



## Anam Beo - Workshop record

**Centre:**

**Date:**

**Workshop:**

**Facilitating Artist:**

**Staff Nurse:**

**Staff Signature and date:**

**Participants Names:**

**Number of participants:**

**Refer to workshop space:**

**Did the workshop start on time?**

**Please specify level of engagement with assistant during the workshop.**

**Did you need to communicate with staff over any issues?**

**Process**

**Comment**

**Signed:**

**Date:**





## Risk Management

Facilitator:

Date:

Centre:

Key staff:

H: High   L: Low   M: Minor   S: Serious

	Risks	Probability H / L	Impact M / S	Actions to reduce probability and/or impact	Action Time/date	Ownership of ac- tion
1						
2						
3						
4						

# Risk assessment and risk management

Risk assessment should be a part of planning any project and should take into account all aspects of the project, but particularly any risks relating to protection of children, young people or vulnerable adults. Risk management should be an ongoing part of every project.

## Risk assessment

The principle of risk assessment is to consider:

- practical detail of a project
- things that can go wrong in the project
- likelihood of these things going wrong
- impact of these things going wrong

### Once this is done:

- you can identify measures to reduce the risk
- you can decide what to do if things do go wrong
- you can allocate roles to monitor and manage child protection

Make sure you set aside enough time to undertake risk assessment and risk management. To ensure that all risks are considered, involve as wide a range of project stakeholders as possible in risk assessment.

Risk assessment and risk management should be done for every project you engage in. When you have done it once you will be able to adapt the exercise for future projects.



**Media Release Form; to help promote the arts, health and wellbeing programme; Anam Beo collect and document participants and their work from a safe, controlled environment during the creative art workshops as part of an ongoing archive and/or for public relation purposes. Please oblige the programme by giving us permission to do so.**

**Thank You.**

***I give permission to Anam Beo to document and photograph these sessions as part of the creative project. By signing this form, I authorise the use of my images and artwork for exhibition and PR purposes.***

**Name Print and Signature**

**Facilitator:**

**Project:**

**Date:**

**Centre**