

# Risk assessment record



**SAFE & SOUND**

appendix

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To be completed for every children's activity or event organised and supervised by The Salvation Army

Sheet One      Record of the event/activity  
Sheet Two      Risk assessment(s) for the event/activity  
Sheet Three      Example risk assessment

## Sheet One

Corps

Children's event or activity being risk assessed

Frequency of activity

Weekly ☐      Fortnightly ☐      Monthly ☐

Other

Date of special event or activity

Name of organiser

Name of person conducting the risk assessment

How many risk assessment sheets completed for the event/activity

signature of organiser

signature of corps officer

date



United Kingdom Territory  
with the Republic of Ireland

Sheet Two  
ACTIVITY BEING ASSESSED

**Step 1**  
Identify the hazards

**Step 2**  
Who might be  
vulnerable/harmed?

**Step 3**  
a What's the risk?  
b What safety measures exist?  
c What else can be done to make it safer?

**Step 4**  
Sign/date


Sheet Two  
ACTIVITY BEING ASSESSED

**Step 1**  
Identify the hazards

**Step 2**  
Who might be  
vulnerable/harmed?

**Step 3**  
a What's the risk?  
b What safety measures exist?  
c What else can be done to make it safer?

**Step 4**  
Sign/date


# Sheet Three EXAMPLE SHEET ACTIVITY BEING ASSESSED

Children's worker taking a child home in their car

## Step 1

Identify the hazards

## Step 2

Who might be  
vulnerable/harmed?

## Step 3

a What's the risk?  
b What safety measures exist?  
c What else can be done to make it safer?

## Step 4

Sign/date

Children's worker being alone in the car with a child	<p>The children's worker</p> <p>The child</p>	<p>a open to allegations, and being in an unsupervised situation</p> <p>b establishment of ground rules that another adult has to accompany the children's worker</p> <p>permission gained from parent</p> <p>c appropriate screening processes undergone on children's workers</p> <p>agree departure and approx arrival time with parents</p> <p>ask workers to log mileage and time of journey</p> <p>a being in an unsupervised situation and vulnerable to potential abuse</p> <p>b permission gained from parent</p> <p>another adult has to accompany the children's worker</p>	
Having an accident	<p>The children's worker</p> <p>The child</p>	<p>a dangers of a car accident</p> <p>b driver has valid licence for vehicle being used</p> <p>driver has undertaken basic road safety check of the vehicle that day (oil, tyre pressure etc)</p> <p>c seatbelt worn at all times</p> <p>driver is not fatigued</p> <p>assessment has been made that any inclement weather conditions are safe to drive in</p>	