

# Cityside Baptist Church Children and Youth Risk Analysis and Management (RAMs) Form

*The purpose of this form is to show that you have thought about any risks there might be at an event you are planning, and to record what has been put in place to eliminate or manage those risks. Anyone organising an event under the Cityside umbrella that involves children and youth needs to complete a Risk Analysis and Management (RAMs) document before the event. Please file it in the folder with the Sign In Sheet, or give it to Cityside's Administrator to file.*

<b>Event name:</b>					
<b>Date:</b>			<b>Time:</b>		
<b>Venue:</b>					
<b>Organised by:</b>					
<b>Activities involved:</b>					
<b>Supervision</b> <i>(refer to the Supervision of Children and Youth Policy for details of safe supervision ratios)</i>					
<b>Ratio of leaders to children/youth needed for this event:</b>		<b>Number of children and youth expected:</b>		<b>Number of leaders needed:</b>	
<b>Do leaders require any special skills?</b> (for example: swimming, first aid, tramping experience)					
<b>Please use the <i>Cityside Children and Youth Event Sign In Sheet</i> to record the names of children, youth and supervising leaders present and emergency contact numbers. Parents can record any medical or other notes here too. You will need to create a full information and permission form for bigger events like camps.</b>					

## People-related Risks

### What risks might there be involved for people?

Consider physical, emotional, mental and spiritual aspects.

**Prevention:** How will you attempt to ensure each risk doesn't happen?

**Emergency plans:** What will you do if it does happen?

Any relevant special needs or specific dietary requirements to be aware of in the group:

## Environment Risks

*You may need to do a pre-event visit to check this aspect thoroughly.*

**What risks might there be related to the environment the event will take place in?**

**Prevention:** How will you attempt to ensure each risk doesn't happen?

**Emergency plans:** What will you do if it does happen?

## Equipment Risks

What risks might there be related to the equipment you will be using?	Prevention: How will you attempt to ensure each risk doesn't happen?	Emergency plans: What will you do if it does happen?

What safety equipment will you need to take with you?

## First Aid

Who will be your designated First Aider/s?

If you are not at Cityside, who is responsible for bringing a mobile First Aid Kit?

## Travel Details

(refer to the *Children and Youth Transportation Policy* for requirements if this event involves the use of transport in private cars)

Does this event involve travel as part of the event? yes / no  
If yes, please describe the travel arrangements:

<b>What risks might there be involved with the travel?</b>	<b>Prevention:</b> How will you attempt to ensure each risk doesn't happen?	<b>Emergency plans:</b> What will you do if it does happen?

**Sharing the Information**

How will you share the information in this RAMs form with your leaders?

How will you share this safety information with the participants of the event?

Any other notes?