



**Archdiocese of St Andrews & Edinburgh**  
**Archdiocesan Lourdes Pilgrimage**

# **Risk Assessments**

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Activity	Activity being Assessed	Hazard	Risk Rating following controls
1.	Medical Emergencies	Pilgrims becoming ill	Medium
2.	Distributing Medication	Unqualified pilgrims administering medication	Low
3.	Management of Medication	Medication error	Medium
4.	Conduct of Helpers and Ability to Provide Care	Inadequate care of Supported Pilgrims 1. Care compromised by lack of adequate preparation 2. Care compromised by lack of sleep 3. Care compromised by consumption of alcohol Negative impression of the Archdiocese of St Andrews and Edinburgh caused by actions of helpers	Medium
5.	Moving and Handling	Injury to Supported Pilgrims or helpers	Medium
6.	Safety in the Saint Frai	Accidents involving Supported Pilgrims and helpers	Low
7.	Safeguarding all Pilgrims	Failure to safeguard all pilgrims	Low
8.	Supported Pilgrims Becoming Lost	Supported Pilgrims becoming lost	Low
9.	Travelling by Coach	Moving traffic, moving and handling people and baggage, poor operating practice by the coach company	Medium
10.	Travelling by Fourgon	Moving and handling people, poor operating practice by Hospitalité de Notre Dame de Lourdes Stagers (HNDL)	Medium
11.	Travelling by Aircraft	Airport hazards including lost people, escalators and lifts and other internal transportation methods, poor operating practice by airport and/or airline, moving and handling of both people and baggage	Low
12.	Traffic in Lourdes	Moving vehicles, narrow roads, narrow or blocked pavements, parked vehicles, many pedestrians, traffic on right, height of pavements	Low

<b>Activity</b>	<b>Activity being Assessed</b>	<b>Hazard</b>	<b>Risk Rating following controls</b>
13.	Excursions	Water, steep walks, weather, animals, moving traffic, leisure activities	Low
14.	Taking part in Torchlight Procession	Setting fire to yourself or someone else, Carrying the statue, petty theft, pilgrims being left at the end	Medium
15.	High Stations of the Cross	Steep slopes, uneven pathways, slippery when wet	Low
16.	Riverside Activities in Lourdes	Cold, deep, fast flowing river (at Lourdes)	Low
17.	Adequate Protection for Weather	Sunburn and exposure to the elements	Low
18.	Use of Wheelchairs, Tringlots, Voitures and Chaises Bleues	Incorrect use of rolling equipment causing injury to helper and/or sick pilgrim	Medium
19.	Saint Frai Evacuation Procedure	Smoke and fire, trapping in lifts	Medium
20.	Water Ceremonies and Visits to Baths	Person being affected by water temperature and moving and handling	Medium
21.	Use of Electrical Equipment by Music Group	Injury due to accidental contact with electrical equipment and tripping	Low
22.	Personal Safety of Helpers	Personal, physical or psychological harm to helpers	Low
23.	Major Incidents	Terrorist attack, bomb threat, chemical warfare, fire, need for major evacuation	Medium
24.	Transfer of care responsibilities for Supported Pilgrims to and/or from another Diocese	Inadequate medical information	Medium
25.	Night Shift Safety	Lone working, harm to Supported Pilgrims and Helper due to reduced numbers on shift	Medium

## 1. Medical Emergencies

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Pilgrims becoming ill			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	4	12	High
<b>Who is at risk</b>	St Andrews & Edinburgh Pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>All Doctors must have current GMC registration, licence to practise and defence cover checked</li> <li>All Nurses PIN numbers will be checked</li> <li>All Supported Pilgrims will have completed a medical form which will be assessed by medical team.</li> <li>All Supported Pilgrims will receive a medical assessment either in person or by phone</li> <li>Any pilgrims requiring assistance to be notified to courier as soon as possible</li> <li>All applications to travel as a Supported Pilgrim will be reviewed by the Senior Medical Team (includes Chief Doctor, Chief Nurse and other senior members of the medical &amp; nursing team).</li> <li>Ultimate decision on fitness to travel will be taken by Chief Doctor</li> <li>All helpers attend mandatory preparation sessions, both online modules and face to face training, and are made aware of their roles and responsibilities and how to recognise their limitations and when to ask for help.</li> <li>All supported pilgrims must disclose relevant medical information, should that change prior to travel, the Chief Doctor must be informed</li> <li>All helpers must be aware of procedures in the event of any accident or emergency</li> <li>Supported pilgrims and helpers advised to have a valid personal Global Health Insurance Card and bring adequate medication</li> <li>Doctors have access to medical supplies from Pilgrimage stock and local pharmacies</li> <li>In emergencies, Doctors and Nurses are informed of procedure to summon emergency services and arrange hospital admission with aid of travel agent</li> <li>Wherever possible doctors and/or nurses will be present on designated Supported Pilgrim flight and at all ceremonies where significant numbers of assisted pilgrims are present</li> <li>If a registered hotel pilgrim requires transfer to the Saint Frai Centre due to unforeseen circumstances, the Chief Doctor and Chief Nurse will assess the situation and contact the pilgrim's doctor and family</li> <li>All contagious diseases (i.e. flu, COVID, norovirus etc) will be assessed by the medical team to determine if the Pilgrim requires further assessment at the local hospital. Usual infection control precautions will be put into place with the support of the travel agent if required.</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage Doctors and Registered Nurses - throughout Pilgrimage.			
<b>Review required</b>	After the Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	2	6	Medium

## 2. Distributing Medication

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Unqualified pilgrims administering medication			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	4	12	High
<b>Who is at risk</b>	Anyone requiring medication.			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Chief Doctor to verify GMC number and license to practice</li> <li>• Chief Nurse to verify with Nursing &amp; Midwifery Council (NMC) that the applicants' PIN number is valid without restrictions</li> <li>• Chief Doctor and Chief Nurse to meet with their team before allowing them to perform duties</li> <li>• Only identified nurses with current registration or doctors with a licence to practice should distribute medication</li> </ul>			
<b>Who implements control measures and when</b>	Chief Doctor and Chief Nurse before Pilgrimage.			
<b>Review required</b>	After Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low

### 3. Management of Medication

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Medication error			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	3	9	Medium
<b>Who is at risk</b>	Anyone requiring medication			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Advise helpers of the medication policy</li> <li>• Only doctors with current GMC licence or nurses with current NMC registration are permitted to dispense and supervise medication</li> <li>• All Supported Pilgrims to provide a medical form prior to Pilgrimage detailing their medical history, current medications and allergies. Prior to Pilgrimage all Supported Pilgrims are assessed as to their ability to manage medication independently and are made aware of medication policy.</li> <li>• Supported Pilgrims to continue to be assessed informally by medical team throughout Pilgrimage week as to their ability to manage their own medication</li> <li>• All medication brought by Supported Pilgrims must be clearly labelled by their pharmacist</li> <li>• Supported Pilgrims must store their medication in a responsible manner if it is not being stored by the medical team</li> <li>• Only key nominated nurses/doctors administer routine medication</li> <li>• Medication, which is being stored by the medical team, is kept in a locked room</li> <li>• Any medication errors will be investigated and recorded on the incident form by the Chief Doctor and the Chief Nurse</li> <li>• Helpers are advised to minimise interruptions during administration of medication</li> </ul>			
<b>Who implements control measures and when</b>	Doctor and Chief Nurse before and during Pilgrimage			
<b>Review required</b>	After Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium

#### 4. Conduct of Helpers and Ability to Provide Care

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Inadequate care of Supported Pilgrims <ol style="list-style-type: none"> <li>1. Care compromised by lack of adequate preparation</li> <li>2. Care compromised by lack of sleep</li> <li>3. Care compromised by consumption of alcohol</li> </ol> Negative impression of the Archdiocese of St Andrews and Edinburgh caused by actions of helpers			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	4	3	12	High
<b>Who is at risk</b>	All pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Mandatory attendance at preparation day for all helpers to explain responsibilities for individuals and their behaviour</li> <li>• All helpers follow code of conduct and advice provided on alcohol for helpers</li> <li>• All helpers to be continually aware of the impact of their actions have on others</li> <li>• Helpers are asked to advise their Head of Department or Chief Doctor of any factors which may affect their ability to carry out tasks</li> <li>• Youth group leaders monitor situation and ensure safety of Youth for Lourdes (YFL)</li> <li>• Telephone number for hospital and emergency services and Heads of Department given to all helpers</li> <li>• All helpers to be vigilant and inform Heads of Department if there are concerns around the ability of other helpers to care for and protect the Supported Pilgrims</li> <li>• Basic information available to all volunteers working with supported pilgrims in the Saint Frai</li> <li>• Medical team to liaise with team leaders regarding any change in condition or care requirements</li> <li>• Helpers advised to be aware of their limitations</li> </ul>			
<b>Who implements control measures and when</b>	All helpers throughout the pilgrimage and overseen by the Heads of Department			
<b>Review required</b>	After Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	3	9	Medium

## 5. Moving and Handling

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Injury to Supported Pilgrims or helpers (e.g. weight of person or equipment/baggage being moved, difficulty assisting a person to move, unpredictable movements of person being lifted, repetitive handling with insufficient rest or recovery time, long distance lifting, constraints on posture because of location, variation in levels during the movement, not having enough accurate information about sick pilgrim's mobility before Pilgrimage).			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	4	3	12	High
<b>Who is at risk</b>	People being lifted/moved People doing the lifting/moving			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>Establish who or what needs to be moved, the weight, and how to best to move taking into account capabilities of team (Using the LITE mnemonic)</li> <li>Where possible use mechanical aids (if trained)</li> <li>If there are no mechanical aids, use manual aids where possible</li> <li>All helpers to undertake BLMA online training which includes moving and handling</li> <li>Helpers are advised to be aware of their limitations</li> <li>Ensure there are enough physically able helpers capable of coping with moving and handling needs of whole Pilgrimage</li> <li>When carrying out a manoeuvre ensure on the spot assessment and use the LITE mnemonic</li> <li>Prior to Pilgrimage, medical team carry out visits to Supported Pilgrims to establish mobility and moving and handling requirements</li> <li>Heavy baggage to be marked or labelled</li> <li>Ensure at least 2 people are involved in handling heavy baggage and musical equipment</li> </ul>			
<b>Who implements control measures and when</b>	Heads of department prior to Pilgrimage and all helpers during Pilgrimage			
<b>Review required</b>	After the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium

## 6. Safety in the Saint Frai Centre (Accommodation for Supported Pilgrims)

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Accidents involving Supported Pilgrims and helpers			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	3	9	Medium
<b>Who is at risk</b>	Supported Pilgrims, helpers and visitors			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Briefing and preparation of helpers at mandatory practical preparation session</li> <li>• Appropriate number of helpers required at mealtimes to negate congestion and therefore injury</li> <li>• Thermal flasks must be used to transport coffee and tea</li> <li>• Floors not to be washed while Supported Pilgrims are in room</li> <li>• Signs used to indicate wet floor hazard</li> <li>• Dedicated team in tisanerie – no congregating of helpers allowed around tisanerie</li> <li>• Any obstructions such as chairs, wheelchairs must be removed to safe area in accordance with Saint Frai Fire Safety policy</li> <li>• Bedrails used where required</li> <li>• All helpers are aware of Supported Pilgrims' needs and adequate supervision is in place</li> <li>• All pilgrims are informed of Saint Frai Fire Safety procedures at first mass and through appropriate signage</li> <li>• Helpers to be aware of appropriate behaviour as per Risk Assessment 4</li> <li>• Any incident will be investigated and recorded using incident form</li> </ul>			
<b>Who implements control measures and when</b>	Heads of department			
<b>Review required</b>	After the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	2	4	Low

## 7. Safeguarding all Pilgrims

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Failure to safeguard all pilgrims			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium
<b>Who is at risk</b>	All pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• All helpers must be properly approved in line with Government and Church Safe Recruitment procedures</li> <li>• All helpers must have a clear PVG (Protection of Vulnerable Groups) check for working with Protected Adults</li> <li>• All helpers must undertake Safeguarding Induction Training</li> <li>• References must be provided for all helpers</li> <li>• Any disclosure will be dealt with by the Safeguarding Coordinator</li> </ul>			
<b>Who implements control measures and when</b>	Safeguarding Coordinator and Heads of Departments			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	3	3	Low

## 8. Supported Pilgrims Becoming Lost

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Supported Pilgrims becoming lost			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium
<b>Who is at risk</b>	Supported Pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• The Medical Team will carry out an assessment of all Supported Pilgrims and identify who requires to be accompanied by a helper</li> <li>• All helpers made aware of risk as required</li> <li>• All helpers are aware of Supported Pilgrims' needs</li> <li>• All Supported Pilgrims and helpers to wear Pilgrimage photographic identification badge</li> <li>• Ensure that Supported Pilgrims are 'signed out/in' when leaving and returning to the Saint Frai</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage Director and Heads of Department to brief their helpers at preparation day and start of Pilgrimage			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	3	3	Low

## 9. Travelling by Coach

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Moving traffic, moving and handling people and baggage, poor operating practice by the coach company			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	5	10	High
<b>Who is at risk</b>	Pilgrims travelling on coaches			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Ensure people are located in a safe place when the coach arrives for pick up and departure</li> <li>• Follow assessments in relation to moving and handling people and baggage</li> <li>• Travel Agent contracts reputable coach company</li> <li>• Ensure the driver has clamped all occupied wheelchairs correctly and securely</li> <li>• All passengers to be advised to use seat belts where available and driver to be alerted if any are not working</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• Pilgrimage/Organising Committee</li> <li>• Travel Agent to confirm status of coach companies before excursion</li> </ul>			
<b>Review required</b>	After each coach journey and after the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium

**10. Travelling by ‘Fourgon’ (vehicle designed to transport Supported Pilgrims)**

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Moving and handling people, poor operating practice by Hospitalité de Notre Dame de Lourdes Stagers (HNDL).			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	5	10	High
<b>Who is at risk</b>	Pilgrims travelling on fourgons			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Ensure people are located in a safe place when the fourgon arrives for pick up and moves off after departing</li> <li>• Follow assessments in relation to moving and handling people</li> <li>• Ensure adequate communication between Pilgrimage organisers and HNDL regarding the safe transfer of pilgrims</li> <li>• Any poor practice by fourgon driver will reported to HNDL Offices</li> <li>• All Supported Pilgrims and helpers to use seat belts where available</li> <li>• Ask the driver to clamp all occupied wheelchairs correctly and securely</li> <li>• Liaise with HNDL to ensure an adequate number of staff on the fourgon. However, this might be out of our control</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• HNDL</li> <li>• Pilgrimage/Organising Committee</li> </ul>			
<b>Review required</b>	After each fourgon journey and after the Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium

## 11. Travelling by Air

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Airport hazards including lost people, escalators and lifts and other internal transportation methods, poor operating practice by airport and/or airline, moving and handling of both people and baggage.			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium
<b>Who is at risk</b>	Pilgrims travelling by air			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• All pilgrims should follow current guidance around air travel</li> <li>• Supported Pilgrims to wear Edinburgh Pilgrimage photographic identification badge and be easily identified</li> <li>• Ensure sufficient numbers of helpers available to provide necessary support within the airport</li> <li>• Supported Pilgrims should be accompanied by helpers if they leave an allocated area/gate</li> <li>• Follow assessments in relation to moving and handling people and baggage</li> <li>• Follow Risk Assessment in relation to use of wheelchairs</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• Pilgrimage/Organising Committee</li> <li>• Travel agent to confirm status of airlines before Pilgrimage</li> </ul>			
<b>Review required</b>	After each flight and after the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	3	3	Low

## 12. Traffic in Lourdes

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Moving vehicles, narrow roads, narrow or blocked pavements, parked vehicles, many pedestrians, traffic on right			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	4	8	Medium
<b>Who is at risk</b>	All pilgrims but particularly those with sensory impairment			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Helpers and Supported Pilgrims to be alerted to traffic hazards</li> <li>• Supported Pilgrims to be accompanied by helpers at all times when out with Saint Frai</li> <li>• Helpers instructed to use the dedicated wheelchair lane when pushing wheelchairs or pulling voitures (where possible)</li> <li>• Helpers briefed at preparation sessions</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• Pilgrimage/Organising Committee</li> <li>• All helpers with specific responsibilities for Supported Pilgrims when walking in town</li> </ul>			
<b>Review required</b>	After the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low

### 13. Excursions

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Water, steep walks, weather, animals, moving traffic, leisure activities			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	4	12	High
<b>Who is at risk</b>	All those travelling on excursion			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Only travel to previously recommended/used locations</li> <li>• Ensure that the members of the group who are going on the excursion have been assessed as being medically suitable to travel</li> <li>• Be prepared for climatic changes (e.g. wet weather gear, sun block)</li> <li>• Identified Supported Pilgrims to be accompanied by helpers at the excursion venue at all times</li> <li>• Refer to traffic hazards assessment</li> <li>• Swimming in the designated pool area only and follow lifeguard instruction at Lac de Lourdes</li> <li>• Life Vests to be worn by all if using a pedalos. Identified person to be a spotter when pilgrims are using a pedalo</li> <li>• Pilgrims to inform Head of Department if they leave the picnic areas e.g. walk around the lake</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• Pilgrimage/Organising Committee</li> </ul>			
<b>Review required</b>	After excursions and after Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low

#### 14. Taking Part in Torchlight Procession

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Setting fire to yourself or someone else Carrying the statue Petty theft Pilgrims being left at the end			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	4	12	High
<b>Who is at risk</b>	Anyone in the procession			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Wherever practicable, stay together with the Archdiocesan Pilgrimage</li> <li>• Supported Pilgrims to be always accompanied (including the end of the procession when people may get split up)</li> <li>• People pushing wheelchairs, voitures or tringlots, or holding banners should take extra care and should not carry candles</li> <li>• Only Supported Pilgrims who are capable of holding a candle steadily should be allowed to carry lit candles</li> <li>• Alternative battery-operated candles will be provided</li> <li>• Helpers to ensure candles are held away from face and hair and away from the clothes and hair of others in the procession</li> <li>• A designated person to remain behind at the end of the procession to ensure that all sick pilgrims have left the Domaine</li> <li>• All pilgrims made aware of increased opportunity for pick pockets and should keep valuables secure</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee			
<b>Review required</b>	After torchlight procession and after Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium

**15. High Stations of the Cross**

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Steep slopes, uneven pathways, slippery when wet			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	3	3	Low
<b>Who is at risk</b>	Anyone undertaking the activity			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Only able-bodied adults who can walk unaided to undertake the activity.</li> <li>• Supported Pilgrims only permitted to undertake the High Stations if assessed as being able to do so, and always to be accompanied</li> <li>• The Low Stations should be used as an alternative for those with mobility issues</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee			
<b>Review required</b>	After visit to High Stations and after Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	3	3	Low

## 16. Riverside Activities in Lourdes

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Cold, deep, fast flowing river (at Lourdes)			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low
<b>Who is at risk</b>	Anyone falling into river (particularly Supported Pilgrims)			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Always ensure activities by riverside or on bridges are supervised so that Supported Pilgrims do not wander off</li> <li>• No ball games in immediate vicinity of river</li> <li>• No one to enter river in Lourdes</li> <li>• Wherever practicable always choose locations for activities where the river is protected by embankments or other barriers</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee			
<b>Review required</b>	After riverside activities and after the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low

## 17. Adequate Protection for Weather

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Sunburn and exposure to the elements			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	2	6	Medium
<b>Who is at risk</b>	Everyone, especially Supported Pilgrims.			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Sun cream to be applied when necessary</li> <li>• Sun cream to be available for Supported Pilgrims</li> <li>• Rainwear is used when necessary</li> <li>• Helpers are aware that voiture hoods can be used in adverse weather</li> <li>• Sun hats to be encouraged</li> </ul>			
<b>Who implements control measures and when</b>	<ul style="list-style-type: none"> <li>• Pilgrimage/Organising Committee</li> <li>• All helpers when outdoors</li> </ul>			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	1	3	Low

**18. Use of Wheelchairs, Tringlots, Voitures and Chaises Bleues**

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Incorrect use of wheeled equipment causing injury to helper and/or sick pilgrim			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	3	9	Medium
<b>Who is at risk</b>	Pusher/puller or person being pushed/pulled			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• All helpers who will use equipment to push others to be briefed about the use of wheelchairs during preparation sessions and tringlots, voitures and chaises bleues at start of Pilgrimage</li> <li>• Equipment only to be used in locations that are appropriate, e.g. not to be taken on steep ramps</li> <li>• Safety belts and brakes to be used when fitted</li> <li>• All helpers to ensure they wear appropriate footwear</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium

## 19. Saint Frai Evacuation Procedure

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Smoke and fire, entrapment in lifts			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium
<b>Who is at risk</b>	All pilgrims, but particularly Supported Pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• For venues being used, understand the emergency plan for escape in the case of fire and ensure all know where they can locate the escape routes, fire extinguishers and fire alarm call points. This will be shared with all Helpers at the practical preparation</li> <li>• Supported Pilgrims strongly advised not to use the lifts by themselves</li> <li>• The method of summoning outside assistance needs to be understood by all helpers in the Saint Frai</li> <li>• Ensure that Supported Pilgrims are signed out when leaving the Saint Frai and signed back in on return</li> <li>• Fire procedures for a fire, or fire alarm, in the Saint Frai Centre to be briefed to Helpers during preparation events and followed (including evacuating person out of the atrium area and into the adjoining spaces which are 'fire protected').</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee			
<b>Review required</b>	After the Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium

## 20. Water Ceremonies and Visits to the Baths

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazard</b>	Person being affected by water temperature Moving and handling techniques by members of HNDL Increased risk of abuse			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	5	10	High
<b>Who is at risk</b>	Anyone taking part			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• All pilgrims are fully aware of the practicalities of going to the baths/water service</li> <li>• Information about the baths/water service will be shared with all pilgrims</li> <li>• All Supported Pilgrims to be accompanied by a suitable helper when going to the baths</li> <li>• Medical team to be consulted about suitability of participants (including helpers) to go into cold water</li> <li>• Water Service (either outside or back at the Saint Frai) is offered as an alternative to immersion in the baths</li> <li>• Medical team should be present at baths</li> <li>• Observation of HNDL moving and handling techniques and report any concerns immediately to the office</li> </ul>			
<b>Who implements control measures and when</b>	Medical team before and during visit to baths			
<b>Review required</b>	After visits to the baths and after Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium

## 21. Use of Electrical Equipment by Music Group

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Injury due to accidental contact with electrical equipment and tripping			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	4	8	Medium
<b>Who is at risk</b>	People setting up microphones, speakers, mixers etc.			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Ensure electrical equipment is checked before each Pilgrimage by competent and qualified person</li> <li>• Ensure cables do not constitute a trip hazard</li> <li>• Make members of Music Group aware of possible risks</li> </ul>			
<b>Who implements control measures and when</b>	Director of Music – before and after each setting up			
<b>Review required</b>	After Pilgrimage.			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	4	4	Low

## 22. Personal Safety of Helpers

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Personal, physical or psychological harm to helpers			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	2	4	Low
<b>Who is at risk</b>	All helpers			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• All helpers advised not to go out at night unaccompanied</li> <li>• Contact number cards given out to all helpers</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee of Pilgrimage and YFL Leaders			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	2	2	Low

### 23. Major Incident

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Terrorist attack, bomb threat, chemical warfare, fire, need for major evacuation			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium
<b>Who is at risk</b>	All pilgrims			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>Follow the direction of the security guards in Domaine or Saint Frai Centre</li> <li>Share major incident guidance with Helpers at preparation events</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee of Pilgrimage Travel Agent, Sanctuary Staff			
<b>Review required</b>	After Pilgrimage or major incident			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	1	5	5	Medium

24. Transfer of care responsibilities for a Supported Pilgrims to and/or from another diocese

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Inadequate medical information			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium
<b>Who is at risk</b>	Person being transferred			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• In conjunction with the pilgrim and their family, necessary information will be shared in line with data protocols</li> <li>• Collaborative teamwork between Dioceses and Travel Agent</li> <li>• All new Supported Pilgrims will be asked to complete a Medical Application Form upon arrival in the Saint Frai</li> <li>• Medical Assessment will be carried out by Chief Doctor and Chief Nurse to create an individualised care plan</li> <li>• Medical Application Form will be provided to the receiving Diocese</li> <li>• Ensure the next of kin is kept up to date through regular communication</li> <li>• All pilgrimages are encouraged to complete the BLMA online training to ensure basic awareness and training</li> </ul>			
<b>Who implements control measures and when</b>	Chief Doctor and Chief Nurse			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium

## 25. Night Shift Safety

<b>Name of Assessor(s)</b>	Pilgrimage/Organising Committee			
<b>Date of Assessment</b>	Reviewed 2026			
<b>Hazards</b>	Lone working Harm to Supported Pilgrims due to reduced numbers on shift Harm to Helper due to reduced numbers on shift			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium
<b>Who is at risk</b>	Supported Pilgrims and helpers on night shift			
<b>Control Measures to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• At least 2 helpers on every night shift of which, at least 1 must be a registered nurse</li> <li>• Visible presence in the atrium</li> <li>• Contact numbers available for staff on call (Doctor, Nurse, Priest)</li> <li>• Night staff know how to contact security</li> <li>• As far as possible, staff should not be on their own</li> <li>• Staff should not be 'off the floor' on their own</li> </ul>			
<b>Who implements control measures and when</b>	Pilgrimage/Organising Committee of Pilgrimage			
<b>Review required</b>	After Pilgrimage			
<b>Risk Rating following control measures</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	2	3	6	Medium