

Our Lady of the Pines Risk Assessment – Group Functions

Site/Area	The Meeting Place and/or Worship Centre	Date of assessment	
Completed by:		Signature	
Identify/describe activity, equipment, area or event that you are assessing:			

Risk description: what could go wrong?	Risk controls: what is currently in place	Control effectiveness rating	Risk treatment actions: what further needs to be implemented?	Resources required	Completion date	Accountability
Access to the venue may be challenging for people with limited mobility resulting in trips, slips or inability to attend	*There is an option for those with limited mobility to be dropped off in front of the Worship Centre where the path is flat and wheelchair friendly into the venue. *There is a disabled parking space in front of the Worship Centre. *Parking spaces. everywhere else can also be accessed with wheelchairs or prams. *There is direct access to the toilet from the venue.					
Visibility leading to the venue is needed at night.	*There is sufficient lighting in the venue and car parks,					
Attendees may have food intolerances/allergies.	*Those people with food allergies will inform those providing the food, and allergies will be catered for, or the person with the allergy may provide their own food. *People who have potential anaphylactic reactions to allergies will provide their own EpiPens and make at least one other adult aware of where to find it in the event of an emergency. *Any children present who suffer from potential anaphylaxis will have a filled in plan and EpiPen given to the supervising adult or be supervised by their own parent or carer.					
An attendee may suffer a medical emergency	*Appropriate emergency services will be called as necessary. *Someone should have emergency contact details for attendees. In the event of a cardiac arrest, there is a defibrillator on the wall in the Worship Centre foyer. Clear instructions are given for its use on the device. A wheelchair is available in the Worship Centre.					

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Control Effectiveness

CONTROL EFFECTIVENESS RATING	CRITERIA
Fully effective	- Risk is being managed effectively, controls are well designed and address root cause. - Only requires monitoring and review of existing controls. - Controls are effective and reliable at all times
Substantially effective	- Most risk controls are designed correctly and are effective. Some existing risk controls require more work to improve operating effectiveness - There are some concerns about the effectiveness and reliability of some controls
Partially effective	- Risk controls are designed correctly by addressing root cause, but are not very effective - Some controls are not well designed, do not treat root cause or there is too great a reliance on reactive controls - Not enough of the controls are effective or reliable
Largely ineffective	- Insufficient risk controls. - Risk controls, if they exist, are reactive. - Risk controls do not treat the root cause or do not operate effectively.