



partnering local churches ~ **servicing** local communities

CONNECT RELATED DOCUMENTS SUMMARY – LANDSCAPE FORMS

<i>Form No.</i>	<i>Related Document</i>	<i>Policy (No.)</i>	<i>Page(s)</i>
1L	Activity Register Form	Health & Safety Policy (5)	2
2L	Risk Assessment Form	Health & Safety Policy (5)	3



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ACTIVITY REGISTER FORM

Connect trainees or volunteers must always be able to contact the parent or guardian of a young person in their care. A register of all young people attending must be maintained and be available at each gathering containing details of name, address and telephone number of the young person's home and a secondary contact number in case the parents are not available (see Connect *Health & safety policy*). A Connect *Parental Consent Form* must have been completed for each child by their parent/adult with parental responsibility before the activity.

ACTIVITY _____

ADDRESS OF ACTIVITY _____

DATE OF ACTIVITY _____

Name of child	Date of birth	Address	Telephone contact no	2 nd telephone contact no	Name of parent/adult with parental responsibility

Connect trainee/s responsible _____



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RISK ASSESSMENT FORM

ESTABLISHMENT _____

ASSESSMENT DATE _____

ACTIVITY/ENVIRONMENT _____

COMPLETED BY _____

EDUCATIONAL OBJECTIVES _____

DATE REVIEWED _____

<p>1. Hazard List significant hazards which may affect several people</p>	<p>2. Who might be harmed? List groups of people who are especially at risk from the significant hazards identified</p>	<p>3. Is the risk adequately controlled? List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures)</p>	<p>4. What further action is needed to control the risk? List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more</p>