

SALESIANS OF DON BOSCO – RISK ASSESSMENT

PROCESS / ACTIVITY

ACTIVITY – INDOOR PLAY & FREE TIME

	LIKELIHOOD (Chances of occurrence)		SEVERITY (Outcome)
2	Remote Possibility	2	Negligible Injury
4	Unlikely	4	Minor Injury
6	Possible	6	Major Injury or Disability
8	Very Likely	8	Death
10	Certainty	10	Multiple Deaths

		BEFORE CONTROLS		
HAZARDS		LIKELIHOOD RATING	X SEVERITY	= RISK
1	Slips, trips and falls	6	6	36
2	Dangerous play	8	6	48
3	Misuse of equipment	8	6	48
4	Venturing into unauthorised areas	10	8	80

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
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WHO MIGHT BE HARMED?

1	Employees
2	Volunteers
3	Young people (visiting groups)

CONTROLS

Managers are required to tick Yes or No to confirm that these Controls are <u>actually</u> in place. If they are not, you must identify them in the table below – FURTHER ACTION REQUIRED		IN-SITU	
		YES	NO
1	Maintain good standards of housekeeping in all areas: buildings, footpaths, etc. and make regular inspections of all areas.	√	
2	Walkways should be kept free from obstruction at all times.	√	
3	Spilled liquids must be cleared away immediately. A suitable warning cone is to be used to highlight wet areas.	√	
4	Equipment will be inspected regularly to ensure it is in good working order. Unsafe equipment will be physically removed from the area.	√	
5	Players will be asked to abide by the laws/rules of the game. Dangerous play will not be tolerated.	√	
6	Ball games will not be permitted indoors.	√	
7	There will always be at least one qualified first aider available with suitable first aid kit. Retreat team members will only be permitted to provide basic first aid treatment.	√	
8	Activities will be continuously under the supervision of retreat team members or other responsible adults (min. ratio 1 adult : 10 young people)	√	
9	During periods of free time there will always be retreat team members and/or other responsible adults around the site monitoring the young people's activities and whereabouts.	√	
10	The retreat team will at all times have absolute control of the activity including; who may/may not participate, the activity to be undertaken,	√	

duration, change of plan, etc.		
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RISK RATING AFTER CONTROLS

HAZARDS		LIKELIHOOD X SEVERITY = RISK RATING		
1	Slips, trips and falls	6	4	24
2	Dangerous play	4	4	16
3	Misuse of equipment	4	4	16
4	Venturing into unauthorised areas	6	8	48

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
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FURTHER ACTION REQUIRED

Managers are required to insert further controls required		Date Completed
1		
2		
3		
4		

<p>Assessment Completed By: Management Team</p> <p>Position: n/a</p> <p>Date: July 2014</p> <p>Review Date: July 2015</p>	<p>Approved By: Anne-Marie Parkinson Health & Safety Coordinator</p> <p>Signed: AM Parkinson</p>
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