

# Risk Assessment Activity Checklist



PCYC Safeguarding Risk Assessment Checklist			
Entity	<input type="checkbox"/> Centre <input type="checkbox"/> Head Office <input type="checkbox"/> Activity <input type="checkbox"/> Program <input type="checkbox"/> Other		
Scope	Use this checklist prior to running an activity		
Activity Name		Date	
Location			
Person/s Completing the Checklist			
SURNAME	FIRST NAME	SIGN	ROLE
Instructions			
<b>1</b>	<b>Identify the risks:</b> Who is involved? Where is the activity being held? What could happen? How could it happen? Is it likely, possible or unlikely to happen? Are the consequences minor, moderate or major? This will give you a risk rating.		
<b>2</b>	<b>Consequences:</b> List what could happen as a result of the risk.		
<b>3</b>	<b>Mitigation:</b> Consider what strategies are needed to mitigate the safeguarding risk.		
<b>4</b>	<b>Risk Rating:</b> If high: Initiate a Risk Assessment in consultation with your insurance company and/or the Archdiocesan Risk Manager and implement a Risk Management Plan.		
<b>5</b>	<b>Evaluate:</b> Did the risk mitigation work? Did risks arise? What may need to be improved for next time?		
Risk Rating			
Consequences			
Likelihood	Minor (Tolerate and Observe)	Moderate (Monitor and Review)	Major (Priority Treatment)
Likely	Medium	High	High
Possible	Low	Medium	High
Unlikely	Low	Low	Medium

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Identify the Risk	Risk Rating	Consequences	Mitigation	Is a Risk Assessment Required?
<b>Personnel involved</b>				
<b>Participants Attending</b>				
<b>Physical Environment of the Venue</b>				

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Identify the Risk	Risk Rating	Consequences	Mitigation	Is a Risk Assessment Required?
<b>Online Environment Communication for the Activity</b>				
<b>Evaluate after the Activity/Program</b>				
<b>Return the completed form to the Activity Leader and Centre Manager</b>				