

OUR LADY OF THE ANUNICATION

RISK ASSESEMENT

ACTIVITY

- Confirmation candidates Quiet day at Wonersh 20th June 2009

OUTLINE OF THE ACTIVITY

- Confirmation Candidates will travel to Wonersh seminary Guilford, for a day of reflection as part of their Confirmation programme. The day will involve group work and Team building games, focusing on Guided Meditation, Prayer, and silent reflection, and include some free time in the middle of the day for eating packed lunches in the grounds.

KEY ELEMENTS OF THE DAY

- Candidates will meet in the Church Car Park at Our Lady's Addiscombe and be registered
- Candidates will be transported to Wonersh Seminary Guilford via two Hired Coaches
- On arrival Candidates will be offered Tea/squash and Biscuits in the Upper Common Room
- Mass outside (weather permitting) will follow.
- Groups will reassemble in the Upper Common Room before eating packed lunches outside
- After lunch everyone will reassemble in the Upper Common Room
- Team building games and group work on prayer will follow
- The candidates will be split into three Teams and will cycle between three rooms within the Venue. The Upper Common Room, the Philosophy Room, and the Chapel
- The Candidates will then return to the Upper Common room for further registration and a whole group session
- Candidates will depart via two coaches for Our Lady's (registration will be performed on the coaches before departure from Wonersh).

POTENTIAL HAZARDS AND ASSESEMENT OF RISK

	Likelihood of occurrence	Likelihood of harm
1. Accident caused by Vehicle and pedestrian movement in same location of Our Lady's car park, and the main road in front	Low	High
2. Candidates loosing contact with the leaders and getting lost	Low	Low
3. Traffic Accident incorporating impact to either of the two coaches	Low	Medium
4. Allergies to Tea/Orange Squash/Biscuits supplied to candidates during the day	Low	Medium/High
5. Striking against/tripping in the Seminary rooms being used	Low	Low
6. Tripping on stairs and routes between the rooms being used and the Seminary grounds	Low	Low

HAZARD MANAGEMENT

1. Hazards will be incorporated into the "Letter to Parents", asking parents to ensure their child is briefed before the day that they should take care when awaiting boarding of the coaches, staying within the confines of the Car park behind the crash Barriers, until they are called to board the coaches. It is a parental responsibility to ensure the safety of their Child/Children before S/he boards the coach, and once they have left the coach on return to Our Lady's at the end of the day.
2. All candidates will be registered at the beginning, middle, and end of the day to ensure any missing candidates are quickly identified. All candidates will be in groups with at least one Adult Leader, and one support (which will either be an additional Adult or older teenager). Should candidates get lost on the day whilst at the Seminary they will be instructed to return to the Upper Common room . This instruction will be incorporated into the "Letter to Parents" and form part of the Health and safety brief which will be given to all candidates at the start of the sessions at Wonersh.
3. The "Letter to Parents" will incorporate a stated requirement that all Candidates will be expected to wear the seat belts provided on all coach journeys and to keep these belts done up at all times. All candidates will be asked to put their seat belts on before the departure of the coaches, and a visual check will be undertaken by the leaders to ensure all seat belts are secure before the coaches are allowed to depart.
4. The signed permission slips to all parents are a requirement to be completed before a candidate will be allowed to join the trip. This permission slips incorporate a question asking parents to state any health or allergic conditions from which their child suffers and any medication they are required to take. The "Letter to parents" will include a reminder that their Children will be offered Tea, squash and

Biscuits at the Seminary, and should the parents have any concerns about allergic reactions (such as to nuts in the biscuits), they must make them known to Fr Joe , in writing before the trip, should they have not already written these on the permission slip for the trip.

5. The rooms do not have any unusual hazards . As part of the Health and Safety brief at the beginning of the day, all candidates will be reminded that they will be expected to behave sensibly at all times, and that running within the Seminary building is not allowed. The potential tripping Hazard from use of the steps within the Chapel will be specifically mentioned.
6. As per 5 above. The routes between the rooms will necessitate using the grounds of the seminary on occasions. All routes to be used in the grounds have been visually checked and are not assessed as constituting a hazard, providing the Candidates walk sensibly and keep to the designated pathways.

ADDITIONAL SAFEGUARDS

- The adults leading the party include those who are able to provide emergency 1st Aid.
- A trip specific 1st Aid Kit will be available at all times.
- Adult leaders will have permanent contact capability with other during the day via Mobile phones, when they are leading split out sessions in different rooms within the Seminary.
- All Adult leaders will accompany the Candidates if the Upper playing field is used at Lunchtime, to provide supervision.
- The “Letter to Parents” will incorporate a stipulation that no candidate, for whatever reason will be allowed to leave the Seminary Building unaccompanied, not will any Candidate be allowed to leave the Wonersh site at any time.
- The Health and Safety brief at the beginning of the day will incorporate briefing as to Fire Alarm and evacuation procedures.

IN THE EVENT OF AN EMERGENCY

- Should an emergency occur involving any Candidate the contact name and Telephone number provided by Parents/Guardians on the permission slip will be used to inform parents/Guardians of the emergency. The “Letter to Parents” will include a request that they are available on the number given, for the entire duration of the trip, so that they can be contacted in an emergency.