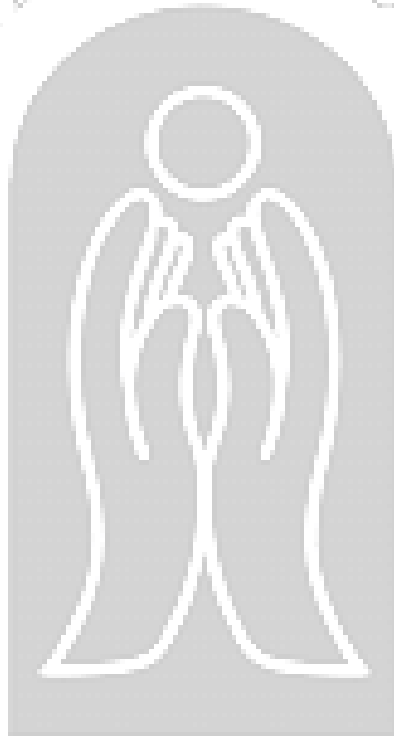


OUR LADY IMMACULATE



TOLWORTH

OUR LADY IMMACULATE

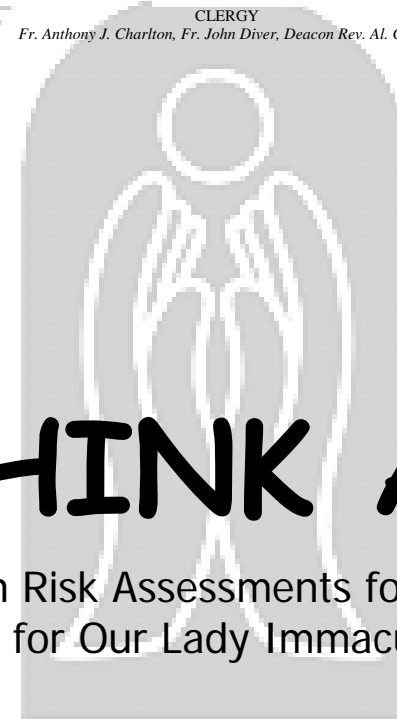


TOLWORTH

CLERGY

Fr. Anthony J. Charlton, Fr. John Diver, Deacon Rev. Al. Callan

OUR LADY IMMACULATE



THINK AHEAD

Advice on Risk Assessments for Volunteers
Working for Our Lady Immaculate Parish

TOLWORTH

This leaflet is produced as a brief advice note for volunteer parish workers preparing Risk Assessments for use in their Groups or functions. This is not the only document you will need to read before you produce your Risk Assessments, but it will help to answer some of your initial questions. You may still need to be briefed by a Parish H&S advisor, and you will need a copy of 'Risk Assessment Protocol for Church Activities' to start your Risk Assessments.

Q:- Why must we do a Risk Assessment?

A:- Two main reasons, first, think about how a child might learn He might try and touch a hot plate, but his mum says "No! Don't touch that. It will hurt."

How does his mum know that it will hurt?

Why should she pass on her knowledge to somebody else?

A Risk Assessment is the same as that mother passing on her experience and knowledge to her child. We need to pass on our experiences and knowledge to everybody who comes after us, so that they don't have to go through the same problems that we went through.

Second, Think about Lord Robert Baden-Powell. He had it right with the Scout motto 'Be Prepared'. What better way to Be Prepared than to think about what we are going to do; think about what is likely to happen and what we need to do to make sure those likelihoods don't become certainties.

Q:- Why do I have to do a Risk Assessment? Why can't the Parish H&S advisor do it?

A:- Nobody knows, better than you the things that are likely to happen during your work for the parish. You might be the one who is being made safe, so you are in the best position to prepare the Risk Assessment.

Q:- Why do I have to write it down?

A:- You can do a Risk Assessment in your head – crossing the road is a good example, but how else are you going to broadcast your

advice and knowledge to lots of people in a consistent manner, and without forgetting things?

Q:- What will happen if I don't prepare a Risk Assessment?

A:- in the worst case, should a foreseeable accident occur, not only will the Parish be responsible for paying the fines and compensation imposed by the courts, but theoretically, the Parish Priest as 'Managing Director' of the Parish, could be imprisoned. Consider also your anguish. How would you feel if you had been aware of 'an accident waiting to happen' in the running of your group, but had only told a few people about it? Wouldn't it be better to include potential problems in a Risk Assessment and warn all about it?

Q:- What's a Risk Assessment going to do that we aren't doing already?

A:- If you are already thinking about how your parish group works and regularly passing on advice and observations, then – nothing! (except writing it down to prove you are doing what you say you are). But if you are not doing this, then a Risk Assessment will formalise your thoughts, record them for posterity, and clear the Parish's responsibility to parishioners and the public.

Q:- How do I do a Risk Assessment?

A:- come to one of the discussion workshops being held by the Parish H&S Advisors, or if you can't make those dates, then phone the Parish Office for an appointment. Please be aware that these appointments may be difficult to arrange promptly. Please try to come to a workshop if you can.

Read the 'Risk Assessment Protocol for Church Activities', available from the Parish Office or on:

www.oli.freeuk.com/index.html

Q:- How long have I got?

A:- It is the Parish council's intention that every Parish group should have a Risk Assessment in place for their activities by October 2006.