



This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

Version Number	Changes made	Prepared by	Reviewed by	Approved
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Violence to Clergy, Employees and Volunteers Risk Assessment									
Parish / Location					Date Assessed:		Assessed by:		
Task/Activity:					Review Frequency:		Reference Number: GRA -009		
			Risk rating before implementing control measures						Additional Information
Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Controls Measures in Place	Severity (1-5)	Likelihood (1-5)	Risk Rating
Handling vulnerable and or intoxicated (drugs or alcohol) persons	Verbal abuse and physical violence from vulnerable persons	Clergy Employees Volunteers (collectively 'Staff')	4	4	16	<p>Clergy, Employees and Volunteers have the ability to control access to some areas. Clergy,</p> <p>Employees and Volunteers are aware of all exits from church / hall and presbytery.</p> <p>All verbal and physical abuse on Clergy, Employees and Volunteers is recorded and acted upon</p> <p>All Clergy, Employees and Volunteers are aware of emergency contact telephone numbers.</p>	4	2	8





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Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating				
Money Counting	Robbery	All those involved in cash handling	4	4	16	Money counting is undertaken by at least 2 persons Standing order arrangements are in place for parishioners to minimise the requirement to give cash. Money counting is undertaken during the day in well-lit areas out of sight of the public.	4	1	4





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Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating			Severity (1-5)	Likelihood (1-5)	
Money Counting	Robbery	All those involved in cash handling	4	4	16	Cash is promptly deposited into the bank. Cash is kept secure in a safe until banks are open.	4	1	4	



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-5	Low	Whenever viable to do so