



RISK ASSESSMENT – ALTAR SERVER TRAINER

Parish: _____

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Recruitment and induction of Altar Server Trainers	Altar Server Trainer: Unknown to Parish; Does not understand/follow role description; Does not understand/use positive behaviour management approach; Does not understand/use code of conduct	Physical, Emotional/Psychological, Sexual harm to children	[enter here the controls specific to your parish context] For Example: Recruitment and induction procedures followed according to Safeguarding Safe Recruitment and Training Policy The trainer has a comprehensive understanding of the liturgy and the role of the Altar Server Police vet and reference checking completed and current Code of Conduct signed	Moderate - high	Nil if controls are in place
Gathering children in the sacristy and or sanctuary	Trainer being alone with the child/ren Child slipping/tripping	Physical, injury	If only one trainer ensure that another adult (i.e. parent) is present	Low	Nil if controls are in place

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Altar Server Training session	<p>Non-compliant behaviour in child/ren</p> <p>Perception of inappropriate touching while assisting children in donning the alb and tying sash</p>	Physical, Emotional/Psychological, Sexual harm to children	<p>Two adult rule is in place</p> <p>Established group rules</p> <p>Request that children don the alb themselves asking for assistance only if required</p> <p>Use of positive behaviour specific feedback (e.g. good listening)</p>	Low	Trainer to understand the specific needs of specific children within the group
Impact of physical environment	<p>Carrying of the processional cross</p> <p>Use of lit candles</p> <p>Electrical equipment including power points and cords</p> <p>Training environment either overly hot or cold</p>	<p>Physical injury</p> <p>Physical injury</p> <p>Fire</p> <p>Physical injury</p> <p>Physical injury</p>	<p>Ensure that child is strong enough with appropriate motor skills to carry the cross</p> <p>Candles should be held within a safe stable container e.g. glass container</p> <p>No flammable items in close proximity</p> <p>Use long tapers</p> <p>Lighting of candles to be well supervised by an adult</p> <p>Ensure candles are properly snuffed after use</p> <p>Residual current devices should be fitted to power supply of building</p> <p>Annual checking of electrical equipment including cords</p> <p>Ensure trainees and trainer are well hydrated and suitable clothed for conditions. Ensure space is well ventilated. Use fans/heaters as necessary to modify conditions</p>	Low	Nil if controls are in place

	Potential Covid-19 exposure event	Spread of Covid-19 Corona virus	<p>Either when in level 2 or Red or Orange of the Covid 19 protection framework and we are gathering for masses and liturgical events it is important we continue to minimise the spread of Covid-19. The following measures apply.</p> <ul style="list-style-type: none"> • Attendance roll completed • Face coverings to be always worn • Social distancing 1 metre apart • Strict hygiene methods to be adhered to this includes hand washing and or hand sanitisation <p>As per NZCBC letter as a front facing ministry proof of a Covid -19 vaccination will be required</p>		
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Toileting	Child going to toilet on their own	Child wandering away Another person at the toilet at the same time as the child Child having difficulty with clothing or other matter	Elements to consider: Location of the toilet Parents toilet child prior Send children to the toilet in pairs	Low - moderate	Nil if controls are in place