



Tauiwi Children Young People & Family Ministries
Risk Assessment and Management Form

Ministry / Group		Date/Time		
Location		Leaders Name		
Activity		Number of Leaders		
Analysis		Description		
Risks Accident, injury, damage				
Causal Factors Hazards, perils, dangers		People	Equipment	Environment
Risk Management	Normal Operations			
	Emergency			
Relevant Industry Standards Applicable				
Skills required by staff				
Final Decision on Implementing activity	Form Completed by			
	Approval given to proceed YES <input type="checkbox"/> NO <input type="checkbox"/>			
	Approved by			
	Position in Church		Date	

How to use the Risk Analysis and Management System (RAMS)

What to consider:

People:	skills, attitude, age, fitness, ratios, experience, health, cultural considerations etc
Equipment:	clothing, shelter, transport, activity specific gear, safety gear etc
Environment:	weather, terrain, water, season, accessibility to help, animals/insects, cultural significance etc

1. Identify the accidents or incidents (risks) you are hoping to avoid. You may find it helpful to number these. These could include:
 - Physical injuries
 - Social/psychological
 - Material (gear or equipment)
 - Activity/Programme Interruption
2. For each risk identified, list the causal factors that could lead up to it under the headings people, equipment, environment – can could the people, equipment or environment contribute to the risk. It can be helpful to number these to correspond with the above.
3. Then for each of the causal factors, work out a strategy which will reduce the risk to an acceptable level. For each of the causal factors you will need to decide on one of the following management techniques:
 - Eliminate if possible
 - Isolate if you can't eliminate
 - Minimise if you can't isolate
 - Cancel if you can't eliminate, isolate or minimize.
4. The final stage of your risk management planning involves pre-planning emergency strategies. Here you need to formulate a plan for coping with each of the initially identified risks, should they occur. You will need to consider:
 - Step by step management
 - Equipment / resources needed.
5. Remember to continue monitoring safety during the activity.
 - Assess new risks
 - Manage new risks
 - Adapt plans
6. There are a number of Relevant Industry Standard Guides available which could apply to your activity e.g NZ Mountain Safety Council's manual for outdoor recreation activities. You must also refer to your Parish's Safety Policies and Guidelines for the particular practices that will be used.
7. Finally you should list the skills required by the leaders for this activity to be conducted safely.