | | | | | | | |
| **Plan**  **Prepared by:** | | | **Name:** | | | **Plan Approved By Parish Priest or Head of Agency:** | **Name:** | | | | **Date:** | |  |
| **Sign:** | | | **Sign:** | | | |
| **Emergency No.:** | | |  | | | | |  | | | | | |
| **Please Note: Add or subtract the rows in the table below depending on how many risks you identify** | | | | | | | | | | | | | |
| Risk  Reference | | 1. Identify Risk(s) | | | 1. Consequence of the Risk | | | | | 1. Mitigation Strategies | | | |
| Examples: | | 1. Sunburn | | | Person is unwell, sunstroke, burns, dehydration | | | | | * Find shady area to sit if possible * Ensure sunhats are worn, sunscreen and water provided | | | |
|  | | 1. Unsecured exit/entry points | | | Child goes missing, strangers have access | | | | | * Keep outside gates locked * Constant supervision | | | |
| 1. | |  | | |  | | | | |  | | | |
| 2. | |  | | |  | | | | |  | | | |

**Insert your mitigation strategies individually into this checklist. Mark them off when completed.**

| Mitigation Strategies Checklist | Completed  Y/N or N/A | Date Completed |
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