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| **Risk Assessment Form** | | | | | | | |
| **Location/Dept: All Parishes** | | | **Date Assessed: 14th April, 2019** | | **Assessed by:** | | |
| **Task/Activity: Violence to Clergy, Employees and Volunteers V1** | | | **Review Date: March, 2020** | | **Reference Number:** | | |
| **Activity/ Task** | **Hazard/Risk** | **Persons at risk** | **Controls in place** | **Severity (1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | **Additional controls required** |
| Handling vulnerable and or intoxicated (drugs or alcohol) persons | Verbal abuse and physical violence from vulnerable persons | Clergy  Employees  Volunteers (collectively ‘Staff’) | Clergy, Employees and Volunteers have the ability to control access to some areas.  Clergy, Employees and Volunteers are aware of all exits from church / hall and presbytery.  Personal safety advice has been obtained from the Police.  Ensure all verbal and physical abuse on Clergy, Employees and Volunteers is recorded and acted upon.  Ensure all Clergy, Employees and Volunteers are aware of emergency contact telephone numbers.  Number of reported incidents is small  The area of the parish is not considered to be an area of high drug use or depravation. | **4** | **2** | **8** | Ensure employees have been trained in confrontational issues (how to spot, how to deal with and how to neutralise hostile situations).  If number of incidents increases, consider providing mobile panic alarms  Review arrangements regularly (6 monthly or after an incident relevant to the parish). |
| Money Counting | Robbery | All those involved in cash handling | 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.  Cash amounts are small and cash is promptly disposed of to the bank.  Remaining cash is kept secure in a safe. | **4** | **1** | **4** |  |

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| **Risk/Priority Indicator Key** |

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| **Severity (Consequence)** |  | **RISK/PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury/damage/interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury/damage, lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality/business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable/very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Even chance/may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within next 3-6 months | | | | |
| 5. Almost certain/imminent |  | 1-5 | Low | Whenever viable to do so | | | | |