



**RISK ASSESSMENT RECORD FORM – THIS PAGE FOR GENERAL ACTIVITIES**

To be completed for each planned activity to be undertaken by the Charity.  
 When complete, this form is to be held on file for not less than six years.  
 If there is insufficient space for an entry, please continue it overleaf.

<b>Assessor(s) Name(s)</b>				<b>Short Description and Date(s) of the Planned Activity. If any outing or vehicle is involved, see also the next page.</b>	
<b>Assessment Date</b>					
<b>Leader of the Activity</b>					
<b>Others Involved</b>		<b>Location of Activity</b>			
		<b>Number of People Involved and likely Age(s)</b>			
<b>Risk Identified</b>	<b>Affecting Whom</b>	<b>Possible Outcome</b>	<b>How Likely*</b>	<b>Action Planned to Reduce the Risk</b>	
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

\*On a scale of 1 (extremely unlikely) to 10 (almost certain)

**Signature(s) of the Assessor(s)**

**Date**



**RISK ASSESSMENT RECORD FORM – THIS PAGE FOR VEHICLES AND OUTINGS**

To be completed for each planned activity to be undertaken by the Charity.  
 When complete, this form is to be held on file for not less than six years.  
 If there is insufficient space for an entry, please continue it overleaf.

Risk	Affecting Whom	Possible Outcome	How Likely*	Action Planned to Reduce Risk
<b>TRAVEL RISKS</b>				
Accidental Fatality				(1) Minimum Two Volunteers Accompanying (2) List of Names and Roll-Call Every Stop (3) Mobile telephone(s) (charged) (4) Safety Belts (all passengers) (5) Doors and Exits (clear of baggage) (6) Comprehensive Vehicle Insurance (7) Compliance with Highway Code (8) Vehicle Condition (tyres, lights and brakes) (9) First Aid Kit and Safety Equipment (10) Safe Evacuation Under Supervision
Accidental Injury				
Other Accident				
Vehicle Breakdown				
Road Closure/Delays				
<b>VENUE AND ACTIVITY RISKS</b>				
Venue Dangers				(1) Prior Venue/Activity Assessment (2) Prior Danger/Risk Identification (3) Minimum Two Volunteers Accompanying (4) List of Names and Regular Roll-Calls (5) Mobile telephone(s) (charged) (6) Compliance with Signs and Instructions (7) Attention to Crowding (8) Attention to Weather Change (9) Alertness to Vulnerabilities
Venue Emergency				
Venue Closure				
Activity Dangers				
Weather Considerations				

\*On a scale of 1 (extremely unlikely) to 10 (almost certain)

**Signature(s) of the Assessor(s)**

**Date**