



## Risk Assessment

|                                                           |                          |
|-----------------------------------------------------------|--------------------------|
| Name of group                                             | Faith Camp / Summer Camp |
| Date of risk assessment                                   |                          |
| Name and role of person(s) completing the risk assessment |                          |

| Risk                                                                | Who is at risk?                  | Likelihood of harm | Consequences                | Controls needed                                                                                                                                                                                                                                                                                                                                                                                                                               | Tick if completed or write what actions need to be taken |
|---------------------------------------------------------------------|----------------------------------|--------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Unsuitable group leaders                                            | Children and other group leaders | Low                | Child safeguarding concerns | <ul style="list-style-type: none"> <li>Safe recruitment procedures</li> <li>References sought</li> <li>Garda vetting for leaders</li> <li>Code of behaviour for adults supervising children</li> <li>All leaders aware of safeguarding procedures</li> <li>Appropriate number of leaders have attended safeguarding training</li> </ul>                                                                                                       |                                                          |
| Unauthorised adults being part of activity / gaining access to camp | Young person and adults          | Low                | Safeguarding concerns       | <ul style="list-style-type: none"> <li>All adults working with the young people to be Garda vetted, trained (where appropriate)</li> <li>New staff/volunteers to go through parish recruitment procedures</li> <li>Supervision rota in place</li> <li>Number of entrances and exits is limited.</li> <li>Registration/security desk at entrance, manned at all times.</li> <li>Leaders clearly identifiable (tee shirts/name tags)</li> </ul> |                                                          |

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|                                                                                            |                         |        |                                                           | <ul style="list-style-type: none"> <li>Children to be collected at the door of camp by parent/guardian or other designated person: leaders to supervise</li> <li>All leaders / visitors sign in and out each day</li> </ul>                                                                                                                                                                                                                                                                                                                         |  |
| Accident on site / medical issue with child                                                | Young person and adults | Low    | Health and safety                                         | <ul style="list-style-type: none"> <li>Fully stocked first aid kit available at camp.</li> <li>Volunteer trained in First Aid / nurse available on site for camp</li> <li>Accident / incident forms available</li> <li>Review medical information in consent forms.</li> <li>Parents notified of incident / accident when collecting child (good practice to give copy of accident/Incident form to parents).</li> <li>Serious accidents / emergencies: contact numbers for emergency services / parents or guardians readily available.</li> </ul> |  |
| Young person being transported alone with one adult leader in leader's car during activity | Young person and adults | Low    | Not compliant with Diocesan Policy. Safeguarding concerns | <ul style="list-style-type: none"> <li>Parents informed of start time and end time for camp, and that supervision of children cannot be guaranteed outside of these times.</li> <li>In case of emergency, parents made aware of reason for being transported.</li> <li>Adult not to be alone in the car with a young person on their own.</li> <li>Adult leaders to have appropriate insurance.</li> </ul>                                                                                                                                          |  |
| Inadequate toilet facilities                                                               | Young person and adults | Medium | Risk of safeguarding concerns                             | <ul style="list-style-type: none"> <li>Clearly designated separate toilets for leaders / young persons and children.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|                                                           |                         |        |                                                                                                | <ul style="list-style-type: none"> <li>• Leaders clearly instructed around toilet procedures for children during training session.</li> <li>• Disabled toilets are available, or toilets are accessible.</li> </ul>                                                                                                                                                                                                                           |  |
| Activity is not inclusive for those with additional needs | Young person and adults | Medium | Room not suitable for those with poor mobility. Minimal supervision ratios. Health and safety. | <ul style="list-style-type: none"> <li>• Ensure room(s) used for camp are accessible to all.</li> <li>• Disabled toilets are available, or toilets are accessible.</li> <li>• Increase supervision ratios when needed.</li> <li>• Parental consultation with camp coordinator re: child's needs prior to camp</li> <li>• Check insurance etc. is in place.</li> <li>• Alternative appropriate activities timetabled if needed.</li> </ul>     |  |
| Areas free of clutter / potential physical hazards        | Young person and adults | Medium | Health & Safety                                                                                | <ul style="list-style-type: none"> <li>• Venue assessed for hazards prior to camp. Potential risks noted and dealt with appropriately.</li> <li>• Leaders to clear and prep area/s each morning prior to camp and each afternoon after camp.</li> <li>• Leaders to monitor / note any potential hazard throughout the day and bring to the attention of Camp Coordinator.</li> </ul>                                                          |  |
| Inadequate Fire Safety procedures                         | Young person and adults | Medium | Health and Safety                                                                              | <ul style="list-style-type: none"> <li>• Leaders instructed in the procedures of the Fire drill per the commencing of the camp.</li> <li>• Fire Drill / procedures explained to children on Day 1 of Camp</li> <li>• Assembly point(s) clearly marked</li> <li>• Designated leader in place</li> <li>• Attendance rolls taken in morning, amended during the day if necessary.</li> <li>• LED candles to be used in prayer spaces.</li> </ul> |  |

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| Inadequate Supervision                                       | Young person and adults | Medium | Safeguarding Concerns<br>Health & Safety   | <ul style="list-style-type: none"> <li>Supervision ratios adhered to.</li> <li>“Floating” leader(s) in place</li> <li>Daily Supervision Rota in place for break-times, areas to be supervised clearly designated at leaders’ briefing sessions.</li> <li>Parents informed of start and end time for camp, and that supervision of children cannot be guaranteed outside of these times.</li> <li>Where possible, leaders also to eat lunch in sight of children, to provide “extra eyes” on yard.</li> </ul> |  |
| Space for games & activities not sufficient                  | Young person and adults | Medium | Safeguarding concerns<br>Health and safety | <ul style="list-style-type: none"> <li>Outdoor space to be suitable and well-supervised.</li> <li>Public access controlled.</li> <li>Taping off of “out of bounds” areas and young people clearly informed of boundaries.</li> <li>Supervision ratios / rota’s in place.</li> <li>Designated Junior / Senior play areas in place for break-times if necessary (depending on numbers at camp).</li> </ul>                                                                                                     |  |
| Special activities e.g. art, drama, music not organised well | Young person and adults | Medium | Health and safety                          | <ul style="list-style-type: none"> <li>Activities planned according to age / ability level.</li> <li>Ensure Area/s suitable for activity.</li> <li>Art, Music, Drama, Sport equipment stored safely.</li> <li>Potentially dangerous equipment not to be used and kept reach of young people.</li> <li>Costumes for dramas to be worn over children’s own clothing and children to get ready themselves for drama, with leader supervision.</li> </ul>                                                        |  |

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| Dietary / Allergy concerns                                                        | Young person and adults | Medium | Health and Safety                          | <ul style="list-style-type: none"> <li>Parents to note any dietary / allergy concerns on consent forms.</li> <li>Camp Co-ordinator to review this information in consent forms ahead of the camp.</li> </ul>                                                                                                                                                  |  |
| Unauthorised photography / recording of videos                                    | Young person and adults | Medium | Safeguarding concerns<br><br>GDPR concerns | <ul style="list-style-type: none"> <li>Parents to explicitly give consent on consent form.</li> <li>Leaders aware of Diocesan Social Media policy &amp; procedures.</li> <li>Designated photographer (garda vetted) appointed for camp.</li> <li>Storage of photos/videos in line with Diocesan Social Media policy.</li> </ul>                               |  |
| Bullying                                                                          | Young person and adults | Medium | Safeguarding concerns                      | <ul style="list-style-type: none"> <li>Code of Conduct in place for Children/Young People.</li> <li>Code of Conduct for Adults/Leaders.</li> <li>Diocesan Bullying Policy in Place.</li> <li>All incidents of bullying to be brought to attention of Camp Coordinator immediately.</li> <li>Accident/Incident Forms available.</li> </ul>                     |  |
| Inappropriate interactions between Under 18 leaders and adult leaders at sessions | Young person and adults | Medium | Safeguarding concerns                      | <ul style="list-style-type: none"> <li>Joint Consent forms filled in by parents / U18 leaders.</li> <li>Parents clearly informed as to start / end times and activities involved.</li> <li>Camp Code of Conduct for Young People / Adults in place.</li> <li>Appropriate Supervision ratio.</li> <li>Adult never on their own with a Young Person.</li> </ul> |  |
| Unauthorised visiting Religious / Priests / Guests                                | Young person and adults | Medium | Safeguarding concerns                      | <ul style="list-style-type: none"> <li>Visiting Priests to follow Diocesan Safeguarding Procedures (garda vetted to be checked by the leader prior to the commencement of the camp) produce Celebret / Letter of Good Standing if required).</li> <li>"Day visitors" to be accompanied in camp by vetted / safeguarding trained leader.</li> </ul>            |  |

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| Leaders not informed about DLP contact details | Young person and adults | Low    | Safeguarding concerns                      | <ul style="list-style-type: none"> <li>• Leaders attend Safeguarding training where appropriate.</li> <li>• Camp Co-ordinator informs all leaders about Diocesan DLP structure.</li> <li>• Safeguarding posters displayed on site.</li> </ul> |  |
| Kitchen / food preparation                     | Young person and adults | Low    | Health and Safety                          | <ul style="list-style-type: none"> <li>• Dietary / Allergy issues for Under 18 volunteers recorded on registration forms / information shared with leader responsible for food preparation / supervising eating times.</li> </ul>             |  |
| Access to car parks / roadways                 | Young person and adults | Medium | Health and Safety<br>Safeguarding concerns | <ul style="list-style-type: none"> <li>• Number of entrances and exits is limited.</li> <li>• Adequate Supervision in place.</li> <li>• Procedures in place for the arrival and collection of children.</li> </ul>                            |  |

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