



**Appendix J: Risk Assessment and Management Plan**

When beginning a new ministry or activity, planning a pilgrimage or fund-raising event etc, it is essential a risk assessment is completed so that the safety of all can be attended to and accidents and injuries avoided as far as possible. Please complete and keep on record within your group.

**ACTIVITY/EVENT**

<b>MINISTRY/EVENT</b>		<b>LOCATION OF ACTIVITY/ EVENT</b>	
<b>BRIEF DESCRIPTION OF MINISTRY/EVENT</b>			
<b>INITIAL RISK ASSESSMENT</b>		Date: ___/___/___	
<b>REVIEW RISK ASSESSMENT</b>		Date: ___/___/___	
<b>WHAT ARE THE RISKS</b>	<b>LEVEL OF RISK</b> (Use Risk Calculation Table below)		
	<b>Likelihood</b>	<b>Consequences</b>	<b>Level of Risk</b>

<b>RISK MANAGEMENT STRATEGY</b>		
<b>Risk</b>	<b>Action to be taken</b>	<b>New Rating</b>



CONTACT DETAILS OF PERSON/S ASSESSING EVENT		
Name	Email	Phone

DETAILS OF ORGANISATION CONTACT PERSON		
Name	Email	Phone

**RISK CALCULATION TABLE**

		CONSEQUENCE				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
LIKELIHOOD	ALMOST CERTAIN	Medium	High	High	Extreme	Extreme
	LIKELY	Medium	Medium	High	Extreme	Extreme
	POSSIBLE	Low	Medium	Medium	High	Extreme
	UNLIKELY	Low	Low	Medium	High	High
	RARE	Low	Low	Low	Medium	High