

## C. APPENDIX - RISK ASSESSMENT TEMPLATES

Checklists to help plan any activities with children or young people can be found on the next five pages.

They have been designed specifically to help thought processes when planning activities for children / young people and can be used for all 'special activities' such as outings, youth days / weekends, camps, residential holidays, or 'higher risks than general activities'.

Check lists are included for premises as an additional document.

Please be aware that these are of a general nature and not specific to Child Protection.

A copy of the completed checklist and the resulting arrangements should be filed for future reference and evidence if required.

Thanks is due to Lichfield Ecclesia for making these documents available.

**C. APPENDIX - RISK ASSESSMENT TEMPLATES**

<b>Activities</b> (Identify the different activities below and assess their risk)		Risk		
		L	M	H
1				
2				
3				
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9				
10				

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Use the checklist below as an aid to ensuring sufficient provision when organising and arranging activities for children. This list is not exhaustive and other issues may need to be considered.

<b>INSURANCE</b>	
Public liability	
Specific activities	
Medical	
Travel	
Vehicle / driver	
<b>EMERGENCIES</b>	
Contacting parent / guardian	
Accident / injury	
Parent guardian contacting child	
Returning people home	
Substitute supervision to maintain ratios	
Consent for medical / surgical treatment	
First aid	
First aid kits	
Location of A & E hospital	
Location of doctor's surgeries	
Location and opening times of chemists	
Vehicle break down	
<b>SUPERVISION</b>	
Leader	
Ratio of suitable competent adults to children	
Special training to supervise activities	
Restricted movements of children	
<b>DIABILITIES</b>	
Physical	
Mental	
<b>MEDICATION</b>	
For specific medical conditions	
Allergies	
<b>WELFARE</b>	
Toilet facilities	
Washing facilities	
Bathing / showering facilities	
Drying of clothes facilities	
Changing facilities	
Catering equipment	
Provision of food - hot / cold	
Provision of drink - hot / cold	
Hygiene and food / drink preparation	
Eating / drinking facilities	
Fresh clean water	
Lighting	

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Heating	
<b>CLOTHING</b>	
Warm / cold / wet / sunny weather	
Footwear	
Change of clothing	
Activity clothing (swimwear, boots, etc.)	
<b>PROGRAMME / AGENDA</b>	
Detailed information to parents / guardians by ? (date)	
Consent forms returned by? (date)	
Booking transport by? (date)	
Pick-up and drop-off times	
Duration of activities	
Timetable / agenda / content of activities	
<b>SAFE ENVIRONMENTS</b>	
Busy Roads	
Water (sea, lake, reservoir, river, pond, etc.)	
Mountains, hills, cliffs, sheer / steep drops	
Structures	
Boats (barges, canoes, rowing, paddle, etc.)	
Local railways / trams	
Fire escape	
Fire fighting	
Electrical equipment	
Gas appliances	
Hazardous substances	
Lighting	
Slip, trip, fall hazards	
Sun, heat, humidity	
Snow, frost, ice, cold, wind factor	
Rain, wet	
Routes to and from	
Beaches	
Campsites and hostels	
Overhead power lines	
Wild / farm animals	
<b>SLEEPING ACCOMMODATION</b>	
Type(s) of accommodation	
Sex of host(s)	
Male children	
Female children	
Age groups	
Bedding required	
Nightwear required	
Toiletries required	
Hot water bottle	
Supervision	

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<b>TRANSPORT</b>	
Type(s) of vehicles	
Suitable, competent drivers	
Qualified drivers (minibuses, buses, coaches, HGV)	
Seat belts	
Maximum number of people in vehicle	
Insurance	
Tyres	
MOT (where applicable)	
Speed limits	
Travel sickness	
Towing	
Other transport (other than to and from the venue)	
<b>SECURITY</b>	
Intrusion	
Uncontrolled behaviour	
Valuables (money, jewellery, photo, hi-fi, electrical, etc.)	
<b>COMMUNICATIONS</b>	
With parents / guardians and children	
With arranging brethren	
Mobile telephones ( including services reception areas)	
Emergencies	
Record of planning activities, minutes, etc.	
<b>RULES</b>	
Staying together	
No-go areas	
No smoking / drink / drugs	
No mixing of sexes at night	
Restricted activities	
Others	
<b>OVERSEAS</b>	
Passports (now including children)	
Visas	
Immunisation	
Foreign currency	
Travel tickets	
Insurance	
Returning people / children home early	
Maintain supervision levels if children are returned home	
Special emergency procedures	
Sea / air sickness	
Phobias	
Warm clothing on ferries / planes	
Medical insurance	