

**ACTIVITY RISK ASSESSMENT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name and description:** |  | **Date of activity:** |  |
| **Activity location:** |  | **Persons responsible of event:** |  |
| **Ministry:** |  | **Event leaders:** |  |
| **Senior ministry leader/s:** |  | **ARA completed by:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task/Activity** | **Risks/Hazards** | **Likelihood of the risk***(L1-L5)* | **Consequence***(C1-C5)* | **Risk Rating***(L/M/H)* | **Proposed Control Measures***How will you attempt to control the risks?* | **Responsibility***Who is the person responsible for the task/activity****?*** |
| e.g. outdoor hike | Slip, trip, heat exhaustion, dehydrate | L3 | C2/C3 | Medium | Wear appropriate clothing and footwearWater bottlesWear sunscreen and hatCarry portable first aid kit | Joe & Jane Citizen |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**LIKELIHOOD FACTORS**

|  |  |
| --- | --- |
| **Factors** | **Values** |
| **L5** | **Almost certain** | The hazard/risk is expected to occur in most circumstances |
| **L4** | **Likely** | The hazard/risk will probably occur in most circumstances (more than 50% of the time) |
| **L3** | **Possible** | The hazard/risk should occur at some time (less than 50% of the time) |
| **L2** | **Unlikely** | The hazard/risk could occur at some time, usually in exceptional circumstances |
| **L1** | **Rare** | The hazard/risk is possible but is not expected to occur |

**CONSEQUENCE FACTORS**

|  |  |
| --- | --- |
| **Factors** | **Values** |
| **C5** | **Extreme** | Death; major financial loss; sustained national media coverage, being sued/investigated |
| **C4** | **Major** | Extreme/permanent injuries (significant hospitalisation); high financial loss; major negative media |
| **C3** | **Moderate** | Medical treatment required; some financial loss; some negative media coverage |
| **C2** | **Minor** | First aid treatment onsite; minor financial loss; minor media coverage |
| **C1** | **Insignificant** | No injuries or treatment; no financial loss; no media coverage |

**RISK FACTOR AND ACTION OPTIONS**

|  |  |
| --- | --- |
| **Risk rating** | **Action** |
| **High** | Immediate report to church leadership (Board); active remediation in place; regular frequent monitoring; quick resolve |
| **Medium** | Church management advised; active mitigation plans in place; regular monitoring |
| **Low** | Ministry leader advised and monitoring |