



RISK ASSESSMENT - SACRAMENTAL PREPARATION SESSIONS

Parish: _____

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Recruitment and induction of Sacramental Coordinator and Team members	Team members: -Unknown to Parish; -do not understand positive behaviour management approach; -do not understand/use code of ethical behaviour	-Physical, Emotional/psychological, Sexual harm to children	[Enter here the controls specific to your Parish context] For example: Recruitment and induction procedures followed according to Safeguarding Safe Recruitment & Training Policy Police vet and reference checking completed and current Code of Conduct signed	Moderate	Nil if controls in place
Gathering children in the location of the sessions	-Child wandering off from the group. -Child slipping/tripping	-Missing child or -Physical injury	Children signed into the session by their parents who remain with their child Sacramental Coordinator ensures that other adults are present or parents of the participants. Recommended ratio: 1 adult: 6 children	Low	Nil
Sacramental Preparation training session	-Non-compliant behaviour by child/ren	-Physical injury to volunteers/other children; -Disruption of the session	Established group rules and expectations of behaviour e.g. children are not to leave the space without permission from an adult Assigning 1 adults leader to sit in close proximity to non-compliant child/ren Provision of engaging material Use of positive behaviour specific feedback (e.g. great sitting up, good listening)	Moderate depending on specific cohort	Understand the needs of the specific children within the group
	-Overly large number of children in attendance	-Physical injury or neglect of children	Maintain a manageable leader/child ratio	Low	If necessary invite a parent to assist

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Impact of Sacramental Preparation environment and equipment	-Chairs stacked in unsafe manner	-Physical injury to person	No more than 5 per stack Chairs facing towards the wall	Low	Nil
	-Use of lit candles	-Physical injury to a person -Fire	Candles should be held within a safe stable container e.g. glass container. No flammable items in close proximity Use long matches Lighting of candles to be well supervised by an adult Ensure candles are properly snuffed after use	Moderate	Consider using an alternate to a lit candle
	-Use of stationery equipment eg scissors	-Physical injury to a person	Use round nosed scissors Careful supervision of children Teach appropriate technique for use of and handling scissors		
	-Electrical equipment including points and leads	-Physical injury to a person	Residual current device (circuit breaker) should be fitted to power supply of building Annual checking of electrical equipment including cords	Low	Nil if controls are followed
	-Use of chemicals eg paints, glues	-Physical injury to a person	Ensure chemical paints and glues are for use by children and do not contain leads etc Material safety data sheets must be kept for all chemicals used on site. These can be sourced from the manufacturer online	1	
	-Food allergies	-Physical injury to a person	Ensure if food is being served that you are aware of any children who suffer food allergies and make alternative arrangements to ensure inclusion	Low-moderate	Special consideration for those with severe food allergies
	-Safe food handling	-Physical injury to a person	Follow safe food handling principles		
Toileting	-Child going to toilet on their own	-Child wandering away -Another person at the toilet at the same time as the child -Child having difficulty with clothing or other matter	Location of toilet Parents toilet the child prior to Sacramental Preparation training session Where the practice of the local primary school is to send children to the toilet in pairs the Parish could adopt this practice depending on toilet location and if the toilet is in line of sight of the supervising adult	Low-Moderate	Nil