

## Community Activity Risk Assessment

OUTING DETAILS		
Destination: (Include Address)		
Activity:		
Risk Assessment:	Undertaken by:	Date Undertaken:
Score of Identified Risk <i>(1-4 Use Risk Assessment Matrix see Page 2):</i>	Risks Identified:	Control Measures to Reduce Risk:
Best Time to Undertake Activity: <i>(include best time of day/month/year)</i>		
Expected Cost of Activity:		
Expected Outcome of Activity:		
Who would activity be suitable for? <i>(why?)</i>		
Who would not be suitable for the activity? <i>(why?)</i>		

ENVIRONMENTAL	
Available parking <i>(disability?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: ..... .....
Toilets <i>(disability?)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: ..... Sanitary bins: <input type="checkbox"/> Yes <input type="checkbox"/> No
Seating	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: .....
Shelter	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: .....
Stairs	<input type="checkbox"/> Yes <input type="checkbox"/> No      Handrail: <input type="checkbox"/> Yes <input type="checkbox"/> No Comment: ..... ..... <i>(include number of stairs and gradient (how steep))</i>
Ground cover <i>(gravel, pathed, uneven, incline/slope)</i>	Comment: .....
Food available for purchase at location	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment: ..... <i>(include type e.g. cafe, restaurant and pricing details)</i>

## Community Activity Risk Assessment

Food arrangements? (e.g. need to bring lunch – picnic tables, BBQ etc)	
What to bring? (e.g. sunscreen, insect repellent, warm clothing, first aid kit etc)	
Other Environmental Considerations (e.g. light, noise etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No  Comment: .....
<b>ADDITIONAL COMMENTS</b>	
<b>EMERGENCY PLAN</b> 1. Call Centre Manager 2. If instructed to do so by Centre Manager, Call 000  <div style="display: flex; justify-content: space-between;"> <span>Centre Phone Number:</span> <span>Mobiles:</span> </div>	

### RISK ASSESSMENT MATRIX AND RISK RATING

SCORE/RISK RATING	ACTION
<b>4</b>	<b>Notification to Senior Management. Action risks immediately.</b>
<b>3</b>	<b>Notification of Senior Management. Do something about these risks as soon as possible.</b>
<b>2 or 1</b>	<b>Managed in a routine way.</b>

<b>CONSEQUENCES</b>					
How severely could it affect health and safety					
<b>LIKELIHOOD</b> How likely could it happen?	<i>Serious</i>	<i>Major</i>	<i>Moderate</i>	<i>Minor</i>	<i>Minimum</i>
Frequent <i>Could happen daily</i>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>
Likely <i>Could happen weekly</i>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>
Possible <i>Could happen monthly</i>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>
Unlikely <i>Could happen, three to four monthly</i>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>
Rare <i>Could happen yearly</i>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>