

Example Risk Assessment Matrix Summary Schedule

1. Purpose

To provide an example of a completed Risk Assessment Summary for a parish activity.

2. Scope

This schedule must be read in conjunction with the Safe Activities Procedure and is subordinate to it.

3. Schedule

See over page.

4. Schedule Information

Accountable Officer	Professional Standards and Safeguarding Manager
Policy Type	Procedure
Approved Date	24/10/2022
Effective Date	25/10/2022
Review Date	25/10/2025
Relevant Legislation	
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	



Risk Assessment Summary

Topic/Activity: Children's Liturgy of the Word (CLOW) (Generic)

Date: 1/4/2021

Issue No. 1

Review date: 1/7/2022

Identify Hazards and subsequent Risks	Analyse Risks			Identify and evaluate existing risk controls			Further Risk Treatments
	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	
Hazard/Issue/Risk <i>Recruitment and induction of CLOW leaders.</i> <ul style="list-style-type: none"> Leader fails a safeguarding measure (Blue card, doesn't use positive behaviour management approach) 	3 – Moderate	D	M	Ensuring the recruitment and selection for parish volunteers follows the Safeguarding Policy	Substantially effective	M	Further action needed Opportunities for improvement <ul style="list-style-type: none"> Continue to check Safeguarding Policy Implementation
<i>Gathering children to walk to the location.</i> <ul style="list-style-type: none"> Child lost Child slips/trips 	3 - Moderate	B	H	<ul style="list-style-type: none"> Children move in orderly fashion (pairs perhaps) Always have 2 adults with the group One adult leads the group and one at the rear 	Substantially effective	H	<ul style="list-style-type: none"> Continue to check Safeguarding Policy implementation Maintain diligence about behaviour management Consider ways to make access to the parish locations clearer
<i>CLOW teaching session</i> <ul style="list-style-type: none"> Non-compliant behaviour by child/children 	3 – Moderate	B	H	<ul style="list-style-type: none"> Establish group rules and behaviour expectations Provide engaging material and plan and deliver an engaging session. Place second adult strategically to control fractious child 	Effective	M	<ul style="list-style-type: none"> Check the group control and teaching / delivery skills of leaders. Provide training for leaders
<i>Impact of CLOW physical environment</i> <ul style="list-style-type: none"> Naked flames used in liturgies cause a fire or a burn to a child 	4 – Major	D	H	<ul style="list-style-type: none"> Candles in glass container on stable surface No flammable items nearby Never leave a flame burning without an adult nearby to supervise Ensure flame properly extinguished at the end Consider candle alternatives 	Substantially effective	H	<ul style="list-style-type: none"> Monitor carefully and keep the risk in the leaders' minds Pursue candle alternatives

Identify Hazards and subsequent Risks	Analyse Risks			Identify and evaluate existing risk controls			Further Risk Treatments
	Evaluate Risks						
<i>Impact of CLOW physical environment</i> <ul style="list-style-type: none"> Scissors cut a child 	4 – Major	D	H	<ul style="list-style-type: none"> Use round nosed scissors Supervise closely Teach safe scissoring techniques 	Substantially effective	H	<ul style="list-style-type: none"> Monitor scissor stock Monitor scissor usage
<i>Impact of CLOW physical environment</i> <ul style="list-style-type: none"> Chair stacks falls on a child 	4 – Major	D	H	<ul style="list-style-type: none"> Only stack chairs 4 high Have the stack face the wall 	Substantially effective	H	<ul style="list-style-type: none"> Safety monitor the chair stacks outside liturgy times
<i>Impact of CLOW physical environment</i> <ul style="list-style-type: none"> Child injured by electrical equipment Child is affected by glues or paints 	4 – Major	D	H	<ul style="list-style-type: none"> Residual current device fitted Ensure regular safety checks of cords Ensure paints are lead free Store in safe place 	Fully effective	H	<ul style="list-style-type: none"> Ensure regular safety checks are conducted and followed up
<i>Impact of CLOW physical environment</i> <ul style="list-style-type: none"> Child affected by a food allergy Safe food handling 	4 – Major	D	H	<ul style="list-style-type: none"> Ensure parents have completed information sheets at nomination Ensure any child who has food allergies is known Follow safe food handling guides Consider if food is really necessary for a short liturgy 	Substantially effective	H	<ul style="list-style-type: none"> Ensure information about children with allergies is shared between leaders Check enrolment processes Discourage the serving of food at short liturgies
Toileting <ul style="list-style-type: none"> Child goes alone and absconds or is lost 	4 – Major	D	H	<ul style="list-style-type: none"> Consider sending in pairs Ask parents to ensure children are toileted before liturgy starts 	Effective	H	